

Question and Answer English Version

RFP # N24-20230570 English to French Translation Services

Question 1

On page 8, under Section II: Financial Bid, the solicitation details "Unless otherwise indicated, bidders must include a single, firm, all-inclusive hourly rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables." Should the wording here be read as "all inclusive word rate"?

Answer 1

Bidders must submit their financial bid in accordance with the Pricing Schedule in Attachment 1 to Part 3. Unless otherwise indicated, bidders must include a single, firm, all-inclusive word rate or hourly rate (as appropriate), quoted in Canadian dollars, in each cell requiring an entry in the pricing tables. Refer to the revised RFP.

Question 2

Section 4.2, starting on page 15, detailing the basis of selection refers to the lowest evaluated price, demonstrating a total price (ie. \$45,000). However, there is no space in the pricing tables to calculate a total evaluated price, there is only space to enter a per word rate. As there is no estimated total

- How will the bid price be determined for comparison to other bids?
- Would it be possible to amend the table in order to calculate a total per text type (General administrative regular and rush, as well as specialized regular and rush) per period in order to calculate a total price for comparison purposes?

Answer 2

Please refer to the revised RFP in Annex B, Basis of Payment, and Attachment 1 Part 3 Pricing Schedule.

Question 3

On page 30, under section 6.8 Invoicing Instructions, it states that each invoice must be supported by a copy of time sheets. As we are providing a per word rate, and invoicing accordingly (and not invoicing per hourly rate), could this requirement be removed?

Answer 3

This requirement has been removed. Refer to revised RFP.

Question 4

In the Annex B Basis of Payment, starting on page 37, Tables B, D, F, H and J contain a title that reads "*Firm all-inclusive hourly rates for the translation of changes made to an already translated English text*". However, the table contains space to provide a per word rate showing as: \$ ____/word. As we would charge a per word rate for translating changes (and not an hourly rate), can these titles be changed to reflect "all-inclusive word rates"?

Answer 4

Please refer to the revised RFP in Annex B, Basis of Payment, and Attachment 1 Part 3 Pricing Schedule.

Question 5

On page 17, it states "*the evaluation criteria matrix must be used to answer the mandatory and point rated criteria. Therefore, the answers are to be entered directly into the matrix, explaining how each criterion has been met, while referencing both the page and project numbers as indicated in the resume*". Is there an editable version of this matrix available that could be shared, as there would not be enough space to fill out the necessary details in the PDF directly?

Answer 5

The CanadaBuys tendering system does not allow a Word version of the RFP to be posted. Bidders can reach out to the contract authority at Tenders@nserc-crsng.gc.ca to receive a MS Word version of the RFP or convert the PDF version into MS Word.

Question 6

On page 35 it states "*Verifying that the terminology is the same as that used by NSERC.*" Will NSERC share linguistic assets upon contract award, such as existing term bases, glossaries or past translations as reference to ensure terminology consistency?

Answer 6

NSERC will share terminology and support material, if available.

All other terms and conditions remain the same.