

Clarification No. 2 under RFP No. KYR-02-2014

Question No.1

There is reference to Russian language translations as optional and a revised RFP - when will this revised RFP be available please and how will it be made available?

Answer No.1

The corrigendum to the RFS will be published on OSCE web -site (www.osce.org/procurement/tenders) and distributed to all supplier who requested the tender dossier.

Question no.2

There is no estimated volumes for the translation lots, instead the RFP stated that there is expected to be 4-5 projects per month. Please can you offer an estimated size of a typical project in terms of word count so that we can understand volumes. This is required to ensure that we table accurate and cost-effective commercial pricing as well as to confirm that we can meet the expected output parameters of an average 5 working day turnaround for translation projects.

Answer No.2

As our orders mostly are not planned in advance, we can not give estimated volumes of written translations. As a very rough indication we can only inform that in 2013 OSCE CIB requested translation of about 2,000 pages. The total volume of all translations/interpretations ordered by OSCE CIB amounted to more than 40,000 EUR in 2013. However, for 2014 we can not provide any estimates yet.

Question no.3

Is this procurement exercise as a result of OSCE seeking a new supplier for translation or is the driver for this RFQ a part of a compliance/due diligence exercise?

Answer No.3

This procurement exercise is caused by the fact that OSCE CIB is seeking for a new supplier, as the quality of its previous one was not acceptable for some areas.

Question No.4

Please can you share your monthly spend on translation services for the past 12 months in order for us to understand we can resource the project to our high standards?

Answer No.4

We gave some figures in the Answer No.2

Question No.5

Please can you confirm the evaluation process for the test piece exercise? We are keen to understand this in more detail - for example, will this be an individual or will there be a panel of linguists evaluating?

Answer No.5

According to the OSCE rules evaluations are done by the panel of persons having qualification and experience in the relevant area.

Question No.6

Please can you confirm how many case studies you require in Section III - relevant services that illustrate qualifications? There is one 'box' offered to complete this so clarification would be welcome.

Answer No.6

Tenderer can extend the number of lines/boxes under section "Relevant services" up to the number it considers feasible to illustrate the best its qualification. We think that minimum three references to the relevant services is needed.

Question No.7

Please can you indicate when a decision will be made regarding the preferred supplier and when translation projects will commence?

Answer No.7

We expect that the evaluation, approval, checks and contract signatures will take about 1 or 1.5 months after the submission deadline. However, this schedule is indicative.