



OPEN INVITATION TO TENDER
AO/DCM/MTA/Translation services/009/17
Request for Clarification (4) – Questions & Answers

Question No 1

Within the tender documents is contained Annex K, the test translations. Could you confirm which envelope this should be submitted in as it does not seem to be present on the checklist in Annex F?

Cedefop's answer to question No 1

According to point 5.2 of the procurement documents, the test translations are part of the technical proposal (award criterion 1) and therefore should be included in Envelope B.

Question No 2

Could you confirm that even though the Tender Specifications lists Annex H as being in Excel format, it is indeed a Word document contained in the zipped folder and this is the template you wish us to use in Envelope B?

Cedefop's answer to question No 2

Yes.

Question No 3

Could you advise, if we are able to provide discounts for repetitions within documents, how this should be indicated in Annex H? Will CEDEFOP be aware of the repetitions within documents so both the organization and successful vendor will know beforehand what discounts will be garnered?

Cedefop's answer to question No 3

As per point 5.4 and Annex H of the Tender Specifications, the tenderers are requested to provide a unit price per page excl. VAT. It is up to the tenderers to include any discount or any other cost they deem necessary for providing the services requested in this call for tender.

If a text assigned for translation includes repetitions within the document or included parts for which a translation already exists and if Cedefop does not wish that these parts are translated again, this will be clearly mentioned when assigning the work. These parts will not be included in the page count, i.e. will not be part of the assignment.

Question No 4

Could you clarify if TEAMS is a platform in which the translation and editing would be carried out, or is it just a transmission tool?

Cedefop's answer to question No 4

TEAMS is not a software for carrying out translations and editing.

TEAMS is a workflow to process publication, translation and editing requests; contractors will be receiving and returning their assignments through this workflow.

Question No 5

Could you advise how many A4 pages or number of words the technical proposal should consist of? Is there a limit to this. I recall in other documentation a limit of 3 pages was suggested but as far as I can tell, this is not indicated.

Cedefop's answer to question No 5

As per point 5.2 of the Tender Specifications, there is no maximum number of pages for award criterion 1. However, the description required for award criterion 2 should not exceed 3 pages.

Question No 6

Could you advise if CEDEFOP understands sub-contractors as outlined in section 4.2. of the tender specifications to mean other agencies who provide translation services or do freelance translators and editors also fall within this definition?

Cedefop's answer to question No 6

Please refer to answer and question number 2 of Clarification (3) – Questions & Answers published in the following link:

<http://www.cedefop.europa.eu/en/about-cedefop/public-procurement/translation-services-1>

Question No 7

Kindly explain clearly and in detail what other proofs could be presented other than “attestations provided by clients and/or hyperlink (references) to translations available online in the public domain” in order for exclusive freelance translators to prove their translation experience.

Cedefop’s answer to question No 7

In order to respect the principle of equal treatment among all tenderers, no proof other than attestations from clients and/or hyperlinks as stated in point 3.2.2 of the Tender Specifications may be provided.

Question No 8

I have a question related to question 5 c) in “Clarification 3 – Questions and Answers Translation”. If our freelancers have the required experience, but only through translation work for us (for one of our clients in the educational area), would a declaration from us to our freelancers be seen as appropriate documentation of their experience?

In this particular case, we cannot get a declaration from the client due to the client’s policy regarding participating in tenders.

Cedefop’s answer to question No 8

Tenderers who have employed free lancers may not issue a declaration to prove their experience as this is considered as a self-declaration. Please see Cedefop answer 8 above.

Question No 9

I have a question related to the test translations.

If we bid on a lot, and we have e.g. four eligible freelancers for that lot, should we then provide:

- a) A total of two completed test translations (Text 1 and 2) per lot, rendered by one or more of the proposed four freelancers.
- or
- b) Two completed test translations rendered by each of the proposed freelancers (so in the case mentioned above, that would amount to 4 freelancers x 2 texts = 8 test translations).

Cedefop’s answer to question No 9

In order to be able to assess the quality of a test translation, **all** tenderers must submit the translation of the **two** texts presented in Annex K for each lot they are applying for, regardless of the number of translators proposed by the tenderer. Your understanding as per **point a)** of your above question is therefore the correct one.