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

‘Translation Services’

REQUEST FOR CLARIFICATION (3) – QUESTIONS & ANSWERS

Question No 1

Our company has been working for Cedefop since 1994 essentially into Portuguese. Now we would like to tender into French and Spanish too. Please let us know if according to III.2.3) we need to prove that we have translated 1 500 pages into these languages? The resources involved in these languages they have the required experience!

Cedefop’s clarification to Question No 1

According to point III.2.3 of the contract notice - evidence of technical and professional capacity:

- the evidence of the required experience for the tenderer (translation agency for example) includes translation in the field of VET (regardless of the language(s)).
- for all translators and revisers involved in the translation process the evidence of the required experience includes translation in the field of VET for each language combination applied for.

Question No 2

Supporting documentation: Can the supporting documents be submitted in a copy rather than in original?

Cedefop’s clarification to Question No 2

Supporting documents must be submitted in one original and one copy.

Question No 3

Subcontracting: Translation is a complex, cumulative process that involves a host of activities. Hence, in order to optimize this compound chain of value we rely both on internal and external parties. Some functions, e.g. translation and editing tasks, we take out of our company and relocate them to other resources - freelance translators (outsourcing). [Description of the process by the requesting potential tenderer is omitted by Cedefop to preserve confidentiality of the procedure]. Accordingly, taking into account all these issues, we suppose that individual translators/revisers realizing partial job as freelancers for us are not considered to be as subcontractors. We would appreciate your feedback on this matter, i.e. whether individual translators and revisers working for a tenderer as freelancers are considered as subcontractors or not in this case.

Cedefop's clarification to Question No 3

Yes. Due to the nature of the services covered by this particular procedure, freelancers are considered subcontractors (see also question and answer No 1 of Clarifications (2) – Questions & Answers as published on our website.)

Question No 4

Technical Capacity: Regarding 1 500 standard pages requested for translators and revisers, what is the timeframe to be considered? The entire professional career?

Cedefop's clarification to Question No 4

Your understanding is correct.

Question No 5

Concerning the request for tenderers to 'demonstrate that they have the technical infrastructure to provide documents which are 100% compatible with Cedefop's software', what kind of evidence are we expected to provide?

The only one I can think of is the licence keys of our software products, which are supposed to remain confidential....

Cedefop's clarification to Question No 5

According to point III.2.3 of the contract notice the required evidence of this criterion is a list of software to be used for translation services. Cedefop does not require from applicants the disclosure of any confidential data.

Question No 6

According to the contact notice for the RPP/CID/AMC/TranslationService/002/12 call for tenders, the tenderer shall provide:

Curriculum vitae with detailed information on translation experience of all translators and revisers involved in the translation process. Will you also need curriculum vitae of other staff members (also members of the project team but not translators/revisers) such as the project manager, the quality assurance manager and the contract manager?

Cedefop's clarification to Question No 6

No, CVs of staff other than translators and revisers are not needed.

Question No 7

Please confirm whether both the company and the translators team have to prove they have translated 1 500 pages into the each language (or Lot) we intend to tender.

Cedefop's clarification to Question No 7

For the company/tenderer: at least 1500 pages translation in the field of VET regardless of the language.

For the translators/revisers: at least 1500 pages translation in the field of VET for each lot (language combination) applied for.

See also question and answer No 1 above.

Question No 8

In your last "Request for Clarification" Question n. 1, you answered that freelance translators are considered subcontractors.

According to point III.1.4 for each freelance translator (subcontractor) we should provide the same documents as to the contractor + Annex C for those freelancers who will translate more than 10% of the total work by value. At this stage we don't know witch percentage we are going to spare to freelance translators, since the volume is very small.

Should we provide an Annex C for each freelance as well as all the documents required for the Contractor (our translation company)?

Cedefop's clarification to Question No 8

Please provide all requested in point III.1.4 documents only for those freelance translators expected to have a significant contribution to implementation of the contract (per lot, if you apply for more than one), with indication of approximate percentage.