

**SITE VISIT REPORT**

**Title of contract:** Framework Contract for provision of interpretation services

**Reference no:** Frontex/OP/76/2019/MS

**Date:** 09/07/2019, 10.00 am

**Present:** three representatives of Frontex, nine tenderer's representatives

During site visit to Building B the following issues were asked and replied:

1. How many receivers Frontex has for use in the conference room on 14<sup>th</sup> floor?  
100 pcs for maximum 100 participants.
2. Do you organize events with interpretation outside Frontex premises and abroad?  
According to the point 1.3 of the Annex II Terms of Reference the conferences and meetings shall take place either at Frontex premises in Plac Europejski 6 in Warsaw or, occasionally, in other venue rented or made available to Frontex in Warsaw or in its close vicinity (up to 50 km outside Warsaw). In any case, Frontex will cover the costs of the venue, utilities and media provided by the venue (electricity, access to the Internet, if necessary, etc.).  
Exceptionally, the interpretation services may be required at another Polish and European destination, e.g. a capital of the country hosting EU Presidency, or in a Third Country. In such a case, Frontex will reimburse the travel and accommodation costs in line with the reimbursement rules annexed to the Terms of Reference.
3. Is the contractor responsible for preparation of the equipment prior to the meeting?  
Yes. Prior to, preferably on the eve of the meeting, the contractors technicians shall verify that all equipment is in working order and ready for use the following day.
4. Do you organize videoconferences with interpretation?  
In principle, videoconferences are organized without interpretation.
5. How many contractors' technicians are needed during the MB meeting?  
Two technicians are needed.
6. What kind of equipment is installed in the translation cabins?  
High standard interpretation equipment is provided by Frontex (internationally known brand BRÄHLER ICS).
7. Do you need mobile interpretation systems like tour guide?  
It may be needed but very rarely (groups up to around of 10 persons).
8. Do you need contractor's equipment like cabins, etc.?  
Yes, it will be needed for meetings taking place outside of Frontex premises (see point 1.8 of the Annex II Terms of Reference) and for meetings in Frontex if there is more than one meeting with interpretation at the same time (f.e. on 14<sup>th</sup> floor - with Frontex equipment and on 6<sup>th</sup> floor with contractor's equipment).
9. What is the main relay language?  
The choice of the relay language is not imposed, it may depend on particular language combinations to be covered, but Frontex would recommend either English, French or Polish.