

FINANCE AND PROCUREMENT SERVICE

RS/PRO/YSIRAK/ RB(2015)02701  
Thessaloniki, 05 November 2015

## OPEN INVITATION TO TENDER

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

**“English editing services”**

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

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### CLARIFICATION (3) – 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 some potential tenderers:

#### Question No 1

*In section 5.3 Table 2 you request a unit price for a ‘piece’ of meeting travel. What do you mean by ‘piece’? Do you mean the cost of travel expenses for one person? If so, please could you confirm this. If it means something else perhaps you could explain what it means.*

#### Cedefop’s answer to question No 1

Yes, your understanding is correct. One 'piece' of travel is the travel expenses for one person to Thessaloniki and back.

#### Question No 2

*Questionnaire 3 of Annex G - contracts performed by the deadline of submission of offers in the past three (3) years (from 2012) related with the provision of English editing services with a TOTAL minimum value altogether (i.e. invoiced financial value) of 135,000 € - has a request to enter for each contract detailed the ‘% of work (by value) performed by the Tenderer/ Consortium member / Subcontractor’. There are different possible interpretations of this:*

- % of the work by the Tenderer/ Consortium member / Subcontractor that represents English language editing, where the Tenderer/ Consortium member / Subcontractor may have performed additional duties as part of the overall contract
- % of the value of the overall contract represented by the English language editing carried out by the Tenderer/ Consortium member / Subcontractor, where the contract

*has involved separate actions by other parties additional to the Tenderer/ Consortium member / Subcontractor,*

- *% of the value of the work carried out by a specified consortium member where other members may also have carried out English language editing within the contract.*

*Please clarify which of these – or which other interpretation, if none of these apply – is to be adopted.*

### **Cedefop's answer to question No 2**

We need to know what % of the work (represented by value) of the overall contract was performed by the Tenderer, by his Consortium member(s) (if any) or by the proposed Subcontractor(s) (if any), related with the provision of English language editing only. This applies whether under the respective listed contract the Tenderer, the Consortium member(s) or Subcontractor(s) may also have provided other services as part of the overall contract, or the contract may also have involved other actions performed by other parties additional to the Tenderer/ Consortium member(s) / Subcontractor(s). This information has to be listed for each contract separately for the Tenderer, for the Consortium member (if any) and for the sub-contractor(s) (if any) submitting a tender for this call.

### **Question No 3**

*Referring to the Annex G Questionnaire 3 and the following requirement on top of the table: „Contracts performed by the deadline of submission of offers in the past three (3) years (from 2012) related with the provision of English editing services with a TOTAL minimum value altogether (i.e. invoiced financial value) of 135,000 €.“*

*Please clarify if I understand correctly that beneath that requirement you would like us to list all the contracts we have done in past 3 years and the total amount of these contracts have to be together 135 000€?*

### **Cedefop's answer to question No 3**

Please refer to the answer of Question 2.