



**ADDENDUM NO. 2  
REQUEST FOR PROPOSAL (RFP) No. D0162  
TRANSLATION SERVICES  
QUESTIONS AND ANSWERS PART 02**

11 September 2019

**To: All Bidders**

**Subject: RFP # D0162 Translation Services**

Bidders are hereby notified of the following questions raised regarding the above requirement.

**Question 1:**

1. We would like to know who was/were the vendor for the previous contract. Buy and Sell does not show that information.

**Answer 1:** The previous contract was with Fox Translations.

**Question 2:**

2. The PDF version of the Request for Proposal is not of good quality. Would it be possible to have a cleaner version to work from? Possibly PDF your document directly from Word because the PDF presented seems to be a photocopy and is of less resolution. If not, could you provide the document in Word.

**Answer 2:** We will not be adding new documents.

**Question 3:**

3. Could we have an estimated amount of volume for this requirement?

**Answer 3:** The estimated amount of volume is by request and therefore varies.

**Question 4:**

4. At what moment does the "Rush" rate apply?

**Answer 4:** The rate per word for regular turnaround times applies for up to a maximum of 1,999 words per business day. When requests exceed 2,000 words per business day, urgent turnaround times rates apply. We could require that translations be executed within one (1) hour.

**Question 5:**

5. We have to propose 3 translators but you ask for translation services for EN-FR and FR-EN. How many of the three translators would you like to see as FR translators and how many EN translators?

**Answer 5:** All three proposed translators must be able to perform the translations in both English and French.