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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFQ-20-025

Questions and Answers

February 10, 2020

1. Is there an estimated amount of procurement for translation for 2020?

IFES Responds: IFES cannot provide an estimated amount to be translated in 2020 at this point as it varies based on the scale and type of activities.

2. May you provide a schedule of events or the estimated number of concurrent events to understand the number of translators required for interpreting?

IFES Responds: The schedule of events depends on various factors such as funding, timelines, political situation, etc. and therefore cannot be determined in advance. As for the number of concurrent events, this amount usually does not exceed 5 but may also vary.

3. We found out that you want the information about number of pages (1800 characters with spaces) that can be translated per day. But in price proposal you want the price for translation of the one word. Tell us, please, if this discrepancy is accurate?

IFES Responds: This information is accurate. The amount of words per page is set to determine the meaning of 'rush' translation.

4. May you clarify our understanding of what the deferred payment is?

IFES Responds: IFES' general payment terms are within 30 days after the delivery and acceptance of services. Regardless, this clause will be discussed with the awarded vendor/s.

5. May you send us the template contract for the services to review.

IFES Responds: The contract template will be shared with the selected vendor/s prior to signing. The overall arrangement will be a Blanket Ordering Agreement with a total ceiling amount. There will not be any obligation from the IFES' side to utilize any specific amount. Each service request will be followed by a task order request from the organization defining the exact scope of work and timeline required.

6. Question: When will the test assignment (written translation of the document provided by IFES (ENG-UKR, UKR-ENG)) be sent?

IFES Responds: The test assignment was not shared with the original solicitation but was posted on IFES.org on February 3 as a separate document. Please see here (<https://www.ifes.org/procurement-notices>).

7. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references. If I present a letter of recommendation (character reference), can it be in Ukrainian, or is English a must in this case?

IFES Responds: IFES does not require letter or recommendation, but one of the main requirement of the RFQ is to provide three contact details for IFES to obtain references if deemed necessary. If bidder decides to submit a letter of recommendations in addition, it can be in Ukrainian or English.

8. We should provide translation and price to Translate into English and Ukrainian?

IFES Responds: Yes, if you look into the TABLE 3 included in the RFQ, each type of translation has a different line to fill out. Please feel all that applicable.