



Annex III to Request for Proposals (RFP) N° PTD/10/042

**For the Provision of Translation Services of PCT Abstracts, ISRs, IPRPs, and
WOSAs from Chinese into English 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 from Chinese into English?

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8. How many International Search Reports (ISRs) per week can your company process from Chinese into English?

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9. How many translations of **patentability reports** (WOSAs, IPRPs) can your company process per month from Chinese into English?

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

Yes No

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11. What is your turnaround time for translation on request of **patent-related documents** (number of source-language words)?

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12. Does your company always employ native Chinese language speakers to translate into English?

Yes No

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

14. 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:

15. 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

16. 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

17. Can your company guarantee confidentiality for:

a) In-house translations? Yes No

b) Translations performed by external translators? Yes No

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

Yes No

19. 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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20. 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

21. 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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22. *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

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

- Abstracts
- International Search Reports (ISRs)
- Patentability reports (WOSAs, IPRPs)
- Patent-related documents (Translation on Request)

24. 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.

25. Checklist for language tests submitted (please tick)

- Test 1 – Abstract Translation Test 1
- Test 2 – Abstract Translation Test 2
- Test 3 – Report Translation Test 1 (WOSA)
- Test 4 – Report Translation Test 2 (IPRP2)
- Test 5 – Translation of ISR with citations only: **PCT/CN2010/8787878**
- Test 6 – Translation of ISR with citations and additional translation: **PCT/CN2010/8888888**

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)