



Annex III to Request for Proposals (RFP) N° PTD/10/040

For the Provision of Translation Services of PCT Abstracts, IPRPs, WOSAs from English, French, German, Spanish and Russian into English and/or French, and the Translation of Patent-Related Documents on Request

QUESTIONNAIRE

Please provide the following information (use additional sheets, where necessary):

A) Contact details

Name of company:

Nature of business:

Address:

Postcode:City:

Country :

Telephone :

Facsimile:

Email:

Internet address:

Contact person:

B) Company legal, financial and management information

Legal status of business and date of foundation:

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Please provide Curriculum Vitae of senior managers, project managers and translators (include copies of diplomas for translators):

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Annual turnover (for previous 3 years)

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After-tax profit (for previous 3 years)

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Please attach summary audited accounts for the years 2007- 2009. Please explain any major fluctuations in cash flow.

C) Translation record

1. How many years has your company worked in translation?.....

2. Does your company have experience of translating patents? **Yes** **No**

If Yes, please specify:

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3. Does your company have experience in technical, scientific and legal translation? **Yes** **No**

If Yes, please specify:

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4. Does your company employ technical and scientific experts as consultants?

Yes **No**

If Yes, please state the subject fields covered:

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5. Explain in your own words your understanding of the tasks to be accomplished according to the RFP.

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6. Explain in your own words the methodology that you propose to perform these tasks.

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7. How many translations of **abstracts** per week can your company process in the following language combinations?

English into French

German into French

Spanish into French

Russian into French

French into English

German into English.....

Spanish into English.....

Russian into English.....

8. How many translations of **patentability reports** (WOSAs, IPRPs) can your company process per month in the following language combinations?

German into English

French into English

Russian into English.....

Spanish into English.....

9. Can your company supply translations of **patent-related documents on request**?

Yes No

If Yes, please mention the main language combinations that you can offer.

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10. What is your turnaround time for translation on request of **patent-related documents** (number of source-language words)?
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11. Does your company always employ native speakers of the target translation language to translate into said language? **Yes** **No**

12. Does your company always employ experienced, qualified translators with a specific background in technical, scientific and legal translation? **Yes** **No**

13. Does your company employ:
- in-house translators? **Yes** **No**

If Yes, please state the number employed by you:

- external translators? **Yes** **No**

If Yes, please state the number employed by you:

14. Does your company use computer-assisted translation tools / translation memories? **Yes**
No

If Yes, please specify the software used:

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D) Quality Assurance

15. Please describe your company's process for assuring translation quality:

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Please provide documentation of any quality assurance accreditation that your company may have been awarded (e.g. ISO certification, or EU or governmental equivalent).

E) Data Security and Confidentiality

16. Can your company guarantee confidentiality for:

a) In-house translations? **Yes** **No**

b) Translations performed by external translators? **Yes** **No**

17. Does your company possess a secure Electronic Data Interchange infrastructure?

Yes **No**

18. Please describe:

a) how your company maintains a secure internal network:

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b) the steps your company would take to protect WIPO data:

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c) how your company would ensure strict user access control:.....

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d) how your company would ensure employee commitment to the security of WIPO data:

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19. Contractors shall be required to have professional risk indemnity insurance. Please provide documentation detailing the extent of cover of your professional risk indemnity insurance.

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F) References

20. Can your company provide client references? (Please note that all data is confidential and these clients will only be contacted upon prior approval from you.) **Yes** **No**

If Yes, please list at least 3 references and provide contact details.

- (1).....
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- (2).....
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- (3).....
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21. *Has your company previously worked with WIPO and/or another international organization or institution as a service provider?* **Yes** **No**

If Yes, please state when, and for which service(s), indicating contact person(s):

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G) Conclusion

22. *Please specify the type of documents that your company wishes to translate:*

- Abstracts
- Patentability reports (WOSAs, IPRPs)
- Patent-related documents (Translation on Request)

23. Please include any further information about your company that you consider to be relevant to your bid.

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Please note that any information supplied by your company will be treated with the utmost discretion and will remain strictly confidential.

24. Checklist for language tests submitted (please tick)

Abstracts	Number of tests to be submitted	Please tick if applicable
English into French	2	<input type="checkbox"/>
French into English	2	<input type="checkbox"/>
German into English	2	<input type="checkbox"/>
German into French	2	<input type="checkbox"/>
Spanish into English	2	<input type="checkbox"/>
Spanish into French	2	<input type="checkbox"/>
Russian into English	1	<input type="checkbox"/>
Russian into French	1	<input type="checkbox"/>
Patentability Reports (WOSAs and IPRPs)	Number of tests to be submitted	Please tick if applicable
French into English	2	<input type="checkbox"/>
German into English	2	<input type="checkbox"/>
Spanish into English	1	<input type="checkbox"/>
Russian into English	1	<input type="checkbox"/>

25. Checklist for language combinations required under this RFP (please tick)

Abstracts into English	
French into English	<input type="checkbox"/>
German into English	<input type="checkbox"/>
Spanish into English	<input type="checkbox"/>
Russian into English	<input type="checkbox"/>

Abstracts into French	
English into French	<input type="checkbox"/>
German into French	<input type="checkbox"/>
Spanish into French	<input type="checkbox"/>
Russian into French	<input type="checkbox"/>

Patentability Reports (WOSAs, IPRPs)	
French into English	<input type="checkbox"/>
German into English	<input type="checkbox"/>
Spanish into English	<input type="checkbox"/>
Russian into English	<input type="checkbox"/>

Translation on Request*	
French into English	<input type="checkbox"/>
German into English	<input type="checkbox"/>
Spanish into English	<input type="checkbox"/>
Russian into English	<input type="checkbox"/>
Arabic into English	<input type="checkbox"/>

Translation on Request*	
English into French	<input type="checkbox"/>
English into German	<input type="checkbox"/>
English into Spanish	<input type="checkbox"/>
English into Russian	<input type="checkbox"/>
English into Arabic	<input type="checkbox"/>

* Other language combinations may be required at a later date. Such requirements shall be the subject of an ad hoc agreement with the relevant provider.

I certify the accuracy of the above-mentioned information. I recognize the right reserved by WIPO to verify with the listed firms/organizations the accuracy of any information submitted in response to the above-mentioned questionnaire or otherwise submitted to WIPO. I further authorize WIPO to disqualify the firm I represent from the competition in the event that any of the above information is found to be false, erroneous or ambiguous.

Place : Date :

Name and title of the authorized representative :

Signature:

(End of questionnaire)