



**RESTRICTED INVITATION TO TENDER
WITH PUBLICATION OF A CONTRACT NOTICE
RPP/CID/AMC/TranslationServices/002/12
'Translation Services'**

REQUEST FOR CLARIFICATION (1) – QUESTIONS & ANSWERS

Question Nr. 1

Concerning the procedure cited in subject, I would like to know if the “Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest” that was issued and sent to you in November 2011 can be used for the present procedure or if a new declaration with a recent date is needed.

Cedefop’s clarification to Question Nr. 1

A new declaration with a recent date should be sent for the purposes of the procedure cited in subject.

Question Nr. 2

Please confirm that my application is to be sent only in one copy.

Cedefop’s clarification to Question Nr. 2

Cedefop will publish a corrigendum on its website. Applications per Lot should be sent in one original and one copy.

Question Nr. 3

In the contract notice you offer to provide additional documents for competitive dialogue and a dynamic purchasing system. I would be glad if you could make this information available to me.

Cedefop’s clarification to Question Nr. 3

Heading I.1 of the contract notice mentions “*Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:*” This heading covers all possibilities, including those that do not apply to the present call. The procedure cited in subject is not a competitive dialogue or a dynamic purchasing system. Therefore, all documents that applicants need to submit with their applications are listed in the text and annexes of the link below:

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

Question Nr. 4

Concerning Point III.2.1 "Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers" - Are the tenderer (and potential subcontractors) required to submit other evidence than the self-declaration (Annex A)? The headline mentions "requirements relating to enrolment on professional or trade registers". As freelance translators are not required to be enrolled on professional or trade registers in Germany, would it be sufficient to provide a document indicating my VAT-number? Or do you require a document confirming membership in a professional organisation (as the "Bundesverband der Dolmetscher und Übersetzer" (BDÜ) in Germany?)

Cedefop's clarification to Question Nr. 4

The headline is general and mentions *"Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers"*. Cedefop does **not** require a proof of enrolment for the procedure cited in subject. Annex A as published on Cedefop's website is the "Declaration on absence of conflict of interest and statement of confidentiality". Only tenderers/applicants who are in the position to subscribe in full to the declaration by completing and signing Annex A will be able to pass the stage of (no) exclusion criteria.

Question Nr. 5

Concerning Point III.2.2 "Economic and financial stability" - Would it be possible to provide evidence for professional liability insurance instead of a signed statement (self-declaration) of the tenderer's turnover of the last 3 financial years? This would correspond to the requirements of the last Call for Tender for Translation Services of the European Commission.

Cedefop's clarification to Question Nr. 5

Applicants must strictly provide the documents requested in the contract notice. For economic and financial capacity, that is the signed statement (self-declaration) of the tenderer's turnover concerning the type of services covered in this call for tenders during each of the last 3 financial years.

Question Nr. 6

Could you please indicate if this opportunity is open to companies located outside the EU? Our company is a UN registered vendor with extensive experience in the translation industry as well as in the areas of specialisation required for this bid, but it is not registered in the EU.

Cedefop's clarification to Question Nr. 6

As indicated in point II.1.7 of the contract notice, *“this contract is not covered by the Government Procurement Agreement”*. Therefore applicants not registered in one of the EU member states, or in one of the 3 EEA countries (Lichtenstein, Norway, Iceland) or in one of the 4 SAA countries (Croatia, Fyrom, Albania and Montenegro) are not allowed to participate in our procedures.

Question Nr. 7

According to the contact notice the tenderer shall provide

— signed statement (self-declaration) of the tenderer's turnover concerning the type of services covered in this call for tenders during each of the last 3 financial years (see III.2.2 Economic and financial ability).

Can you please clarify what do you mean by the type of services covered in this call for tenders?

Is it just the translation or do you mean the translation of documents in the field of vocational education and training (VET) and/or related areas (education, labour market, employment, etc.)?

Cedefop's clarification to Question Nr. 7

The turnover to be taken into account and entered in the self-declaration on economic and financial capacity may refer to translation services in general.

However, as per the requested evidence of technical and professional capacity, the tenderer must have produced (at least) 1500 pages of translation in VET and related areas by the deadline of submission of tenders.