

**RFP-2022-12 – TRANSLATION SERVICES
QUESTIONS AND ANSWERS # 2**

1. How will pricing be evaluated? Is each service category weighed equally?

Answer: Each Service category will have the following weighting:

Regular Translation: 45%

Technical Translation: 45%

Legal Translation: 10%

Regular Revision and Updates: 15%

Technical Revision and Updates: 70%

Legal Revision and Updates: 15%

2. We didn't see certifications as a required document. Can you please confirm that there are no certifications required for this bid?

Answer: No certification documents are required. It is up to the supplier to provide the Acceptance Form filled in and signed and address all mandatories within this RFP.

3. A per the "QUESTIONS AND ANSWERS, Answer #5", bidders were encouraged to go in "blind" in offering resumes and CVs. We do not see resumes or CVs required in the RFP. Can you please confirm that resumes and CVs are not required?

Answer: Resumes are not required, however if the supplier wishes to include them as part of their submission, they are encouraged to do so.

4. In Appendix A – Acceptance Form (French version), what do you mean by *No° de BAC*. Are you asking for the BIN number?

Answer: Yes, it refers to the BIN number.

5. In Appendix A, Signatures (French version), the date should read 2023. Can we simply strike 2022 out and write the date of the signature?

Answer: Yes, you may modify it.

6. In Appendix C, Technical Evaluation Criteria, M4, Criteria R1E, can we submit samples of work done for SCC?

Answer: Yes.

7. Criteria R1F (French version) reads « les 3 échantillons soumis pour l'O7...». Other than the 4 samples requested in R1E, are there additional samples to provide or will the assessment be based on the use of proper spelling, grammar and punctuation in the 20-page technical proposal?

Answer: Criteria R1F should read « Les 4 échantillons soumis pour l'O4 reflètent sa capacité à utiliser une orthographe, une grammaire et une ponctuation appropriées. »

8. For the Financial Proposal, are we expected to submit numbers rounded to the nearest cent, or can we offer unit prices with decimals (ex. 32.5 cents)?

Answer: Unit prices with decimals will be accepted.