

Call for tenders' details

Title: Translation services into Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Portuguese, Slovak, Slovenian and Swedish

Start date: 18/03/2019

Time limit for receipt of tenders: 16/04/2019

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	18/03/2019 10:00	20/03/2019 18:51	Extension of submission deadline	We would like to request an extension of deadline for the submission of our tender by at least 2 weeks. According to article 27 of 2014/24/EU on public procurement, "the minimum time limit for the receipt of tenders shall be 35 days from the date on which the contract notice was sent"; the contract notice was published on the OJEU just today, 12/04 is less than 35 days away.	20/03/2019 The time limits are laid down in calendar days and start to run with effect from the date on which the contract notice is dispatched for publication in the Official Journal, not from the date on which the notice is published in the Official Journal. In open procedures the time limit for receipt of tenders is 37 days from the day following dispatch of the contract notice. In case of this call for tenders, the Contracting Authority has decided to postpone the time limit for submission of tenders. The corrigendum of the contract notice and Invitation to tender and conditions for submitting a tender with the new date for submission of tenders will be published soon on E-TED E-Tendering platform.
2	18/03/2019 13:38	20/03/2019 18:59	Professional capacity - named project managers	Can we name one Project Manager for more than one lots, provided they fulfill the requirement of native target language standard (level C2) for both?	20/03/2019 Yes, you can name one Project Manager for more than one lot.
3	18/03/2019 13:40	20/03/2019 19:01	Professional capacity - named IT specialists	Can we name one IT specialist for more than one lots or do we need one different for every lot for which we submit a tender?	20/03/2019 Yes, you can name one IT specialist for more than one lot.

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#	Submission date	Publication date	Question subject	Question	Answer
4	18/03/2019 13:42	20/03/2019 19:03	Translation Project Management Tests	How are you planning to conduct the Translation Project Management Tests? Will they be conducted on 19 different dates or they're a chance some of them will be conducted on the same date?	20/03/2019 The start date and time of Translation Project Management Tests may be the same for several lots. The Tenderers will have at least 24 hours available to finalise the Project Management tests.
5	18/03/2019 13:52	20/03/2019 19:04	Annex XI	Is it sufficient to submit signed Annex XI as photocopies?	20/03/2019 No, please submit the original signed and dated pages of Annex XI (see point 14 of the Specifications under Selection Criteria and point 4.6 of the Invitation to Tender and Conditions for Submitting a Tender).
6	18/03/2019 14:14	20/03/2019 19:09	subcontractors	Are freelancers considered as subcontractors? If yes, do we have to include them in Annex VII?	20/03/2019 For the purposes of this call for tenders, named translators declared by the tenderer in Annex XI of the Specifications, who are freelancers, do not need to be treated as subcontractors of the tenderer. Therefore, there is no need to mention them in Annex VII.

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#	Submission date	Publication date	Question subject	Question	Answer
7	18/03/2019 15:13	20/03/2019 19:10	Professional capacity - named revisers	We intent to name as revisers linguists who have been doing revision work for us in the frame of contracts we already have with the Parliament and other EU institutions and bodies. Are we allowed to provide them with reference letters to prove that they have the requested 2 years of experience in translation and revision?	20/03/2019 Yes.
8	18/03/2019 15:18	20/03/2019 19:25	Professional capacity - subcontracting	Can we use a company as subcontractor and name their employees as project managers, provided they fulfill the minimum professional capacity requirements per lot?	20/03/2019 Yes. In this case, you must indicate them in Annex VII - Declaration concerning subcontractors.
9	19/03/2019 09:31	26/03/2019 17:31	Subcontracting	Are freelancers considered subcontractors in the scope of this tender? Are subcontractors required to submit Annex IV (declaration on honour)?	26/03/2019 Freelancers do not need to be treated as subcontractors of the tenderer. No, only the Tenderer needs to submit Annex IV.
10	19/03/2019 11:00	26/03/2019 17:33	Subcontracting	Are freelancers to be considered as subcontractor ? We suppose not (cahpter 6, p. 10/86) THANKS FOR A QUICK ANSWER GIVEN THE VERY SHORT DEADLINE.	26/03/2019 See reply to Q6 and Q9.

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#	Submission date	Publication date	Question subject	Question	Answer
11	19/03/2019 11:29	26/03/2019 17:36	Test translation	Is the translation project management test (Chapter 15, p. 36-39/86) and translation test itself one single operation ? It is clear that there will be a 14 calendar day notice before the day when the test will be organised but it is unclear how long the test will last ("time limited") for the volume of text to be processed (translation+revision). E.g. for FR : 15 p. EN + 5 p. DE + 5 p. ES + 5 p. IT = 30 p. to be translated in total. And how it should be processed/delivered, etc. THANKS FOR A QUICK ANSWER GIVEN THE VERY SHORT DEADLINE.	26/03/2019 The translation project management test is described in point 15 of the specifications. There will be at least 24 hours time limit available to perform the translation project management test.
12	19/03/2019 13:27	26/03/2019 17:37	Annex XI	Dear Sir/Madam, could you please clarify if our company's legal representative must sign the form of each translator/reviser/PM/IT specialist or if it is sufficient to sign the Annex once at the end? Thank you in advance	26/03/2019 The legal representative only needs to sign the final page of Annex XI headed Legal representative of the Tenderer.
13	19/03/2019 13:41	26/03/2019 17:38	Applying with several different tenderers	As a freelance translator working with multiple potential tenderers, is it possible for me to be featured in the translation team of several different tenderers (for the same language combination)?	26/03/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
14	19/03/2019 13:53	26/03/2019 17:39	Translators/Subcontracting	1) Are freelance translators considered as subcontractors? 2) Do we need to include in our tender only the minimum number of named translators and revisers as defined in the tender specifications? 3) Please confirm that there are no minimum requirements for named translators. Thank you	26/03/2019 1) No. See reply to Q6 and Q9. 2) Tenderers must propose in Annex XI at least the minimum number of named translators for each language combination of the lot tendered for and may propose more than that minimum number if they wish. The same applies for the other functions specified under point 14.3 Professional capacity of the specifications. 3) There are no minimum requirements as regards the qualifications or professional experience of each translator named in Annex XI.
15	19/03/2019 15:11	26/03/2019 17:39	Named project manager & translation project management test.	1. Can you please clarify the "of native target language standard (level C2);" part of the requirement for project managers? If we understand it correctly if we apply for lot 19 (SV) Project Manager should have a C2 level in Swedish? 2. Can you please specify a turn-around-time for translation project management test? As per the Minimum deadlines TAT should be at least 48h or 24h in special circumstances. Will a similar practice be applied?	26/03/2019 1. Your understanding is correct. 2. There will be at least 24 hours time limit available to perform the translation project management test.

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#	Submission date	Publication date	Question subject	Question	Answer
16	19/03/2019 17:08	26/03/2019 17:40	Subcontractors	Could you please clarify whether freelance translators declared by a Tenderer as individual translators in Annex XI, are considered subcontractors by the Contracting Authority? Thank you	26/03/2019 See reply to Q6 and Q9.
17	19/03/2019 17:17	26/03/2019 17:41	Details of the named translators and revisers	Shall we submit scanned copies of the signed documents with details of the named translators and revisers (page 27 of the technical specifications) and the original signed documents upon request if necessary? We are asking in case we don't receive some signed original documents by post in time. Thank you	26/03/2019 Please submit the original signed pages of Annex XI (point 14 Selection Criteria of the specifications and point 4 Content and Presentation of Tenders of the Invitation to Tender and Conditions for submitting a Tender). The electronic memory device should contain a full and exact copy of the applicable annexes specified in point 4 Content and Presentation of Tenders of the Invitation to Tender and Conditions for submitting a Tender. The electronic device should be included in the envelope marked "Technical part".
18	19/03/2019 17:18	26/03/2019 17:46	Copy in USB	Regarding the presentation of the tender, as described in the invitation to tender, p.7, please clarify: Shall we create a single electronic copy containing both the technical part and the Financial offer? In this case, in which of the two inner envelopes shall we place the USB/CD? In the 'Technical part' or in the 'Financial quotation' envelope? Thank you	26/03/2019 See reply to Q17.

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#	Submission date	Publication date	Question subject	Question	Answer
19	19/03/2019 17:20	26/03/2019 17:47	Project manager and IT specialist	In case we participate in more than one lot, can we propose the same project manager and IT specialist for all lots? Thank you	26/03/2019 The project manager proposed for each lot must be of native target language standard (level C2) for each of the lots in question. The same IT specialist may be proposed for more than one lot.
20	19/03/2019 18:42	26/03/2019 17:51	technical offer and translator's CVs	Do we understand it right that we do not need to submit nor a technical offer or the CV of the translators?	26/03/2019 Details to be provided regarding named translators are set out in Annex XI. No, you do not need to provide the CVs of named translators.
21	19/03/2019 20:10	26/03/2019 17:53	Subcontractors	Are freelance translators and revisers working for a translation agency considered as subcontractors of such agency for the purpose of this tender?	26/03/2019 No, freelance translators declared in Annex XI are not considered to be subcontractors of the Tenderer for the purposes of this call. See also reply to Q6 and Q9. If you subcontract part of the contract to another translation agency, the agency needs to be declared in Annex VII.
22	19/03/2019 20:27	26/03/2019 17:54	Annex V	As we have recently submitted a tender for the European Parliament as well as other EU bodies and institutions, are we exempt from submitting Annex V and its attachments?	26/03/2019 Yes. If you have recently submitted Annex V and its attachments within another call for tenders procedure, you do not have to submit it again. In this case, indicate the document and the full reference to previous procedure in Annex IV.

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#	Submission date	Publication date	Question subject	Question	Answer
23	19/03/2019 20:46	26/03/2019 17:57	Same translator and reviser	Can the translator presented for one source language within a lot be presented as reviser for the same language (example A below)? And for a different source language (example B below)? Example A, same language: Lot 5: Jane Doe, translator for FR source language. Reviser for FR source language. Example B, different language Lot 5: Jane Doe, translator for FR source language. Reviser for ES source language.	26/03/2019 Yes.
24	19/03/2019 20:50	26/03/2019 17:58	Qualifications for translators	Could you please confirm there are no specific qualifications and experience criteria which must apply to translators?	26/03/2019 Yes, we confirm that there are no such criteria.
25	19/03/2019 20:55	26/03/2019 17:59	Project Management Test	Can you please confirm that the tenderer may choose the translators and revisers of their preference in order to complete the test, and not all translators and revisers named with the tender must participate in the test?	26/03/2019 The translation project management test must be performed by the Tenderer and its team of translators, revisers, translation project managers, and IT specialists declared in Annex XI. It does not have to be performed by all of them.

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#	Submission date	Publication date	Question subject	Question	Answer
26	20/03/2019 05:19	26/03/2019 18:04	Professional Capacity: Table 7. Project Managers native in target language	Dear Sirs, In reference to the above section of your tender specifications, we notice the requirement for '1 project manager of native target language.' Please can you clarify if you therefore mean that the bidder would be required to have for Lot 1 a native BG project manager, Lot 2 a native CS project manager etc.? If this is the case, please can this clause be revised? Our Project Managers regularly manage multilingual projects in languages in which they do not speak. Linguistic QA and revision is performed by proof readers and revisers in the target language. Kind regards,	26/03/2019 Your understanding is correct. The project manager must be of native language standard (C2) in the target language of each lot tendered for. We do not intend to revise this clause
27	20/03/2019 12:51	26/03/2019 18:05	Annex XI	Would you accept Annex XI if the translator or reviser's signature is scanned and the company representative's is original?	26/03/2019 Please submit the originals of the signed pages of Annex XI setting out the details of the named translators, revisers, project manager and IT specialist (point 14 Selection criteria of the specifications and point 4 Content and presentation of tenders of the Invitation to Tender).
28	20/03/2019 15:34	26/03/2019 18:06	translators	Translators should fill and sign Annex XI, do we need to provide any other document for translators with tender?	26/03/2019 No.

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#	Submission date	Publication date	Question subject	Question	Answer
29	21/03/2019 09:23	28/03/2019 15:51	Level C2 standard	If someone is not native in the target language but have a master's degree in literature in the said target language, will this be accepted as level C2?	28/03/2019 The Contracting Authority will consider on a case-by-case basis the evidential weight of any documents submitted by the Tenderer upon request from the Contracting Authority pursuant to Annex XIV of the specifications to prove that the Tenderer complies with the minimum professional capacity as set out in point 14.3 of the specifications. It needs to be pointed out as well that any documentary evidence listed in Annex XIV in respect of points 14.1, 14.2 and 14.3 is to be provided only on request of the Contracting Authority, and not with your initial tender.
30	21/03/2019 12:31	28/03/2019 15:51	Named translators and revisers	Do we need to provide CVs for all translators/revisers/PM and IT specialist, or only the signed Annex XI?	28/03/2019 Tenderers should not send CVs of all translators/revisers/project manager and IT specialist with the tender. The documents to be submitted with the tender are exclusively set out under point 14 - Selection criteria of the specifications and point 4 - Content and presentation of tenders of the Invitation to Tender and Conditions for submitting a tender.

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#	Submission date	Publication date	Question subject	Question	Answer
31	21/03/2019 12:33	28/03/2019 15:53	Experience of team members	Shall we prove minimum experience and degree for each member (e.g. enclose reference letters and copy of degrees)? In Question no. 7 you answered that reference letters CAN be provided for revisers. In this case will it be considered an asset in your evaluation?	28/03/2019 Tenderers should not send any documents with their tender other than those exclusively set out under point 14 - Selection criteria of the specifications and point 4 - Content and presentation of tenders of the Invitation to Tender and Conditions for submitting a tender. The Contracting Authority will consider on a case-by-case basis the evidential weight of any documents submitted by the Tenderer upon request from the Contracting Authority pursuant to Annex XIV of the specifications to prove that the Tenderer complies with the minimum professional capacity part of the Selection Criteria as set out in point 14.3 of the specifications. The process for evaluating the quality of the tender is exhaustively laid down in point 15 - Award criteria of the specifications.
32	21/03/2019 17:10	28/03/2019 15:53	Freelancer participation in tenders	Can a freelancer participate in this tender both as individual freelancer and for a company?	28/03/2019 A freelancer (self-employed translator) could in theory be Tenderer in his or her own right and be a named translator for another Tenderer.

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#	Submission date	Publication date	Question subject	Question	Answer
33	22/03/2019 12:29	28/03/2019 15:56	Professional capacity - named translators and revisers	Can one person be named as translator and as reviser for same source language in one lot?	28/03/2019 Yes.
34	22/03/2019 12:50	28/03/2019 15:57	Project Managers	Can we name more than one project managers per lot?	28/03/2019 Yes.
35	22/03/2019 13:08	28/03/2019 15:57	Annex XI	1. Could you please confirm that a translator, who covers several language combinations can sign and submit one Annex XI mentioning all his/her working language combinations in one Annex XI? 2. Could you please confirm that in Annex XI in section Lot(s) we should enter a number of a relevant lot? 3. Could you please inform us if the date in Annex XI can be printed or should the date be written by hand?	28/03/2019 1. Yes. 2. Yes, please indicate all relevant lots. 3. The date in Annex XI can be printed.
36	22/03/2019 13:41	28/03/2019 15:58	ANNEX XI	Regarding ANNEX XI, can a named translator also be a named reviser and vice versa ?	28/03/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
37	22/03/2019 13:42	28/03/2019 15:59	Test translation	Is the translation project management test (Chapter 15, p. 36-39/86) and translation test itself one single operation ? It is clear that there will be a 14 calendar day notice before the day when the test will be organised but it is unclear how long the test will last ("time limited") for the volume of text to be processed (translation+revision). E.g. for FR : 15 p. EN + 5 p. DE + 5 p. ES + 5 p. IT = 30 p. to be translated in total. And how it should be processed/delivered, etc.	28/03/2019 See reply to Q11.
38	22/03/2019 14:41	28/03/2019 16:00	IT-specialist	Can the IT-specialist be the same person as the Project-Manager? We have a perfect PM for one of the lots and this person has also done a lot in the domain of translation workflow while handling translation projects. Can he be put forward for both tasks in this contract?	28/03/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
39	22/03/2019 15:22	28/03/2019 16:01	Translation Services 2019/S 054-123613	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? Thank you	28/03/2019 The conditions regarding the participation in the tendering procedure are described in point 4 of the specifications. Detailed information about agreements in force and ongoing negotiations can be found on the following website: http://ec.europa.eu/trade/policy/countries-and-regions/negotiations-and-agreements/index_en.htm For your information, as at 28 March 2019, there is no specific public-procurement agreement in force between the EU and Turkey regarding services giving tenderers established in Turkey the access to the contract which is the subject of this call for tenders.
40	22/03/2019 15:38	28/03/2019 16:02	Translators, project managers and revisers	FR combination?	28/03/2019 1. Yes. 2. Yes.
41	22/03/2019 15:52	28/03/2019 16:03	Originals or photocopies	Do we really need to submit originals of Annex XI that are signed by our Translators and Editors? Since all of them are freelancers it would be really time-consuming to get all of those forms at our office. Why would it not be reasonable to submit scanned or photographed copies?	28/03/2019 Please submit the original signed pages of Annex XI (point 14 Selection Criteria of the specifications and point 4 Content and Presentation of Tenders of the Invitation to Tender and Conditions for submitting a Tender). See also reply to Q17.

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#	Submission date	Publication date	Question subject	Question	Answer
42	22/03/2019 16:14	28/03/2019 16:03	Translators' qualification	Are translators' required to have a university degree and any translation experience?	28/03/2019 No. We confirm that there are no such requirements concerning named translators.
43	22/03/2019 16:38	28/03/2019 17:32	Volumes	In the 2014 specifications for the previous tender you helpfully provided the volumes outsourced in 2013 by source and target language. Would you be able to provide this information for 2018 to provide us with an indication of the number of translators we would need to deliver the contract?	28/03/2019 The minimum translation capacity of a contractor is defined in point 12 of the specifications. Any future workload is highly unpredictable and can not be based on the workload statistics from the past. As stated in point 2 of the specifications, "The workload may fluctuate significantly over a year. The deadlines for translation of source texts may vary significantly between assignments and urgent translations may be requested."
44	23/03/2019 20:35	28/03/2019 17:32	Professional capacity	What shall be status, qualifications and experience of a translator? Thank you.	28/03/2019 There are no specific requirements concerning named translators.
45	25/03/2019 11:43	28/03/2019 17:40	Deadline	Five days ago, you wrote : The corrigendum of the contract notice and Invitation to tender and conditions for submitting a tender with the new date for submission of tenders will be published soon on E-TED E-Tendering platform. Please act.	28/03/2019 The corrigendum of the letter of invitation was published on 26 March 2019. Please consult the document library.

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#	Submission date	Publication date	Question subject	Question	Answer
46	25/03/2019 12:51	30/03/2019 07:13	Lack of VAT status for joint tender	I am a freelance translator based in Ireland, where a VAT number is not required for freelance professionals with an yearly income lower than 37,500 EUR (service providers). At the moment, I am registered as self-employed with Revenue and use my tax ID number on my invoices. In the light of the above, will I be able to participate in a joint tender with other fellow translators without a VAT number, using my tax ID no.?	30/03/2019 The conditions for the submission of a tender by a group of economic operators are set out in point 5 and Annex VI of the specifications.
47	25/03/2019 13:26	30/03/2019 07:16	Different tenderers, same translator	Is it allowed to propose the same named individual translator twice or more times for the same language combination in different tenders (with different tenderers) for the same lot?	30/03/2019 Yes.
48	25/03/2019 14:00	30/03/2019 07:28	Financial and economic capacity	Dear Sirs, In the point 14.2. of the Specification you state that the turnover is to be provided for the last three financial years (2016, 2017 and 2018). The problem is that the financial statements for 2018 are not available yet. Can the statements for the years 2015-2017 be provided instead? Best regards Dušan marušič	30/03/2019 The relevant years are 2016, 2017 and 2018. Please do not submit any financial statements with the tender.

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#	Submission date	Publication date	Question subject	Question	Answer
49	25/03/2019 14:14	30/03/2019 07:29	Same person as translator AND reviser	Can we name the same person as translator AND reviser for the same lot and language combination in our proposed team for this tender?	30/03/2019 Yes.
50	25/03/2019 14:18	30/03/2019 07:38	Native speaker criterion	In Table 7 of the Specifications for TRA/EU19/2019, the minimum requirements for each role are defined. For the named revisers and the named project managers, one of the requirements is that the individual in question must have "native target language standard (level C2)". In case, this person is a native speaker of target language, how is this competence proven? Or is this criterion met by default in this case?	30/03/2019 This criterion would be met by default where it can be demonstrated that the person is a native speaker of the target language. 02/04/2019 Please see also reply to Q51.

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#	Submission date	Publication date	Question subject	Question	Answer
51	25/03/2019 14:16	02/04/2019 07:28	Clarifications for the named revisers	<p>In Table 7 of the Specifications for TRA/EU19/2019, the minimum requirements for each role are defined. For the named revisers, there are: For each source language (EN, FR, DE, ES, IT): 1 reviser who is an employee or subcontractor of the tenderer; of native target language standard (level C2); holds a university degree in any subject following at least 3 years' full time study; and has at least 2 years' full time experience of translation or revision of the language combination in question a) Can you please clarify what are the acceptable forms of proof that should be provided to account for our reviser's experience?</p> <p>b) Since you mention "translation or revision", we understand that the proofs may cover one or both of these tasks. Is this correct? c) Can you please confirm that 2 year's full time experience in translation is equivalent to approximately 2.000 standard pages? In this case, can you please also confirm the equivalence for revision pages?</p>	<p>02/04/2019</p> <p>a) Any documentary evidence proving at least 2 years' full time experience of translation or revision of the language combination in question will be taken into consideration by the Contracting Authority (for instance employment certificates, copies of order forms from clients etc.). However, please do not send any documentary evidence specified in Annex XIV together with the tender documents. These shall be provided only upon request. b) Yes. c) The Contracting Authority has specified the professional experience in terms of full-time work rather than in terms of standard pages translated or revised.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
52	25/03/2019 14:19	02/04/2019 07:41	New deadline?	In one of the questions (question #1, Extension of submission deadline) of the call for tender's question list, you answered that: In case of this call for tenders, the Contracting Authority has decided to postpone the time limit for submission of tenders. The corrigendum of the contract notice and Invitation to tender and conditions for submitting a tender with the new date for submission of tenders will be published soon on E-TED ETendering platform. Can you please let us know about the new deadline for this procedure as soon as possible? As you know there is an impending major holiday (Catholic and Orthodox Easter) which can have a significant impact on our preparation for this call for tenders, so we need to know the new deadline as soon as possible.	02/04/2019 See reply to Q45. The revised deadline for submission of tenders is 16 April 2019.

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#	Submission date	Publication date	Question subject	Question	Answer
53	25/03/2019 15:23	02/04/2019 07:43	Response document	Please can you confirm the only response documents you require for submission are the ones stated in the Invitation and Conditions for Submitting a Tender 4. Content and Presentation of Tenders. You dont seem to require any text responses. Thank-you	02/04/2019 The only documents to be sent with the tender are those set out under point 14 Selection criteria of the specifications and in point 4 of the Invitation to Tender and Conditions for Submitting a Tender.
54	25/03/2019 15:29	02/04/2019 07:47	Annex XI and GDPR regulations	Annex XI ask for names of Translators, please can you explain why names are needed? Is providing a unique number for each translator acceptable. providing names contravene GDPR and we have to contact each translator who will used on the contractor to sign a form to say that we could release their names for this tender. This is extremely time consuming and there just enough time to do this properly.	02/04/2019 Point 2 of the specifications provides that the translation assignments under each framework contract shall be performed exclusively by the named translators and revisers declared in annex XI. The data protection is further specified in Article II.11 - data protection of the model framework contract (see document library).

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#	Submission date	Publication date	Question subject	Question	Answer
55	25/03/2019 15:49	02/04/2019 07:48	Concerning lots and language coverage	If a tenderer intends to submit its proposal for lot 5 or lot 8. Could you please inform us whether a tenderer must be able to cover all language combinations inside one lot, i. e. do we understand it correctly, that a tenderer must be able to translate from all languages (BG, HR, CS, DA, NL, ET, FI, FR, DE, EL, HU, GA, IT, LV, LT, MT, PL, PT, RO, SK, SL, ES, SV) into English (lot 5) or French (Lot 8)?	02/04/2019 The minimum requirements for professional capacity as set out in table 7 of the specifications are particular to each lot tendered for.
56	25/03/2019 16:23	02/04/2019 07:50	translation project management test	What will be the duration of the test, ie. the time between the handoff and handback of the translation package.	02/04/2019 See reply to Q11.
57	25/03/2019 16:51	02/04/2019 07:53	Financial Accounts for 3 years	Our financial accounts for 2018 have not been finalised and will be available in Sept 2019. Please advise.	02/04/2019 The relevant years are 2016, 2017 and 2018. In case your financial accounts for 2018 have not been finalised before the deadline for submission of tenders for this call for tenders procedure, you can submit the financial statements for 2016, 2017 and the draft for 2018.

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#	Submission date	Publication date	Question subject	Question	Answer
58	25/03/2019 17:01	02/04/2019 07:54	Translators working as revisers	Dear sir/madam Many translators we work with also offer revision services. Will it be acceptable if we provide the same translators as revisers when we provide the completed Annex XI documents? I.e where a translator offers revision we would submit the same linguist details once on the translator annex XI doc and again on the reviser annex XI doc?	02/04/2019 Yes.
59	25/03/2019 17:01	03/04/2019 08:50	qualifications of the translators (table 7)	The current minimum education requirement is: "holds a university degree in any subject following at least 3 years' full time study; ...". In previous EU tenders (i.e. CASC17) translators with a Dutch HBO-degree (equivalent of/in line with a bachelor degree with a minimum of 4 years' full time study) were also permitted. Could you please advise if this alternative is also permitted for this contract?	03/04/2019 The specifications of the call for tenders ref. TRA/EU19/2019 do not require minimum qualifications or professional experience for the named translators.
60	25/03/2019 17:08	03/04/2019 08:52	Original signature of the Translator	Please can you explain what you mean by original signature of named translator?	03/04/2019 The signature must be original and manuscript on the annex XI, not scanned or copy/pasted from another document and then printed.

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#	Submission date	Publication date	Question subject	Question	Answer
61	25/03/2019 17:11	03/04/2019 08:53	Mail Unit Phone number	Please can you provide a phone number for the Mail Unit as the ost Office here will not accept a courier package without a phone number for the addressee. Thank-you	03/04/2019 If you need to state a telephone number you can give the EP switchboard number of +352 43001.
62	25/03/2019 17:25	03/04/2019 08:56	Tender - word-count, annexes, graphs, charts, images	Dear sir/madam Can you please clarify if the 'tender' we submit has a word count limit? Also will annexes of supporting materials/information be acceptable if clearly referenced within the tender response? Are charts, graphs, and images acceptable within our tender? many thanks	03/04/2019 The only documents to be submitted as your tender are those set out in point 14 - Selection criteria of the specifications and point 4 - Content and presentation of tenders of the Invitation to Tender and Conditions for Submitting a Tender.
63	25/03/2019 18:14	03/04/2019 08:57	Words per standard page query	In relation to this tender - how many words are there in a standard page. Is there a standard number of words per page for this set by the authority?	03/04/2019 Annex XII - Glossary to the specifications defines 'standard page' as 1500 characters of translatable text excluding spaces. Standard pages are counted on the basis of the original source language, taking into account the results of the pre-treatment, if provided, as specified in Annex I.
64	26/03/2019 00:20	03/04/2019 08:58	eligibility	are tenders being accepted from company's outside the EU?	03/04/2019 Please see reply to Q39.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
65	26/03/2019 06:34	03/04/2019 09:09	Personal data	Since we need to gather sensitive data of our translators and send them to a third party, should we make them sign any GDPR document? Could you please confirm if it's necessary or not?	03/04/2019 See answer to Q54.
66	26/03/2019 07:30	03/04/2019 09:11	Translators and revisers	Is it allowed to name the same person both as translator - to several language combinations - and as reviser, also to several language combinations?	03/04/2019 The same person may be named as a translator for more than one source language per lot and in more than one lot. The minimum requirements for revisers set out in table 7 at point 14.3 - Professional capacity are particular to each lot. The same person could be named as a reviser for more than one source language in the same lot provided that s/he complies with the professional capacity requirements for each language combination in question.
67	26/03/2019 09:30	03/04/2019 09:12	Deadline for submission of tenders	Did you really just prolong the deadline for the submission of tenders by just one working day? Would it not be more reasonable to prolong it by one business week? If just by one working day then why prolong in the first place.	03/04/2019 Please see reply to Q45.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
68	26/03/2019 09:43	03/04/2019 09:17	Signature of the legal representative	Does the signature of the legal representative have to be under every Annex VI of the translators, revisers, PM's and IT specialists?	03/04/2019 The legal representative of the tenderer should sign Annex VI - Information sheet concerning groups of economic operators where this is applicable to the Tenderer. If the reference is to annex XI, then the legal representative need only sign the page headed Legal representative of the Tenderer.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
69	26/03/2019 10:09	03/04/2019 09:37	Questions concerning translators and revisers	<p>1. With reference to Section 14.3 – Professional Capacity of the Specifications (page 29) can the same person be named as both a translator and a reviser? 2. Are (freelancer) revisers considered as subcontractors? 3. With reference to Section 14.3 – Professional Capacity of the Specifications (page 29) can the tenderer name more than one reviser for each source language and more than one Translation Project Manager? 4. With reference to the wording of Annex XIV (Documentary Evidence) of the Specifications (page 80) does the following section apply to translators as well or only to the persons mentioned therein?: “Employment contract or subcontracting arrangement or equivalent evidence for the named revisers, translation project manager and IT specialist declared in Annex XI”. 5. With reference to the wording of Annex XIV (Documentary Evidence) of the Specifications (page 80) would the Curriculum Vitae of the named revisers, translation project manager and IT specialist declared in Annex XI be sufficient as</p>	<p>03/04/2019 1. Yes. 2. No. There is no need for the purposes of this call to name freelance revisers as sub-contractors of the Tenderer in annex VII to the specifications. 3. Yes. The requirements stated are minimum requirements only. 4. There are no minimum qualifications or professional experience requirements applicable to the named translators per language combination. 5. Any documentary evidence proving experience of the named revisers, translation project manager and IT specialist declared in Annex XI will be taken into consideration by the Contracting Authority (for instance employment certificates, copies of order forms from clients etc.). However, the documentary evidence shall be established by a third party, not the named revisers, translation project manager and IT specialist themselves. Therefore, a Curriculum Vitae is not sufficient. Please do not send any documentary evidence specified in Annex XIV together with the tender documents. These shall be provided only upon request. 6. There are no minimum qualifications or professional experience requirements applicable to the named translators.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				declared in Annex XI be sufficient as proof of professional experience? 6. With reference to Section 14.3 'Professional Capacity', Table 7 (Lot 10) of the Specifications (page 30) there are no professional requirements specified for the proposed translators. Could you please confirm if the same requirements specified for the proposed revisers also apply to the translators, namely "native target language standard (level C2); holds a university degree in any subject following at least 3 years' full time study; and has at least 2 years' full time experience of translation or revision of the language combination in question"? Thank you!	
70	26/03/2019 10:17	03/04/2019 09:42	Native target language standard	With reference to the wording of Annex XIV (Documentary Evidence) could you please clarify how to provide proof of "native target language standard"? Would a copy of the university/college certificate be sufficient?	03/04/2019 See reply to Q50 and Q51.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
71	26/03/2019 10:19	03/04/2019 11:06	Test translation, work in practice	1. Could you please specify the Trados Studio version in which the test translation is expected to be received and delivered? 2. With reference to Section 15 (Award criteria, Translation Project Management Test, page 34) of the Specifications: "The test will consist of delivering a translation of a multilingual source document". Could you please specify the type of the document (e.g. AM) expected to be received, naming also the institution (e.g. European Parliament, European Court of Auditors etc.) that will author the test translation document?	03/04/2019 1. The tenderers are not required to use any specific CAT tool for the purpose of the translation project management test. The original file format will be .docx and the delivered format shall be the same. 2. Point 15 - Award criteria of the specifications states that the legal representative of the Tenderer will receive the instructions, organisational details, and start and end time and date of the time window for the translation project management test by notification e-mail at least 2 weeks (14 calendar days) before the day when the test will be organised.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
72	26/03/2019 10:26	03/04/2019 11:28	IT specialist	We have a question concerning IT specialist. Our Company has an agreement with certain IT Company, which is responsible for the maintenance of our Company's IT equipment. Can we submit an employee of the mentioned IT Company as our IT specialist? Will this be considered a sufficient proof, considering that we don't have direct agreement (contract) with the mentioned employee (IT specialist), but we have an agreement with IT Company?	03/04/2019 If the Tenderer intends to satisfy the professional capacity requirement to have one IT specialist by naming an employee of a third party company, the Tenderer should complete annex VII - Declaration concerning subcontractors as well as annex XI to the specifications.
73	26/03/2019 10:45	03/04/2019 11:32	Legal entity identification form to fill in	We don't clearly understand what we should do with the following instruction: "If the Tenderer is a company, please fill in, sign and date the following legal entity - financial identification form, provide bank account details (and fill in the form of the named individual translator)", as this is the financial identification form of a company. (page 52) Please clarify. Thank you!	03/04/2019 The wording quoted in Annex V - Financial identification form - Supplier, should stop after... "...identification form". Thank you for pointing this out to us.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
74	26/03/2019 11:26	03/04/2019 11:33	Deadline for receiving requests for additional information: (currently 2 April 2019)	Thank you very much for the extension to deadline to 16.04.2109, which is much appreciated. I realise this is a maddening request but it would be seriously helpful if you could also extend the Deadline for receiving requests for additional information. Queries can often arise well through the tender writing process and a deadline 14 days beforehand is very onerous. I hope you can help us with this. Paul Stewart	03/04/2019 The new deadline for the submission of requests for additional information is 10 April 2019 - 12.00. Please see the Corrected Invitation to Tender published in the document library.
75	26/03/2019 12:31	03/04/2019 11:34	Named translator/reviser	May we use the same person as the named translator for one source language and reviser for another source language for the same lot? Thank you	03/04/2019 Yes.
76	26/03/2019 15:46	03/04/2019 12:09	Online Registration?	Are Tenderers required to register in advance their intention to participate via an online platform (as is customary for other EU tenders)? If so, which is the link? thanks	03/04/2019 No, there is no e-registration for this call for tenders.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
77	26/03/2019 15:53	03/04/2019 12:18	Proof of native target language standard (level C2)	What is considered to be sufficient proof of C2 level in case of native speakers? Is proof of nationality and having obtained a University Degree in the country where such language is the national official language considered to be sufficient?	03/04/2019 See reply to Q50 and Q51.
78	26/03/2019 16:25	03/04/2019 12:19	Deadline for Submission of tenders	Please can you confirm if deadline for submission is 16 April 2019 as stated on this page or it is 12 April as shown in Invitation to Tender and Conditions for Submitting a Tender. Thanks	03/04/2019 The deadline for submission of tenders is 16 April 2019 as stated in the contract notice and the corrected Invitation to Tender published in the document library.
79	26/03/2019 16:41	03/04/2019 12:20	translators and revisers from non-EU countries	Can translators/revisers be from non-EU countries? (e.g. Canada or maybe U.K.)	03/04/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
80	26/03/2019 16:50	03/04/2019 12:21	Content of Tender	Besides the Annexes specified on pg. 7 of the Invitation to Tender (Annexes IV, V, VI, VII, X and XI), what information is to be included in the Tender (bearing in mind that on pg. 7 of the Invitation to Tender, it is stated that the tender the description of quality assurance procedures, equipment and proof of qualifications of personnel are only to be provided upon request). Are Tenderers expected or encouraged to include in the Tender information such as company profile, organisation chart, experience, CVs of key personnel and quality certifications?	03/04/2019 The only documents to be submitted as your tender are those set out in point 14 - Selection criteria of the specifications and point 4 - Content and presentation of tenders of the Invitation to Tender and Conditions for Submitting a Tender.
81	27/03/2019 01:36	03/04/2019 14:15	eligibility	Are companies in non-EU states allowed to participate in the tender?	03/04/2019 Please see reply to Q39.
82	27/03/2019 05:45	03/04/2019 14:16	ANNEX XI	Regarding ANNEX XI, within a single lot, can a named translator also be a named reviser and vice versa ?	03/04/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
83	27/03/2019 07:29	03/04/2019 14:25	Qualification for Translation Project Managers	According to the specifications the named Project Manager should have two years of experience in translation project management. In this sense, self-employed translators and owners of small translation companies, qualify for this role? After all, this is what they do, apart from translating and revising, they are managing translation projects.	03/04/2019 Any documentary evidence proving experience will be taken into consideration by the Contracting Authority (for instance employment certificates, copies of order forms from clients etc.). However, please do not send any documentary evidence specified in Annex XIV together with the tender documents. These shall be provided only upon request.
84	27/03/2019 11:19	03/04/2019 14:26	Groups of economic operators	Section 5 of the specifications refer to 'groups of economic operators' however elsewhere the specs refer to a 'consortium'. Please could you clarify if these are the same thing and, if not, how are they different?	03/04/2019 Yes. Consortium is a group of economic operators.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
85	27/03/2019 11:29	03/04/2019 14:38	Groups of economic operators	Please could you clarify the documents required when submitting a tender as a group? Do we understand correctly that ONLY Annex VI is required to be submitted with the tender? And that proof of legal form need only be provided if the contract is awarded to the group (i.e. NOT with the initial tender submission)?	03/04/2019 The documents to be provided with the tender are specified in point 4 of the Invitation to tender and conditions for submitting a tender (see the Document library). Conditions regarding groups of economic operators are further described in point 5 of the specifications. Annex VI - Information sheet concerning groups of economic operators contains the following: "The group of economic operators shall furnish proof of its legal form in the tender. This may take one of the following forms: - an entity with legal personality recognised by a Member State; - an entity without legal personality but offering sufficient protection of the European Parliament's contractual interests (depending on the Member State concerned, this may be, for example, a group or a temporary association); - the signature by all the partners of a type of 'power of attorney' or equivalent document confirming a form of cooperation. The document supplied must prove the group's actual status. In that document or in an Annex thereto, the economic operators making up the group shall undertake, as Tenderers, to bear joint and several liability during performance of the contract, should it be awarded to them."

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#	Submission date	Publication date	Question subject	Question	Answer
					should it be awarded to them.”
86	27/03/2019 11:31	03/04/2019 14:44	Evidence of qualifications	We understand that no evidence is required to be submitted as regards translator qualifications, however should we include CVs, certificates, etc. for our revisers, project manager and IT specialist? Or do we need only produce them if asked at a later date?	03/04/2019 Please see reply to Q69.
87	27/03/2019 11:51	03/04/2019 14:44	One translator for different tenderers	Can one translator be named for different tenderers?	03/04/2019 Yes.
88	27/03/2019 12:30	03/04/2019 14:47	Native language standard	How can the native language standard be proved when a person is not a native of the target language? For example, we have a person that has a CELI 5 certificate for the Italian language but she is not a “native” Italian. Does she qualify?	03/04/2019 Any documentary evidence proving the native language standard will be taken into consideration by the Contracting Authority (for instance diplomas, certificates etc.). Please do not send any documentary evidence specified in Annex XIV together with the tender documents. These shall be provided only upon request.

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#	Submission date	Publication date	Question subject	Question	Answer
89	27/03/2019 15:00	03/04/2019 14:48	Proof of native target language standard	How do translators/revisers/PMs who are native speakers of target language prove that they are native speakers? Is it a sufficient proof to: - state that the target language is their mother tongue (they are native speakers) - provide the proof that they completed their school/studies in the country of target language?	03/04/2019 See reply to Q88.
90	28/03/2019 13:21	03/04/2019 15:06	Turnover with subcontractors	Dear Sirs, Could you please confirm that we can fulfil the minimum turnover requirement by relying on the economic capacity (i.e. turnover) of our subcontractors without being necessary to create a group of economic operators (i.e. consortium). Should this be correct, could you please state what documents should we include with our tender for subcontractors (in addition to the Annex VII). Thank you. Best regards Dušan Marušič	03/04/2019 Yes. The Tenderer may also rely on the economic capacities of one or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the Contracting Authority will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract. In this case you should also submit the yearly financial statements of the subcontractors for 2018, 2017 and 2016.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
91	28/03/2019 16:38	03/04/2019 15:10	Qualifications of the revisor (table 7)	The current minimum education requirement is: "holds a university degree in any subject following at least 3 years' full time study; ...". In previous EU tenders (i.e. CASC17) revisors with a Dutch HBO-degree (equivalent of/in line with a bachelor degree with a minimum of 4 years' full time study) were also permitted. Could you please advise if this alternative is also permitted for this contract?	03/04/2019 Please see the reply to Q59.
92	28/03/2019 22:38	03/04/2019 15:10	Pricing	When providing pricing, do you require translation only? Or Translation & Proofreading?	03/04/2019 Concerning prices, please refer to point 8 of the specifications.
93	28/03/2019 22:44	03/04/2019 15:14	Translators	As you will understand, work of this scale, with its associated timelines and specialised nature will entail a certain amount of additional recruitment. Due to Data Protection requirements, it will also entail gaining agreement from translators around the release of their personal details. In order that this exercise is not restricted to those suppliers already involved with the current contract, would the Authority accept a submission of the details of the specific translators dedicated to this work post-award rather than pre-award?	03/04/2019 No. In accordance with point 2 of the specifications: "The Institutions are looking for highly qualified and experienced translation service providers who can deliver the best quality translations ready to use and delivered on time."

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#	Submission date	Publication date	Question subject	Question	Answer
94	29/03/2019 08:57	08/04/2019 13:43	When does a revisor count as a subcontractor	The tender documentation states that for each source language the tenderers must provide one reviser who is an employee or subcontractor of the tenderer. What counts as a subcontractor? Is a freelancer, who has a contract with the tenderer to be available, eligible?	08/04/2019 Yes, the freelance revisers are eligible to be named as revisers under the professional capacity selection criterion. However, for the purpose of this call for tenders, you do not need to declare freelance revisers as subcontractors in Annex VII.
95	29/03/2019 10:41	08/04/2019 13:44	Size of translation assignments	Is it possible that due to their size and urgency, translation assignments for one language have to be split among several translators?	08/04/2019 Translation assignments into a target language will be assigned to the main contractor for that lot in accordance with the provisions of point 12 - Performance of framework contracts of the specifications. It is for each contractor to decide how to divide the translation tasks for each assignment between its own resources in order to deliver the completed translation in accordance with the contractual terms, in particular in time and in compliance with the quality requirements.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
96	29/03/2019 14:18	08/04/2019 13:53	Tender opening session	i) With regards the tender opening session, will there be only one session for all lots or different sessions for the different lots? ii) Is the 24th April confirmed for the opening session(s)?	08/04/2019 i) Yes, there will be one session which will last as long as it takes to open the tenders received for all lots. ii) Yes, the opening session will start on 24 April 2019 at 10.00 as stated in point 3 of the Corrected Invitation to Tender and Conditions for Submitting a Tender.
97	29/03/2019 17:29	08/04/2019 13:54	Evidence of experience	We plan to use inhouse revisers for some language combinations. We understand that we do not need to submit evidence of their qualifications or experience with the tender but that they may be requested later. With regard to the required 2 years' translation or revision experience of the language combination in question: Our inhouse revisers' experience comes from being employed exclusively by us for over 10 years. Would a signed statement from our own directors be enough to confirm they have this experience, or would it have to come from a 3rd party (in which case we would not be able to use them)?	08/04/2019 In this case, a signed certificate from the legal representative would be enough.

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#	Submission date	Publication date	Question subject	Question	Answer
98	29/03/2019 17:33	08/04/2019 13:55	Lot 5: Translation into EN	Since English is an official language in Ireland and Malta, are revisers who are native Irish or native Maltese required to prove (if and when requested by the Contracting Authority) their C2 level capacity of English?	08/04/2019 This criterion would be met by default where it can be demonstrated that the person is a native speaker of the target language.
99	01/04/2019 09:56	08/04/2019 13:55	Question to: Annex V: Financial identification form - Supplier	As part of Annex V (p. 56), tenderers have to provide their place of registration. Is this the town or country where the company was registered? What is the date that has to be provided below that, and what is the next line for, with two empty boxes, but no explanation? Thank you for the clarification.	08/04/2019 Thank you for pointing this out. The date filed is for the date of registration of the company and the next fields are for the registration number.
100	01/04/2019 11:15	08/04/2019 13:56	Specification 14.2 financial economic capacity	Is the pre-requisite minimum turnover in each of the last three financial exercises of 500,000 EUR flexible and if so, how can we prove our viability despite not reaching that turnover yet (we are bidding for lot 12).	08/04/2019 No, the turnover is not a flexible requirement. It must be a minimum of the figures per year set out in Table 6 of the specifications, depending on the lot, in each of the 2016, 2017 and 2018 financial exercises.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
10 1	02/04/2019 09:07	08/04/2019 13:58	Group of economic operators vs subcontractors	We understand that if two companies submit the tender as a group of economic operators, they might add up their turnover to reach the required minimum turnover. Please confirm if the companies' turnover can be added up if one company intends to use the other as a subcontractor. Can the subcontractor's turnover be added to the tenderer's turnover?	08/04/2019 Yes. Please see also reply to Q90.
10 2	01/04/2019 12:45	08/04/2019 13:59	Translation services into Greek- Lot 9	1) Is it possible to apply for just one part of the tender, that is, just for certain languages, 2) Is it possible to apply for only one portion of the pages to be translated yearly. Thank you for your time.	08/04/2019 1) Yes, a Tenderer may submit a tender for one or more lots. The lots are independent of each other and may be awarded to different Tenderers. 2) No, you have to apply for a lot in its entirety, that is for all source languages into that target language, as set out in Table 1 of the specifications.
10 3	01/04/2019 15:53	08/04/2019 13:59	volumes	What is the average number of words per page please?	08/04/2019 Please see reply to Q63. (Annex XII - Glossary to the specifications defines 'standard page' as 1500 characters of translatable text excluding spaces. Standard pages are counted on the basis of the original source language, taking into account the results of the pre-treatment, if provided, as specified in Annex I.)

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#	Submission date	Publication date	Question subject	Question	Answer
104	01/04/2019 15:55	08/04/2019 14:00	tools	Do we need to show you prove/details of being able to work with the tools mentioned in the tender?	08/04/2019 By signing Annex IV, the Tenderer declares that their human resources, hardware, software and telecommunications equipment and implemented quality assurance procedures are such that they meet the minimum requirements. The description of the Tenderer's hardware, software and telecommunication equipment is included in Annex XIV - Documentary evidence and is to be provided only upon request, not with the tender.
105	01/04/2019 21:33	08/04/2019 14:01	description of a standard page	What should we consider as a standard page? 1500 caracters without spaces?	08/04/2019 Please see reply to Q63. (Annex XII - Glossary to the specifications defines 'standard page' as 1500 characters of translatable text excluding spaces. Standard pages are counted on the basis of the original source language, taking into account the results of the pre-treatment, if provided, as specified in Annex I.)

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
106	01/04/2019 21:35	08/04/2019 14:02	original signature of named translators and revisers	would a document signed electronically thanks to a programme (signaturit for example) be considered as an original? The person who has to sign the document can sign via the touchpad of a PC or via a smartphone. thanks in advance	08/04/2019 Yes.
107	02/04/2019 10:59	08/04/2019 14:02	Prove of turnover	You have a minimum requirement concerning the turnover in 2016, 2017, 2018. We are a bit confused about your requirement? Do you want us to just inform about the turnover and not submit any prove as financial statement (Q/A no 48) or to submit financial statement (Q/A no 57)? Please clarify?	08/04/2019 The duly completed Annex VIII - Financial data sheet and any supporting financial statements do not need to be provided with the tender documents but sent only upon request from the Contracting Authority.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
108	02/04/2019 13:35	08/04/2019 14:04	Clarifications for the named revisers	<p>Further to your reply to Q51, items a) and c), I am sorry to say that your reply does not answer this critical question which should have been clarified long before that. If a tenderer is using revisers that are (or have been in the past) employees in a company, it's fine, they can submit their employment record and that will be all. However, many (or most of the) companies use freelancers as revisers and the term "full time" is quite ambiguous in this case. For example, if a reviser is registered as a self-employed professional for five years and has a reference letter from one of his/her clients stating that he/she has been working for them for five years and has translated 500 pages all in all is that acceptable? If not, why? There is no way for this person to prove that he/she works full time or for any other party to prove that he/she doesn't. You say in your reply that acceptable proof could be "copies of order forms from clients etc.", will you be so kind to let us know how purchase orders, which are project specific and based on volume, can be proof of "full time" work? They simply can't. In similar tenders in the past</p>	<p>08/04/2019 Certificates from clients of self-employed revisers stating the volumes translated/revised and the period covered would constitute relevant evidence of professional experience of the language combination in question for the purposes of the professional capacity requirement under point 14.2.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				can't. In similar tenders in the past from the EP and other EU organizations, there was always the clause "XX year experience or the equivalent of XX standard pages" referring to the experience of linguists, which made sense. In this tender, this equivalence is left out and you refuse to clarify it, allowing ambiguity and subjectiveness during the evaluation phase, which does not favor open and fair competition. Please let us have a specific reply on this matter.	
109	02/04/2019 14:15	08/04/2019 14:04	Brexit	If a UK company is successful in the tender procedure, but the UK leaves the EU after the contract is signed, will the UK company be allowed to fulfil the contract for its duration?	08/04/2019 Please see point 4 of the specifications - Participation in the tender procedure. Once the contract is signed, a UK company would be able to perform the contract for its duration.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
110	02/04/2019 15:06	08/04/2019 14:05	questions concerning the tender	<p>1. Should we submit Annex VIII: Financial data sheet together with the tender documents in the first round or just upon request? 2. Could you please specify the Trados Studio version in which the test translation is expected to be received and delivered? 3. With reference to Section 15 (Award criteria, Translation Project Management Test, page 34) of the Specifications: "The test will consist of delivering a translation of a multilingual source document". Could you please specify the type of the document (e.g. AM) expected to be received, naming also the institution (e.g. European Parliament, European Court of Auditors etc.) that will author the test translation document? 4. With reference to the wording of Annex XIV (Documentary Evidence) of the Specifications (page 80) would the Curriculum Vitae of the named revisers, translation project manager and IT specialist declared in Annex XI be sufficient as proof of professional experience? 5. We don't clearly understand what we</p>	<p>08/04/2019</p> <p>1. The duly completed Annex VIII - Financial data sheet does not need to be provided with the tender documents but sent only upon request from the Contracting Authority. 2. See answer to Q.71. Tenderers are not required to use any specific CAT tool for the purpose of the translation project management test. The original file format will be .docx and the delivered format shall be the same. 3. See answer to Q.71. Point 15 - Award criteria of the specifications states that the legal representative of the Tenderer will receive the instructions, organisational details, and start and end time and date of the time window for the translation project management test by notification e-mail at least 2 weeks (14 calendar days) before the day when the test will be organised. 4. A Curriculum Vitae alone would not constitute sufficient proof of the professional capacity requirements set out in Table 7 under point 14.3 of the specifications. 5. This is an error. Thank you for pointing it out. The wording above the form should stop after "....bank account details."</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				don't clearly understand what we should do with the following instruction in the Legal Entity Form/Private company file: "and fill in the form of the named individual translator", as this is the financial identification form of a company. Please clarify. Thank you!	
11 1	02/04/2019 16:54	08/04/2019 14:06	PM and reviser	Can the same person be declared as the Project Manager and as a reviser in the same lot?	08/04/2019 Yes. In that case, the same person must fulfil the minimum requirements for both functions specified in point 14.3 - Technical and professional capacity of the specifications.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
11 2	03/04/2019 09:10	08/04/2019 14:07	C2 level for project managers	Dear Madam, Sir, can you please confirm whether successful completion of primary (8 years) and secondary (4 years) education attested by a relevant diploma in a bilingual area (both languages were represented equally, all school subjects were bilingual) qualifies as sufficient proof for level C2? Thank you. Best regards	08/04/2019 The Contracting Authority will consider on a case-by-case basis the evidential weight of any documents submitted by the Tenderer upon request from the Contracting Authority pursuant to Annex XIV of the specifications to prove that the Tenderer complies with the minimum professional capacity requirements as set out in point 14.3 of the specifications. It should be noted that any documentary evidence listed in Annex XIV in respect of points 14.1, 14.2 and 14.3 is to be provided only on request of the Contracting Authority, and not with your initial tender.
11 3	03/04/2019 10:27	08/04/2019 14:07	Original signature	Would it be acceptable if the translator/reviser fill in and sign the Annex XI. Afterwards, the translator/reviser scans the annex and send it by e-mail to us and we print it and submit it with the tender? It would be difficult to get all the translators/revisers to send it by snail mail to us with the tight deadline for submission.	08/04/2019 Please see reply to Q 27. Please submit the originals of the signed pages of Annex XI setting out the details of the named translators, revisers, project manager and IT specialist (point 14 - Selection criteria of the specifications and point 4 - Content and presentation of tenders of the Invitation to Tender and Conditions for Submitting a Tender).

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#	Submission date	Publication date	Question subject	Question	Answer
114	03/04/2019 10:54	08/04/2019 14:08	Specifications, Table 7, p. 30	Specifications, Table 7, p. 30: Our understanding of “reviser who is an employee or subcontractor of the tenderer” is that if a tenderer does not have a reviser who is an employee, they can propose a freelancer reviser instead, who, in this case, must become a subcontractor; which in turn means that the Contracting Authority may, at any time, request for them the information described in par.6 SUBCONTRACTING (p.9/81 of the Specifications . This conclusion, however, is contrary to your answers to Q9 and Q69. Could you please clarify this	08/04/2019 Yes, you may propose a freelance reviser as named reviser for a specific language combination. For the purposes of this call for tenders, the Contracting Authority does not require Tenderers to name freelance revisers as sub-contractors of the Tenderer by completing Annex VII - Declaration concerning subcontractors.
115	03/04/2019 11:20	08/04/2019 14:09	Annex VII: Declaration concerning subcontractors - percentage	Could you please confirm, that it is enough to mark the estimated percentage for each submitted subcontractor in Annex VII, without adding the exact EUR value?	08/04/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
11 6	03/04/2019 11:45	08/04/2019 14:14	C2 language level	According to e.g. Europass language level C2 refers to a “proficient user”, which doesn’t mean “native (speaker)”. So, is it okay to name a reviser or project manager, who is not a native speaker of the target language, but has studied this foreign language and acquired a language skill level C2 in understanding, reading and writing of that particular language?	08/04/2019 Yes, in the case of a non-native speaker a certificate attesting to their attainment of level C2 would constitute sufficient proof of that aspect of the professional capacity requirements for revisers and project managers.
11 7	03/04/2019 12:50	08/04/2019 14:17	Financial and economic capacity of the tenderer	You have stated that “The only documents to be submitted in tender are those set out in point 14 - Selection criteria of the specifications and point 4 -Content and presentation of tenders of the Invitation to Tender and Conditions for Submitting a Tender”. Yet in Specifications under 14.2. -Financial and economic capacity- is required that the tenderer proves their minimum turnover in each of the last three financial years. How should the tenderer supply the proof for the minimum turnover?	08/04/2019 Do not submit Annex VIII - Financial data sheet together with the tender documents. This should be provided only on request and then the turnover figures stated may be substantiated by financial statements for the years in question.
11 8	03/04/2019 14:01	08/04/2019 14:29	Proof of company VAT, reg no, legal name and address	Regarding the proof of company's legal name, address, VAT no and registration no: would a notarized copy of registration document be acceptable?	08/04/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
119	03/04/2019 15:09	08/04/2019 14:42	Lot 11	What percentage of source files will be in English for Lot 11?	08/04/2019 An approximate indication of the expected breakdown of the source languages for each lot is given by the minimum numbers of named translators for each source language set out in Table 7 - Minimum requirements for professional capacity per lot.
120	29/03/2019 10:40	11/04/2019 10:16	Time of assignments being sent to translation	Is it specified when assignments might be sent to translation? Can they be sent any time of the day/during office hours of the Institutions/etc.?	11/04/2019 The Contracting Authority may place translation assignments at any time. In practice, the two hour period following the dispatch of the offer translation assignment will only run during the office hours of the Institutions as defined in point 12 - Performance of the contract of the specifications.
121	04/04/2019 09:18	11/04/2019 10:20	Question 91	In your answer (question 91) you refer to question 59. Question 59 concerns translators, whereas question 91 refers to revisers. Could you please answer the question with regard to revisers?	11/04/2019 The Contracting Authority will consider on a case-by-case basis any documentary evidence submitted by the Tenderer claiming equivalent weight to a university degree in any subject following at least 3 years' full time study in order for its named reviser/s to comply with the professional capacity criteria set out in table 7.

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#	Submission date	Publication date	Question subject	Question	Answer
12 2	05/04/2019 10:18	11/04/2019 10:21	Revisers - subcontractors?	As to revisers for this tender, do we have to submit them as subcontractors as per specifications "1 reviser who is an employee or subcontractor of the tenderer,"? Since our revisers are freelancers who also are translators as well, and translators/freelancers are not considered as subcontractors for this tender. Do we have to submit a subcontractor Annex mentioning all our revisers in it? Or we can just submit the signed Annex with the details of the named reviser?	11/04/2019 For the purposes of this tender, freelance revisers are not considered to be subcontractors of the Tenderer. The Tenderer does not therefore have to complete Annex VII - Declaration concerning subcontractors setting out details of the freelance revisers named in Annex XI. Please note that under point 14.3 - Professional capacity, you must name in Annex XI at least one reviser for each source language of the lot/s for which you are tendering.

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#	Submission date	Publication date	Question subject	Question	Answer
123	05/04/2019 12:49	11/04/2019 10:23	how to count/register translators working for subcontractors?	Imagine we use 3 translators via a subcontractor a) can we count 3 translators? b) Is Annex XI reproduced for each translator of subcontractor or all together on Annex XI? c) where on Annex XI do we mention that translator X is proposed via subcontractor Y?	11/04/2019 a) You may name in Annex XI translators who work for your subcontractor. b) You should reproduce the first page of Annex XI for as many translators as you name for the language combinations covered by the lot/s for which you are tendering (minimum numbers per language combination as set out in table 7 in point 14.3 of the specifications). c) If some of your named translators work for you via an intermediary subcontractor, you should complete Annex VII - Declaration concerning subcontractors. There is no need additionally to mention this fact in annex XI.
124	05/04/2019 15:11	11/04/2019 11:26	Project Managers	As per the specifications, the project manager should be an employee or subcontractor of the tenderer. Freelance translators are not considered as subcontractors, shall we assume the same for freelancer project managers?	11/04/2019 For the purposes of this tender, freelance project managers are not considered to be subcontractors of the Tenderer. The Tenderer does not therefore have to complete Annex VII - Declaration concerning subcontractors setting out details of the freelance project manager named in Annex XI.

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#	Submission date	Publication date	Question subject	Question	Answer
125	05/04/2019 16:30	11/04/2019 11:27	IT specialist's degree	Our IT Specialist holds a degree in IT from Greek T.E.I. (Technological Education Institution) after 3 years' full time study. Does this satisfy the academic requirement for him?	11/04/2019 The Contracting Authority will consider on a case-by-case basis any documentary evidence submitted by the Tenderer claiming equivalent weight to a university degree in any subject following at least 3 years' full time study in order for its named IT specialist to comply with the professional capacity criteria set out in table 7.
126	08/04/2019 10:58	11/04/2019 11:29	Subcontractor location	Can a subcontractor be located in a non-EU member state or a country that does not yet have an agreement on public procurement with the EU?	11/04/2019 We refer you to point 4 - Participation in the Tender Procedure for the rules on eligibility according to the place of establishment of the Tenderer. See also reply to Q39.
127	08/04/2019 14:31	11/04/2019 11:30	Reviser/PM	Can the same person be listed under both categories - as Project Manager and as reviser (as this is what he/she is doing in the company, and also fulfils the requirements from the Tender Specifications)?	11/04/2019 Yes, provided that s/he satisfies the minimum professional capacity requirements for each function as set out in table 7 of point 14.3 - Professional capacity.

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#	Submission date	Publication date	Question subject	Question	Answer
128	05/04/2019 10:48	11/04/2019 11:31	Participation validity	We are a US based translation company. Please can you confirm whether we can bid for this RFP. The bid is prepared in the UK.	11/04/2019 We refer you to point 4 - Participation in the Tender Procedure for the rules on eligibility according to the place of establishment of the Tenderer. Please see also reply to Q39.
129	05/04/2019 12:05	11/04/2019 11:43	Translator revisor etc. signatures.	Please can you confirm that the request in AnnexXI for original signatures means that you wish to have original signatures in the RFP, rather than a signed document which is then scanned for the purpose of transmission to us electronically. Since our translators are located in many countries, to receive an originally signed document non-electronically is highly impractical.	11/04/2019 Please see replies to Q17, Q41 and Q106.
130	05/04/2019 11:35	11/04/2019 11:52	Financial and economic capacity	We do not meet the selection criteria for minimum turnover. In this case are we eligible to participate as a member in a group of economic operators?	11/04/2019 In this case, you could be member of a consortium or a subcontractor declared by a tenderer.

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#	Submission date	Publication date	Question subject	Question	Answer
13 1	08/04/2019 15:41	12/04/2019 10:10	Project Manager's experience	We have a Project Manager that used to work full time for our company in the past and we would like to use her as a subcontractor Project Manager? Is a certyfing letter from us or from any of her previous employers enough as proof of her experience?	12/04/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
13 2	02/04/2019 15:28	12/04/2019 17:41	Brexit	<p>If the UK withdraws from the EU during this tender procedure, i.e. before a contract is signed: 1) Can an economic grouping consisting of an EU company and a UK company participate in the procedure? 2) Can a natural or legal person based in the EU have a UK company as a subcontractor? And can that UK subcontractor's capacities be used to help meet the financial, economic and other capacities required for participation? 3) Will a UK company that has submitted a tender be given the chance to amend their tender (e.g. their registration address) given the very specific circumstances? 4) Can freelance translators/revisers/IT managers/project managers based in the UK be used to fulfil this contract? 5) If a legal person relocates from the UK to the EU, will their previous financial capacity, etc. be valid, despite having been obtained in the UK?</p>	<p>12/04/2019</p> <p>1) Under point 5 - Groups of economic operators, of the specifications, each member of the group proposed must provide proof of their right of access to the framework agreement (eligibility). Since the tender submission deadline is before any Brexit date, UK-based companies can submit a tender, both alone or as members of a consortium. On the other hand, if the award and the signature of the contract takes place after Brexit occurs, in the case of a hard Brexit, the UK-member of the consortium would no longer fulfil the accessibility criteria for tendering. The only possibility in that case is that the UK member of the consortium withdraws from the tender procedure. The Contracting Authority will only take the consortium into consideration for the award of a contract when the remaining members of the consortium, without the UK company, would be able to fulfil all selection and award criteria, and the contract would have been awarded to this consortium even without taking into consideration the experience, capacity, etc. of the UK-based member of the group. 2) Yes. Under point 6 - Subcontracting, of the specifications, in the case of subcontracting to a UK based company</p>

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#	Submission date	Publication date	Question subject	Question	Answer
					<p>contracting to a UK based company the Contracting Authority is concerned only with the question whether the proposed sub-contractor complies with the exclusion and selection criteria. 3) The tenderer must be established within the EU, meaning that the company which is tendering shall have a seat within the EU, with all the necessary formalities, e.g. tax number, etc. If the deadline for submitting the tenders has not yet expired when these changes take place - yes this is allowed. Once the submission deadline expires tenders cannot be changed, including the person of the tenderer itself. A "change in the registration address" would mean the founding of a new company, which would be unlikely to fulfil the exclusion and selection criteria because the records are missing (last three years balance sheets, etc.). 4) Yes.</p> <p>12/04/2019</p> <p>5) Even if a new company uses the same resources as its predecessor, the economic operator would be a new one from the legal point of view. If the new company were the full successor of the UK-based company, this would ordinarily be regulated and the former UK-based company would have dissolved its assets and transferred them to the new company.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
					transferred them to the new company. If all these legal steps are correctly complied with, yes, the financial capacity of the former UK-based company could be taken into consideration.
133	05/04/2019 11:13	12/04/2019 17:43	Turnover and incomes	Dear Sir/Madam, I would ask you a question regarding Annex VIII. It contains the turnover for 3 years, to which the turnover of a subcontractor can be added as well. If so, who should sign Annex VIII: the Tenderer and/or the Subcontractor? OR Should the Tenderer submit 2 annexes separately signed each by the Tenderer and the Subcontractor? Thank you and best regards	12/04/2019 In this case, the tenderer should sign Annex VIII and indicate the total turnover for each financial year. Separately, the tenderer should also complete Annex VII with details of the subcontracted part of the contract. Please note that Annex VII should then be submitted with the other tender documents as part of the tender but that Annex VIII should only be sent upon request from the Contracting Authority for documentary evidence.

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#	Submission date	Publication date	Question subject	Question	Answer
13 4	05/04/2019 16:33	12/04/2019 17:43	CAT tool for PM test	Will we be able to use any CAT tool for the a translation project management test? Will we be given reference material in TMX format for this purpose.	12/04/2019 Yes, any CAT tool can be used by a tenderer for the performance of the translation project management test. Yes, reference material in TMX format will be provided. Please note that the legal representative of the Tenderer will receive the instructions, organisational details, and start and end time and date of the time window for the translation project management test by notification e-mail at least 2 weeks before the day when the test will be organised.
13 5	08/04/2019 16:57	12/04/2019 17:44	Professional capacity Table 7: Minimum requirements for professional capacity per lot 1 IT specialist holds a university degree in any subject following at least 3 years' full time study;	Dear Sir/Madam, with reference to the IT requirements related to the: "holds a university degree in any subject following at least 3 years' full time study". Our company employs an employee who has more than 10 years of experience in IT support for translation workflows but has a high school diploma and not a university degree in any subject following at least 3 years' full time study. Are these requirements sufficient to participate in the tender? Thank you in advance. Best regards	12/04/2019 No. In this case the qualification requirement would not be fulfilled.

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#	Submission date	Publication date	Question subject	Question	Answer
13 6	08/04/2019 16:57	12/04/2019 17:45	Translators	<p>In reference to your response to Q93, please can you answer the following: We understand and agree with the requirement to contract with service providers who can deliver the best quality translations ready to use and delivered on time. As with any potential new supplier who works to the specific requirements of individual client organisations, rather than simply utilising an existing resource of linguists, we would conduct a tailored recruitment exercise to enhance our considerable existing resource in line with the specific requirements of the task. This would be conducted as soon as the requirement was confirmed. The period between award and go-live would be more than sufficient for this to take place. We would also use this period to gain permission from linguists for the release of personal data. With this, we would be in a position to deliver the service as required in good time prior to the commencement of the contract. With this, could the authority please outline why it is not permissible to submit the required information following award?</p>	<p>12/04/2019 The Contracting Authority is looking for experienced translation service providers who are already established in that they already satisfy the minimum requirements for professional capacity at the date of dispatch of their tender.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
137	09/04/2019 08:35	12/04/2019 17:46	Change of Project Manager/Reviser	We are required to state the names of the persons who will have the roles of Project Manager and Revisers in our team and you may ask for their supporting documents later according to the tender's specifications. What happens if one of these persons cannot participate in the team anymore at that time, due to personal reasons or professional reasons? Will we be able to replace this person with someone else with equivalent qualifications?	12/04/2019 The tenderers must be able to provide documentary evidence regarding the professional requirements of persons declared in Annex XI any time during the procurement procedure. Following the signature of the FWC, the contractors have the possibility to replace these persons by other persons fulfilling the relevant professional capacity criteria during the validity of the FWC. Further, since these are minimum criteria, it is open to a tenderer to name in their tender at Annex XI more than one reviser per language combination and more than one Project Manager per FWC.
138	09/04/2019 10:50	12/04/2019 17:47	Sending documentation	The tender documentation states that the tender must be accompanied by an electronic memory device containing a copy of original documents. Can we put all documents on one USB stick/CD/DVD? If so, in which envelope should it be enclosed in?	12/04/2019 Yes. Please include the USB stick, CD or DVD in the envelope indicated as 'Technical part'.

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#	Submission date	Publication date	Question subject	Question	Answer
139	09/04/2019 11:26	12/04/2019 17:50	C2 level certificate	Would we need to provide the diplomas, C2 level proof and full-time work proof of all of the translators proposed in the tender or only revisers/project managers?	12/04/2019 There are no specific requirements concerning the qualifications or experience of the named translators. The documentary evidence listed in Annex XIV in respect of points 14.1, 14.2 and 14.3, particularly as regards the professional capacity of the revisers, project managers and IT specialists shall be provided only upon request of the Contracting Authority.
140	09/04/2019 11:30	12/04/2019 17:59	Annex VI: Information sheet concerning groups of economic operators	Please could you clarify what should be written in the right hand column of the 'Information on members of group' table. The column is titled 'Description of technical, professional and economic capacities': do we have to give a breakdown of the number of translators/revisers for each group member? And whether each group member meets the technical capacity required? And the turnover of each group member? Please give an example of what should be written here.	12/04/2019 The financial and economic capacity and the technical and professional capacities as described in points 14.2 and 14.3 of the specifications must be specified separately in the right hand column of Annex VI for each member of the group in order to allow the Contracting Authority to verify if the group as a whole fulfils the relevant criteria.

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#	Submission date	Publication date	Question subject	Question	Answer
14 1	09/04/2019 13:56	12/04/2019 17:59	Copy to prove company's legal name, VAT number, registration number.	In tender specifications it is mentioned: "b) In case of legal persons: copy of some official document showing the name of the legal entity, the registration address, the VAT number and the registration number given by the national authorities"; from this I assume that a photocopy of those original papers is sufficient. Please confirm.	12/04/2019 Yes.
14 2	09/04/2019 16:43	12/04/2019 18:00	Participating as freelancer	For participating as freelancer / natural person, there are some exemptions in the Specifications 14.1, Annex IV, section II, III and VI. However, it does not seem to be the case in 14.2, page 28, Table 6: Minimum financial and economic capacity. Does this mean that a freelancer should have a Minimum turnover in each of the last three financial exercises of at least 200 000 EUR to participate in this tender?	12/04/2019 The minimum financial and economic capacity requirements in Table 6 apply equally to all tenderers regardless of legal personality of the tenderer.
14 3	09/04/2019 17:51	12/04/2019 18:00	List with the names of the linguists	Is this OK with you?	12/04/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
14 4	09/04/2019 18:39	12/04/2019 18:01	Annex VI. Information sheet concerning groups of economic operators	Footnote 16 to Annex VI makes reference to a possible description of the technical, professional and economic capacities being provided elsewhere in the tender. 1. Where else might this be provided within the tender itself? 2. Does it mean that tenderers are required to provide a description of their working procedures for the contract and/or collaboration procedures between two companies? We were under the impression that we only had to provide the information referred to in point 4 of the Invitation to tender and that a more detailed tender presentation (of the companies, working procedures, etc.) was not required.	12/04/2019 In the case of groups of economic operators, the financial and economic capacity and the technical and professional capacities as described in points 14.2 and 14.3 of the specifications should be specified separately in the right hand column of Annex VI for each member of the group in order to allow the Contracting Authority to verify if the group as a whole fulfils the relevant criteria. No separate tender presentation is required.
14 5	09/04/2019 21:09	12/04/2019 18:01	Electronic signature	We understand a document signed electronically thanks to a programme such as Signaturit for example would be considered as an original. Shall we then print this document and include it to our proposal?	12/04/2019 Yes.

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#	Submission date	Publication date	Question subject	Question	Answer
14 6	10/04/2019 08:56	12/04/2019 18:02	Subcontractor's freelancers	According to the specifications you may ask later on for "Employment contract or subcontracting arrangement or equivalent evidence for the named revisers, translation project manager and IT specialist". If we use a subcontractor (company) and some of these persons (i.e. revisers) are freelancers working for that company, will our contract with the subcontractor be enough as evidence or you will also need the agreement between our subcontractor and the freelancer?	12/04/2019 If the Tenderer intends to satisfy the minimum professional capacity requirements for named revisers in point 14.3 by naming in Annex XI revisers who are the employees or freelancers of a third party company, the Tenderer should also complete and submit Annex VII - Declaration concerning subcontractors. In this case too, the Contracting Authority will consider any documentary evidence submitted by the Tenderer proving full-time experience of translation or revision by the named revisers (for instance employment contract or freelance contract with the subcontractor, certificates, copies of order forms, copies of payment orders etc).
14 7	10/04/2019 11:37	12/04/2019 18:03	Statistics	Please provide statistics on the number of pages translated in 2016, 2017 per language lot and per Institution.	12/04/2019 Past statistics would serve no useful purpose since any future workload is highly unpredictable as it will depend on the demand for translation services and the outsourcing policies of each participating institution. The estimated maximum volumes of standard pages to be translated per year of these FWCs are as set in Table 2 - Estimated annual volumes per lot.

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#	Submission date	Publication date	Question subject	Question	Answer
148	10/04/2019 10:46	12/04/2019 18:03	Full time experience of translation/revision and proofs	Could you please clarify the term "full time experience of translation/revision";. a) What exactly "full time" means? b) If a translator is our in-house translator and has been working in our company for 5 years. Does this mean that he works full time? Will an employment contract be considered as sufficient proof for such translator? c) If a translator is a freelance translator and works for our company on a contractual basis for 5 years. Does this mean that he works full time? Will invoices issued by this translator to our company and stating the work done, language combination, etc. be considered sufficient proof for such translator?	12/04/2019 Any documentary evidence submitted by the Tenderer proving full-time experience of translation or revision by the named revisers will be taken into consideration by the Contracting Authority (for instance employment contract, freelance contract, certificates, copies of order forms, copies of payment orders etc).

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#	Submission date	Publication date	Question subject	Question	Answer
149	10/04/2019 11:04	12/04/2019 18:08	Documentation for different lots	<p>Dear Madam, Sir, we plan to apply for more than one lot. Can you please clarify whether we should provide separate documentation for each lot?</p> <p>E.g. can we provide one annex IV, one annex V and other necessary company data and then corresponding Annex XI for the teams all in one package. Or should we reproduce Annex IV, Annex V, Annex X and all relevant proofs to be provided at this stage for each individual lot?</p> <p>Best regards</p>	<p>12/04/2019</p> <p>In case you submit a tender for several lots, it is enough to provide one Annex IV, V, X and XI. In annex XI, please indicate the corresponding lot for each named translator, reviser, project manager, IT specialist and legal representative of the Tenderer.</p>

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