



INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFQ-18-038 Translation Services

Questions and Answers

June 5, 2018

- 1. Question:** Do we need to translate registration documents of the company into English?
IFES Responds: No need to translate registration documents of the company, please attach the registration documents with the original language.
- 2. Question:** in the RFQ, IFES asked about Proofreading / Copy-editing in English, Russian/Ukrainian - will it be a copy-editing without original text or the original (source) text will be provided in such cases?
IFES Responds: It depends on the text, if it is translation of the report/document, original text will be provided, but not all copy-editing will be editing translated material. Mostly it will be editing texts written on that language by nonnative speakers.
- 3. Question:** In reference with the RFQ section "For the written translation and/or proofreading/copy-editing"; it would be quite a problem for us to provide real translations provided to the clients, as we are bound by strict confidentiality agreements in most cases. Would it be possible to perform a separate test translation (s) for IFES in required language pairs? Alternatively, we can provide some translations performed for IFES in 2016-2017. Please let us know what is the best way to proceed.
IFES Responds: You can provide some translation performed for IFES in 2016-2017. If any service provider is bound by confidentiality agreement, they can take any publicly available elections related report/material/publication from IFES website or any other source and provide translation and submit along with the response to RFQ.
- 4. Question:** Is it required for a bidder to have a website?
IFES Responds: No
- 5. Question:** Can we submit CVs of interpreters that cooperate with other firms as well?
IFES Responds: Yes, but indicate tentative availability
- 6. Question:** Can you tell us oriental amount of words that IFES will need to translate during future potential cooperation? We need this information to prepare CVs of translators and editors.
IFES Responds: IFES can't exactly estimate anticipated volume of order, please follow the RFQ and provide CVs of all proposed translators.

7. **Question:** Please, confirm that any vendor is free to propose its offer for all or one of the services required.
IFES Responds: Yes, this is a joint bid for several services. Any vendor can bid for all, some or only one service.
8. **Question:** Does IFES prefer Ukraine -registered and based supplier for oral/simultaneous translations? If yes, what is the preferred legal status - individual contractor, PE or LLC? Is it possible to offer our Ukrainian sub-contractor?
IFES Responds: For oral/simultaneous translation services sometime requests come in a short notice, that requires a quick response. Translators for these services should be based in Ukraine to be available for the event. IFES does not have preferred legal status, but keep in mind that IFES Ukraine might request for VAT exemption for provided services because of its official status in Ukraine. This RFQ allows sub-contracting of services in case if Service Provider will remain the only focal point, please indicate which services will be sub-contracted and to which company.
9. **Question:** Does IFES has any recommended structure of the offer or we may use our own template?
IFES Responds: No, IFES doesn't have any preferred template/form, please note each bidder must include the tables listed in the RFQ in the offer.
10. **Question:** Does IFES provide any Word copy for Tables 1-3 or we may just copy these Tables from the tender documents not changing their format?
IFES Responds: Please copy the tables from the RFQ.
11. **Question:** Please, confirm that the final offer should be sent to nyousef@ifes.org and stokhi@ifes.org, but not to any other address?
IFES Responds: Yes, confirmed. Please follow the instruction provided in the RFQ.