



Organization for Security and
Co-operation in Europe

Date: 29 February 2012

RFP/03/2012 Provision of Translation Services to the OSCE Secretariat Clarification Note 3

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 9 “Amendments to Bidding Documents” of Instructions to Bidders - the OSCE would like to provide the following amendment:

Amendment to Bidding Documents

Proofreading and editing of English texts is not required. It is removed from the Scope of Services and the Company Profile need not contain 3 proofreaders of English texts. The requirement for proofreading/editing Russian texts remains.

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

Question 1

We could offer you a gratis test translation for a document until 300 words; it will need a delivery time of two working days. If you are interested in this, please send us an adequate document for the test translation.

Answer 1

The test translation documents will be sent on Wednesday 14th March at 10.00 am to all Bidders who submitted a proposal before the deadline. Bidders will have three hours to complete the tests and send them back. It is a necessary part of the evaluation process; we want to be assured of the quality of the services before we sign a five year contract with the company. We will not pay for any of the test translations; it must be at your expense.

Question 2

Can you please indicate if companies located outside the EU are considered eligible for this bid exercise?

Answer 2

Yes, there are no geographical restrictions on Bidders.

Question 3

Section III-B, Section 1/11. What do you mean by “Company Seat”?

Answer 3

It means where is the head of your company based, where are its headquarters?

Question 4

Section III-B, Section 2/2. Nature of business: is it acceptable to put "Translation Agency" or should we choose from one of the options, in which case would we be considered an "Authorised Agent"?

Answer 4

For the avoidance of doubt you can put both: "Translation Agency – Authorised Agent"

Question 5

Section III – D/1. Key professional staff. As a translation agency we work with fully vetted, freelance translators only. Do you require the full CVs of our freelancers?

Answer 5

Yes. We would like to see the full CVs of any staff that would be assigned to our account. These will be used in the evaluation of the proposal (Qualification of the Bidder's staff [20 points]). We understand that staff may be freelance and at times engaged on other projects, which is why we require a minimum of three staff for each service (Eng-Rus translation and Rus-Eng translation, Russian editing/proofreading).

Question 6

Would you consider proofreaders as support staff or key professional staff?

Answer 6

Key professional staff. This covers anyone who is directly involved in the delivery of the services.

Question 7

Would you consider the project manager, who will be your main contact, support staff or key professional staff?

Answer 7

Key professional staff.