

## CLARIFICATION no. 2

### Procurement procedure CEPOL/PR/OP/2018/002 - Services to Support CEPOL Project Activities in Turkey

#### Answers to questions sent by interested economic operators.

No.	Question	Answer
1	Please could you confirm that the requested translation process is the one following the high-quality standard ISO 17100: translation with revision managed by a second translator (2 different linguists). This process assures the good quality of the translation.	According to the information included in the Tender Specifications, all selection criteria that should be fulfilled by the tenderers are listed in section B.6.2. Capacity of the tenderer: Selection Criteria. Please note that there is no selection criteria linked with minimum ISO quality standards for translation services.
2	In order to settle a price for the translation of a "PPT Slide" please confirm the number of word per slide (average and/or maximum).	PPT slides are not meant to display a large amount of information - they shall be drafted using a minimum font size of 24, will include only key words or short sentences. Based on the previous experience of the Contracting Authority, the maximum number of words included in a PPT slide is 100 (please note the presented estimation is for information purposes only and is not binding to the Contracting Authority).
3	Regarding translation in the Tender Specifications B.1.3. SPECIFIC REQUIREMENTS TO THE SERVICES - you request " <i>maximum 7 working days from the receipt of the documents to be translated for documents having 7,501 characters without spaces or more / PPT presentations having 11 slides or more</i> ", is there any maximum settled about characters for this type of translation? Let's imagine a document having 1,000,000 characters, would the 7 working days maximum also apply?	According to the information presented in section B.1.3. of the Tender Specifications, any document having 7,501 characters without spaces or more / PPT presentations having 11 slides or more shall be delivered in maximum 7 working days. It is the responsibility of the tenderer to be able to provide the services requested by the Contracted Authority and to make the necessary arrangements for the timely delivery of the translation of the documents. The arrangements foreseen by the tenderer in order to ensure the timely delivery of translation for documents, should be presented by the tenderer in the Technical Proposal Form (see section B.7.1. Technical Evaluation of the

No.	Question	Answer
4	<p>As stated in the Tender Specifications - B.6.2.1. ECONOMIC AND FINANCIAL CAPACITY</p> <p><u>Selection criteria</u>  <i>The tenderer must prove that he is in a stable financial position and he has the financial capacity to provide the required services. <b>The tenderer's average yearly turnover for each of the last three financial years for which accounts have been closed should be at least 200,000 EUR per year.</b> In order to participate in this procedure the tenderers shall provide:</i></p> <ul style="list-style-type: none"> <li>- <i>the "Declaration on honour on exclusion and selection criteria" drawn up according to the template found in Annex IV, dated and duly signed by an authorised representative of the tenderer. The successful tenderer shall provide (upon request) the following proof that they meet this selection criterion:</i></li> <li>- <i>financial statements (balance sheets &amp; profit and loss account) for the last three financial years for which accounts have been closed, or equivalent documentation (e.g. where company law in the country in which the tenderer is established does not require the publication of the balance sheet).</i></li> </ul> <p><b>The tenderers may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to CEPOL that it will have at its disposal the</b></p>	<p>Tender Specifications – Award criteria 1) and will be assessed and scored by the Evaluation Committee.</p> <p>Please note that participation in the tender is open to any interested economic operator. The Evaluation Committee will assess, on a case-by-case basis, the accomplishment of the selection criteria for all the valid offers submitted before the deadline. It is up to each interested economic operator to submit a tender as the latter sees fit, in order to ensure the fulfilment of the published criteria. This means that it is up to each interested economic operator to decide whether to submit a joint offer (with the respective branches or entities listed as partners), rely on subcontractors or rely on the capacities of other entities. In the latter scenario, all entities concerned must provide to the Contracting Authority:</p> <ul style="list-style-type: none"> <li>- Annex IV - Declaration on honour on exclusion criteria and selection criteria</li> <li>- information about the representative of the entity (name, date of birth, place of birth, full address, e-mail, telephone, position within the entity)</li> <li>- a written statement/commitment confirming that the necessary resources are placed at the disposal of the tenderer throughout the implementation of the contract</li> </ul> <p>As stated in the tender specifications, CEPOL may require that the third party be jointly liable for performance of the contract. In practice this third party will be required to sign the contract (become a contractor) or, alternatively, to commit itself to execute the contract jointly and severally with the contractor by providing a letter or intent to that effect.</p>

No.	Question	Answer
	<p><i>resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. CEPOL may require that the tenderer and the entities referred above are jointly liable for the execution of the contract.</i></p> <p><i>If, for any valid reason, the tenderer is unable to provide the documents requested by the contracting authority, he may prove his economic and financial standing by any other document which the contracting authority considers appropriate.</i></p> <p>Could you please confirm that <b>xxxx</b> can be the applicant for this tender, <b>representing the xxxx and all its branch/entities as xxxx</b>, despite the fact that the entity xxxx itself has been created only recently in 2017.</p> <p>Could you please confirm that for the <b>project references, annual turnovers and the seniority, we can use the global data for the whole xxxx, including all its branch/entities as detailed above?</b></p>	