

**CLARIFICATION # 1**  
**to the**  
**CONTRACT NOTICE**

**Tender reference: KSCR/PROC/2019/0346**

**Subject:** Provision of professional translators and revisers specialized in voluminous technical legal texts and complex proceedings before international courts (English, Albanian, Serbian)

**Location:** The Hague / The Netherlands

**Questions raised by prospective candidates in relation the contract notice referred to above, followed by the responses to these questions given by the Kosovo Specialist Chambers (KSC):**

#	Question	Response
1	I am about to fill out and send offer for provision of translation services as advertised by your office, but am a little bit confused by this standard application form because it seems to be only for legal persons. Could you, please, clarify?	All candidates – whether natural or legal persons (individuals) – must submit the standard application form duly filled out, dated and signed.
2	We are not quite clear with Point 16 and 23. In first case it says Provisional date of invitation to tender sometime in November 2019 in the other Point 23 it says deadline for receipt of applications is 5 November 2019.	Applications must be sent to the contracting authority before 17:30 hours (local time in the Netherlands) on 5 November 2019. Applications sent to the contracting authority after this deadline will not be entertained.  The provisional date of invitation to tender is, as its name implies, a provisional or tentative date and is therefore subject to change at the sole discretion of the contracting authority.
3	I would appreciate if you could help us and clarify if by "Receive Application" you mean only to send some kind of confirmation in participating in this tender or we need to send whole documentation for this tender. If you mean to "Receive Application" do you have any specific form we have to fill, applications we have to send to you in order to confirm our participation?	The only documents that candidates need to submit at this stage are those mentioned in point 24 of the contract notice, namely: The standard application form and the declaration of honour on exclusion and selection criteria, both duly filled out, dated and signed. These 2 documents must be submitted using the relevant PRAG templates which can be accessed through the links that are provided in point 24 of the contract notice. Moreover, legal persons are

		also required to submit CVs and written statements from all translators proposed corroborating that they have been engaged by the candidate in the past to provide translation/revision services or that they are eager and willing to do so in the future.
4	I do not see any part in B3 for submitting a financial bid (or the economic and financial capacity part is instead of that)? Is this on purpose or the Contracting Authority will set the price i.e. make the offer?	This is a two-step procedure and candidates are not required to submit a financial proposal at this stage.
5	<p>As I am interested to apply individually (only myself) as natural person for the specific lot of this tender I would like to ask you:</p> <p>1. Am I eligible to apply since I am Kosovar, living in Kosovo? If yes, applying as natural person, do I need to fill out:</p> <p>a) format for the Declaration referred to in point 7 of the application form (attached to the application form)?</p> <p>b) Declaration on honor on exclusion criteria and selection criteria?</p> <p>2. If want to apply for two lots, do I need to submit only one application?</p>	<p>1. Participation in this tender procedure is open to all natural and legal persons without limitation. That means that neither natural persons nor legal persons can be excluded from this tender procedure on grounds of nationality. To take part in this tender procedure candidates must submit the standard application form (including the declaration referred to in its point 7) and the declaration of honour on exclusion and selection criteria, both duly filled out, dated and signed.</p> <p>2. Candidates must submit one application per each lot for which they intend to place a bid.</p>
6	<p>Section 24. ‘Application Format and Details to be provided’, says that we must obtain the application form from the following address:</p> <p><a href="http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B">http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B</a></p> <p>when visiting the website, there were several forms available. Our questions:</p> <p>1. Are we supposed to use Standard Application Form (b3_applform_en) to submit our tender?</p> <p>2. To obtain written statements of commitment from our linguists, do we use the template Statement of Exclusivity and Availability found only in Tender Submission Form (b8n_tenderform_en)?</p>	<p>1. Yes, the standard application form must be submitted using the PRAG B3 template.</p> <p>2. There is no specific template in which the written statements from the translators proposed by the candidate must be produced and submitted (legal persons only). Such statements can be provided in any format as long as all required information is present and properly recorded.</p>
7	<p>The Notice states that applications are to be submitted using the standard application form:</p> <p><a href="http://ec.europa.eu/europeaid/prag/annexes">http://ec.europa.eu/europeaid/prag/annexes</a>.</p>	All candidates – whether natural or legal persons (individuals) – must submit the PRAG B3 standard application form duly filled out, dated and signed.

	<p><a href="#">do?chapterTitleCode=B</a></p> <p>However, this form appears to be for legal entities and not natural persons. Would you please provide clarification regarding which form natural persons should use to apply for this tender?</p>	
8	<p>Should we send 4 copies of other docs, like invoices, contracts, and other proofs, or only the application form is in 4 copies.</p>	<p>The standard application form must be submitted in quadruplicate (one original plus three copies). There is no need to submit invoices, contracts and/or other proofs whatsoever at this point in time.</p>
9	<p>I have read the tender documentation and am confused about what exactly I need to submit. Specifically, on page 22 you only mention the application form and the declaration of honour. Moreover, the application form does not seem to be intended for natural persons.</p> <p>Am I correct to assume that I need to submit:</p> <ol style="list-style-type: none"> <li>1. My CV plus documents proving I have done translations for an international court. In my case, that is the European Court of Human Rights, for which I have been working for years. I also have three decades of experience in translating both into English and into Serbian and revising texts in both languages for other clients as well - should I submit proof of that as well?</li> <li>2. Letters of recommendation or just contact details of referees in my CV? How many?</li> <li>3. Proof of financial stability - I am a sole proprietor of a translation agency and do most of my business through that account, so I plan on submitting annual bank statements.</li> <li>4. Declaration of honour.</li> <li>5. My rate.</li> <li>6. All of that in three copies?</li> </ol>	<p>All candidates – whether natural or legal persons (individuals) – must submit the standard application form duly filled out, dated and signed.</p> <ol style="list-style-type: none"> <li>1. Candidates are not required to provide CVs at this stage (except if the application is submitted by a legal person). Moreover, candidates are not required to submit proof of their work experience at this stage.</li> <li>2. Candidates are not required to provide letters of recommendation and/or a list of references at this stage.</li> <li>3. Candidates are not required to provide proof of their financial stability at this stage.</li> <li>4. Applications must indeed be accompanied by a declaration of honour on exclusion and selection criteria using the relevant PRAG template.</li> <li>5. Candidates are not required to give a price quotation at this stage.</li> <li>6. Applications must be submitted in quadruplicate (one original plus three copies).</li> </ol>
10	<p>Am I correct to presume that I am not eligible to apply for the Serbian into English translation lot and the reviser lots because I have no experience in international courts?</p>	<p>Applications from candidates who have no experience working for international courts or tribunals or international organisations dealing with legal and judicial matters will be rejected without further consideration of their merits and suitability.</p>