

Call for tenders' details

Title: Provision of Proofreading and Language Editing Services in Non-EU Languages

Start date: 28/12/2018

Time limit for receipt of tenders: 06/02/2019

Contracting authority: European Union Agency for Asylum (EUAA)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	08/01/2019 12:01	09/01/2019 10:19	Procurement procedure EASO/2018/687 7.2.2 Selection criteria Criterion and Evidence C2	With regards to the above-mentioned point and specifically, References of at least three (3) proofreading and language editing contracts during the last three years covering at least three non-EU languages among the ones mentioned in Lot 1 and Lot 2, please can you clarify? This is a very specific minimum criteria which would limit only those organisations currently providing the service to be able to demonstrate such experience. Would it be possible for EASO to consider also translating service provision for at least three non-EU languages among the ones required in Lots 1 & 2? Considering this is a minimum criteria which would affect ability to bid for these contracts, a prompt and timely response would be appreciated. Kind regards,	09/01/2019 This tender scope is for the provision of proofreading and editing services, not translating services. This criterion is intended to ensure that we contract a company with the necessary experience in providing proofreading and editing services. The selection criterion as stated in 7.2.2. of the Tender Specification is applicable.

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#	Submission date	Publication date	Question subject	Question	Answer
2	10/01/2019 14:20	14/01/2019 16:47	3.1 DESCRIPTION OF DELIVERABLES	In point 3.1 DESCRIPTION OF DELIVERABLES you have mentioned following information: Contractors must have capacity to provide proofreading and language editing services for a minimum of 8 pages per working day per proofreader for normal delivery and, for lot 1 only, for a minimum of 16 pages per working day per proofreader for an urgent delivery. Could you please be so kind and, if possible, specify estimated volume of pages to be provided per day? thank you	14/01/2019 We cannot provide estimated volumes to be proofread/language edited per day. As an indication only, documents to be proofread/language edited may range from half a page to 800 pages. It is estimated that, in some cases, more than one proofreader/language editor may be needed per language per day.
3	10/01/2019 14:23	15/01/2019 16:51	3 Technical specifications	In Chapter 3 Technical specifications it is mentioned: The Contractor must comply with the following requirements: - Have proofreaders with an excellent knowledge of terminology specific to the field of asylum/migration (for lot 1 only). Would it be possible to provide more details regarding profile of proofreaders? Are there some other requirements when it comes to proofreaders/editors? You have specified only profiles of contract managers. thank you	15/01/2019 Thank you for your question. Please note that Chapter 3 Technical specifications of the Tender Specifications has been amended and revised Tender Specifications have been published.

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4	17/01/2019 18:50	18/01/2019 09:31	Annex D to the Tender Specifications CASE STUDIES	Dear Mr/Madam, is it possible to receive the above mentioned Annex in word format, so that we can modify it as required? Thank you very much in advance. Best regards	18/01/2019 An editable version of Annex D Case Studies has been uploaded to the Document library.
6	18/01/2019 14:24	22/01/2019 10:20	test cases	As for the following point: "Briefly outline the approach and methodology used (4-5 lines) in order to deliver the proofreading services. If any part of the proofreading of the case studies is proposed to be delivered by a sub-contractor, the name of the sub-contractor should be indicated and the tenderer is responsible for ensuring the same standard of quality." Question : Can you confirmed that whoever is doing the proofreading has to outline the approach and their details would need to be on the offer? Thank you	22/01/2019 • The same person does not have to outline the approach and do the proofreading. • The details of any subcontractor involved in answering the questions have to be provided in the offer. Please also refer to the award criteria (7.2.3. Award criteria, AW1).

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#	Submission date	Publication date	Question subject	Question	Answer
7	21/01/2019 16:05	22/01/2019 12:46	"EASO/2018/687 Provision of proofreading and language editing services for EASO's publications and other documents and products in non-EU languages"	Dear Madam / Dear Sir, We are a Turkish company located in Ankara, Turkey. Our company is able to provide quality translation, proofreading and editing services. In this regard, we kindly ask you to inform us if it is possible to participate in this tender, as a Turkish company, which is located in Turkey and do we have a chance for competition. As you know, preparing the tender dossier in accordance with the ToR is a process that requires a lot of time, effort and some costs, so your answer is important for us. Thank you. We kindly await your response to notify our interest in this tender.	22/01/2019 Dear Sir/Madam, As a Turkish company you cannot participate in this tender as main tenderer, you can, however, participate as a subcontractor to a company that has access to this procedure. Please see 4. Information on Tendering in the Tender Specifications for more information on Access to the market (4.1), and Participation (4.2).

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8	28/01/2019 09:24	29/01/2019 12:36	Freelancers involved in tender with companies	Our company intends to involve freelance linguists (individuals), do they need to provide any document with tender?	<p>29/01/2019</p> <p>In case Freelancers are going to be subcontracted: in line with 7.1 of the Tender Specifications, the tender must include a subcontracting form (SSF 4) and a letter of intent (SSF 5) only if the tenderer envisages subcontracting more than 30% of the contract to a single contractor. In line with 7.2.1 and 7.2.2 subcontractors whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative. In line with Annex D, Case Studies, the name of any subcontractor involved in delivering any part of the proofreading of the case studies has to be provided. In case Freelancers are going to be part of the joint tender (point 4.2.1 of the Tender specifications): in line with 7.1 of the Tender Specifications, the tenderers are asked to identify each member of the group and clearly identify the allocation of tasks between members under SSF 1 and provide one of the Powers of Attorney (SSF 2, 3) duly signed, depending on the set up that has been chosen by the tenderers. For further requirements, please refer to the points 7.2.1 and 7.2.2.</p>

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