

Thessaloniki, 20/07/2012
RS/PRO/DELE/2012/0522

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

REQUEST FOR CLARIFICATION (5) – QUESTIONS & ANSWERS

Question No 1

I have a question please. We are not clear whether the CV and certificates of participating translators need to be provided in the first stage (expressing interest) or it is sufficient to present them once we are shortlisted (second stage). As you know, July is the holiday season and many of our translators are away. It is, therefore, a bit difficult for us to get hold of them by the deadline.

Cedefop's clarification to Question No 1

According to point III.2.3 of the contract notice, CVs and certificates from the translators must be provided at the first stage. If the application is fairly complete in that regard, any still missing document identified may be requested later by the Evaluation Committee by means of clarification addressed to the tenderer.

Question No 2

We work with our freelancers on regular basis. Most of them translate mainly for us, therefore they are unable to provide any references from anyone else. In that case, would a statement of work from our company count as a sufficient letter of reference proving the translation experience for each of them?

Cedefop's clarification to Question No 2

If translators have worked 'mainly' for the tenderer, this implies that they have done at least some work for one or more other companies, and they should be able to document this by means of attestations from those companies. However, if a translator has worked exclusively for the tenderer and cannot provide any other evidence of experience, Cedefop may request further documentary evidence, to verify the accuracy of the attestation provided by the tenderer. This would also raise an issue of contractual relationship between the translator and the tenderer, as a translator who works exclusively for a company should be treated as employee or as external contractor (in such case falling under the scope of subcontracting) rather than as freelancer.

Question No 3

Do you require the tenderer to provide copies of legal documents such as VAT Registration, Company Registration and financial/economic statements, etc?

Cedefop's clarification to Question No 3

No, copies of legal documents may be requested at the second stage of the procedure.