

## Tender Questions and Answers

### Translation services | NT-0024-CST

1. **Question:** I would like to inform you about the tender - Translation Services Required (English, Albanian, Serbian) framework contract (Ref: NT-0024-CST). There is no price list form anywhere in the tender dossier where prices per hour, day, page or word are requested. Please tell us whether we should use our own forms for the price list, the list of translators and other required forms or do you have them?

I believe that there should be a financial form to provide prices because without a financial form we do not know how and where to place the prices.

**Answer:** Please visit and download the financial offer template on our webpage: [Publications - DEMOS III](#)

2. **Question:** This is to inform you that we are interested in applying for this tender. Could you please send us the ToR for TRANSLATION SERVICES REQUIRED (ENGLISH, ALBANIAN, SERBIAN) as well?

**Answer:** Please visit and download the documents from our webpage: [Publications - DEMOS III](#)

3. **Question:** I want to know more about what we as a company should offer in the Methodology section or what we should write.

**Answer:** In the Methodology section, explain how your company will provide translation, proofreading, and interpretation services including equipment. Include your general approach to managing and delivering these services, quality control mechanisms to ensure accuracy and timely delivery, as well as your daily capacity (how many pages can be translated/proofread per person and by the whole team). Also specify the minimum notice time required for translation requests, interpreters, and equipment, the number of interpretation equipment sets you can provide simultaneously and confirm that the required CVs are attached. Make sure to cover all relevant points listed in the Terms of Reference (ToR).