

Call for tenders' details

Title: Translation services into Croatian, German, Irish, Polish, Romanian and Spanish

Start date: 06/11/2018

Time limit for receipt of tenders: 07/12/2018

Contracting authority: European Parliament, DG Translation

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	06/11/2018 14:51	08/11/2018 15:33	Current contracts in force	<p>Could you please clarify whether, the contract notices 2018/S 213-487618 and 2018/S 213-487618 published today, regard services that are currently provided to the European Parliament in the frame of 6 different contracts in force, namely:</p> <p>For lot 1 (into HR), services that are now provided in the frame of contract HR/2016</p> <p>For lot 2 (into DE), services that are now provided in the frame of contract DE/2016</p> <p>For lot 3 (into GA), services that are now provided in the frame of contract GA/2015</p> <p>For lot 4 (into PL), services that are now provided in the frame of contract PL/2016</p> <p>For lot 5 (into RO), services that are now provided in the frame of contract RO/2016</p> <p>For lot 6 (into ES), services that are now provided in the frame of contract ES/2016</p> <p>In other words, will the contracts HR/2016, DE/2016, GA/2015, PL/2016, RO/2016, ES/2016 be replaced by the contracts that will be awarded as a result of today's contract notices, or will they be published again in 2019?</p>	<p>08/11/2018</p> <p>As stated in point 2 of the specifications, the framework contracts will not enter into force before 1 January 2020 or on the date on which they are signed by the last contracting party if the last contracting party signs after 1 January 2020.</p> <p>The maximum duration of the current framework contracts mentioned does not exceed 31 December 2019.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
2	06/11/2018 15:41	08/11/2018 15:39	Declaration on the tenderer's honour	When the named individual translator is a subcontractor of the tendering company, should he/she sign as well a separate Declaration on honour? Thank you	08/11/2018 Only the tenderer or legal representative of the tenderer need complete and sign annex IV: Declaration on honour. The named individual translator must sign the first table in annex XI: Details of the named individual translator, whether or not he/she is a subcontractor of the tenderer.
3	06/11/2018 15:43	08/11/2018 15:51	Revision	According to the tender specifications, revision is a compulsory step of the translation tasks. Should it be understood as self-revision by the named individual translator or as revision by a second native linguist? Thank you.	08/11/2018 It is an essential contractual obligation for the Contractor to thoroughly revise the entire translation before delivery. 'Revision' is defined in the glossary in annex XII to the specifications. The revision can be performed as self-revision by the named individual translator.

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#	Submission date	Publication date	Question subject	Question	Answer
4	06/11/2018 15:45	08/11/2018 15:56	Annex XI	Shall a scanned copy of the signed Annex be accepted for the submission of the tender or an original copy must be included at the submission stage? Thank you.	08/11/2018 Tenderers should submit both the original of the duly completed and signed annex XI, Details of the named individual translator, and the duly completed corresponding Excel file saved in electronic form on the memory device with their tender. The requirements for the content and presentation of tenders are set out in point 4 of the Invitation to Tender and Conditions for submitting a Tender.
5	06/11/2018 15:47	08/11/2018 15:59	Signature and stamps of the envelopes	Shall the envelopes be signed by the legal representative or can they be signed by the person preparing the proposal if different to the legal representative? Thank you	08/11/2018 The time limit for receipt of tenders is as specified in the contract notice and Invitation to Tender and Conditions for submitting a Tender, namely 07/12/2018 at 12:00. The person preparing the tender proposal can sign the envelopes (signature of the sender), as specified in point 5.3 of Invitation to Tender and Conditions for submitting a Tender.

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#	Submission date	Publication date	Question subject	Question	Answer
6	06/11/2018 15:54	08/11/2018 16:01	Subcontracting: Annex VII	<p>According to its quality policy, all our translations undergo revision by a second native linguist. Those revisers are subcontracted staff. Regarding said subcontracted revisers:</p> <ol style="list-style-type: none"> 1) Should they sign the declaration on honour? 2) Should their names appear on Annex VII? 3) Should they fulfill the same qualification and experience requirements of the named individual translator? 4) If the answer to the previous question is affirmative, would proof of their qualification and experience be presented upon request? 	<p>08/11/2018</p> <p>It is an essential contractual obligation for the Contractor to thoroughly revise the entire translation before delivery. 'Revision' is defined in the glossary in annex XII to the specifications. The revision can be performed as self-revision by the named individual translator.</p> <p>If the tenderer intends to perform the revision exclusively as self-revision by the named individual translator, annex XI: Details of the named individual translator, must be duly completed and signed and submitted with the tender.</p> <p>The provisions for subcontracting are set out in chapter 6 of the specifications.</p> <p>If the tenderer intends to subcontract performance of the contract or part of it, he/she should complete and sign annex VII: Declaration concerning subcontractors.</p> <p>In any event, only the tenderer need sign Annex IV: Declaration on honour concerning the exclusion and selection criteria.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	06/11/2018 16:05	08/11/2018 16:03	Procedures for the submission of tenders	<p>According to the Invitation to tender, page 7, the inner envelope should include 2 separate envelopes, one of the them is the financial quotation and the other one is the "Technical part" and must be clearly identified as such.</p> <p>However, in this tender the technical part will consist on an online test. Could you confirm that we still have to identify that envelope as the technical part? Can you confirm that it should contain the following?</p> <ul style="list-style-type: none"> -Annex IV -Annex V + the relevant document in relation to the legal and regulatory capacity. -Annex VI if applicable -Annex VII if applicable -Annex XI <p>Thank you</p>	<p>08/11/2018</p> <p>The duly completed and signed annex X: Price offer, should be placed in one sealed envelope. All the other original mandatory documents specified in point 4 of the Invitation to Tender and Conditions for submitting a Tender, together with the electronic memory device (USB stick or CD or DVD) containing a full and exact electronic copy of the original tender documents must be included in a separate sealed envelope. The two sealed envelopes must be placed in the inner envelope. The inner envelope must then be placed in the outer envelope. The requirements are detailed in point 5 of the Invitation to Tender and Conditions for submitting a Tender.</p>
8	06/11/2018 16:05	08/11/2018 16:04	Question about the documentary evidence	<p>Could you kindly specify what you mean by a certified copy of the university degree?</p> <p>Thank you</p>	<p>08/11/2018</p> <p>A copy of the certificate attesting to the award of the degree stating the title of the qualification obtained, the subject-matter, the date of the award and the name of the awarding institution with a stamp or signed declaration by a public authority or equivalent (lawyer, notary, public service or awarding institution) certifying that the document is a true copy of the original.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
9	07/11/2018 11:47	15/11/2018 12:04	Translators for same target language	Could you please clarify whether a Tenderer can name the same individual translator for both lots of the same target language? e.g. the same translator for lot EN-HR and FR-HR. In case this is allowed, could you please confirm that the translation tests for these two lots will not take place on the same date and hour?	15/11/2018 A tenderer can propose the same named individual translator for more than one language combination. We confirm that the tests from different source languages into the same target language will take place at different dates or times.

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#	Submission date	Publication date	Question subject	Question	Answer
10	07/11/2018 11:48	15/11/2018 12:04	Exclusivity of individual translators	Specifications Part I, par. 2, page 5: "The named individual translator declared in Annex XI cannot be replaced ...[...]... during the validity of the FWC". Could you please clarify why a Contractor should depend on only one person for the performance of the contract, or what happens in cases of extended illness or death of the translator?	15/11/2018 The scope of this call for tenders is limited to monolingual source language documents generally with longer deadlines which by their nature are suitable for translation by Contractors who are individual translators. The named individual translator must perform the translation tasks under the contract. Given that the named individual translator must take the translation test the results of which will be taken into account under the quality award criterion (see chapter 15 Award criteria, of the specifications), the replacement of the named individual translator at any stage would imply a modification of the tender after the deadline for receipt of tenders, contrary to the principle of equal treatment. The death or extended illness of the named individual translator would therefore constitute a case of force majeure preventing the Contractor from performing its obligations under the Contract.

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#	Submission date	Publication date	Question subject	Question	Answer
11	07/11/2018 11:49	15/11/2018 12:05	Certified copy of degree	Specifications, Annex XIV, page 67: "Certified copy of the university degree". Could you please clarify who should perform the certification? The university that has issued the degree? A lawyer/notary? Someone else?	15/11/2018 A 'certified copy of the degree' means a copy of the certificate attesting to the award of the degree stating the title of the qualification obtained, the subject-matter, the date of the award and the name of the awarding institution with a stamp or signed declaration by a public authority or equivalent (lawyer, notary, public service or awarding institution) certifying that the document is a true copy of the original.

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#	Submission date	Publication date	Question subject	Question	Answer
12	07/11/2018 12:18	15/11/2018 12:06	Revision of translated documents	<p>Specifications Part I, par. 12, page 11: "It is an essential contractual obligation for the Contractor to thoroughly revise the entire translation before delivery and not doing so is a breach of the FWC.".</p> <p>Since a Contractor is only allowed to declare one individual translator per lot, who will undertake the revision of the translated document?</p> <p>Translation and revision performed by the same person is not among the industry's best practices and does not comply with the specifications of ISO 17100 for translation services.</p>	<p>15/11/2018</p> <p>'Revision' is defined in the glossary in annex XII to the specifications. The revision can therefore be performed as self-revision by the named individual translator.</p> <p>If the tenderer intends to perform the revision exclusively as self-revision by the named individual translator, annex XI: Details of the named individual translator, must be duly completed and signed and submitted with the tender.</p> <p>The provisions for subcontracting are set out in chapter 6 of the specifications.</p> <p>If the tenderer intends to subcontract performance of the contract or part of it, he/she should complete and sign annex VII to the specifications: Declaration concerning subcontractors.</p> <p>In either event, it remains an essential contractual obligation for the Contractor to thoroughly revise the entire translation before delivery.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
13	07/11/2018 12:26	15/11/2018 12:07	Clarification about named translator	<p>Dear Sir/Madam,</p> <p>we would like to request the following clarifications:</p> <p>1) page 5 of the Specifications: "The translation tasks shall be performed exclusively by the named individual translator declared in Annex XI"</p> <p>- We are wondering if one translator will be sufficient to cover the volumes foreseen for this contract. Will the volume of the projects proposed be manageable by a single translator within the set deadlines?</p> <p>- What should we do if the named translator is not available during a specific time period? Are we allowed to have alternative/back up resources?</p> <p>2) Is a freelance translator considered as subcontractor and therefore must be included in Annex VII?</p> <p>3) ANNEX XI: do you need original or scanned signature?</p> <p>4) p.22 "It is prohibited to propose the same named individual twice or more times in different tenders for the same lot".</p> <p>Do you mean tenders of different tenderers? Are we allowed to include the same named translator of this tender also in our translation team for call for tenders EP TRAD PPP4 2018 Multilingual?</p>	<p>15/11/2018</p> <p>1): The scope of this call for tenders is limited to monolingual source language documents generally with longer deadlines which by their nature are suitable for translation by Contractors who are individual translators. The named individual translator must perform the translation tasks under the contract. Given that the named individual translator must take the translation test the results of which will be taken into account under the quality award criterion (see chapter 15 Award criteria, of the specifications), the replacement of the named individual translator at any stage would imply a modification of the tender after the deadline for receipt of tenders, contrary to the principle of equal treatment.</p> <p>2): Since the individual named translators declared by a tenderer in annex XI to the specifications may be employees of the tenderer, they are not automatically considered to be subcontractors. However, where individual named translators in annex XI are subcontractors, then the tenderer should comply with the rules on sub-contracting laid down in chapter 6 of the specifications and complete annex VII to the specifications: Declaration concerning subcontractors.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				<p>PPP4 2018 Multilingual?</p> <p>Thank you in advance</p>	<p>subcontractors.</p> <p>3): Tenderers should submit both the original of the duly completed and signed annex XI to the specifications: Details of the named individual translator, and the duly completed corresponding Excel file saved in electronic form on the memory device with their tender. The requirements for the content and presentation of tenders are set out in point 4 of the Invitation to Tender and Conditions for submitting a Tender.</p> <p>4): It is prohibited to propose the same named individual translator for the same lot (language combination) by different tenderers to this call for tenders. The same tenderer can however propose the same named individual translator to cover the same language combination under EP TRAD PPP4 2018 Monolingual and EP TRAD PPP4 2018 Multilingual calls for tenders.</p>
14	07/11/2018 15:12	15/11/2018 12:07	CV template	Is there a preferable CV template available to prepare the CVs of the individual translators or can we use our own template?	<p>15/11/2018</p> <p>You can use your own template.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
15	07/11/2018 16:09	15/11/2018 12:08	Other target languages	Could you please let us know the approximate timeframe when tenders for the other lots (target languages), i.e. French, will be published? Furthermore, will the tenders for all lots be in the same format or these six target languages have been selected as a pilot or something similar?	15/11/2018 Published calls for tenders can be consulted on the web page of Tenders Electronic Daily (https://ted.europa.eu/TED/main/HomePage.do).

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#	Submission date	Publication date	Question subject	Question	Answer
16	07/11/2018 16:18	15/11/2018 12:09	Translation and revision by the same person?	In the MONOLINGUAL tender, in page 5, you say "The translation tasks as defined in Annex XII under each FWC shall be performed exclusively by the named individual translator declared in Annex XI" and later on in page 11 you mention "It is an essential contractual obligation for the Contractor to thoroughly revise the entire translation before delivery and not doing so is a breach of the FWC." How can those two happen at the same time by ONE person? By revising his/her own work or what?	15/11/2018 It is indeed an essential contractual obligation for the Contractor to thoroughly revise the entire translation before delivery. 'Revision' is defined in the glossary in annex XII to the specifications. The revision can therefore be performed as self-revision by the named individual translator. If the tenderer intends to perform the revision exclusively as self-revision by the named individual translator, annex XI to the specifications: Details of the named individual translator, must be duly completed and signed and submitted with the tender. The provisions for subcontracting are set out in chapter 6 of the specifications. If the tenderer intends to subcontract performance of the contract or part of it (e.g. the revision), he/she shall complete and sign annex VII to the specifications: Declaration concerning subcontractors.

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17	07/11/2018 16:23	15/11/2018 12:10	Translating from two sources	I can translate from English to Croatian AND from French to Croatian, obviously I have to take two translation tests, will these happen at the same timeframe? If yes, will there be enough time for one person to take both?	15/11/2018 The translation tests from different source languages into the same target language will take place at different dates or times so it will be possible for one person to take both tests.
18	07/11/2018 16:32	15/11/2018 12:10	One named individual translator's experience	You mention in page 22 in the Table for translator's experience, in column Professional experience for Croatian "2 years professional translation experience and 1 500 standard pages translated". Is this correct? Can you please explain the difference between "years of experience" and "pages translated"?	15/11/2018 This means that the named individual translator must have a professional experience of at least two years during which he/she translated at least 1500 standard pages. Standard page is defined in annex XII: Glossary to the specifications.

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19	08/11/2018 08:48	15/11/2018 12:12	translators	<p>1. Is it permitted to submit more than one translator (for back-up reasons), for example proposing a team of in-house qualified translators in the respective language combination if applying as a company?</p> <p>2. Is it permitted to submit more than one freelance translator as a subcontractor if applying as a company?</p> <p>3. Is it allowed that different entities of the same group apply for the same lot proposing different individual translators?</p> <p>4. Is there a maximum volume allowed per translator?</p>	<p>15/11/2018</p> <p>1) Tenderers must propose in their tender in annex XI to the specifications one named individual translator only covering the source and target language of the lot tendered for.</p> <p>The translation tasks, as defined in Annex XII to the specifications: Glossary, under each FWC shall be performed exclusively by the named individual translator declared in Annex XI to the specifications and taken into account when assessing the selection and award criteria. The named individual translator declared in Annex XI cannot be replaced during the procurement procedure, before the entry into force of the FWC or during the validity of the FWC.</p> <p>2) The same rules apply where the tenderer intends to subcontract the performance of the translation tasks to a named individual translator who is a freelancer of the tenderer. In this case the tender should complete and sign annex VII to the specifications: Details of the subcontracting.</p> <p>3) It is prohibited to propose the same named individual translator twice or more times in different tenders for the same lot. If the same named individual translator is proposed within the same lot by several tenderers (different companies or different</p>

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					(different companies or different entities of the same group), the tenders concerned will be rejected. 4) There is no maximum volume per named individual translator.
20	08/11/2018 11:06	15/11/2018 12:12	Qualifications and experience of the named individual translator	Can you please confirm if we have to prove our translator's qualifications and experience (chapter 14.3 of the Specifications), e.g. with the help of copies of diplomas, reference letters, etc.?	15/11/2018 Proofs of translation experience of the named individual translator in the form of: invoices, signed contracts, certificates or reference letters (by previous employers or clients for example) specifying the translated volumes in standard pages separately for each language combination are listed among the documentary evidences in annex XIV to the specifications. These proofs do not need to be sent with the tender and shall be provided only upon request from the Contracting Authority, and then within 10 calendar days of the dispatch of the request.
21	12/11/2018 12:14	15/11/2018 12:13	Electronic signatures	Would you accept electronic signatures of Annex XI, i.e. those verified by DocuSign?	15/11/2018 The original duly completed manually signed annex XI of the specifications must be provided with the tender. Electronic signatures are not accepted.

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22	12/11/2018 17:19	15/11/2018 12:14	Multiple named individual translators	Is it possible for the same tenderer to name more than one translator/subcontractor in the same tender or would it be necessary to submit multiple tenders, each one with a different named individual translator/subcontractor?	15/11/2018 Tenderers must propose in their tender in annex XI one named individual translator only covering the source and target language for each lot tendered for. A tenderer can submit only one tender per lot.
23	13/11/2018 12:04	15/11/2018 12:15	Professional experience of the named individual translator	For some target languages, such as RO and HR, it is required that the named translator has translated a specific number of standard pages (e.g. 4.000 for RO) without however specifying in which language combination. Does this mean that this number is required irrespective of the source language?	15/11/2018 The minimum qualifications and experience of the named individual translator are set out for both EN and FR source languages in chapter 14.3 of the specifications: Technical and professional capacity and minimum requirements, subtitle Professional capacity. Unless specified otherwise (eg for DE, PL, ES), the minimum stated number of standard pages translated may be from any source language.
24	14/11/2018 09:12	20/11/2018 09:14	Revision	If the reviser is a person other than the named translator, does the reviser need to have the same qualifications as the named translator? Thank you	20/11/2018 No. There are no specific requirements concerning the qualifications of a separate reviser.

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#	Submission date	Publication date	Question subject	Question	Answer
25	14/11/2018 12:07	20/11/2018 09:15	Individual translator	<p>1) Is it correct that only 1 individual translator is to be named for each lot?</p> <p>2) Our company employs several inhouse translators covering the language combination of one specific lot. Is it correct that these translators cannot be named as individual translators, because only 1 individual translator can be named per lot?</p> <p>3) Our company works with freelance translators. Are freelance translators considered to be subcontractors?</p>	<p>20/11/2018</p> <p>1): Yes, only one named individual translator can be proposed by a tenderer for each lot.</p> <p>2): Yes, only one named individual translator can be proposed by a tenderer per lot.</p> <p>3): Yes, freelance translators are considered to be subcontractors. If the proposed named individual translator declared in annex XI is a subcontractor of the tenderer, then the tenderer should complete annex VII, Details of the subcontractor.</p>
26	14/11/2018 17:47	20/11/2018 09:15	Freelancers for the monolingual tender	<p>Is it possible for a freelancer to be a candidate of one tenderer for the Monolingual tender and candidate as well of another tenderer for the Multilingual tender?</p> <p>Thank you</p>	<p>20/11/2018</p> <p>Yes, the same named individual translator can be proposed by a tenderer for the EP TRAD PPP4 2018 Monolingual and by another tenderer under EP TRAD PPP4 2018 Multilingual.</p>

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27	15/11/2018 11:12	20/11/2018 09:16	Professional capacity of translators	In 14.3 of the Specifications, the minimum qualification required for translators is 4 years completed university education. In some countries, like Romania, a bachelor degree in languages is 3 years. Will this be accepted or does the translator also need a master's degree?	20/11/2018 The minimum qualifications and experience of the named individual translator are set out in chapter 14.3 of the specifications: Technical and professional capacity and minimum requirements, subtitle Professional capacity. For RO, the minimum qualification is 4 years completed university education in languages, translation, linguistics or interpretation. A bachelor's degree awarded after 3 years of university education would not satisfy this requirement.
28	15/11/2018 15:32	20/11/2018 09:17	Sections II and III of the Declaration on honour concerning the exclusion and selection criteria	Could you please confirm that individual translators (natural persons that operate as freelancers, not established as a company) do not need to fill in Sections II and III of Annex IV (Declaration on honour concerning the exclusion and selection criteria)? Thank you.	20/11/2018 We can confirm that a tenderer who is an individual translator (natural person working as a freelancer) does not need to complete sections II and III of annex IV, Declaration on honour concerning the exclusion and selection criteria.

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#	Submission date	Publication date	Question subject	Question	Answer
29	16/11/2018 13:21	26/11/2018 09:40	European officials on leave on personal grounds	Could you please tell me if European officials on leave on personal grounds can take part in the tender? Thank you.	26/11/2018 European officials on leave on personal grounds as defined in the Staff Regulations are allowed to submit a tender provided that they obtain from the Authorising Authority (AIPN) of their Institution the necessary authorisation to engage in an outside activity before performing the contract, pursuant to Articles 12b and 40 of the Staff Regulations.

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#	Submission date	Publication date	Question subject	Question	Answer
30	16/11/2018 15:00	26/11/2018 09:42	EP TRAD PPP4 2018 MULTILINGUAL	<p>Bună ziua,</p> <p>Avem câteva întrebări mai jos:</p> <p>1. Se acceptă traducători care în prezent nu au activitate comercială, dar care în viitor, în cazul câștigării contractului, își vor deschide o firmă sau un PFA? Există perspectiva unui volum de lucru care să justifice costurile aferente?</p> <p>2. Puteți detalia modus operandi în cazul acestui contract? Comenzile ferme se trimit doar la contractant sau și la freelanceri?</p> <p>Mulțumim.</p> <p>---</p> <p>Translation of the question into EN: Good afternoon. Could you please clarify the following issues:</p> <p>1. Could you please offer more details about the modus operandi of this contract? The firm order for translation is sent only to the contractor, or is sent to the freelancer, too?</p> <p>2. Is there a minimum monthly workload the freelancer must accept in order to maintain his / her position in the ranking?</p>	<p>26/11/2018</p> <p>1. The rules governing the performance of the contract are set out in chapter 12 of the specifications. The Authorising Authorities will send the order forms only to the Contractor, not to the named individual translator, where these are different persons.</p> <p>2. The re-ranking exercise will be governed by the rules stated in chapter 12 of the specifications: Performance of the framework contract, subtitle Re-ranking exercise. The new ranking will be established after each reference period on the basis of the new scores of all contractors within the same lot.</p> <p>26/11/2018</p> <p>We apologize for having initially published the wrong translation and the wrong answer. Please find below the correct translation of the question with the correct answer.</p> <p>Translation of the question into EN: Good afternoon. Could you answer the following questions?</p> <p>1. Do you accept translators who do not currently have a commercial activity, but who, in case they win the contract, will set up a company or PFA (personne physique autorisée) in</p>

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				in the ranking?	<p>PFA (personne physique autorisée) in the future? Is there a prospect of a workload that justifies the costs involved?</p> <p>2. Could you please offer more details about the modus operandi of this contract? The firm order for translation is sent only to the contractor, or is sent to the freelancer, too?</p> <p>---</p> <p>Answer:</p> <p>1. The rules as to who may participate in the tender procedure are set out in chapter 4 and full details of the minimum selection criteria are set out in chapter 14 of the specifications. Should a Contractor change his/her/its legal personality during the course of the contract, they should notify the Contracting Authority and where necessary submit a new financial identification form under annex V. The award of a contract constitutes no guarantee of any minimum workload.</p> <p>2. The rules governing the performance of the contract are set out in chapter 12 of the specifications. The Authorising Authorities will send the order forms only to the Contractor, not to the named individual translator,</p>

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					not to the named individual translator, where these are different persons.

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31	16/11/2018 15:04	26/11/2018 09:50	EPDGTRAD-3_EN_monolingual	<p>Bună ziua,</p> <p>Așdori să vă rog să clarificați următoarele aspecte:</p> <p>1. Puteți detalia modus operandi de la acest contract? Comanda fermă de traducere se trimite doar contractantului sau și freelancerului?</p> <p>2. Există un volum minim lunar pe care freelancerul trebuie să îl accepte ca să își mențină poziția în clasament?</p> <p>Mulțumim. ---</p> <p>Translation of the question into EN: Good afternoon. Could you please clarify the following issues:</p> <p>1. Could you please offer more details about the modus operandi of this contract? The firm order for translation is sent only to the contractor, or is sent to the freelancer, too?</p> <p>2. Is there a minimum monthly workload the freelancer must accept in order to maintain his / her position in the ranking?</p>	<p>26/11/2018</p> <p>1. The rules governing the performance of the contract are set out in chapter 12 of the specifications. The Authorising Authorities will send the order forms only to the Contractor, not to the named individual translator, where these are different persons.</p> <p>2. The re-ranking exercise will be governed by the rules stated in chapter 12 of the specifications: Performance of the framework contract, subtitle Re-ranking exercise. The new ranking will be established after each reference period on the basis of the new scores of all contractors within the same lot.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
32	16/11/2018 15:48	26/11/2018 09:50	price per page	Dear, could you please inform me how many words you count (average) per page in the source language? Many thanks.	26/11/2018 The page count rules are specified in annex I to the specifications: Technical specifications, subtitle Page count rules. A standard page is defined in Annex XII to the specifications: Glossary.
33	18/11/2018 19:57	26/11/2018 10:07	individual/company	Concerning Annex V, could you please clarify if sole proprietors, e.g. freelancers registered as sole proprietors subject to flat-rate taxation, are considered to be a "company" or individuals? Thank you!	26/11/2018 If the tenderer is self-employed or the sole proprietor of their own unincorporated business he/she is considered to be an individual under annex V. If the tenderer is a private company or other legal person, it is considered to be a company for this purpose.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
34	19/11/2018 16:33	26/11/2018 10:07	Data confidentiality on documents	Is there any particular way for a translator to send the invoices and signed contracts proving the translation experience (if requested), considering that the personal data of clients appearing on the invoices and contracts are confidential (based on General Data Protection Regulation).	<p>26/11/2018</p> <p>The treatment of personal data in relation with this call for tenders is governed by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Further information about the personal data processing operations (in compliance with Art. 25 and 26 of Regulation EC 45/2001) carried out by the European Parliament, such as: identity of the Data controller, legal basis and purpose of the operation, data subjects whose data are being processed, categories of the data, period and modalities of storage and the recipients to whom data are disclosed in case of transfer data, can be found in the Data Protection Register of notifications of the European Parliament on the following link: http://www.europarl.europa.eu/data-protect/?language=en</p> <p>If the Contracting Authority requests documentary evidence proving translation experience, the Tenderer should send this in accordance with the instructions which will be provided in the request.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					in the request.
35	19/11/2018 20:37	26/11/2018 10:08	Sole proprietorship	Should a sole proprietorship fill in the Annex IV under natural person or a legal person and also in Annex V: Financial identification form - Supplier Legal entity as individual or a private company? Thank you.	26/11/2018 If the tenderer is self-employed or the sole proprietor of their own unincorporated business, he/she is a natural person under annex IV and an individual under annex V. If the tenderer is a company or other legal person, it is a legal person under annex IV and a company under annex V.
36	20/11/2018 09:47	26/11/2018 10:13	Freelance translator	Following question 26 could you confirm if a freelance translator could apply on his/her behalf for EP TRAD PPP4 2018 MONOLINGUAL and as part of a team with an agency/other tenderer for EP TRAD PPP4 2018 MULTILINGUAL? Thank you	26/11/2018 Yes, we confirm that an individual translator can submit a tender on his/her behalf for tender EP TRAD PPP4 2018 MONOLINGUAL and be a named individual translator as part of a team for another tenderer for EP TRAD PPP4 2018 MULTILINGUAL. Question 26
37	20/11/2018 13:41	26/11/2018 10:16	Modus operandi	Can you please offer some details regarding modus operandi in case of this contract? The assignment will be sent only to the contractor? Or to the linguist as well? Thank you in advance.	26/11/2018 The rules governing the performance of the contract are set out in chapter 12 of the specifications. The Authorising Authorities will send the order forms only to the Contractor, not to the named individual translator where these are different persons.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
38	20/11/2018 13:59	26/11/2018 10:16	Mandatory Workload that a translator has to accept?	Can you please confirm whether the dynamic ranking depends on the volume of work accepted as well? Is there a minimum workload (number of pages or number of assignments) that a translator has to accept in order to maintain his/her position in the initial ranking? Thank you in advance.	26/11/2018 The re-ranking exercise will be governed by the rules stated in chapter 12 of the specifications: Performance of the framework contract, subtitle Re-ranking exercise. The new ranking will be established after each reference period on the basis of the new scores of all contractors within the same lot.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
39	20/11/2018 14:59	26/11/2018 10:17	EP TRAD PPP4 2018 MONOLINGUAL Content of tenders	<p>Dear Sirs,</p> <p>Could you please confirm that apart from the signed Annexes IV, V and XI of the specifications and the documents specified in point 14.1 of the specifications the offer shall not contain any information about the following aspects:</p> <ul style="list-style-type: none"> - Experience of the named individual translator - Working methods of the tenderer - Financial and economic capacity of the tenderer - Technical and professional capacity of the tenderer <p>Could you please confirm that the provisions „If, on the basis of the information supplied by the tenderer, the Institution(s) has doubts about the sufficiency of a tenderer's financial resources enabling it to perform the FWC, the tender may be rejected without the tenderer being entitled to claim any financial compensation.“ (point 14.2) and „If, in the light of the information supplied by the tenderer, the Institution(s) has doubts about a tenderer's technical and professional capacity, or if it is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.“ (point 14.3)</p>	<p>26/11/2018</p> <p>Full details of the rules for the content and presentation of the tender are set out in point 4 of the Invitation to Tender and Conditions for Submitting a Tender. In addition to the documents you cite, the tenderer would also need to duly complete and sign annex VII, Details of the subcontracting if the named individual translator were a subcontractor of the tenderer.</p> <p>We confirm that the Contracting Authority's right to reject a tender for failure to comply with the requirements under points 14.2 or 14.3 of the specifications may be invoked on the basis of the documentary evidence supplied by the tenderer upon request.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				financial compensation." (point 14.3) do not refer to the evidence supplied with the tender but to the evidence supplied by the tenderer upon request. Thank you very much.	
40	20/11/2018 15:32	26/11/2018 10:18	experience as a reviser	Can you please confirm whether experience as a reviser counts in case of this tender? The specifications mention that experience as a translator matters. What about the experience as a reviser? Thank you.	26/11/2018 No experience as reviser is required. The minimum qualifications and experience required are specified in point 14.3 of the specifications, subtitle Professional capacity. Translation is defined in annex XII, Glossary.
41	20/11/2018 17:08	26/11/2018 10:18	Annex XIV: Documentary evidence	Among the documentary evidence to be provided under request, one of the items is Description of the tenderer's hardware, software and telecommunications equipment. In the case of a company working with a freelance translator, should it include the company's hardware and software and the freelance translator's hardware and software? Thank you	26/11/2018 In this case the description should include the hardware, software and telecommunication equipment of the tenderer which will be used in the performance of the contract if the contract is awarded to that tenderer.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
42	20/11/2018 21:02	26/11/2018 10:19	Mistake in Annex XI to the Specifications	In Annex XI to the Specifications, lot 12 should be FR-ES, but it is FR-RO, both in the tab and in the title. May we change it?	26/11/2018 Thank you for informing us about this error. The Contracting Authority will publish a corrigendum on the Publication office TED webpage together with the corrected version of the Excel table referred to in annex XI to the specifications. Lot 12 is FR to ES.
43	21/11/2018 12:35	26/11/2018 10:20	Annex XI to the Specifications	Could you please confirm that the Excel document Annex XI to the Specifications, to be downloaded from this webpage contains Lot 12: FR-ES?	26/11/2018 Yes, we confirm that the worksheet in the Excel table for Lot 12 should contain the language combination FR-ES (and not FR-RO). The Contracting Authority will publish a corrigendum on the Publication office TED webpage together with the corrected version of the Excel table referred to in annex XI.
44	21/11/2018 17:35	26/11/2018 10:21	Financial identification form for sole proprietors/craftsmen	Could you please confirm if sole proprietors need to provide the Financial identification form foreseen for Legal entities INDIVIDUAL or Legal Entities PRIVATE COMPANY?	26/11/2018 If the tenderer is self-employed or the sole proprietor of their own unincorporated business he/she is considered to be an individual under annex V. If the tenderer is a private company or other legal person, it is considered to be a company for this purpose.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
45	21/11/2018 19:30	26/11/2018 10:21	Tax number	<p>If a natural person (a freelance translator) is awarded the contract, does he/she has to maintain the same address, bank account details and tax number throughout the duration of the contract (for 4 years)?</p> <p>For example, if the translator's activity is registered in one Member State, where he/she operates under a specific tax number, and then the same translator at some point chooses to move to another Member State and register his/her activity there, which would imply obtaining a new tax number and changing all the other financial details, would this lead to the termination of the contract? Thanks!</p>	<p>26/11/2018 In case of modifications to the financial identification information of the Contractor during the period of validity of the contract, such as change of the address or bank account, the Contractor should inform the Contracting Authority and provide a new Financial identification form (see annex V of the Specifications: Financial identification form - Supplier).</p>
46	22/11/2018 21:26	29/11/2018 14:42	Error in Excel file (Annex XI to the Specifications), Lot 12?	<p>Could you please confirm that the language combination specified in the tab related to "Lot 12 (FR-RO)" is a mistake and that it is meant to refer to "FR-ES"? Thank you.</p>	<p>29/11/2018 Yes, we confirm that the worksheet in the Excel table for Lot 12 should contain the language combination FR-ES (and not FR-RO). The Contracting Authority has published a corrected version of the Excel table referred to in annex XI.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
47	23/11/2018 15:49	29/11/2018 14:45	Nationality	Could you please confirm if this tender is open for European translators only? I'm Peruvian.	29/11/2018 The rules on participation are set out in chapter 4 of the specifications. Participation is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities of a third country which has concluded a specific public-procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender and on the terms laid down by that agreement.
48	23/11/2018 19:07	29/11/2018 14:46	Value of subcontracted part of contract (in EUR and as a percentage of estimated total amount of contract)	How is the value of the subcontracted part of the contract to be calculated? If there is only one named translator for each Lot, then is the percentage 100% of the Lot? And is the value in euros the total estimated maximum volume of standard pages to be translated per year multiplied by the price offered?	29/11/2018 If the translation tasks are subcontracted to a named individual translator, it does not necessarily mean that 100% of the contract value is subcontracted. There may be other tasks in the performance of the contract (for instance revision, project management, IT support) which are not subcontracted by the tenderer. The tenderer should set out in detail the subcontracted tasks of the contract. The subcontracted part can be estimated as a percentage of the total value of the contract.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
49	24/11/2018 15:42	29/11/2018 14:47	issue in the sheet corresponing to Lot 12 (FR-ES) in the Annex XI Excel-file as provided with the invitation	Dear Sir or Madam, The Sheet entitled 'Lot 12 (FR-OR)' in the Excel file 'EN-Annex XI to the Specifications DG TRAD PPP4 2018 MONOLINGUAL - Tenderer (insert name of the tenderer)' should say 'Lot 12 (FR-ES)' according to the invitation and specifications of the tender. Could you please confirm that the published Excel file is fully valid for Lot 12 (FR-ES)? Thanks, Camino	29/11/2018 We confirm that the worksheet in the Excel table for Lot 12 should contain the language combination FR-ES (and not FR-RO). The Contracting Authority has published a corrected version of the Excel table referred to in annex XI.
50	25/11/2018 14:37	29/11/2018 14:48	Annex V: Financial identification form - Supplier	Could I kindly ask you if there is a version of this Annex in Excel form to be found online, or is it required to populate it in handwriting?	29/11/2018 The editable Excel files containing annex V: Financial identification form for companies and for individuals were published as additional documents.
51	25/11/2018 20:48	29/11/2018 14:49	Bank statement	As tenderers (individuals) are supposed to submit a bank statement (as the preferable option for annex V), is it admissible to black the individual account movements?	29/11/2018 Yes, the tenderer may redact out individual transactions/account balance etc so long as the all the information specified in annex V under 'Account Name' and 'Bank' are clearly legible.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
52	25/11/2018 20:49	29/11/2018 14:50	Structure of the tender	May the tender be accompanied by a written letter in which the tenderer and the named translator are presented (e.g. detailing the professional experience), and if yes, in which envelope should this letter be contained? Or should the tender only consist of the specified annexes and documents?	29/11/2018 The requirements for the content and presentation of tenders are set out in point 4 of the Invitation to Tender and Conditions for Submitting a Tender. Where the tenderer intends to subcontract the performance of the translation tasks to freelancers, the tender documents should include the duly completed annex VII, Declaration concerning subcontractors signed by the tenderer, the duly completed Annex XI: Details of the named individual translator, project managers and IT specialists, signed by the legal representative of the tenderer, as well as by the named individual translators, project managers and IT specialists, and the duly completed Excel file saved in Excel format on the electronic memory device (DVD, CD or USB stick) referred to in annex XI. The only supporting documentary evidence for the exclusion or selection criteria which must be submitted with the tender documents are the documents specified at chapter 14.1 of the specifications attesting to the legal and regulatory capacity of the tenderer. All other documentary evidence referred to in chapter 13: Exclusion criteria: Evaluation of the exclusion criteria, paragraphs 2 and 3, and in annex XIV, Documentary evidence, shall be provided by the

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					evidence, shall be provided by the tenderer only upon request from the Contracting Authority and then within 10 calendar days of the dispatch of the request.
53	26/11/2018 11:53	29/11/2018 14:51	Lot 12 Annex XI mistake	Hi, we have also noticed a mistake in Lot 12 in Annex XI. Should we wait for the ammended excel file to be availabe to proceed with our proposal? Thanks!	29/11/2018 We confirm that the worksheet in the Excel table for Lot 12 should contain the language combination FR-ES (and not FR-RO). The Contracting Authority has published a corrected version of the Excel table referred to in annex XI.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
54	26/11/2018 16:44	29/11/2018 14:52	Subcontracting, Annex VII, Annex XI	<p>Dear Madam/Sir, we plan to add several subcontractors to our team.</p> <p>1. Can you please confirm we should list both "Named individual translator" and all subcontractors in Annex VII and Annex XI (excel sheet)? Should we reproduce Annex XI for each subcontractor? 2. Or should Annex XI contain "Named individual translator" and "Legal representative" only and we should list all subcontractors to Annex VII? only? 3. Please let us know whether there is any limit to the number of subcontractors? Thank you.</p>	<p>29/11/2018</p> <p>1. Since the named individual translators declared by a tenderer in annex XI may be employees of the tenderer, they are not automatically considered to be subcontractors. However, where named individual translators in annex XI are subcontractors, then the tenderer should comply with the rules on subcontracting laid down in chapter 6 of the specifications and should complete annex VII, Declaration concerning subcontractors. 2. Tenderers should submit both the original of the duly completed and signed annex XI, Details of the named individual translator, and the duly completed corresponding Excel file saved in electronic form on the memory device with their tender. 3. The provisions for subcontracting are set out in chapter 6 of the specifications.</p>
55	26/11/2018 17:27	29/11/2018 14:55	- Annex XI Excel	<p>o In Annex XI Excel there is a mistake in LOT 12 – It should be FR-ES.</p> <p>May we change it directly? May we eliminate in the excel the sheets we are not to tender for?</p>	<p>29/11/2018</p> <p>We confirm that the worksheet in the Excel table for Lot 12 should contain the language combination FR-ES (and not FR-RO). The Contracting Authority has published a corrected version of the Excel table referred to in annex XI.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
56	26/11/2018 18:35	29/11/2018 14:56	Model Framework Contract	Is it correct to assume that the Model Framework Contract is to be submitted at this stage, alongside other documents, or is it just included with the documentation for illustrative purposes?	29/11/2018 The draft model framework contract is published in accordance with the requirements of the Financial Regulation to inform tenderers of the contractual terms should they be awarded a contract. It should not be the content and presentation of the tenders are set out comprehensively in point 4 of the Invitation to tender included by the tenderers in their tenders. The rules on and conditions for submitting a tender: Content and presentation of tenders.
57	26/11/2018 22:49	29/11/2018 14:57	Revisors	Should we name any revisors for this tender? Normally we apply the "Four-Eyes-Principle".	29/11/2018 It is an essential contractual obligation for the Contractor to thoroughly revise the entire translation before delivery. 'Revision' is defined in the glossary in annex XII to the specifications. The revision can be performed as self-revision by the named individual translator.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
58	26/11/2018 23:27	29/11/2018 14:58	Presentation of our translation company at "stage 1":	In Section 14 (page 20) are indicated the Annexes to be submitted "with the tender" until 7-12-2018. Besides those Annexes (IV, V plus documents specified at point 14.1, XI-original signed and in Excel-format, eventually VII - one signed original and one electronic copy), which elements should be submitted? Should we submit "with the tender" a description of our company, our experience, especially translating documents originating from European Institutions and our translation team? Or only the experience of "the one single named translator for the tendered lot"? Or are such elements, besides those Annexes, not welcome at this stage? And should be delivered only on request (together with the documentary evidence indicated under Annex XIV)?	29/11/2018 The requirements for the content and presentation of tenders are set out in point 4 of the Invitation to Tender and Conditions for Submitting a Tender. Where the tenderer intends to subcontract the performance of the translation tasks to a freelancer, the tender documents should include the duly completed annex VII, Declaration concerning subcontractors signed by the tenderer, the duly completed Annex XI: Details of the named individual translator, signed by the legal representative of the tenderer, as well as by the named individual translator, and the duly completed Excel file saved in Excel format on the electronic memory device (DVD, CD or USB stick) referred to in annex XI. The only supporting documentary evidence for the exclusion or selection criteria which must be submitted with the tender documents are the documents specified at chapter 14.1 of the specifications attesting to the legal and regulatory capacity of the tenderer. All other documentary evidence referred to in chapter 13: Exclusion criteria: Evaluation of the exclusion criteria, paragraphs 2 and 3, and in annex XIV, Documentary evidence, shall be provided by the tenderer only upon request from the Contracting Authority and then within

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					Contracting Authority and then within 10 calendar days of the dispatch of the request.
59	22/11/2018 11:15	29/11/2018 15:00	Tender application with a new form of company using a part of the documents from the previous form	Dear Sir/Madam, My company changed the legal form and moved from "trade" to "ltd" form. Everything has remained the same (translators, associates, office address, etc.) apart from the company name. Therefore I wanted to check if we can apply for this tender with the new form of company by using all of the recommendations we got when we applied as a trade? We can, naturally, attach documents from the older company's form which can prove that owner and company's address are the same as in the new form.	29/11/2018 The documentary evidence to be submitted with the tender concerning the tenderer's legal and regulatory capacity is set out in point 14.1 of the specifications. Recommendations form no part of the documentary evidence which may be required, even upon request under annex XIV, for the evaluation of the selection or award criteria.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
60	27/11/2018 15:37	30/11/2018 10:02	Resubmitting my question "Translation into German - eligible to bid?" No response to my question after 5 days, time is running out for me (US-based freelance translator)	I'm a German national (former EU Commission staff member), now a legal resident of the US (i.e. outside the EU). Am I allowed to bid? I'm afraid the following excerpt from the "specifications" is not specific: "Participation is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities of a third country which has concluded a specific public-procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender and on the terms laid down by that agreement."	30/11/2018 As a German national resident in the US, you would be entitled to submit a tender. As a former EU staff member, if you left the service less than two years ago, you must inform the Appointing Authority of your Institution that you intend to engage in an occupational activity, under article 16 of the Staff Regulations. If that activity is related to the work you carried out during the last three years of service, and could lead to a conflict with the legitimate interests of the institution, the Appointing Authority may, having regard to the interests of the service, either forbid you from undertaking it or give its approval subject to any conditions it thinks fit.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
61	22/11/2018 02:13	30/11/2018 10:03	Translation into German - eligible to bid?	I'm a German national (former EU Commission staff member), now a legal resident of the US (i.e. outside the EU). Am I allowed to bid? I frequently work for EU based clients as a freelancer.	30/11/2018 As a German national resident in the US, you would be entitled to submit a tender. As a former EU staff member, if you left the service less than two years ago, you must inform the Appointing Authority of your Institution that you intend to engage in an occupational activity, under article 16 of the Staff Regulations. If that activity is related to the work you carried out during the last three years of service, and could lead to a conflict with the legitimate interests of the institution, the Appointing Authority may, having regard to the interests of the service, either forbid you from undertaking it or give its approval subject to any conditions it thinks fit.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
62	27/11/2018 10:51	30/11/2018 10:08	EN-Model framework contract EP TRAD PPP4 2018 MONOLINGUAL - Question 7	Could I kindly ask you to specify whether the "Model framework contract" needs to be included in 2 copies the envelopes and on the USB memory (as a signed, scanned PDF copy)? It wasn't specifically mentioned in your reply to question No. 7 nor in Point 4/Invitation to Tender. Thank you!	30/11/2018 The draft model framework contract is published in accordance with the requirements of the Financial Regulation to inform tenderers of the contractual terms should they be awarded a contract. It should not be included by the tenderers in their tenders. The rules on the content and presentation of the tenders are set out comprehensively in point 4 of the Invitation to tender and conditions for submitting a tender: Content and presentation of tenders.
63	27/11/2018 11:22	30/11/2018 10:09	4. Contents and presentations of Tenders	The section says "Tenders must be drawn up" - does this imply we have to create a new document similar to a letter of intent (or tender) to be included in the envelopes and on the USB? If so, is there a template, where, and how many copies (2 signed hard copies and one signed PDF)?	30/11/2018 There is no requirement for a letter of intent or tender. The rules for the content and presentation of tenders are comprehensively set out in point 4 of the Invitation to Tender and Conditions for Submitting a Tender.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
64	27/11/2018 12:36	30/11/2018 10:10	Model framework contract	Is the model framewok contract included in the documentation for illustrative purposes only? Or, is it to be filled in as appropriate and enclosed with the other documentation as part of the application?	30/11/2018 The draft model framework contract is published in accordance with the requirements of the Financial Regulation to inform tenderers of the contractual terms should they be awarded a contract. It should not be included by the tenderers in their tenders. The rules on the content and presentation of the tenders are set out comprehensively in point 4 of the Invitation to tender and conditions for submitting a tender: Content and presentation of tenders.
65	27/11/2018 13:11	30/11/2018 10:10	EP TRAD PPP4 2018 MONOLINGUAL - invitation to tender, General terms, point 10	Is this sentence means that we have to register somewhere prior to submit the tender and if yes, where? "The follow-up to responses to the invitation to submit a tender will entail the registration and processing of personal data (e.g. name, address, CV)." Or this is only to register for eTendering to ask questions? Thank you	30/11/2018 Point 10 of chapter 1 of the Invitation to tender and conditions for submitting a tender does not require any registration on the part of the tenderer and informs tenderers of their rights under the Regulation on data protection.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
66	27/11/2018 14:30	30/11/2018 10:10	Tenderer vs Named Individual Translator	Could you please confirm that, if a natural person is both the tenderer and the named individual translator, the same name should be stated twice in the Annex XI, once in the field of "Tenderer or Legal Representative" and then again in the field "Named Individual Translator", including in the Excel file?	30/11/2018 Yes, this is correct.
67	27/11/2018 19:25	30/11/2018 10:11	Financial and economic capacity in case of a non-paid maternity leave	As far as paragraph 14.2 of the Specifications DG TRAD PPP4 2018 MONOLINGUAL, regarding the financial and economic capacity and minimum requirements of tenderers, in the event of a freelancer who has just resumed her economic activity as a translator during 2018 after a two-years period of a non-paid maternity leave (which means no individual/personal income on that period), what should she state? May she state the 50% of the family earnings?	30/11/2018 If the turnover or income of an individual submitting a tender is at least 5000 EUR per financial year as specified in point 14.2 of the specifications: Financial and economic capacity and minimum requirements, then the individual tenderer needs only to duly date and sign the declaration on honour set out in annex IV. As part of this declaration, the tenderer must declare in point VII (5) (b) - Selection criteria, that she/he fulfils the applicable economic and financial criteria indicated in section 14.2 of the tender specifications. No other supporting document or statement is required at this stage.

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#	Submission date	Publication date	Question subject	Question	Answer
68	27/11/2018 21:37	30/11/2018 10:12	Is a Romanian Authorised Physical Person (PFA in Romanian) considered a natural person or a legal person?	Is a Romanian Authorised Physical Person (PFA in Romanian) considered a natural person or a legal person? Than you!	30/11/2018 A legal person.
69	27/11/2018 23:11	30/11/2018 10:12	Minimum qualification: University degree in languages/translation	Section 14.3 of the Specifications, "Professional capacity", lists as a requirement for the target language DE: "4 years completed university education in languages, translation, linguistics or interpretation". Does this mean that as a lawyer (with many years of professional translation experience) I am excluded from the tender? I have a law degree, but I cannot provide 4 years completed university education in languages, translation, linguistics or interpretation.	30/11/2018 The minimum qualifications and experience of the named individual translator are set out for each lot in chapter 14.3 of the specifications: Technical and professional capacity and minimum requirements, subtitle Professional capacity. A tenderer must fulfil the relevant selection criteria for the lot in question.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
70	29/11/2018 09:04	30/11/2018 10:19	Translator's qualifications, subcontracting	1) Our named translator has a Bachelor Degree of 3 years plus a Master's Degree on 1 year. Does this satisfy the criterion of 4 years completed university or do you only accept a Bachelor's Degree of 4 years? 2) In case we use a separate reviser (person other than the named translator) who is a freelancer, do we need to list him/her in Annex VII about subcontractors? 3) Is a subcontractor listed in our Annex VII (e.g. our freelance reviser) allowed to participate in the same tender of another tenderer as named translator? Also is this person allowed to submit a tender as tenderer - named translator? In other words, does "exclusivity" apply to subcontractors?	30/11/2018 The deadline to submit questions ended on 28/11. Thus, your question will not be answered. The answers given to the questions submitted within the deadline are published and can be consulted.

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#	Submission date	Publication date	Question subject	Question	Answer
71	29/11/2018 09:49	30/11/2018 10:19	Subcontracting	Since our company uses and employs only freelance linguists, then we should add them in the subcontracting part. But how do we estimate the "Value of subcontracted part of contract (in EUR and as a percentage of estimated total amount of contract)". Could you, please, explain?	30/11/2018 The deadline to submit questions ended on 28/11. Thus, your question will not be answered. The answers given to the questions submitted within the deadline are published and can be consulted.
72	29/11/2018 12:29	30/11/2018 10:20	Annex V	Annex V is not editable. Would it be possible, for reasons of simplicity, to use the standard financial identification form of the European Commission available to download from this link? http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm#en	30/11/2018 The deadline to submit questions ended on 28/11. Thus, your question will not be answered. The answers given to the questions submitted within the deadline are published and can be consulted.
73	30/11/2018 10:37	30/11/2018 13:18	translation test	If a translator passes a test for a language combination for the Monolingual tender, does he/she have to take another test for the Multilingual tender if she also applies (for the same combination) for that tender with an agency.	30/11/2018 The deadline to submit questions ended on 28/11. Thus, your question will not be answered. The answers given to the questions submitted within the deadline are published and can be consulted.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
74	30/11/2018 10:37	30/11/2018 13:18	Financial and economic capacity	With "Minimum turnover or income: 5.000 EUR per calendar or financial year." do you mean 5.000 EUR in each of three years, mentioned in Annex VIII, in any of the three years or in the previous year.	30/11/2018 The deadline to submit questions ended on 28/11. Thus, your question will not be answered. The answers given to the questions submitted within the deadline are published and can be consulted.

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