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Request for Clarification no. 2

Ref: Procedure: Translation Services – Request for clarification no. 2

DATE: 11 September 2018

PAGES: 2

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

Publication reference:

- Romania Libera newspaper – Procurement Section, dated August 29, 2018, 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	Are we required to fill in the following in form D.2: "Contract notice No:?" If your answer is "Yes", could you please indicate where we should extract the necessary information from?	If you decide to fill in this information please consider this requirement refers to the position of the contract notice on the published website (no 2). Alternatively you may disregard this requirement.
2	Regarding Form D.2., Question 3, paragraph e): "Please list the names and addresses of any individual, company or entity that will receive any portion of the payment as a result of participating in any type of subcontract with your company in performing the work covered by the proposed contract." As a translation agency we have agreements in place with more than 1000 freelance translators and interpreters, and there is a continuous recruiting process going on. It is impossible for us to forecast all	As the requirement specifies it refers to "individual, company or entity [...] participating in any type of subcontract performing the work covered by the proposed contract" and not to the pool of resources you as company have at your disposal. In any case, based on your supply chain organization and supply chain management, policies and procedures available within your organization, you are required to provide the requested information with consideration to the background and

No	Received question	Answer
	<p>the translators (whom can be organized as individual or company), apart from those we include in the present Bid – Form D.5. - that will be selected to perform work covered by this contract, therefore we cannot list all their names here. Addresses of individuals could not be mention here in any circumstances, since this type of information is covered by the GDPR legislation.</p>	<p>instructions provided in the Prospective Business Associates Questionnaire (PBAQ).</p>
<p>3</p>	<p>Regarding Form D.4 "Similar Experience". Disclosing most of the requested information, such as contract identification data, total contract amount, would violate the confidentiality agreements of the past contracts or contracts still in place, between our company and our other customers. Therefore we consider required information being sensible, and since we cannot violate the NDA we have in place, we cannot disclose such information. We suggest allowing bidders to replace this information with recommendation letters coming from their most important clients, some of them including information about the number of pages/words translated and hours of interpreting delivered, as well. Please confirm if this would be a viable alternative for EMEPRL.</p>	<p>The qualification requirement included in the published Bidding Documents refers to "<i>Participation as Services Provider, sub-Services Provider in minimum 1 and maximum 3 similar contracts in the last three (3) years, in amount of at least USD 25,000.00. Similar contracts mean contracts for translation and concurrent /simultaneous interpreting services in the languages that are subject of this Framework Agreement and the terminology required.</i>", therefore in order to be considered, any kind of evidence provided must allow a decision during the evaluation process by referring to the minimum requirement, which is expressed in monetary terms. Therefore, EMEPRL considers any kind of evidence which allows the verification of the fulfilment of minimum qualification requirement as stated in the Bidding documents</p>
<p>4</p>	<p>In the KPI section of SOW, pages 13-14, you set some percentages and define what is acceptable and not acceptable in terms of quality. Could you please specify if the corrections are made on a sample text, for example 1000 words, as this is usually the standard? Those percentages should apply to a specific number of words for transparency purposes, otherwise they cannot be applied.</p>	<p>As indicated in the SoW, each indicator has a reference which allow the application of the KPI. For clarity, we re-iterate that the reference is a document and not a sample of text within a document,</p>

Name and Signature:



MARIA KANTOR (Procurement Coordinator)

Date: 11 September 2018