

Annex II: Scenario for Evaluation

Scenario: Cost of simultaneous interpretation services and coordination for a one day meeting in the languages: EN-FR-DE-IT-ES with 10 interpreters of which four interpreters are recruited from abroad. For this scenario the meeting takes place at the EMSA headquarters in Lisbon from 09:00 to 18:00, with one hour lunch break.

	Multiple	Fee (please fill in)	Total
Administrative cost per meeting for coordination:	1		
Interpreters daily fee for ten interpreters per meeting day (8 hours): Same fee is applicable for the languages EN-FR-DE-IT-ES	10 interpreters		
Daily allowance per meeting day for interpreters from abroad (flat rate fee)	4	€84.00	€336.00
Hotel cost based on maximum ceiling of 120 EUR for Lisbon, for four interpreters for two nights	4 x 2 nights	€120.00 per night	€960.00
If applicable any other costs, for example: <u>travel day allowance for interpreters recruited from abroad, in this case two travel days to be calculated for four interpreters</u>	4 x 2 travel days		
Total Cost: (Administration cost + fee for ten interpreters + EUR 336 for DA + EUR 960 maximum accommodation allowance + any other costs =			

Prices must be shown in euros, net (excluding taxes)

Signature

Date