



OPEN INVITATION TO TENDER
AO/DCM/MTA/Translation services/009/17
Request for Clarification (8) – Questions & Answers

Question No 1

Kindly advise if the brief company profile referred to in 3.2.2 in the section “evidence of technical and professional capacity” (Questionnaire 3 of Annex G) and Award criterion 2 – Relevance of working methods for the implementation of the requested services including quality of methods and tools and delivery time assurance, referred to in section 5.1 “Technical evaluation” are referring to the same profile that the tenderer has to present as per scope of this call for tenders.

Cedefop’s answer to question No 1

No, the brief company profile is referring to the selection phase and to the past experience of the tenderer. The tenderers should use Questionnaire 3 of Annex G.

The award criterion 2 is referring to the award phase. The tenderers should submit a description as part of the technical proposal specifically for this contract.

Question No 2

Kindly advise if the brief company profile referred to in 3.2.2 in the section “evidence of technical and professional capacity” (Questionnaire 3 of Annex G) should be enclosed with documentation in Envelope A (Supporting documents) or Envelope B (Technical Proposal).

Cedefop’s answer to question No 2

Please refer to section 6. INFORMATION ON PRESENTATION AND CONTENT OF TENDER of the Tender Specifications. The evidence of technical and professional capacity must be included in envelope A.

Question No 3

Kindly advise if the tests should be left anonymous and printed on a blank printed paper without any evidence of the tenderer.

Cedefop’s answer to question No 3

A technical proposal must always bear the name of the tenderer, therefore these test translations should also be traceable to the respective tenderer.

