



14 October 2014

Clarification No 6

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

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

Question 1

We would like to request a clarification regarding the documents of our company included in the tender, e.g. balance sheets, statement of bank, act of constitutions etc.

- 1) Is a simple copy sufficient or do you require a certified copy?
- 2) Do you need them translated in English or are they accepted in Greek as well?

Answer 1

- 1) *At the stage of submission and for the purpose of evaluation of the tender, it is sufficient to provide copies of the required supporting evidence specified in section 10.2.2 of the tender specifications, Economic and financial capacity (page 7 of 11). Should your tender be successful and selected for the award of the contract, the EEA reserves the right to request original documentation prior to the signature of the contract.*
- 2) *As stated in section 2 of the tender specifications, Presentation of the tender (page 2 of 11) 4th paragraph supporting evidence does not need to be translated. For the purpose of a smooth evaluation of the tender it is however recommended to include a summary or a brief explanation in English.*

Question 2

Would you please clarify when the text will have to be translated? It is clear that we will have 20 working days but it is not very clear when we will start working on the assignment. Is going to be before Christmas time, over Christmas time or rather after? Many translators take a break over the Christmas time.

Answer 2

In accordance with the time table included in point 14 of the invitation letter, the implementation of the contract shall begin immediately after the contract signature which is anticipated by end November 2014. It is envisaged to send the request for translation subsequently to or shortly after the contract signature with a view to have the translation work completed preferably before Christmas.

Please note that the EEA is closed from 24 December 2014 to 2 January 2015 and work will resume as normal on Monday 5 January 2015. The EEA project manager responsible will not be available during that period and therefore work will not be requested during that period.

Question 3

We would like to request clarification with regard to subcontractors (freelance translators).

There are some sections in the specifications where subcontracting is mentioned.

In paragraph 4.3 of the tender specifications, it is stated that "Tenderers must state what part of the work, if any, they intend to subcontract, and to what extent (for instance % of the total contract value), specifying the names, addresses and legal status of the subcontractors."

Where should we, then, include this information? In Annex 1 to the tender specifications or in our technical offer?

Answer 3

Tenderers are required to provide the contact details of the proposed subcontractors in the tender submission form (annex 1 to the tender specifications). In addition, tenderers shall elaborate on the distribution of work between the team members and the subcontractors in their technical offer (Envelope No 2) as required in the award criterion No 1 on technical merit (section 10.3.1 of the tender specifications, page 9 of 11).

Question 4

In Annex 1, we are required to state if we are going to use subcontractors and specify their names and addresses.

In paragraph 4.3 of the tender specifications, it is stated that:

'Legal persons must provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of confidentiality when subcontractors are used.'

- a) Does this sentence refer to the same list of Annex 1 or should we create a new list of subcontractors with the information required? In the second case, where should we place such a list? In envelope 1 (selection criteria) or in the technical offer (envelope 2)?
- b) Where should we insert the statement about confidentiality? In Annex 1 or in our technical offer?

Answer 4

The list of professional qualifications of the subcontractors and statement of the means of confidentiality referred to in section 4.3 of the tender specifications will be assessed by reference to the selection criteria for the technical and professional capacity specified in section 10.2.3 of the tender specifications, namely as part of the information to be provided in the administrative section of the tender (i.e. Envelope No 1).

The technical offer (i.e. Envelope No 2) shall provide all information requested under sections 6 and 10.3.1, including information relevant to subcontracting where applicable, in particular with reference to award criterion No 1 on technical merit.

Question 5

In tender specifications, page 2 (presentation of the tender), it is mentioned that "The technical offer providing all information requested under sections 6 and 10.3.1 including information relevant to subcontracting as requested under section 4.3."

Could you please specify which is the information relevant to subcontracting that must be included in the technical offer?

Answer 5

Please refer to answers 3 and 4 above.

Question 6

With reference to the abovementioned call for tenders, may we kindly ask you to answer the following questions:

1. Can a freelance translator act as subcontractor for two different tenderers?
2. Could you please clarify, if the outer envelope has to contain
 - a) One envelope No 1, one envelope No 2 and one envelope No 3 (3 envelopes in total) and each of these envelopes No 1, 2 and 3 contains the original tender + 2 copies (as stated in the tender specifications) or
 - b) 3 envelopes No 1 (one original, two copies), 3 envelopes No 2 and 3 envelopes No 3 (as mentioned in clarification No 2, question 5) (9 envelopes in total)?

Answer 6

1. *Freelance translators may participate as subcontractor in more than one tender in this call for tenders which aims at the award of only one service contract.*
2. *The outer envelope shall contain three inner envelopes, i.e. one envelope No 1 (administrative section), one envelope No 2 (technical offer) and one envelope No 3 (financial offer). Each inner envelope shall contain one original unbound and two copies of the respective section.*

Question 7

In Section 4.3 it is mentioned: '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 (see sections 10.1 and 10.2 below).'

In clarification 3, question 1, you state that the original signed documents (Annex 2) will have to be submitted prior to the contract signature.

In clarification 5, question 1, you confirm that the legal entity form and supporting documents for this form will have to be submitted as well after the notification of award.

Regarding the documentation in relation to the declaration on honour, do we have to submit the extract from judicial record and certificates from State tax office together with the original Annex 2 as well before the contract signature or only during the contract execution on request?

As it might take some time to get these documents, especially for the freelance translators who usually have no need for them, how much time will you grant to submit them? Will you accept copies/scans of the documentation?

Answer 7

Please refer to section 10.1.2. of the tender specifications, Evidence to be provided (page 6 of 11) where it is stated that the tenderer to whom the contract is to be awarded will be required, prior to the signature of the contract, to provide the evidence specified in the penultimate paragraph of the declaration of honour (Annex 2 to the tender specifications).

The documentary evidence pertaining to the exclusion criteria for the subcontractors is only relevant for those whose performance is expected to exceed 20% of the estimated total value of the contract.

Please also refer to [Clarification No 3](#), answer 1 where it is stated that once the contract will be awarded, the successful tenderer will have to submit originals before the contract signature. The tenderer to whom the contract is to be awarded must provide the documentary evidence as soon as possible prior to the counter-signature of the contract.