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Framework contract for translation of notifications and Commission decisions under Article 7 of Framework Directive 2002/21/EC (as amended by Directive 2009/140/EC)

SMART 2010/0102

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Questions and Answers

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¹ <http://ted.europa.eu/udl?uri=TED:NOTICE:242014-2010:TEXT:EN:HTML&src=0>

1. QUESTION: TMX FORMAT

- (1) In annex 8, it says:
"Translation memory software
which (please also give the number of the version)?
TMX format"
Isn't there anything missing in that sentence? Could you clarify?
- (2) What does "TMX Format" mean?
- (3) Does the question YES/NO mean "if we can deal with TMX format"?

ANSWER 1:

- (1) The text should read :
"Translation memory software
which one (please also give the number of the version) ?
TMX format"
- (2) TMX stands for Translation Memory Exchange. For further information please refer to available resources, including Wikipedia.
- (3) Correct.

2. QUESTION: TECHNICAL BACKGROUND, CRITERION EXPERIENCE, TECHNICAL KNOWLEDGE AND CREDIBILITY OF PROPOSED TEAM

- (1) In Annex 9, "Costing scenarios", the first batch includes the translation of 2,000 pages. According to the deadlines, they must be translated in 3 to 5 days. That means that we need some 30 translators, translating 4,000 words each in 4 days and some 50 revisers, revising some 10,000 words in one day. Does this mean that we have to include the CV, Annex 7 and annex 6b of all these 80 translators? Or have we misunderstood something?
- (2) Under 6.2.3 Technical background, Criterion: Experience, technical knowledge and credibility of proposed team, as documentary evidence is required:
 - Annex 7 (INFORMATION SHEET)
 - Europass curriculum vitae template

The information requested in Annex 7 and in the Europass is partly the same.

As I understand, free-lance translators, revisors and the enterprise's managerial staff are required to fill in Annex 7.

Could you please specify which persons are required to fill in additionally the Europass template? Does your specification "each person involved in the execution of the tasks foreseen in the tender" refer to the enterprise's managerial staff only or also to free-lance translators/revisors?

- (3) Section 6.2.3. *Technical background of technical specifications. Information referred to the experience, technical knowledge and credibility of proposed team:*

Evidence to be provided:

- **Annex 7** – To be signed by the legal representative of the tenderer. Do freelance translators need to sign Annex 7 as well. Please confirm

- **Europass for each person involved in the tender** – Does the Europass need to be signed by the individual translators. If so, are faxed or scanned copies sent per email considered enough evidence?

Is it necessary to provide further evidences, such as copies of diplomas or reference letters to support translators academic and professional background? Please confirm.

ANSWER 2:

- (1) This point is dealt with under section 6.2.3. [pages 22 and following one(s)] which clearly enumerates the documents and formats which will be used for evaluating offers. Moreover, the footnote of Annex 7 (page 34), mentions clearly "*fill in one page per person*".
- (2) As per the guidelines under section 6.2.3, both Annex 7 and the Europass curriculum vitae have to be provided for each person involved in the execution of the tasks foreseen in the tender, including managerial staff, in house and free-lance staff responsible for translating and revising the translations.
- (3) - Yes, freelance translators need to sign Annex 7.
- The Europass curriculum vitae does not need to be signed.
- It is not compulsory to provide further evidences such as copies of diplomas or reference letters, however tenderers are free to attach additional supporting documentation to the Europass CV.

3. QUESTION: INFORMATION RELATED TO THE MANAGEMENT CAPABILITY OF THE TENDERER

Section 6.2.3. *Technical background of technical specifications. Information referred to the management capability of the tenderer:*

- *Description of the measures employed to ensure the quality of the service is to be provided:*
We understand that this description shall cover all the aspects to be evaluated by applying the award criteria mentioned under section 6.3. Is the tenderer free to address these issues by

describing the working procedures to be followed for the execution of the requested jobs, or do you consider preferable to address them by means of individual descriptions covering each specific aspect to be evaluated?

ANSWER 3:

Tenderers are free to determine the way they will present information related to management capability.