

Tender Notice

Procurement of Translation and Interpretation Services

Tender Title: Procurement of Translation and Interpretation Services

Tender Reference Number: PT2026-02

Date Issued: January 27, 2026

Submission Deadline: February 8, 2026

1. Background

Binda Consulting International Ltd (BCI), a dynamic and growing Malta-based business with operations across various sectors and in different countries, invites quotations from qualified translation and interpretation service providers based in Baghdad, Iraq. Our requirements include both in-person and online interpretation for workshops and seminars, and written translation of documents. The services will focus on English-Arabic-English. Successful service providers will be designated as “preferred vendors” for upcoming BCI projects, ensuring a long-term and mutually beneficial partnership.

2. Scope of Work

Selected service providers will be responsible for offering the following services:

- In-person interpretation for workshops, meetings and seminars.
 - Online interpretation services for virtual meetings and webinars.
 - Written translation services for documents, including but not limited to, reports, presentations, and training materials from English to Arabic and vice versa.
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3. Qualifications

To be eligible for consideration, interested providers must have:

- Proven experience in providing interpretation and translation services in the required languages.
- Proven experience in simultaneous interpretation in online meeting formats, such as Zoom, Microsoft Teams, and Google Meets.

- Demonstrated capacity to handle technical and civil society-related documents for translation.
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4. Proposal Submission Requirements

Quotations must include:

- Profile of the service provider, emphasizing experience and expertise in the required services, noting previous or current clients.
 - Pricing structure — hourly interpretation and per word/page written translation.
 - Relevant certificates or references.
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5. Submission Instructions

Proposals must be submitted electronically to **info@bindaconsulting.org** before **CET 17:00, February 8, 2026**. The subject line should be “PT2026-02 Quotation Submission.”

For queries related to this tender, contact info@bindaconsulting.org.

7. Terms and Conditions

- BCI reserves the right to accept or reject any quotation at its discretion and is not bound to accept the lowest bid.
- The designation of a service provider as a “preferred vendor” does not guarantee a minimum volume of work.
- Submission of a quotation indicates acceptance of all terms and conditions stated within this tender notice.
- The procurement for these services is valid for two years (2026-2028).