39. Under “Supplier qualification requirements“it was indicated that:

“Bidder is established as a company and legally incorporated in Europe or Central Asia.”

 The above question was also presented in question and Answer 10 of your previous response but it is not clear and it seems that legal registration Europe or Central Asia or joint venture is required.

 Do we need to be legally registered in Turkey and other countries in Europe and Central Asia or a joint venture with other company in that region to submit the proposal?

 We are a USA company and we don’t have registration in Turkey and other countries in Europe and Central Asia or we don’t also have a joint venture with any other company in that region.

 Is registration or joint venture mandatory to submit the proposal either for translation or interpretation or both and also the award?

If that is so we can’t submit our proposal in response to this RFP.

Please, advise.

Bidders need to be established as a company. It is important that the company can provide services in Europe and Central Asia.

Companies can have legal registration in any country of the world, as long as they can provide services in Europe and Central Asia.

Having a joint venture is not mandatory. Joint ventures are allowed if companies wish to do so.

For companies outside Turkey, written translation services can be provided by online means. For interpretation services, physical presence of interpreters will be needed at meetings and events.

40.  We can provide professional and general liability insurance which is standard in the industry. However, we can’t provide workers compensation insurance because this kind of insurance that is obtained when you have a payroll employees.

As we don’t have payroll employees we can’t get it. So, in this case, are we qualified to submit the proposal and be awarded the contract?

Companies who are not able to provide workers compensation insurance are also qualified to submit a bid; however it should be noted the contractor will be fully responsible with all security and insurance matters of their employees throughout the duration of the awarded contract.

41. We don’t have time and situations that enable us to provide the audited financial reports. However, we have no debt and we are a profitable and a fast growing company. We are/were vendors for many UN agencies.  We can provide our Credit Score report from major rating companies in USA.

Is that enough to make us qualified to submit our proposal and or may be to be awarded the contract?

Copies of audited financial statements are mandatory as part of the technical bid as per *Article*

*15.1.10. of* *Section I: Instructions to Bidders.*

 42. For some reason, we are not able to find the sample text to be translated as a test for submission with the bid proposal. Please, would you email it to us?

Please read the *Section II – Annex A: Instructions for Preparing Technical Bid* carefully. The sample text is at the end.

43. “Annex D: Bidder´s previous experience, you will need to list real experiences you had with international organizations. This documents needs to be verified by a chartered accountant, who is a qualified accounting professional.”

The above statement seems to be unusual because a chartered accountant has nothing to do with the list our clients and our jobs and he/she has no idea about it. However, we can list the clients as references so that you may contact them for verification. So, would you please waive this requirement of the verification by a chartered accountant?

For the purpose of validating *SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE*, the chartered accountant can be an employee of the company. It is mandatory that this document is verified by a chartered accountant.

On another note, please note that the copy of the previous year’s audited Company Balance Sheet/ Financial Statements as per Article 15.1.10 needs to be verified by an external chartered accountant

1. On SECTION I, 2 Eligible bidders, “legal capacity to deliver in Turkey” is requested. We are an Italian Company which supplies services in all Europe and Latin America, and for that reason we consider to have legal capacity to deliver in Turkey. However we would like to have an explanation about this issue.

Bidders need to be established as a company. It is important that the company can provide services in Europe and Central Asia.

Companies can have legal registration in any country of the world, as long as they can provide services in Europe and Central Asia.

For companies outside Turkey, written translation services can be provided by online means. For interpretation services, physical presence of interpreters will be needed at meetings and events.

1. In the Annex E, what do you mean with Business Authority and Legal Authority?

Annex E requires bidders to propose deviations to the general conditions. This document needs to be signed both by the person preparing the bid from the company and also by someone from the legal department of the company (or where the company takes legal advice).

1. In order to offer our best rates and services, we would like to know how much translation pages and interpretation days were requested/needed by your offices on the previous year. This will be really helpful for us.

For 2014, approximately 700 pages of written translation have been done

1. With regards to the travel and accommodation of interpreters in Section II, from the ToR we presume the cost for accommodation if the event is outside Ankara or Istanbul will be met by the EECARO. Is that correct and are there any circumstances where the EECARO will pay for accommodation for if the event is in Istanbul or Ankara?

Please refer to *the Terms of Reference*:

UNFPA EECARO will reimburse costs of interpreters travelling to an assignment only when the event is outside Ankara or Istanbul. The travel tickets will always be economy class and the entitled ticket and itinerary shall be confirmed by UNFPA EECARO staff in advance. For accommodation, interpreters will benefit from UNFPA EECARO’s meeting package arrangements. Any further costs should be confirmed with UNFPA EECARO in advance and invoices of such expenses shall be presented along with the invoice for the interpretation services.

1. Could you advise if interpreters will receive lunch and/or dinner at meetings or if we should include a per diem in our cost proposal?

Interpreters will benefit from UNFPA EECARO’s meeting package arrangements, which most of the time includes lunches and coffee breaks. If the event takes place outside Ankara or Istanbul, accommodation and dinner expenses will also be covered by the meeting event package.

1. As the mentioned annual volume of translation is 700 pages, how many of that approx. is EN-RU and how many is RU-EN?

No specific numbers can be given.

1. Price sheet: Should we quote for the translations only or does the price have to include the proofreading or editting service as well?
2. Occasionally UNFPA EECARO needs proof reading or editing for its internal documents. Please note that bidders are not requested to offer quotes for this service at the Price Schedule Form; however proof reading and editing services are mentioned in the RFP in order to give bidders an understanding of what might be asked from the company who is awarded the contract.
3. What do you mean by the „live example“ mentioned in the References?

Part of the technical evaluation scoring will include specific experience and expertise of the company relevant to UNFPA’s mandate as stated in the RFP, therefore it is important to give relevant examples of previous work.