

### 2.3.6 Communications during the procurement procedure

If the bidder has any questions regarding the invitation to tender, please contact GWPO via email [procurement@gwp.org](mailto:procurement@gwp.org). GWPO will respond via email to any request for clarification of the tender invitation that it receives prior to the closing date of the tender.

GWPO's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be published on the GWP website.

## QUESTIONS & ANSWERS

Section	Question	Response
General	Do you accept applications from individuals or should only be agency/registered office/company, etc?	This is an open competitive procurement procedure. We accept applications from professionals given that they can fulfill all the specification of requirements in the invitation to tender as described.
	What languages are you looking for and should the applicant offer all languages or just select languages?	This is described in the specification of requirements section of the invitation to tender.
	Most importantly, do you welcome and consider applications from any country without restrictions? Like Syria for example?	Professionals from any country can apply, so long as the bidder confirms: <ul style="list-style-type: none"> <li>– that the company has the financial capacity, as well as the technical, quality assurance, research and development capacities and abilities for the assignment/fulfilment of the bidder's contractual obligations.</li> <li>– that they do not feature on the list of EU restrictive measures, which is published on the following website: <a href="http://www.sanctionsmap.eu">www.sanctionsmap.eu</a>.</li> </ul>
General	<ul style="list-style-type: none"> <li>– Whether companies from outside Sweden can apply for this? (like, from India/USA)</li> <li>– Whether we need to come over there for meetings?</li> <li>– Can we perform the tasks (related to RFP) outside Sweden? (like, from India/USA)</li> <li>– Can we submit the proposals via email?</li> </ul>	<ul style="list-style-type: none"> <li>– The tender invitation is open to all organisations/consultants globally.</li> <li>– Meetings are held virtually; we are not having any in-person meetings due to Covid</li> <li>– Most of our consultancies are done remotely</li> <li>– All tender bids or proposals are <u>only received via email</u> as indicated in our tender invitation.</li> </ul>
	– What should the variety of each language be, e.g., Portuguese (Portugal or Brazil), Chinese (Mandarin), Spanish (Spain or South American) etc?	– Neutrality is welcome. Please refer to the tender invitation for the full list of languages.

- Since interpreters who do return can interpret both ways, what's the reason behind the need for both EN<>ES & ES<>EN / EN<>FR & FR<>EN?
- It states in the RFP that “Other languages might also be required (i.e., Bengali, Hindi, etc)”. Is there a possibility to know all languages required as we will offer a financial proposal for what is known, if we do not know which languages are needed or number of languages, we can not provide a complete offer?

- Deliver recordings of interpretation channels when requested by the GWP.
- Agree and consent that events will be recorded.
- Do you then expect all pricing to include this, or should be included as an extra, something like “Additional fee for when sessions are recorded for external use”?

- **Relevant company details:** Is there a specific form to fill out?
- **Interpretation services:** At page 3 Point 1 you mention that some events will require interpretation both simultaneous and consecutive interpretation. Will the consecutive interpretation services take place in a specific location? If so, which one?
- **Interpreters' profiles:** At this stage, are bidders expected to provide the interpreters' CVs, academic diplomas, and certificates? If so, is there a specific format for CVs?

- Cost
- Pricing for this type of work is almost always applied on a half-day or full day basis. It's virtually impossible to find an experienced interpreter who will take a one or two hour booking for an hourly rate. In fact, we always quote on a half-day or full-day basis. I see the hourly rate request in the invitation is mandatory. So, this is a bit of a Catch 22 situation. I am struggling a little to see how we can quote an hourly rate for work that is not done on that basis.

Procurement Team

GWPO



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