



Amt der Tiroler Landesregierung
Abteilung Südtirol, Europaregion
und Außenbeziehungen

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Informationen zum rechtswirksamen Einbringen und
Datenschutz unter www.tirol.gv.at/information

Geschäftszahl – beim Antworten bitte angeben

EUI-961/4

Innsbruck, 09.10.2025

Call for tenders:

Simultaneous Interpretation – EUSALP General Assembly and Annual Forum, 25 November 2025

Dear Sir or Madam,

As part of the Austrian–Liechtenstein Co-Presidency of the EU Strategy for the Alpine Region (EUSALP) 2025, the Region of Tyrol is organizing the Annual Forum and the Political General Assembly, which will take place from 25 to 26 November 2025 in Innsbruck.

In this context, we invite you to submit a binding offer for **simultaneous interpretation** at the EUSALP General Assembly and Annual Forum 2025 in Innsbruck, in accordance with the attached specifications.

The service includes in particular (for further details, see “1. Terms of Reference”):

- Simultaneous interpretation for the EUSALP General Assembly and Annual Forum 2025
- Languages: German, English, French, Italian, Slovenian
- Date of the event: 25 November 2025, from 12:00 to 19:00
- Venue: Congress Innsbruck
- Contracting authority: Region of the Tyrol (within the framework of the AT/LI EUSALP Co-Presidency 2025)

Please note:

- The offer must be submitted by **5 November 2025** via e-mail to aussenbeziehungen@tirol.gv.at at the latest
- The offer must be stated in euros, both net and gross, and must cover the entire scope of services described.
- Type of procedure: **Direct award pursuant to § 46 of the Austrian Federal Procurement Act (BVerG 2018)**
- Award criterion: **Lowest price principle** (lowest price meeting all minimum qualification requirements)
- Only offers that meet the minimum requirements will be considered.

The submission of an offer does not constitute any legal entitlement to the award of a contract. The award will be made subject to the availability of budgetary funds and in compliance with the provisions of the Austrian Federal Procurement Act 2018 (direct award pursuant to § 46 BVergG).

For any questions, please contact us at **+43 512/508-2357** or aussenbeziehungen@tirol.gv.at.

1. Terms of Reference

The EUSALP General Assembly and Annual Forum represent the main events of the Austrian–Liechtenstein EUSALP Co-Presidency 2025. An international audience of approximately 400–600 participants from across the Alpine region is expected, including high-ranking political representatives and members of the European Commission.

High-quality simultaneous interpretation will be required for this event. The event is open to the public and will include political general assemblies, plenary sessions, panel discussions, keynote speeches, and a project competition.

Leistungsgegenstand

Scope of Services

The subject of this procurement is the provision of **simultaneous interpretation for one working day** (25 November 2025) in the following languages:

- German
- English
- French
- Italian
- Slovenian

- **Programme segments:**

- Political General Assembly (12:00–14:00) – all five languages
- Press conference (14:00–14:30) – German/English only
- Public Annual Forum (15:00–19:00) – all five languages

- **Interpreter requirements:**

- Several years of relevant professional experience
- Expertise in EU- and Alpine region-related terminology
- Team-based work (two interpreters per booth)
- Obligation of confidentiality

- **General conditions:**

- Technical equipment provided (booths, audio systems, headsets)
- Venue: Innsbruck
- Date: 25 November 2025

- **Contract conditions:**

- One-time service provision on 25 November 2025
- Fixed total price including all incidental costs
- Any applicable travel and accommodation allowances to be specified
- Invoicing after completion of the service

Contents of the Offer:

Your offer should include the following information:

1. Fixed total price (including preparation and working time)
2. Any travel and accommodation allowances
3. Details of the interpreters to be deployed (qualifications, references)
4. Confirmation of availability on the day of the event

Kind regards,

Florian Mast