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275 Sparks Street
Ottawa, Ontario, K1A 0H8

March 22, 2021

AMENDMENT No. 2

**Subject: Request for Standing Offer No. T8080-200582
English to French Translation Services for Transport Canada**

The purpose of this Amendment No. 2, to the Request for Standing Offer, is to summarize questions received and to inform all potential bidders.

No consideration will be given for extras and/or changes because the bidder was not familiar with the contents of this Amendment.

Q-1: We are reviewing the Request for Standing Offer No. T8080-200582, and have the following questions:

- a) Can you tell us how it will be sent to us? Are you going to send us videos to be translated, in which case we will have the transcription of the texts, the translation, the insertion in the videos?
- b) Or are you going to send us the texts of the videos to be translated into Word and then sent to you?
- c) Can you consider billing by hourly rate?

A-1:

- a) The English transcript of the video or the English text displaying as subtitles will be provided in a Word or Excel document. In some cases, the timing will also be provided as an indication. The service requested will be to provide a translation of the subtitles that falls within the run time, where indicated; an adaptation of the text will be allowed where a simple translation would go over the run time. Subtitles will be inserted in the videos by Transport Canada.
- b) The English transcript of the video or the English text displaying as subtitles will be provided to you in a Word or Excel document and you will have to return the translation in a Word or Excel document.
- c) No. The bidder should take into account the time and complexity involved with the translation of subtitles in their assessment of the proposed price per word and extended price.

Q-2: Would you like a transcript of the video? (the client may already have the transcript)

A-2: The English transcript of the video or the English text displaying as subtitles will be provided in a Word or Excel document.

Q-3: Do you want :

- a **literal translation** of the transcript (*in this case, the client mainly wants to understand the translation, then change it as he wishes and do the cutting himself with subtitling software*)
- a **translation adapted to the subtitling format** (*in this case the client expects to receive a text that is adapted to the format requirements and visual elements*) or,
- a **translation adapted to the partial dubbing format** (*in this case, the client expects to receive a text that is adapted to the reading time, the rhythm of the original spoken text and visual elements*)?

A-3: Depending on the order, a literal translation or a translation adapted to the partial dubbing format will be requested. In the latter case, the run time of the sequence will be indicated in order to render an adapted translation accordingly.

Q-4: In what format would you like to receive the subtitles (Word, .srt, .txt., .sbv, .vtt)?

A-4: The English transcript of the video or the English text displaying as subtitles will be provided to you in a Word or Excel document and you will have to return the translation in the same formats.

Q-5: Can you provide us with **formatting** instructions: number of lines, number of characters per line, time codes (especially if we have to deliver in .srt format)?

A-5: Depending on the order, formatting instructions will be provided, should it be necessary to go into this level of detail.

Q-6: Do you have any **special instructions** for writing?

A-6: The service requested will be to provide a translation of the subtitles that falls within the run time, where indicated; an adaptation of the text will be allowed where a simple translation would go over the run time. Depending on the order, a literal translation or a translation adapted to the partial dubbing format will be requested. If necessary, further drafting instructions can be specified according to the individual order.