

ADDENDUM NO.5

Questions and Answers

September 11, 2017

To: All Bidders

Subject: Scientific Translation Services - RFP F0104

Bidders are hereby notified of the following questions raised to date.

Question 1.

Indicate the expected daily translation volume in regular work.

Answer 1.

Calculating a daily volume of expected translations would not only be difficult but would also be an inaccurate demonstration of the expected work.

Question 2.

Better define what you mean by urgent work as there was no indication of volume provided. There are limits in terms of volume to deliver a translation or editing the same day.

Answer 2.

It will be fairly uncommon to require urgent translation. Any urgent translation would typically be shorter documents (one page or less).

Question 3.

With regards to the Financial Proposal, editing services are typically priced on an hourly basis. Editing of documents is highly dependent on the specific nature and quality of the document being edited and as such per Word rates rarely reflect the actual effort required to properly complete the task.

Would CFIA consider modifying the pricing format to include an hourly rate for editing services instead of a cost per word rate?

Answer 3.

CFIA will modify the financial proposal for the editing services from cost per word to an hourly rate. As a result CFIA will also extend the closing date to Friday September 15, 2017 at 3:00 pm.

ALL OTHER TERMS & CONDITIONS OF THE SUBJECT RFS REMAIN UNCHANGED.

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