



Organization for Security and  
Co-operation in Europe

Date: 28 February 2012

**RFP/03/2012 Provision of Translation Services to the OSCE Secretariat  
Clarification Note 2**

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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**

Upon reading the note that you supplied in response to the original question, it would appear as though you would require us to complete the test piece within one day is this correct?

**Answer 1**

Yes that is correct

**Question 2**

What length of text we would be expected to complete as a test?

**Answer 2**

Translation Russian to English = 404 words

Translation English to Russian = 542 words

Proofreading in Russian = 664 words

**Question 3**

How much time will be made available to us to complete the test piece?

**Answer 3**

3 hours from the time of receiving the email (10.00am CET Vienna time on 14 March 2012).

**Question 4**

What file format will we receive the content in?

**Answer 4**

Word document (.doc) attached to an email. Bidders should email back the completed tests to [tenders-at@osce.org](mailto:tenders-at@osce.org).

**Question 5**

What level of service would you require from the test piece translation only or translation and proofreading?

**Answer 5**

Three tests – i) translation English to Russian, ii) translation Russian to English, and iii) proofreading/editing a Russian text.

**Question 6**

In order to complete the test pieces to the highest possible standard and to match your requirements in terms of style and preferential translations we will require style guides and glossaries up front. When will we receive the glossary and style guide?

**Answer 6**

There is no specific style guide or glossary available for these translations.