

OPEN INVITATION TO TENDER
AO/DCM/MTA/Translation services/009/17
Request for Clarification (2) – Questions & Answers

Question No 1

In 3.2.2 it is specified that

‘3. Tenderers that are natural persons/freelancers must have at least 4 years of experience of translation in the field of vocational education and training (VET) and/or related areas (education, skills and employment) equivalent to at least 1 500 standard pages (1 standard page = 1 500 characters excluding spaces) in the language of the Lot they are applying for.’

1. Could you please provide a translation equivalence in words and hours for 1 500 standard pages?
2. Could you please provide an equivalence for experience in translation-related services, such as revision and proofreading, which are an integral part of translation work?

Cedefop’s answer to question No 1

1. Taking into account the nature and purpose of the required services, Cedefop considers the requirement on the number of pages as being the most quantifiable, comparable and objective criterion in order to assess the requirement of *“at least 4 years of experience of translation in the field of **vocational education and training (VET) and/or related areas (education, skills and employment)** equivalent to at least 1 500 standard pages (1 standard page = 1 500 characters excluding spaces) in the language of the Lot they are applying for”*. (Please note that time measurement is indeed specified in the years of experience required, **in combination** to the number of pages.)

However, an equivalence in words to the number of pages can be possibly derived from the fact that 1 standard page is considered equivalent to 1 500 characters excluding spaces.

2. Although revision and proofreading are indeed part of the entire translation process, Cedefop does not consider that experience in these two activities is equivalent to experience in actual translation; therefore evidence of experience in these activities shall not be accepted as evidence of professional capacity replacing or counting towards the amount of translation experience (in pages) required.

Question No 2

In 3.2.2 it is specified that the tenderer must submit the following:

'5. List of software to be used for translation services (please fill-in Questionnaire 5 of Annex G).'

However, Questionnaire 5 of Annex G is a 'checklist of selection criteria' and no reference to software used for translation is made in this part.

Is this a mistake and a questionnaire is missing in the tender documentation?

Cedefop's answer to question No 2

Please note that there is no mistake. Questionnaire 5 of Annex G is indeed referring to the selection check-list in relation to the fact that tenderers must submit:

- Document for enrolment in the relevant professional register;
- Copies of the higher education degree and/or of the translation degree/diploma;
- List of software to be used for translation services in a Word document.

Question No 3

Could you please confirm that single tenderers (natural persons) are not required to submit the following:

- questionnaire 3 of Annex G
- model 1 of Annex I
- model 1 of Annex J

Cedefop's answer to question No 3

Yes, natural persons are **not** required to submit the questionnaire 3 of Annex G, models 1 and 2 of Annex I and Annex J.

Question No 4

In 5.2 it is specified that

'For award criterion 2: Tenderers are required to describe (maximum 3 pages) their translation production process, giving details of all stages and procedures, in order to prove the ability to provide an efficient, reliable, high-quality service, both linguistically and technically, commensurate with Cedefop's requirements – as per points 2.1 to 2.3. The description should include methods and tools used to ensure the quality of the translated text, especially its accuracy, consistency and use of terminology.

Tenderers are required to describe the methods used to ensure deadlines are respected without loss of quality. This includes timing of the various stages of production and contingency measures in the case of interruptions or unforeseen situations.'

Could you please clarify whether single tenderers (natural persons) are required to submit the abovementioned description or if this is a requirement only for translation companies/consortia?

If also single tenderers (natural persons) are required to submit such description, could you please clarify in which annex or form they are expected to draft such description?

Cedefop's answer to question No 4

All tenderers (legal entities **and** natural persons) must submit a technical proposal in response to award criteria 1 **and** 2.

The tenderers are requested to submit Word documents in response to the requirements of the technical proposal.