

Official clarification note #2

Reference No. RFP#: KYR-03-2017

Provision of Translation Services to OSCE Programme Office in Bishkek

A potential bidder asked the following questions to which OSCE Program office in Bishkek provided the below clarifications:

Question No.1

Should financial part of the offer be submitted in English? Should prices be quoted in Euro? In what currency data describing financial capacity of the bidder should be indicated?

Answer No.1

Proposals must be submitted in the English language. Technical and financial offers must be submitted in the English language.

Prices in the financial offer must be quoted in euro.

Question No.2

What about official documents issued in the local language (e.g. tax certificate, diplomas, etc.)? Should these documents be translated into English language in the proposal?

Answer No.2

The official documents which are the part of the proposal and which are issued in the language(s) of the country where bidder is registered may be submitted in the original language. If their translation into English language is needed, OSCE will inform the bidder during the evaluation of the proposal.

Question No.3

All key personnel (translators and interpreters) offered for the contract must have proven experience in translation of foreign policy, military, diplomatic, political, economic, legal and ecological topics. What proofs/evidences for this experience should be submitted? Will reference letters from clients be sufficient?

Answer No.3

Reference letters and indication in the CVs the names of the clients and their areas of activity will be sufficient evidence of the experience of the offered personnel.

Question No.4

The supplier must have minimum experience of 3 years of providing translation services in the market – what evidence is needed to confirm compliance to this requirement?

Answer No.4

Registration certificate of the legal entity and information about previous services/clients in the Vendor registration form (with contact details of the clients) will be sufficient evidence of compliance/non-compliance to this criterion.

Question No.5

For the requirement *“Any potential bidder shall not be adjudged bankrupt, or be liquidated or become insolvent, or should a bankruptcy procedure be initiated in respect of the bidder, the OSCE has a right to reject its bid. The bidder shall immediately inform the OSCE of the occurrence of any of the above event”* what kind of proof should be presented? Is a financial report of the company for last 2 years sufficient evidence of compliance with this requirement?

Answer No.5

An official declaration signed by the authorized CEO of the bidder will be accepted as an evidence for this criterion at the stage of tender evaluation. Recent financial Statements and/or audit report will be additional evidence. Further OSCE may request other evidences/documents in this regard.

Question No.6

For the requirement *“supplier must implement minimum 60 orders for translation and interpretations during past two years”* what evidence/proof must be submitted?

Answer No.6

Detailed information in the Vendor registration form (with contact details of the clients) will be sufficient evidence of compliance/non-compliance to this criterion.