



OPEN INVITATION TO TENDER
AO/DCM/MTA/Translation services/009/17
Request for Clarification (3) – Questions & Answers

Question No 1

Could you please tell me what is the projected word volume for translation services?
Also, what are the languages that Cedefop will be using?

Cedefop's answer to question No 1

Please follow the link below in order to access the tender specifications.

<http://www.cedefop.europa.eu/en/about-cedefop/public-procurement/translation-services-1>

The answers to your questions can be found in points 1.3 and 1.5 (pages 11-12) of the Tender Specifications.

Question No 2

If we bid for a lot, and we outsource more than 40% of the work on that lot to freelancers (natural persons) only, should each freelancer then:

1. Fill out the Declaration on honour on exclusion criteria and selection criteria
2. Fill out Questionnaire 2 of Annex G
3. Provide proof of enrolment in a professional trade register
4. Provide a company profile
5. Provide their CV (+ a summary thereof in Annex G – Questionnaire 4) and proof of 4 years of translation experience in the field of vocational education and training and/or related areas equivalent to at least 1 500 standard pages
6. Provide copies of their higher education degree and/or of their translation degree/diploma
7. Provide a list of software to be used for translation services (please fill-in Questionnaire 5 of Annex G).
8. Fill out the Letter of intent for Subcontractors

Is this correct?

Cedefop's answer to question No 2

In the 4th paragraph of point 3.2 of the procurement documents, the following is stated:

'An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with them. He must in that case prove to the contracting authority that he will have at his disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place their resources at his disposal. This obligation may be fulfilled by presenting signed statements from those entities. Please note that natural persons (individuals, freelancers) are also considered 'entities' for this purpose'.

Therefore, as freelancers (natural persons) are not treated as subcontractors, tenderers must provide only their CV, evidence of provision of translations in the field of vocational education and training (VET) and/or related areas (education, skills and employment), copies of their higher education degree and/or of their translation degree/diploma and a signed statement (or letter of intent) of their commitment (5 and 6 from your above list). Tenderers must provide the remaining proof (1, 2, 3, 4, 7 from your above list).

Question No 3

We are writing in relation to the above-referenced tender procedure to enquire if you consider freelance translators as subcontractors and therefore if the requirements stipulated under 4.2 of the specification document apply?

Cedefop's answer to question No 3

Please refer to question and answer number 2 above.

Question No 4

a) Check list in Annex F mentions «Questionnaires 1-6 (Annex G)».

But Annex G contains only 5 questionnaires.

Can you clarify this point?

b) When you ask one original and one copy/three copies of each document, are two/four printed originals considered acceptable or is it compulsory to print one original and photocopy it?

c) It is sometimes impossible to get "originals", as several administrations now only issue downloadable certificates via their websites. How can we prove the downloaded and printed documents are "original", or genuine?

Cedefop's answer to question No 4

- a) There is a wrong reference in Annex F and Annex G of the Tender Specifications, which should read '*Questionnaires 1-5 (Annex G)*'.
- b) Both proposals are acceptable.
- c) Certificates that are downloaded from public administration websites are considered original.

Question No 5

In relation to the above-mentioned call, kindly clarify the following:

- a) if the estimated amount of standard pages outlined in "1.5. Value or quantity of purchase" of the tender specifications indicate a yearly volume for each lot?
- b) if freelancers are considered as subcontractors for the purpose of the contract and which are the annexes we are required to provide for each of the freelance translators.
- c) Over the past 10 years we have worked on exclusive collaboration agreements with a number of freelancers. This means that we are their sole client. Kindly clarify how this can be proven (in terms of documentation, attestations and references) for the purpose of this call for tenders.

Cedefop's answer to question No 5

- a) As stated in point 1.5 (1st sentence) the estimated volume per lot refers to a **four-year** period.
- b) Please refer to question and answer 2 above.
- c) As indicated in point 3.2.2 (page 19):
'.....The evidence must be documented by attestations provided by clients and/or by hyperlink (references) to translations available online in the public domain and include the number of pages translated in the language of the Lot the tenderer is applying for (please fill-in Questionnaire 4 of Annex G).'