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| **Request for Supply Arrangement** | **EN966-140305/J** |
| **NAME OF SUPPLIER** |  |
| **PROCUREMENT BUSINESS NUMBER** |  |
| **Suppliers must demonstrate their quality management and deadline compliance processes.** | **The supplier must demonstrate that its resources possess the minimum qualifications as required by The Translation Bureau.****Each resource must:**1. **Be a certified member in good standing of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) or a provincial or territorial professional association affiliated with the Canadian Translators, Terminologists and Interpreters Council (CTTIC).**

**OR**1. **Hold a bachelor’s degree in translation from a recognized university.**

**OR**1. **Have taken steps to obtain certification and to obtain it within 12 months of the date of issuance of the SA.**
 |
| **The supplier must provide a description of its Quality Control Process (quality management and deadline compliance processes).****OR****The supplier must provide a Proof of certification related to the National standard *CAN/CGSB-131.10-2008, Translation Services.*** | **The supplier must provide one of the following for each resource:** * **a copy of a university degree;**
* **a copy of the certificate of affiliation to a professional association;**
* **a certificate issued by a professional association confirming that the proposed resource has taken steps to obtain the certification.**
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**NOTE: If the supplier has performed translation in the same domain in both language combinations, please insert a second line for this field.**

| **FIELDS** | **CLIENT****Name of contact person****Email address** | **START DATE****(MM/AAAA)** | **END DATE****(MM/AAAA)** | **FRENCH TO ENGLISH** | **ENGLISH TO FRENCH** | **NUMBER OF TRANSLATED WORDS** |
| --- | --- | --- | --- | --- | --- | --- |
| **ADMINISTRATIVE FIELD****For evaluation purposes, translation experience is defined as follows:*** For English to French translation, the supplier must demonstrate translation experience in any fields of at least 600,000 words over the last five years as March 1st 2013 to March 31st 2018.
* For French to English translation, the supplier must demonstrate translation experience in any fields of at least 600,000 words over the last five years as March 1st 2013 to March 31st 2018.
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| **General and Administrative texts** |  |  |  |  |  |  |
| **INSTITUTIONAL FIELDS****For evaluation purposes, translation experience is defined as follows:*** For English to French translation, the supplier must demonstrate translation experience in the field selected of at least 600,000 words over the last five years as March 1st 2013 to March 31st 2018.
* For French to English translation, the supplier must demonstrate translation experience in the field selected of at least 200,000 words over the last five years as of March 1st 2013 to March 31st 2018.
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| **Indigenous** |  |  |  |  |  |  |
| **Real Property**  |  |  |  |  |  |  |
| **Police forces (RCMP)** |  |  |  |  |  |  |
| **Border services** |  |  |  |  |  |  |
| **Public safety** |  |  |  |  |  |  |
| **Correctional Services** |  |  |  |  |  |  |
| **Parliamentary Proceedings**  |  |  |  |  |  |  |
| **Employment** |  |  |  |  |  |  |
| **Immigration** |  |  |  |  |  |  |
| **Software, applications and hardware** |  |  |  |  |  |  |
| **Government contracts and procurement** |  |  |  |  |  |  |
| **Military - Air element** |  |  |  |  |  |  |
| **Military - Land element** |  |  |  |  |  |  |
| **Military - Sea element** |  |  |  |  |  |  |
| **Political sciences and diplomacy** |  |  |  |  |  |  |
| **Sociology** |  |  |  |  |  |  |
| **Arts and culture, museology and heritage, sports and recreation** |  |  |  |  |  |  |
| **Air transport** |  |  |  |  |  |  |
| **Marine transport** |  |  |  |  |  |  |
| **Rail transport** |  |  |  |  |  |  |
| **Road transport** |  |  |  |  |  |  |
| **SPECIALIZED FIELDS** **For evaluation purposes, translation experience is defined as follows:*** For English to French translation, the supplier must demonstrate translation experience in the field selected of at least 200,000 words over the last seven years as of March 1st 2011 to March 31st 2018.
* For French to English translation, the supplier must demonstrate translation experience in the field selected of at least 200,000 words over the last seven years as of March 1st 2011 to March 31st 2018.
 |
| **Animal and plant biology** |  |  |  |  |  |  |
| **Forestry and silviculture** |  |  |  |  |  |  |
| **Biotechnology and genetics** |  |  |  |  |  |  |
| **Fisheries and aquaculture** |  |  |  |  |  |  |
| **Commercial law and copyright** |  |  |  |  |  |  |
| **Courts and administrative law** |  |  |  |  |  |  |
| **Constitutional law, criminal law, Indigenous law and family law** |  |  |  |  |  |  |
| **Tax law and civil law** |  |  |  |  |  |  |
| **Maritime law and labour law** |  |  |  |  |  |  |
| **Collective agreements, national and international agreements and contracts** |  |  |  |  |  |  |
| **Banking and compensation** |  |  |  |  |  |  |
| **Land and railway vehicles** |  |  |  |  |  |  |
| **Aircraft construction and flight mechanics** |  |  |  |  |  |  |
| **Boat and ship building and marine engineering** |  |  |  |  |  |  |
| **Machines and tools** |  |  |  |  |  |  |
| **Weapons systems** |  |  |  |  |  |  |
| **Medicine** |  |  |  |  |  |  |
| **Health promotion (and OHS component)** |  |  |  |  |  |  |
| **Veterinary medicine** |  |  |  |  |  |  |
| **Dentistry** |  |  |  |  |  |  |
| **Fossil-fuel based and renewable energy** |  |  |  |  |  |  |
| **Nuclear energy** |  |  |  |  |  |  |
| **Ecology and environment** |  |  |  |  |  |  |
| **Production of primary animal or plant products** |  |  |  |  |  |  |
| **Agri-food: production and industry** |  |  |  |  |  |  |
| **Geology and related fields** |  |  |  |  |  |  |
| **Oceanology** |  |  |  |  |  |  |
| **Atmosphere, meteorology** |  |  |  |  |  |  |
| **Geodesy and remote sensing** |  |  |  |  |  |  |
| **Chemistry** |  |  |  |  |  |  |
| **Physics (astronomy, astrophysics)** |  |  |  |  |  |  |
| **Aerospace** |  |  |  |  |  |  |
| **Mathematics** |  |  |  |  |  |  |
| **Textile and clothing industry** |  |  |  |  |  |  |
| **Wood industry** |  |  |  |  |  |  |
| **Mining industry** |  |  |  |  |  |  |
| **Materials industry** |  |  |  |  |  |  |
| **Broadcasting and radiocommunications, telephony and telematics** |  |  |  |  |  |  |
| **Electricity and electronics** |  |  |  |  |  |  |
| **Construction, buildings and civil engineering** |  |  |  |  |  |  |
| **Metrology** |  |  |  |  |  |  |