

FINANCE AND PROCUREMENT SERVICE

RS/PRO/YSIRAK/ RB(2015)02598
Thessaloniki, 23 October 2015

OPEN INVITATION TO TENDER

AO/DCM/MTA/English Editing/005/2015

“English editing services”

REFERENCE: **Contract notice – 2015/S 194-350789**

CLARIFICATION (1) – QUESTIONS AND ANSWERS

Dear Madam/Sir,

In regards to the above mentioned Open Tender Procedure please find below the answers of Cedefop to the requested Clarifications, raised by two potential tenderers:

Question No 1

Under point 3.2.2. of the specifications it is stated that tenderers must be enrolled in the relevant professional register, as prescribed by the laws of the member state where the tenderer is established. I am not sure what you mean by ‘relevant professional register’; please could you explain what this means?

Cedefop’s answer to question No 1

In the Technical Specification, Point 3.2.2, “Proof / Evidence of Technical and professional capacity” it is stipulated that *“The following documents or information must be presented by the tenderer to prove his/her technical and professional capacity to perform the proposed contract:*

1. *Document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established,”*

“Relevant professional register” is the professional chamber or registry your company has to be enrolled in, according to the laws of your country, so that it can engage in a professional activity.

Question No 2

Under point 3.2.2. of the tender specifications, Proof/Evidence of Technical and Professional Capacity, point 3, it is stated that tenderers must provide a list of contracts performed in the last three years related to the provision of English editing services. Please can you let me know if localisation from US English to UK English and vice versa is counted as editing?

Cedefop's answer to question No 2

Localisation from US to UK English (and visa versa) is not considered English editing in the context of this call for tenders.

Question No 3

The Requirements for Technical and professional capacity

We always proceed to the editing of our own translations before sending them to our clients. Can this editing be considered as acceptable experience as described in the third paragraph of point 3.2.2. of the tender specifications stating that the total value of the contracts performed by the tender should be at minimum EUR 135.000?

Cedefop's answer to question No 3

Revision of translations is not considered English editing in the context of this call for tenders.