



Our ref: **ReSPA/EC/SER/001-18**

Date: 9 March, 2018

## Answers to requests for clarifications from tenderers

Dear Sir/Madam,

Thank you for the interest in participation in the ReSPA Tender for provision of interpretation and translation services. Please find below set of questions received from tenderers and clarifications provided by the contracting authority - ReSPA.

**Question 1.** After a detailed insight into the invitation and tender information, we have to mention that in case it is necessary to deliver CVs and other data on our interpreters, we do not do this because we act as a company and this is considered our private documentation. Please advise.

**Answer 1.** Required documentation stipulated in the Tender dossier is necessary for conducting the evaluation process in the tender procedure. For more details concerning the confidentiality of submitted documents, please refer to the Tender Dossier Annex - Invitation to tenderers in particular the Article 12.4 Confidentiality.

**Question 2.** Could you please advise on the matter if our company (registered seat in Podgorica, whose activity is providing translation, editing and proofreading services only) is eligible since it has been founded in January 2017 and we haven't previously submitted tenders so far. Translators/court certified translators hold long experience individually, in provision of the stated services, but the legal entity as such is established last year. Our aim was to bid for the Lot 2.

**Answer 2.** The evaluation of the administrative compliance of the bidder is precondition for further consideration and evaluation of your offer, therefore the requirements stipulated in section 16. Selection criteria of the Annex Service Contract Notice are prerequisite for the evaluation process.

**Question 3.** Are only companies from countries within the EU eligible to bid for this tender or can companies from Macedonia also bid.

**Answer 3.** For all ReSPA Tenders companies registered both in EU and ReSPA Members are eligible to bid for the tender, and this indeed includes Macedonia. The comprehensive elaboration of this requirement is stipulated in the Annex Service Contract Notice section 10 Eligibility

**Question 4.** In the particular procedure interpreters/translators are non-key experts, but they still need to sign statement of availability with the exclusion criteria?

**Answer 4.** Fulfilment of stipulated requirements in the Tender dossier and enclosed Terms of Reference are necessary for adequate evaluation process. In this respect, the Non- key experts shall sign Declaration of Availability and Conflict of Interest form. This form is included in the Tender dossier.

**Question 5.** 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?

**Answer 5.** For the purpose of the evaluation process, Service Tender Submission Form should be signed and stamped at the designated field.

**Question 6.** It is indicated that 8 non-key experts (interpreters) are required per language combination. Does the final number (if we apply with more than 24 interpreters) of interpreters have the impact on the overall result of the selection procedure?

**Answer 6.** Terms of Reference are indicating the optimal requirement for fulfilment of the service, against which the offer is evaluated in line with the stipulated requirements and provided forms. At this stage we could not estimate nor speculate the overall impact of any variables that you may consider to be included in your offer.

Respectfully,



Vlatko Naumovski  
ReSPA Operations and Finance Manager - Coordinator