

ExxonMobil Exploration and Production Romania Limited
Nassau (Bahamas) Sucursala Bucuresti

Bucharest Trade Registry No.: J40/17387/2008
VAT Registration No.: RO24593762
Registered Address: 169 A Calea Floreasca, Building B, 8th floor
Rooms no. 801-834, 801A, 803A, 803B, 832A
District 1, 014459 Bucharest, Romania

Phone: +4031 860 7200
Fax: +4031 860 7280



Request for Clarification no. 1

Ref: Translation and Concurrent/simultaneous Interpreting Services

FROM: Evaluation Committee

DATE: 4 September 2018

PAGES: 4

SUBJECT: Translation Services – 79530000-8 – Translation Services, 79540000-1 - Interpreting Services

Publication reference:

- Romania Libera newspaper – Procurement Section, and
- Integrate Investment web page in-in.ro/en - <http://www.in-in.ro/en/services/investment-consultancy/procurement-award-procedures/translation-services/>

To whom it may concern

According to the provisions of Section A – Instructions and bidding info, below are presented the answers to the questions received from Bidders.

No	Received question	Answer
1	<p>Definition of the translation pricing unit (the page).</p> <p>Despite having examined the entire documentation we have failed to identify a clear definition of the written translation pricing unit, the page. The only reference made is in Section B, Chapter 8.1.1 – Presentation of the translated documents, where you require that 'The translated documents will be delivered in electronic format as follows: A4 format, normal style, Calibri font, font dimension 11, regular, one</p>	<p>In the Section B – Scope of Work (8.1.1. Presentation of the translated documents) EMEPRL has indicated the format in which the documents should be presented, namely: A4 format, normal style, Calibri font, font dimension 11, regular, one line spacing, 1-inch margins. The format described in the Scope of Work should reflect the standard in the industry, therefore for the purpose of the financial proposal the numbers of characters should be about 1800 characters without spaces and/or 2000 characters with spaces.</p>

ExxonMobil Exploration and Production Romania Limited
Nassau (Bahamas) Sucursala Bucuresti

Bucharest Trade Registry No.: J40/17387/2008

VAT Registration No.: RO24593762

Registered Address: 169 A Calea Floreasca, Building B, 8th floor
Rooms no. 801-834, 801A, 803A, 803B, 832A
District 1, 014459 Bucharest, Romania

Phone: +4031 860 7200

Fax: +4031 860 7280



	line spacing, 1-inch margins.' This could be interpreted as a definition of the page yet I trust this was not your intention, as the above rather speak of the page format, and also as our industry uses standards as the word, the 1800 character page, the 2000 character page, or the EU standard of 1500 character page.	
2	Translators profiles Please clarify your understanding of 'qualified or nationally certified translators' in relation to the Oil and Gas industry. According to industry standards, certified translators are those translators holding a certificate from the Ministry of Justice and thus are qualified to perform legal translations.	Please note that the minimum requirement from the Scope of Work related to translators profile addresses "certified translators" covering several languages, therefore all translators must hold a certificate from the Ministry of Justice. The requirement related to Oil and Gas industry addresses the capabilities of the translators to understand the terminology used in this specific area.
3	Also please clarify your understanding of 'The Bidder must be sure that part of the translators understands the technology behind the text and hold advanced degrees and real work experience in translation services for the Oil and Gas industry'. Should one understand that only few of the 9 proposed translators should hold advanced degrees and real work experience in translation services for the O&G industry?	Contracting Entity accepts technical proposals where not all translators hold advanced degrees and real work experience in translation services for the O&G industry, however potential Bidders should be aware that the number of translators that hold experience in translation services related to the Oil and Gas Industry will be scored as part of the award criterion.
4	Also, should one understand the proposed translators should hold both advanced degrees and work experience in translation services for the O&G industry?	Proposed translators should hold in depth understanding of the Oil and Gas industry, irrespective of how this is acquired. EMEPRL shall verify the capabilities of each proposed translator

ExxonMobil Exploration and Production Romania Limited
Nassau (Bahamas) Sucursala Bucuresti

Bucharest Trade Registry No.: J40/17387/2008
VAT Registration No.: RO24593762
Registered Address: 169 A Calea Floreasca, Building B, 8th floor
Rooms no. 801-834, 801A, 803A, 803B, 832A
District 1, 014459 Bucharest, Romania
Phone: +4031 860 7200
Fax: +4031 860 7280



	<p>Do you find acceptable that the proposed translators should hold just one of the above, either a degree or relevant experience? How should such qualification be proved?</p>	<p>based on the profile presented in the European Curriculum Vitae and reserves the right to request additional information about the qualifications and skills of the proposed translators.</p>
5	<p>Simultaneous interpreting services Referring to your request that 'for concurrent/simultaneous interpreting services the translator / translators shall be available to reach the requested location in maximum 2 hours' please specify the address and city of the location. Also, referring to your statement that 'For concurrent/simultaneous interpreting services longer than 1 hour, the Bidder will need to have 2 interpreters in the cabin or at the indicated venue/location.', please be informed that according to industry standards, simultaneous interpreting is performed only in pairs, irrespective of the length of the event. As such, please consider the necessity of always having 2 interpreters for any simultaneous interpreting event. Moreover, pricing should be per hour, per interpreter.</p>	<p>As a general rule, the location should be understood as EMEPRL headquarter located in Bucharest at the address is stated in the Section A – Instructions and bidding info, namely: 169 A, Calea Floreasca, Corp B, Et. 8, room no. 801, City: Bucharest, ROMANIA or another location that may be indicated by EMEPRL in Bucharest or proximity. In the Financial proposal form the Bidder shall present the fee per hour for simultaneous interpreting. The fee per hour shall be associated for one interpret.</p>
6	<p>Financial proposal form Please clarify the table set out in the financial proposal form: To our understanding, the above table requires us to provide prices for translations/interpreting from/into the five mentioned languages in relation to both Romanian and English. Is that correct?</p>	<p>Yes, the understating is correct.</p>

ExxonMobil Exploration and Production Romania Limited
Nassau (Bahamas) Sucursala Bucuresti

Bucharest Trade Registry No.: J40/17387/2008

VAT Registration No.: RO24593762

Registered Address: 169 A Calea Floreasca, Building B, 8th floor
Rooms no. 801-834, 801A, 803A, 803B, 832A
District 1, 014459 Bucharest, Romania

Phone: +4031 860 7200

Fax: +4031 860 7280

ExxonMobil



Name and Signature: MARIA KANTOR (Procurement Coordinator)

Date: September 4, 2018