



Publications Office

Directorate Resources
Calls for tenders and Contracts Unit

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E-MAIL + FAX

Subject: Invitation To Tender n° 10389: " Editorial, graphical and technical assistance in design, production, translation and maintenance of the collection of *Summaries* of EU legislation " **Additional information n° 1** (Ref. 1040881)

Dear Madam, Sir,

Please note that page 5, point 1.2, second paragraph, second sentence:

"..... the Contractor will continuously follow the evolution of EU law and policies and their interpretation by the Court of Justice of the EU"

Is replaced by:

"..... the Contractor will continuously follow the evolution of EU law and policies and the interpretation of the former by the Court of Justice of the EU"

Following receipt of questions concerning the above-mentioned Invitation to Tender, please note the following:

Q1 *In the PARF template (annex 7) under the heading AREAS COVERED, it is mentioned "Capacity to deal with a permanent workload including resources of at least 15 members of staff per year" and tenderers are asked to provide a financial figure representing this activity. Are we expected to provide the financial staff costs of the team members for three years? Or the global invoiced amount reflects the manpower required?*

A1 The staff costs for the project concerned are to be indicated.




Q2 *Freelancers (handling less than 20% of the contract value) are expected to sign the Exclusion Criteria declaration , the Letter of Intent and information on their activity which is requested under Technical and professional capacity selection criterion N°3 and in Annex 4 (second and third pages) for EACH freelancer. In other words for a team of freelance translators from English and/or French to all official languages we would be expected to submit paperwork of at least 6 -7 pages for each freelance translator - for a team that could easily exceed 100 translators. Can you please confirm that this kind of administrative requirement applies also to freelance translators handling a particular language combination?*

A2 Yes, this administrative requirement applies also to freelance translators handling a particular language combination for less than 20% of the value of the contact. The documents to be provided for such a case are listed below:

Documents to be provided	Maximum number of pages
Declaration on grounds for exclusion	2
Letter of intent	1
Questionnaire for joint offers subcontracting and freelancing second and third pages (the first page will be provided once for joint offers and/or all subcontractors/freelancers)	2
Selection Criterion 1: Description of Economic Activity	1
Selection Criterion 3: Translation services to be provide	1

Yours faithfully,


Maria Manuela CRUZ
Head of Unit