



Thessaloniki, 16/07/2012
RS/PRO/DELE/2012/0495

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

‘Translation Services’

REQUEST FOR CLARIFICATION (4) – QUESTIONS & ANSWERS

Question No 1

The more I read the contract notice and the clarifications (although these are very helpful), the more worried I get. My latest worry concerns clarification n.2 in "REQUESTS FOR CLARIFICATION (3) - QUESTIONS AND ANSWERS published on 13 July, which states that "supporting documents must be submitted in one original and one copy".

I have studied and worked for organisations in several parts of France and in different countries and, for most diplomas, certificates and other evidence, I possess only ONE original which I cannot possibly send out. I cannot either possibly ask all my former universities, employers and clients across Europe to send me other copies of the original documents (which is particularly impossible for diplomas, issued in ONE copy). Moreover, certification of conformity for photocopies is not in practice any more in France... So what could be considered as equivalent to "originals"?

Thank you for clarifying this point as well.

Cedefop’s clarification to Question No 1

Although one original and one copy of supporting documents must normally be presented, the seventh bullet of Section III.2.3 (Technical capacity) requires as ‘evidence of technical and professional capacity’ ‘copies of educational and professional qualifications’ for all translators and revisers. Cedefop will therefore accept two ‘copies’ of educational and professional qualifications. The same stands for the attestations required as proof of translation work.

Question No 2

I would like to tender for two lots. As this is my first application with Cedefop (I have been working with the EU Commission), I would like to know if there are any additional documents/specifications available for the tender.

Especially, I would like to have any prepared formulas to be filled in or to be followed by the tenderer if available (i.e. CV data, qualification, ...). I am familiar with this kind of formula from DG Translation and I appreciate such structure as this helps to avoid any missing document.

Cedefop's clarification to Question No 2

Please note that we don't have any prepared formulas to be followed by applicants. You may find all relevant documentation under the following link:

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

Please read carefully the document "Information to applicants" which is a checklist for applicants in order to include all required documentation.