Thessaloniki, 12/07/2012
RS/PRO/DELE/2012/0481

RESTRICTED INVITATION TO TENDER

WITH PUBLICATION OF A CONTRACT NOTICE

RPP/CID/AMC/TranslationServices/002/12

'Translation Services'

REQUEST FOR CLARIFICATION (2) – QUESTIONS & ANSWERS

Question No 1

Are freelancers working for us on regular basis considered to be subcontractors?

Cedefop's clarification to Question No 1

Yes. Due to the nature of the services covered by this particular procedure, freelancers are considered subcontractors.

Question No 2

We understand that for each translator/reviser we need to provide a detailed CV, copies of university diplomas and any certificates plus reference letters proving their professional experience- is this correct?

Cedefop's clarification to Question No 2

For each translator/reviser you need to provide:

- a detailed CV with complete information on translation experience,
- proof of translation work, e.g. attestations - a reference letter is sufficient,
- copies of educational and professional qualifications (a university-level qualification and/or professional translation qualification).

When the translator/reviser is also the tenderer (legal person), he or she should provide in addition:

- a list of software to be used for translation services.

Question No 3

Is signed Annex A sufficient to comply with the exclusion criteria? Do you require any additional supporting documents to prove the absence of conflict etc.?

Cedefop's clarification to Question No 3

A duly signed and dated Annex A is sufficient for the first stage. You will be asked to provide additional documents only if you are awarded the contract.

Question No 4

How many copies of the tender do you require per lot?

Cedefop's clarification to Question No 4

We require one original and one copy per lot. Please see also Cedefop's correction as published below:

http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/20153.aspx

Question No 5

Each lot has to be submitted as a separate tender, however, if we apply for more than one lot, can we put the separate tenders into one sealed package? Or do they have to be packed and sent separately?

Cedefop's clarification to Question No 5

Both ways of sending the applications are accepted. What is important is to have separate envelopes for each lot with all relevant documentation. All the separate applications can of course be placed in one sealed envelope. To make it easier for us to process the applications, we would ask you not to staple the papers.

Question No 6

On page 6 of the contract notice, it says: "Tenderers (legal or natural persons) must have at least 5 years' experience in the provision of translations, during which they must have produced at least 1 500 standard pages (1 standard page = 1 500 characters excluding spaces) of translation in the field of vocational education and training (VET) and/or related areas (education, labour market, employment, etc.)".
Do we have to provide evidence of this for each language combination we apply for?

Cedefop's clarification to Question No 6

Yes, evidence must be provided for each language combination because each lot (language combination) will be examined separately.

Question No 7

Should the candidates prove their capacities to translate the whole lot (6500 standard pages for 4 years)? In other words, will you select one or more contractors for one lot?

Cedefop's clarification to Question No 7

As indicated in point II.1.4 of the contract notice, this is a multiple framework contract, i.e. a framework contract with several operators. The maximum number of participants for this framework contract per lot is 6.

Following contract award, each time a purchase order is to be issued, Cedefop will contact the first contractor. If the first contractor cannot accept the order, Cedefop will then contact the second contractor. If the second contractor cannot accept the order either, Cedefop will then contact the third contractor, and so on. This will not involve the termination of the contractual relations with the previously contacted contractor(s). "First", "second" etc. contractor must be understood as per their ranking in the award decision following conclusion of the evaluation process, such ranking to be communicated to successful tenderers at the end of the procedure.

Question No 8

Would it be possible to submit the offer (forms, certificates, etc.) in French or should it be only in English? I have certificates from other organisations in French. Would you accept them?

Cedefop's clarification to Question No 8

As indicated in point IV.3.6 of the contract notice, applications and relevant documentation can be submitted in any EU official language.

Question No 9

In point III.2.2, "Economic and financial ability", can you confirm that the only document requested is a signed statement of the tenderer's turnover of the last 3 financial years, i.e., that we DO NOT HAVE to produce any formal evidence from the tax administration or social authorities for this 1st phase?

Cedefop's clarification to Question No 9

Your understanding is correct.

Question No 10

As Cedefop has been my main client for nearly 15 years, I am wondering if I should send you (back) purchase orders letters issued by Cedefop. I have dozens of them and I hardly see the point in sorting out boxes of purchase orders and photocopying the most important ones to justify my experience of translating documents linked to VET.

Cedefop's clarification to Question No 10

Cedefop's procurement procedures are open to all potential candidates/tenderers, independently of their previous collaboration with Cedefop. Therefore, as each procurement procedure is unique and also for reasons of transparency and equal treatment, all candidates must provide the same documentation.

As mentioned in point III.2.3 of the contract notice, "…evidence of professional translation experience …." can be submitted by attestations (this will avoid the burden you describe above).