



Organization for Security and
Co-operation in Europe

Date: 23 February 2012

**RFP/03/2012 Provision of Translation Services to the OSCE Secretariat
Clarification Note 1**

The Organization for Security and Co-operation in Europe (“the OSCE”) has received requests for clarification from potential bidders with regard to RFP/03/2012.

In accordance with Article 8 “Clarification of Bidding Documents” of Instructions to Bidders - the OSCE would like to provide the following clarifications:

Question 1

I understand that four (4) test samples are to be completed on 14 March 2012 at 10:00am. I have noticed that the date for the submission of this tender is 13 March 2012. As the test samples are due after the deadline for the Proposals, will someone email, post or fax the test over to vendors, or can these tests be accessed and completed online? I was hoping you could enlighten me on the test sample process.

Answer 1

Indeed the test samples will be emailed out to all vendors who submitted a proposal before the deadline on the date mentioned 14 March 2012 at 10.00am. Vendors will have an allotted amount of time to complete the tests and email them back, which will then form an integral part of the evaluation. To that end, please ensure you have translators of Eng-Rus and Rus-Eng available for service on that day.