

NATO UNCLASSIFIED

NCIA/BOA/14241

BASIC ORDERING AGREEMENT

NCIA/BOA/14241

Between

NATO COMMUNICATIONS AND INFORMATION

ORGANISATION

Represented by

THE GENERAL MANAGER, NATO C&I AGENCY

And

**ZISI ELENI AND ZISIS ZISIS TRANSLATION AND INTERPRETATION SERVICES
G.P. - EL-TRANSLATIONS**

For

TRANSLATION AND INTERPRETATION SERVICES

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EXHIBIT C - PRODUCTS AND SERVICES

Part I - a) Short Company Description

EL-TRANSLATIONS, a certified Translation and Interpretation Services Company as well as an authorized Lifelong Learning Center based in Athens Greece, aims to provide its clients with high quality specialized services.

EL-TRANSLATIONS supports Greek, all Balkan and SE European languages within its worldwide client base and every other language, as required and has built, over the last 10 years, a solid reputation throughout its customer base in support of translation and interpretation projects similar to the requirements applicable to this BOA.

EL-TRANSLATIONS has been

- awarded the ISO 17100:2015 and the European Standard EN 15038 certification for quality translation services.
- an authorized from the Greek Ministry of Education Lifelong Learning Center.
- member of the American Translators Association (ATA) since 2010.
- assigned with D&B D-U-N-S Number 363215066.

* This file should be treated as "Commercial in Confidence"

Part I - b) List and Short Description of offered Services

A. Translation Services

With great experience and expertise in Greek, Balkan and SE European languages we translate in a wide range of subject areas and in particular to areas related to this BOA, as follows:

- Defense –Armament
- Legal, Finance, Marketing

- Computer Information Technology

B. Interpretation Services

We provide professional conference interpreters to support congresses, conferences, meetings or visits.

We can advise you and create the interpreters' team for your specific event.

Our interpreters can work in Greece, Europe and anywhere else in the world upon agreement

C. Websites and software localization

We adapt a website or software to a geographical region, locale, and culture to reach your customers in their native language.

D. Other Linguistic Services:

Subtitling and voice-over

- Office-support services
- Typing, word-processing and desktop publishing services
- Proofreading services

E. Training Services:

- Personnel-training services
- Training seminars
- Vocational training services
- Computer-user familiarization and training services

We provide fully equipped (hardware and software) classrooms for training purposes. We also offer an e-learning platform (asynchronous training) and a live webinar application (synchronous training).