**RESPONSE TO QUESTIONS REGARDING TENDER 2021-05-002**

Assignment Name: *Translation Services (Institutional)*

**Based on questions received, the information below is provided for clarification regarding**

**The tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** I am simply looking to understand if successful when the contract is awarded to ensure the work required can start at the appropriate time.

**Response:**

Our standard process under a Framework Contract is that for each individual assignment, International IDEA will send the document to be translated to the Service Provider to request a quote, based on the rate(s) indicated in the Framework Contract, and estimated timeline for approval of the team requiring the services. If the quote is approved, a Service Order will then be prepared by the respective team and sent to the Service Provider for signature.

1. **Question:** I know the value of the contracts haven’t been disclosed but is there possibility this can be mentioned?

**Response:**

As per 2.2 in the Tender Notice**,** the frequency of service requests will vary between different years and languages and depend on International IDEA’s work programme. For reference, expenditures for translation were in the range of EUR 6’000 in 2019, whereas in 2020, costs for translation amounted to approx. EUR 28’000.

1. **Question**: Paragraph 2.4 of the Tender Notice says:

2.4  Number of languages: The provider must be able to supply translation services for all of the languages specified in Section 1.2 (above).

Our company provides translation only from English to Arabic and vice versa; does this mean we cannot take part in this tender?

**Response:**

This Tender process is for companies that can provide translation services for all the languages specified. If your company only provides translations from English into Arabic and vice versa that means you cannot participate.