Questions - Answers

Office of the Secretary General of the European Schools

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Question n°1

Est-ce que je peux remettre une offre pour les couplets de langue EN/FR vers l’allemand uniquement ?

En plus de ma question concernant les deux langues sources EN/FR vers l’allemand, j’aimerais savoir comment prouver mon statut légal de „Freelancer”

(Legal and regulatory capacity)

The tenderer must demonstrate that it has the legal capacity necessary to engage in the professional activity covered by the contract (registration in the relevant trade or professional register, registration with the social security system, VAT registration, incorporation permit, etc.) in accordance with the legislation of the State where it is established.

Evidence:

— a copy of the tenderer’s registration in a trade register or in a professional register or of any other official document mentioning a registration number;

— a copy of the tenderer’s legal status or, failing that, an equivalent document recently issued by a competent judicial or administrative authority;

Question n°2

With respect to the requested test translation English > German as part of this procedure, we are unable to identify an equivalent for the abbreviation AQ in “AQ procedure for Inspectors”.

Could you please advise what this stands for?

Question n°3

Could you please explain the concept of pre-release verification associated with feedback management? Is this a verification step on the process by the OSGES where you provide your feedback (corrections and preferences) that needs integration in the final deliverable
**Answer n°1**

- Est-ce que je peux remettre une offre pour les couplets de langue EN/FR vers l’allemand uniquement ?

  ➢ No, it is not possible.

  As stated in the specification, the tender is not divided into lot and the ES needs translation at least from and to all official EU languages.

- En plus de ma question concernant les deux langues sources EN/FR vers l’allemand, j’aimerais savoir comment prouver mon statut légal de „Freelancer“

(Legal and regulatory capacity)

The tenderer must demonstrate that it has the legal capacity necessary to engage in the professional activity covered by the contract (registration in the relevant trade or professional register, registration with the social security system, VAT registration, incorporation permit, etc.) in accordance with the legislation of the State where it is established.

Evidence:

— a copy of the tenderer’s registration in a trade register or in a professional register or of any other official document mentioning a registration number;

— a copy of the tenderer’s legal status or, failing that, an equivalent document recently issued by a competent judicial or administrative authority;

➢ As stated in the specification, and depending on the Regulation in place in the country, it is possible to provide any document such as “registration in the relevant trade or professional register, registration with the social security system, VAT registration, incorporation permit, etc., in accordance with the legislation of the State where it is established.”. If the requirement regarding the copy of the legal status is not applicable, it should be explained with the offer.

**Answer n°2**

With respect to the requested test translation English > German as part of this procedure, we are unable to identify an equivalent for the abbreviation AQ in “AQ procedure for Inspectors”.

Could you please advise what this stands for?

➢ AQ is the abbreviation for “Quality Assurance”.
Answer n°3

- Could you please explain the concept of pre-release verification associated with feedback management? Is this a verification step on the process by the OSGES where you provide your feedback (corrections and preferences) that needs integration in the final deliverable

➢ Yes, pre-release verification corresponds to the verification step carried out by OSG for each translation received before their acceptance, where the Office provides its feedbacks if necessary.