

FINANCE AND PROCUREMENT SERVICE

RS/PRO/YSIRAK/ RB(2015)02628
Thessaloniki, 02 November 2015

OPEN INVITATION TO TENDER

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

“English editing services”

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

CLARIFICATION (2) – 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 one potential tenderer:

Question No 1

I would appreciate if you could answer the questions below regarding the call for tenders AO/DCM/MTA/English Editing/005/15. The questions concern point 3.2.1 of the specifications and Annex G, i.e., proof of economic and financial capacity.

- a) *There are two tables in Questionnaire 2 of Annex G. For the first table, Statement of Turnover, must we provide our yearly turnover for the last three years for English editing services only, or does ‘related to English editing services’ include the other language services we offer (translation, revision, localisation, etc.)?*
- b) *If the first table in Questionnaire 2 of Annex G excludes turnover for language services such as translation, revision and localisation, is the only difference between the first and the second table that the second table goes into a further level of detail? The only difference I can see is that the second table expands on the contracts performed; therefore the ‘Annual turnover’ column of the first table should total the same as the ‘Amount of contract’ column of the second table, if I understand correctly?*

Cedefop’s answer to question No 1

- a) You must provide your yearly turnover for the last three years for English editing services only.
- b) Your understanding about the two tables in Questionnaire 2 of Annex G is correct.

By filling-in both tables of Questionnaire 2 in Annex G tenderers have to prove that they have the required Economic and Financial capacity (i.e. their average annual turnover for the last three financial years generated from English editing services is at least 45,000 €.) This will serve as a signed statement of the tenderer's turnover for the last three financial years concerning English Editing Services.

Question No 2

- a) *If we are awarded a contract with Cedefop, we will be using freelance translators to carry out some of the editing tasks. Are freelance translators considered subcontractors for this contract?*
- b) *It is stated under point 3.2.1. that "...the assessment of whether the minimum requirement is met will bear on the...tenderer together with his/her subcontractors". If freelance translators are considered subcontractors for this contract, does this mean that the tenderer and the subcontractors (i.e. the freelance translators) can add together their respective turnovers for English editing jobs to prove the total of 135,000 euros' worth of experience for the last three years?*

Cedefop's answer to question No 2

- a) Yes, freelancers are considered as subcontractors. Subcontracting is defined as the situation where the tenderer / contractor, may enter into legal commitments with other entities for performing part of the service. The tenderer must clearly indicate the identity of each Subcontractor and the percentage of work by value that he/she will perform for this contract (please fill in Annex G).
- b) Yes, your understanding is correct. In case of subcontracting all subcontractors must provide the required statement for the economic and financial capacity (Questionnaire 2 in Annex G). The tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole. Please refer also to point 4.2 of the Tender Document for the possible cases where a subcontractor undertakes between 10% and 40% of the work by value or where the total subcontracting is above 40% of the work by value, independently of the individual subcontractor's contribution to the work by value.