



17 September 2014

Clarification No 1

Reference: Open call for tenders No EEA/COM/14/006

Title: *Translation of SOER 2015 Synthesis into several European languages*

Question 1

Which kind of files are going to be received, Word documents, InDesign documents, etc?

In case the received files were InDesign documents,

- a) Which kind of final documents does the EEA expect to receive?
- b) Is the EEA going to provide the original images to be included in the final InDesign file?

And finally, does the EEA expect to receive ready-to-print files? That is, is DTP required for this job?

Answer 1

The text to be translated will be received as a Word document, and we expect to receive the translated versions in Word.

There will not be any photographs in the text. The layout work does not fall among the scope of this procedure.

Question 2

Regarding the professional capacity of the tenderer, we would like to confirm which kind of "proof of experience with translation of topics covered in the Synthesis" is required, are reference letters accepted as proof of experience?

Answer 2

The evidence required for evaluating if this selection criterion on technical and professional capacity is met may be provided as follows:

- *clear references in the required CVs of the persons responsible for providing the translation services, complemented where deemed appropriate by copy of supporting documents (e.g. reference letters);*

- *detailed information (i.e. with indication of the recipients (public or private), value of the contract, and dates) in the required list of references from past assignments thematically relevant for the contract;*
- *any other means which the tenderer considers appropriate (e.g. extracts of translation services provided).*