RFQ QUESTIONS AND ANSWERS

Date: April 7, 2023
Subject: Q&A Translation Services Request for Quotations
RFQ Number: RFQ-Global-GCC-23-002
Offer Deadline: Monday, April 12th, 2023; 5:00 PM EST (Washington, D.C.)

RFQ-Global-GCC-23-002 is amended to include the questions and answers listed below.

1. In which languages shall we provide a translation sample (of Attachment 1 within RFQ)? We presume the translation of Attachment 1 is separate/additional to the three sample translations requested in Spanish, French, and Portuguese. Could you please clarify? (Reference to section 8, page 2)

   Counterpart clarifies that per Section 1 - Instructions to Offerors (point number 8). The translation of Attachment 1 is a separate requirement from the sample of translated documents provided in three languages (Spanish, French and Portuguese). We would like to receive the sample translation of Attachment 1 in only one language and would prefer to receive it translated into Spanish.

2. Is an incumbent LSP(s)?

   CI has identified that procuring translation services on an ad hoc basis is no longer sufficient to meet the needs of the organization and therefore this is a new procurement to identify a LSP.

3. Under “section 2: offer checklist”, is bullet number 6 “Copy of offeror’s registration or business license” a repeat of bullet 3 “A copy of the offeror’s official registration or business license”?  

   CI confirms that only one copy of the offeror’s registration or business license must be submitted.

4. Can you specify the dialect of French needed (ie Parisian, Quebecois, African, regional)?

   CI would prefer to receive a non-regional dialect specific translation of French language. If a regional dialect specific translation must be performed we would like the prevailing dialect that exists in the West African region.

5. Can you specify the dialect of Portuguese language (ie Portugal, Brazil, Africa)?

   CI would prefer to receive a non-regional dialect specific translation of the Portuguese language. If a regional dialect specific translation must be performed, we would like the prevailing dialect that exists in Africa.

6. Can we provide prices for other regional languages beyond the specified languages?
The quotation should include the specified languages at a minimum. You are welcome to provide pricing for additional languages if you wish. The inclusion of additional languages beyond what has been specified will not earn additional evaluation points.

7. Does Counterpart have an incumbent provider? If so, what are some of its main challenges with acquisition of language services from the incumbent provider?

   Please see the response to question number two above.

8. Does Counterpart have internal processes and systems in place for structuring translation outsourcing?

   Please see the response to question number two above.