



Our ref: **ReSPA/EC/SER/002-16**

Request for clarifications from tenderers to ReSPA Evaluation Committee

Dear Sir/Madam,

Thank you for the interest showed in participating at the tender for the provision of interpretation and translation services. Please find below set of questions received from tenderers and clarifications submitted from the contracting authority- ReSPA.

Question 1. Since we are NGO for the professional development of translators and interpreters, could you please clarify whether we are eligible to participate in the tender?

Clarification 1. *Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed.*

Question 2. In relation to the above mentioned tender, we are kindly asking to give us clarification if the invited companies are allowed to create a consortium?

Clarification 2. *Please refer to Service contract notice article 10 and 11. "Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below).*

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded."

Question 3. Given the fact that we are located in Bosnia and Herzegovina and that the provision of interpretation services would not be cost-effective because of the distance as well as that we are, on the other hand, in a position to provide translation services from English to Bosnian/Serbian/Croatian and vice versa, we would like to kindly ask you to provide us with information as to whether we would be eligible as tenderers in case that we submit an offer for the service concerned or not?

Clarification 3. *Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below)*

Question 4. Does this mean that it is not a competitive negotiated procedure but an open or restricted procedure and that anyone may bid for it?

Clarification 4: *This tender falls under the threshold for competitive negotiation procedure. Still due to the limitation of available resources at ReSPA, all entities which due to limited capacities were not included in the market research conducted by ReSPA in the past, and which consider to be eligible for this tender, are invited to send their application in addition to the initially invited entities. This provision is in line with the procurement procedures adopted by ReSPA as international organization.*

Question 5. Is the contract a global price contract or a fee-based contract?

Clarification 5. *Considering the well-defined deliverables and quantities, in terms of planned events where interpretation should be provided, as well as the estimated volume of translation services, which need to be performed by the identified profiles of interpreters/translators – key experts which obliges soft skills and a good understanding of the local context, in addition to the encouragement of the new PRAG provisions to make use of the comparative advantages of global price contracts, please kindly note that this is global price service contract.*

Question 6. Does the tenderer have to submit the mentioned proofs with the tender, or is the declaration on honour sufficient at the tender submission stage?

Clarification 6. We would like to draw your attention to *the section 5 of the ITT item Technical offer, which refers to the following:*

Documentary proof or statements required under the law of the country in which the company (or each of the companies for consortia) is effectively established, to show that it is not in any of the exclusion situations listed in section 2.3.3 of the Practical Guide. This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender. In addition, a statement must be furnished stating that the situations described in these documents have not changed since then. If the nature of your entity is such that it cannot fall into the exclusion situations and/or cannot provide the documents indicated above (for instance, national public administrations and international organisations), please provide a declaration explaining this situation. The Contracting Authority may

waive the obligation of any candidate or tenderer to submit the documentary evidence referred to above if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the candidate or tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed.

Question 7. Should the tenderer use the supplied application form 'Annex D I Tender submission form doc.doc' and assume that the contracting authority will itself extract the necessary financial data from the proofs submitted, or should it use the form provided for in the PRAG for a competitive negotiated procedure?

Clarification 7. *Please check the corrigendum No. 2, which includes the updated form which is required in the bidding process.*

Question 8. May we ask for the evaluation grid to be brought into line with the structure of the PRAG's organization and methodology, so that it is clear how this will be evaluated?

Clarification 8. *Considering the previous experience in implementation of interpretation and translation services for ReSPA in the past, we have established a stand point that the quality of required service, in its major part, is ensured through quality/experience interpreters and translators. In this regards the provided evaluation grid reflects the specifics of our standpoint, and guides tenderers to scope and demonstrate understanding of the contract and identified risks and assumptions affecting the execution, elaborated in the narrative part of the technical offer, through the identified capacities of proposed key experts. Focusing on the identified capacities of the offered key experts CVs (interpreters and translators) the tenders are expected to explain the approach proposed for contract implementation ensuring outreach of the objectives and related inputs and outputs. Understanding the general overall structure of the evaluation grid available in PRPAG, related to the evaluation of organisation and methodology, the enclosed evaluation grid goes step deeper and identifies critical evaluative subcategories, expressed through the quality of the required minimum amount of key experts -CVs, aligned with the narrative part of technical offer. This is to ensure that the identified focus of the evaluation reflects the technical offer through the assessment of "WHO?" – offered key experts, and ensures the viability of the proposed approach and understanding of expected contract deliverables. In particular the Terms of Reference in point 7.1.1 is listing the areas to which the organisation and methodology should be focused – which output should be reflected in the provided key experts.*

Question 9. Will the tender dossier be amended to respect the PRAG rules and not place an unreasonable burden on tenderers and experts, nor exclude an immense pool of the best talent from the execution of the contract, nor ask tenderers to select and offer a set of translators / interpreters based at locations of their choice as somehow being 'key' when they play no key role?

Clarification 9. *Considering the previous experience with delivery of interpretation and translation services for ReSPA, in the past 5 years, ReSPA standpoint is that the dedication and availability of quality experts – interpreters/translators – are of crucial importance for proper delivery of the required*

services. Additionally, upon timely announcement of the envisaged events, quality performance of the contract requires the bidding entity to have available at least 2 sets of interpreters in order to be able to supply 2 simultaneous events. One set of interpreters is considered for 3 regional languages, 2 interpreters per language. Seemingly, the bidding entity is required to have available also the required minimum of available translators – which should perform timely announced translation needs. Considering these particularities of the project, the contract needs Key experts as those whose involvement is considered to be instrumental to achieve the contract objectives. Requirements for key experts are stipulated in the instruction to tenderers point 4.1. (3)

Question 10. Will the maximum price, or other conditions, be amended to allow travel to Danilovgrad to be affordable?

Clarification 10. *Please refer to the TOR where it is stipulated that “The Contractor shall not charge any additional cost, such as travel expenses or per diem, for an Event held at ReSPA Campus in Danilovgrad, Montenegro”*

Question 11. May we ask for the tender dossier to be amended to reflect how the translation industry actually works in practice?

Clarification 11. *Considering that ReSPA is unique regional international organisation, with its seat in Danilovgrad, Montenegro, along with the previous experience with this service, ReSPA implies deliverables which fits its needs. Furthermore, it is our firm believe and fact from the past, that translation industry was and will provide the required services and will accommodate to the customised demand requirements. In this regards please also see the answers under the Answer points 5, 8 and 9.*

Question 12. We just wanted to make sure the following: for the Key Experts - in this case translators / interpreters we need the following: 1. CV - 3 pages only; 2. Reference letters and or proof of their previous professional works; 3. Signed Declaration of Exclusivity and Availability. Is there anything else we might be missing regarding the Key Experts.? On the other side, for the company documents, is this a tender that needs financial guarantee or it is a tender that implements payments on event basis.

Clarification 12. *Annex IV: key experts list all documenting requirements. This tenderers does not require financial guarantee, while payments will be made on event basis*

Question 13. Regarding economic and financial capacity of the tenderer which criteria will be applied, the average annual turnover that must exceed the annualized maximum budget of the contract or current ratio?

Clarification 13. *Please refer to corrigendum no. 2 published on the ReSPA website where detailed tables have been included providing additional information regarding this data.*

Question 14. It has been defined that the CVs of each key expert should be no longer than 3 pages. Our interpreters possess very rich experience in their field of work and their CVs are longer than 3

pages. If we enclose longer CVs, will that jeopardize success of the further evaluation of the tender application?

Clarification 14. *Under item 4.1 Technical offer point 3b Key experts it states: Each CV should be no longer than 3 pages and only one CV must be provided for each position identified in the Terms of Reference. In this regards the additional pages included may not be taken in consideration in the evaluation of the CVs.*

Question 15. Terms of Reference under 4.1.5 Duration of the Contract is mentioning the possibility of extension. Do you refer to the no-cost extension of the signed contract?

Clarification 15. *Indeed, the mentioned contract extension under the item 4.1.5 refers to the possibility of non-cost extension.*

Question 16. When submitting the tender proposal, namely SERVICE TENDER SUBMISSION FORM, is it necessary to number each page manually, stamp it with the official company stamp and put initials of the authorized person?

Clarification 16. *Service tender submission form (please refer to the corrigendum no 2. on the ReSPA website) shall be filled in as per provided formats with placing signatures on indicated places.*

Question: 17. In case that ENGLISH-MACEDONIAN combination is needed for an event taking place in Danilovgrad, there are no domicile interpreters for such combinations in Montenegro and we have to bring them in from Macedonia. Would in that particular case travel expenses and per diems be paid by the Contracting Authority?

Clarification 17. *Please refer to the TOR where it is stipulated that “The Contractor shall not charge any additional cost, such as travel expenses or per diem, for an Event held at ReSPA Campus in Danilovgrad, Montenegro”.*

We are looking forward to receive your bids.

Yours Sincerely,



Mr. Vlatko NAUMOVSKI
ReSPA Operations Manager