



REQUEST FOR PROPOSALS (RFP) N° PCD/08/028

TRANSLATION OF JAPANESE ABSTRACTS, ISRs, SISRs & THE PROVISION OF ABSTRACT-BASED TERMINOLOGICAL RECORDS

BIDDERS' QUESTIONS & WIPO'S ANSWERS

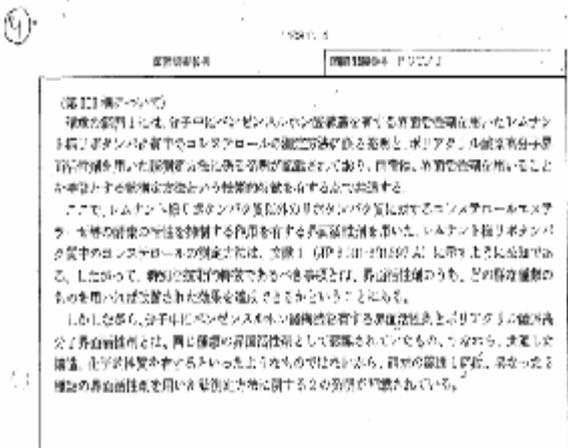
AUGUST 12, 2008

Item N°	Questions Received	WIPO's Answers
1	Will confirmation of receipt of proposal be given by WIPO and if so within what time frame?	WIPO does not normally give an acknowledgment of the receipt of proposals. Vendors must ensure that their proposals reach WIPO by the established deadline.
2	Following award of contract, what is the projected commencement date for the abstract translation work?	1 st January 2009
3	For award to multiple vendors, please confirm how you will split the volume of work amongst contractors e.g. by week or by volume over a certain amount within a week?	Weekly volumes will be split among the contractors on a weekly basis.
4	During the past three months the volume of JP language PCT applications has averaged 437 documents a week. Are you expecting to allocate 25, 50 or more abstracts a week to a vendor?	We expect to outsource approximately 50 Japanese abstracts per week to contractors. This figure may vary according to a) the number of documents received from JPO and b) the number of contractors.
5	Can you provide details on how the Japanese abstract documents are currently being translated e.g. by WIPO and/or external contractor? Also, what percentage of volumes is currently being outsourced to external contractor(s)?	Currently, all Japanese abstracts are translated by a single external contractor.
6	RFP states volume each week for translation of Japanese abstract into English and/or French initially less than 50. Please provide volume split of Japanese to English and Japanese to French.	In the initial stages of the contract, WIPO expects to outsource approximately 50 Japanese abstracts per week for translation into English and 50 Japanese abstracts per week for translation into French.
7	RFP indicates volumes of Japanese abstract for translations may rise from the estimated 50 per week. What success factors will influence WIPO decision to increase the volume of outsourced abstracts per week?	The volume of outsourced abstracts per week will increase according to : 1) increases in the number of PCT applications in Japanese and 2) company performance. Initial quantities of outsourced abstracts will be small in order to enable outsourcing

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	If success factors are met, what time line is envisaged for increasing these volumes and to what extent?	companies to attain the requisite WIPO quality level and devote sufficient time to quality assurance. Once that level is attained, the number of outsourced abstracts will increase commensurately. WIPO cannot, however, guarantee to meet or exceed any quantities indicated.
8	Can you provide details on how the Japanese International Search Reports (ISRs) are currently being translated e.g. by WIPO and/or external contractor? Also, what percentage of volumes is currently being outsourced to external contractor(s)?	Japanese International Search Reports (ISRs) are currently being translated by an external contractor. 100%.
9	RFP indicates that ISRs may be outsourced at a later date. What factors will influence WIPO's decision to proceed and at what date does WIPO expect to review the requirement to outsource this work?	Company performance. January 1 st , 2010.
10	Annex 1 does not suggest a volume for ISR or SISRs and yet the pricing schedule shows an annual volume of 2,600 and 2,600 per year respectively. Should vendors estimate their price according to those volumes as a maximum?	The figure of 2,600 ISRs and 2,600 SISR per annum is based on the theoretical possibility that each abstract will generate an ISR and an SISR. 2,600 is a maximum figure. It is very likely that the actual figure will be much less. As stated in the RFP, WIPO cannot guarantee that such figures will be met or exceeded.
11	Annex 1 infers an annual volume of 7,800 - 13,000 abstract-based terminological records, if there are 3 - 5 key terms per abstract and 50 abstract per week. Yet the Pricing schedule shows 5,200 annual volumes. Should vendors estimate their price according to 13,000 as a maximum?	Although each abstract contains 3-5 key terms, a minimum figure of 2 key terms per abstract was chosen as the benchmark figure. This is the equivalent of 5,200 terminological records p.a. 13,000 terminological records p.a. is the equivalent of 5 key terms per abstract (estimated maximum).
12	Are there any restrictions on utilizing computer-assisted tools as part of the translation process workflow?	No. Quality requirements are the same, irrespective of whether CAT tools are used or not.
13	Although there is no obligation to provide the abstract-based technical terms, would WIPO prefer vendors who commit to using the Patentscope interface?	It would make more sense to input technical terms found by a translator working on a specific abstract than to do this <i>post facto</i> . This may become obligatory in the future. However, for the time being, WIPO prefers to leave vendors free to choose.
14	Please can you confirm how frequently you will deliver the zipped files weekly - will these be delivered on a regular schedule e.g. every Monday?	Zipped files are dispatched once a week on a specific day and are to be returned within the two-week translation deadline.
15	Please confirm whether the turn-around time for translation is two weeks from receipt of documents or by a fixed WIPO production deadline?	The turn-around time for translation is 2 weeks from receipt of documents, which is in turn fixed by WIPO production deadlines.
16	Will the PDFs which provide the Japanese text of the ISRs be in machine-readable text format or in image format requiring us to OCR the text?	For the time being, the PDFs are in image format only.
17	Can vendors see a copy of the guidelines for selecting appropriate keywords for the abstract-based terminological	Vendors will receive WIPO Guidelines to that effect.

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	<p>records?</p> <p>Does WIPO expect all nouns and verbs from each abstract to be checked in the dictionary and so 3-5 represents the estimated volume of new terms per abstract, or will WIPO provide guidelines which mean the vendor will be searching for 3-5 terms per abstract in the dictionary on average and submitting a proportion of those as new terms?</p>	<p>We expect that translators will check the accuracy of terms rendered in their translations. The figure of 3-5 keywords is indicative but we do not expect vendors to extract that many terms from all abstracts. The "Guidelines" will specify details on what is expected from the vendor.</p>
18	<p>The abstract-based terminological records require a Source. Could the Source be a "Vendor Database" of existing proprietary Japanese-English translation terms? Where it is a newly encountered term, what guidelines will WIPO provide for citing and selecting an approved source?</p> <p>Why, for example, was a particular US patent cited as a Source in the screenshot shown in Annex I?</p>	<p>A proprietary database is likely to be copyright protected, and the necessary permissions in such a case would need to be sought by the contractor from the rights owner (unless, of course, the contractor owns the rights in the database). Nonetheless, the Berne Convention authorizes you to cite a proprietary source on an occasional basis. WIPO will provide "Guidelines" for the creation of terminological records, and for citing and selecting appropriate sources.</p> <p>The term was extracted from a patent which, once disclosed, falls under the public domain.</p>
19	<p>We are unsure of the difference between the "descriptions" requested in Section 2.1) and Section 2.2) [of Annex II – Response Requirements].</p> <p>(1) Please clarify what is required to be given for "a description" requested in Section 2.1 (a) and "a short description" requested in Section 2.2 (a)?</p> <p>(2) Please clarify the difference between what is to be given for "references to recent experiences" requested in Section 2.1 (b) and for "recent references" requested in Section 2.2 (a).</p>	<p>(1) The "description" asked for in Section 2.1 (a) is a general description of your company's experience in similar projects to the one being tendered by WIPO. Section 2.2 (a) is more specific in asking for actual names of companies and the contact details for those references.</p> <p>(2) Again, Section 2.1 is asking for a more general description, whereas Section 2.2 is more specific, asking your company to cite actual company names, precise descriptions of projects undertaken and contact details.</p>
20	<p>What is required for a vendor to use the WIPO's EDI and security system?</p> <p>(1) Is the security software provided by the WIPO free of charge? (Are software updates also provided by the WIPO?)</p> <p>(2) Are the necessary operation manuals provided by the WIPO? (Are updates to these manuals also provided by the WIPO?)</p> <p>(3) Does a vendor need to assign a Systems Administrator to manage the WIPO's security system on its network?</p>	<p>The answers are on the web page:</p> <p>http://www.wipo.int/export/sites/www/patentscope/en/pct-edi/documents/pdf/edi_guide.pdf</p> <p>Basic requirements for connectivity are Internet connection, and SFTP permitted at the firewall (if present). User authentication is based on private/public key pair.</p> <p>(1) Free of charge, but the public software is not provided by WIPO, or the remote user may choose to pay for software. Updates are provided via the Free software providers, not WIPO.</p> <p>(2) See guide above</p> <p>(3) No – it is possible that the remote network could need a configuration change in its security at installation time, but it is quite unlikely.</p>

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21	Why is the estimated annual workload of (d) Provision of abstract-based terminological records in Annex IV twice that of (a) Abstracts?	Although each abstract contains 3-5 key terms, two terminological records per abstract was taken as a minimum benchmark.
22	What does the term "other authorization" on the first page of Annex V mean? Does it simply mean a vendor's company name? Or does it refer to a certain organization from which a company needs to gain authorization to access the Information Resources? If any third party authorization is required to use the WIPO Information Systems, how does a vendor get one?	It is the actual vendor's company name. Any third-party requiring authorization to use WIPO's information systems is required to fill out Annex V.
23	Is there a procedure for batch-specific Termbases to be generated off-line on the translator's PC and subsequently uploaded and imported into the WIPO Termbase for validation?	Not for the time being.
24	If an identified key term already exists in the WIPO Termbase, but the translator does not agree with the entry, can alternative translations be submitted for validation, and is there any obligation to use the existing entry in the translation of the abstract?	Alternative translations may be submitted for validation by WIPO but it is expected that existing entries already validated by WIPO be used for the translation of abstracts and patentability reports.
25	Are there preferred sources for the Term Source field? For example, is a patent originally drafted in English preferred to a previous translation of the Japanese term into English for a US application?	Sources for all terms should be patents drafted in the original language, that is, an English term should always be extracted from a patent originally drafted in English, a Japanese term from a patent originally drafted in Japanese, etc.
26	<p>Annex I, 5.1 (page 7) says:</p> <p style="padding-left: 40px;">If there is any text matter in the drawing which does not have a corresponding reference, the Contractor should add reference numbers, scan the modified drawing sheet, save it as a TIFF file with the same name as the corresponding RTF file, and return both files to WIPO. Any English text included in the drawings should also be incorporated into the translation.</p> <p>a) When giving our price per unit, should we include formatting fees separately from the translation fees?</p> <p>b) What does the last line of the paragraph above mean ("Any English text included...")?</p>	<p>a) No</p> <p>b) Sometimes, drawings in Japanese contain English words, in addition to Japanese characters. These English words need to be included in the English translation even if they have not been translated by the contractor since they are an integral part of the drawing.</p>
27	<p>Annex I, 2.2 (page 4) says:</p> <p style="padding-left: 40px;">invention and certain claims found to be unsearchable. The Contractor will be required to translate all the pages of the ISR except the first page (page no. 1 of form PCT/ISA/210). The translation must be in the standardized format of</p> <p>c) Please confirm that "The Contractor will be required to translate all the pages of the ISP except the first page" means that we must omit the first page of test 3 (page 9)</p>	<p>The contractor is not required to translate page 1 of the ISR.</p> <p>c) Page 9 (the first page of test 3) is the first page of the test, not the first page of the ISR; please translate this page. See page 11 of Annex II for an example of the first page of an ISR that does not require translation.</p>

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28	Annex II, page 12-13: d) How are these pages to be used in the ISR report translations? Must we translate them? Will there be information provided in the Japanese version to enter in the fields?	These pages are an example of the ISR template. This example does not require translation (please refer to page 6, which clarifies the texts requiring translation).
30	Annex II, page 19 (of test 4):  e) Please confirm whether or not this is the abstract and whether it is to be translated and placed under "Text of the abstract" on page 14 or on page 17 (of Annex II).	This text is not the abstract. As indicated at the top of the sheet, this is a continuation of Box No. III of the ISR (Observations where unity of the invention is lacking), and should be translated. It should simply be on a separate page, there is no need to insert it in the ISR template given as an example.
31	Annex II, Section 6, b) (page 5) says: Include an example of a typical "Contract" you propose to your clients for this type of project. f) May we use our contract submitted last year for the translation of WIPO abstracts? Would you like us to send our NDA?	Yes, you may use a contract submitted last year as a sample Contract.
32	For the creation of abstract-based Terminological Records, would we be able to log into Trados/SDL through a client account of WIPO, or would we use our own company's software?	WIPO will provide an external termbase contributor account on our SDL/Trados MultiTerm server at no extra cost for the company in order to log on.
33	Is there an example that you can give to illustrate/clarify the instructions below regarding reference numbers? <i>Query Reference: Annex 1, Terms of Reference, Section 5.1 - Abstracts, Page 7: "If there is any text matter in the drawing which does not have a corresponding reference, the Contractor should add reference numbers, scan the modified drawing sheet, save it as a TIFF file with the same name as the corresponding RTF file, and return both files to WIPO."</i>	Further explanations will be provided once the contracts are established.

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34	<p>What are the criteria for quality and what is your grading method?</p> <p><i>Query Reference: Annex 1, Terms of Reference, Section 7 - Quality Standard, Page 8: "If more than 20% of that sample is found not to meet WIPO's quality standards, WIPO reserves the right to return the entire batch to the Contractor."</i></p>	<p>The quality criteria are very clearly described in the RFP</p> <p>WIPO reserves the right to return entire batches for re-translation if more than 20% of each sample is found to be unsuitable. Individual translations may also be returned for re-translation if they are deemed to be unfit for purpose.</p> <p>Types of errors: Omission, Terminology, Mistranslation, Syntax, Spelling.</p> <p>A <u>major error</u> is one that prevents the abstract from being <u>fit-for-purpose</u>, i.e. suitable for the end use for which it is intended. The abstract must then be classed as "<u>Not Publishable</u>".</p> <p>A <u>minor error</u> is one that does not prevent the abstract from being fit-for-purpose.</p> <p>If a major error is found in an abstract, the abstract must be considered "not publishable". An abstract containing only minor errors remains publishable unless there is an excessively large number of them (e.g. more than 5).</p>
35	<p>Is it possible to view WIPO's guidelines?</p> <p><i>Query Reference: Annex 1, Terms of Reference, Section 7 - Quality Standard, Page 8: "WIPO will also endeavor to provide guidelines as are deemed necessary to ensure that the Contractor has sufficient guidance with regard to preferred terminology, standard phraseology, background documents and in-house style."</i></p>	<p>All the relevant Guidelines will be provided once the contracts are established.</p>
36	<p>From where would key terms come--would it be the contractor's choice?</p> <p>Would the contractor need a local version of MultiTerm?</p> <p>How would the contractor access the database--is it web-based? Or, would we upload entries?</p> <p>Is access for contractors only or for linguists as well?</p> <p><i>Query Reference: Annex 1, Terms of Reference, Section 8 - Creation of Abstract-Based Terminological Records, Page 9. "Companies entrusted with the translation of Japanese abstracts are requested - but not obliged - to provide WIPO with terminological records for each abstract. They will be provided with access to WIPO's proprietary Patentscope Linguistics Database using SDL MultiTerm, for this purpose. Each terminological record will be based on a key term contained in the abstract translated by that company. Normally, each abstract contains three to five key terms."</i></p>	<p>The terms must come from documents outsourced to the contractor by WIPO (abstracts and patentability reports).</p> <p>The contractor will have the choice of using SDL MultiTerm Online (web-based) or the native client software to be installed on a PC. The contractor can use its own version of the SDL MultiTerm client provided it is the same version number as ours. Otherwise, WIPO can provide a copy of the native MultiTerm client, which can only be used to connect to our remote server.</p> <p>Access will be granted to your translators and QA/QC staff.</p>