



22 September 2014

Clarification No 2

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

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

Question 1

Are freelancers to be considered as subcontractors?

Answer 1

For the purpose of implementation of this contract, freelancers who deliver external services to the service provider are in principle to be considered as subcontractors.

Question 2

What documents must be included in the tender with regard to freelance translators apart from their CV? Do we have to include copies of their university degree, of other diplomas (e.g. foreign languages-related ones) and of documents proving their translation experience (such as reference letters)?

Answer 2

Please refer to sections 4.3, 10.1.2 and 10.2.1 of the tender specifications, as well as to question/answer No 2 of clarification No 1 available at <http://www.eea.europa.eu/about-us/tenders/translation-of-soer-2015-synthesis>.

Where the service provider is a legal person, he shall provide a document containing a list of the professional qualifications of the subcontractor(s) and statement of the means of confidentiality when subcontractors are used.

For the purpose of assessing whether the requirements in relation to the exclusion criteria are met, the tender and each subcontractor must provide a declaration on their honour (see annex 2 to the tender specifications). Furthermore, if the share of the services to be provided by the subcontractor exceeds 20% of the total value of the contract, the subcontractor is required to fill out a legal entity form (see annex 3 to the tender specifications) accompanied by the requested supporting documents.

Question 3

Is there a preferable CV form?

Answer 3

No specific format for the CV is required; for the purpose of a meaningful assessment of the tender it is recommended that the CV provides appropriate details on the educational and professional qualifications as well as the language skills of the person concerned.

Question 4

Prices for the first nine compulsory languages: we understand that we need to propose one total price for translation service into the nine compulsory languages, based on the assumption that the report will be 35000 words long. Therefore, you don't need a price per language nor a price per unit (either word or standard page). Could you please confirm?

Answer 4

The EEA confirms that the price to be quoted for the nine compulsory languages (P1) shall be a total all inclusive price in euro.

Question 5

Tender submission form: footnote says "one signed original and two copies of this tender submission form must be supplied". Could you please clarify if only the tender submission form has to be submitted in triplicate or if this applies to the whole tender?

Answer 5

The whole tender shall be submitted in triplicate (one original unbound and two copies) in one of the official languages of the European Union, preferably in English (see section 2 of the tender specifications and point 2 of the invitation to tender).

The tender shall consist in all the documents listed in section 2 to the tender specifications divided according to the following three sections: Administrative section (envelope No 1), technical offer (envelope No 2) and financial offer (envelope No 3). Hence the outer envelope or parcel shall contain one original plus two copies of envelope No 1, one original plus two copies of envelope No 2 and one original and two copies of envelope No 3.

Question 6

Tender submission form – 3. Statement, Envelope No 1 – Administrative section, point 3: “the legal entity form [...] accompanied by the requested supporting documents specified in section 9.2.1”; as point 9.2.1 does not exist, could you please confirm that it should read 10.2.1?

Answer 6

The reference to section 9.2.1 of the tender specifications is indeed erroneous and shall read 10.2.1 instead.

Question 7

Are we expected to indicate a total price for translation of 35000 words into nine languages? Not a price per page per language, is this correct? The same applies to additional languages – we are to indicate a total price for translation of 35000 words into the listed languages. Would you please confirm our understanding is correct?

Answer 7

The EEA confirms that the price to be quoted for the nine compulsory languages (P1) and for the additional languages P₂ to P₁₀ shall be a total all inclusive price in euro.

Question 8

With regard to letter of reference proving the translators experience – it is not compulsory to provide them should the client rejects to issue a letter of reference? In that case, contact details and project details would be sufficient?

Answer 8

Please refer to question/answer No 2 in clarification No 1 available at <http://www.eea.europa.eu/about-us/tenders/translation-of-soer-2015-synthesis/clarification-n-1/view>

Question 9

If we would like to submit an offer for the additional languages, should we also enclose CVs of translators working into the languages?

Answer 9

Yes.