



OPEN INVITATION TO TENDER
AO/DCM/MTA/Translation services/009/17
Request for Clarification (6) – Questions & Answers

Question No 1

In understand from Section 3.2.2. of the Tender Specifications that 'For each translator proposed: their CV and evidence of provision of translations in the field of vocational education and training (VET) and/or related areas (education, skills and employment). 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.'

I understand this question has been answered in another way in Clarifications 4, but could you advise if we can still put forward translators whom cannot provide these attestations/hyperlinks or would these linguists be disregarded in your evaluation process? Further, could you advise if they are disregarded, would this mean that our proposal as a whole would be disregarded by including linguists without attestations/hyperlinks?

Cedefop's answer to question No 1

Point 3.2.2 states: 'Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract. The tenderer must demonstrate qualifications, knowledge, skills and the ability to perform the services requested.'

The requirements and evidence apply to **each** translator proposed in order to assess the technical and professional capacity of the tenderer.

Second paragraph of section 5 states: 'If the tenderer or the tender does not pass a phase, it will not be evaluated under the other remaining phases.'

Therefore, the tenderer must prove that **each** translator proposed complies with the requirements in the selection phase, in order for the whole tender to be evaluated under the remaining phases.

Question No 2

I'm a freelance translator that would like to apply for this position.

I have the following question:

I have all the requirements to apply but my main customer cannot certify my experience in the required field (vocational education) for internal policies reasons.

Are the translation tests alone enough to demonstrate my skills? If I cannot provide any external reference, will my application be rejected regardless of all other requirements?

Cedefop's answer to question No 2

The translation test allows the evaluation committee to assess the quality of the translator's work and not his/her technical and professional capacity.

For the purpose of equal treatment in the assessment of the professional and technical capacity of all tenderers, **each** translator must prove that he/she complies with the requirements as stated in point 3.2.2.

Please refer also to Cedefop answer to question 5 from Clarification 3 as well as to Cedefop answer to questions 7 and 8 from Clarification 4.

Please see also above question and Cedefop answer 1.

Question No 3

In 3.2.2 (Technical and professional capacity) it is specified that:

1. "Tenderers (legal and natural entities) must be enrolled in the relevant professional register as prescribed by the laws of the EU Member State where the tenderer is established."

In our country, there is no official professional register for translators, as this is not provisioned or required by legislation.

Could you please advise and specify how this requirement should be addressed in this case?

Cedefop's answer to question No 3

Tenderers may submit either an official registration from the Chamber of Commerce or a certificate issued by the Tax Authorities, which should indicate the type of services provided.

Question No 4

At the end of the procedure, how many contractors Cedefop intends to place on its list for lot 1 (EN-DE)?

Cedefop's answer to question No 4

Clause I.4.1. Appointment of the contractor states that: "The contracting authority appoints the contractor for a single FWC."

This procedure shall not lead to the signature of multiple FWC in cascade (list of ranked contractors) but to a contract with **one** contractor per Lot.