



1 October 2014

### Clarification No 3

**Reference:** Open call for tenders No EEA/COM/14/006

**Title:** *Translation of SOER 2015 Synthesis into several European languages*

#### Question 1

Freelancers are to be considered as subcontractors and therefore they have to submit a signed and dated declaration on honour. Do we have to include the original signed Annex 2 for each translator, or will a scanned signature be accepted?

#### **Answer 1**

*At the evaluation stage of the procedure, there is no need to provide an original version of the Annex 2 for each subcontractor: scanned versions will be therefore accepted. Once the contract will be awarded, the successful tenderer will have to submit originals before the contract signature.*

#### Question 2

Should the freelancers also provide extract from judicial record and certificates from State tax office?

#### **Answer 2**

*At this stage of the procedure, these documents are not requested. However, please note that with reference to the third paragraph of Section 4.3 – Subcontracting, of Annex I, Tender Specifications, “Tenderers shall acknowledge (see annex 1) that the EEA reserves the right to request them at a later stage to provide documentation in relation to exclusion and selection criteria for any proposed subcontractors”.*

#### Question 3

We are working with many freelancers on a regular, sometimes exclusive, basis. Can the tenderer issue references for its own freelancers?  
Would a statement of work from the company be considered as sufficient proof of experience for them?

**Answer 3**

*In principle, the tenderer can issue references for its freelancers. However, please note that the provision of references and statements is not compulsory, but it has to be provided with the only aim of describing the relevance of the activities carried out by the service provider to the subject of the contract (please see Clarification No 1, Answer 2, available at: <http://www.eea.europa.eu/about-us/tenders/translation-of-soer-2015-synthesis/clarification-n-1/view>).*

*For the list of compulsory documents requested to assess the technical and professional capacity of the tenderer, please refer to Section 10.2.3 of the Annex I, Tender Specifications.*