

Annex III to Request for Proposals (RFP) N° PTD/11/001

Provision of Translation Services of PCT Abstracts, International Search Reports (ISRs), International Preliminary Reports on Patentability (IPRPs) and Written Opinions of the International Searching Authority (WOSAs) from Japanese 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:

.....

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

.....

.....

.....

Annual turnover (for previous 3 years)

.....
.....
.....

After-tax profit (for previous 3 years)

.....
.....
.....

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:

.....
.....
.....

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

If Yes, please specify:

.....
.....
.....

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

Yes **No**

If Yes, please state the subject fields covered:

.....
.....
.....
.....
.....

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

.....
.....
.....
.....
.....

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

.....
.....
.....
.....

7. How many Japanese to English translations of **abstracts** can your company process per week?

.....

8. How many Japanese to English translations of patentability reports can your company process per month?

.....

9. Can your company supply translations of international patent applications (description and claims) or patent-related documents from

a.) Japanese into English? Yes/No

b.) English into Japanese? Yes/No

10. What is your turnaround time for Translation on Request of international patent applications and other patent-related documents (by number of words in English)?

.....
.....
.....

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

12. Does your company employ:

- in-house translators?

Please state the number employed by you:.....

- external translators?

Please state the number employed by you:.....

- native English translators/editors?

Please state the number employed by you:.....

How many of your native English translators/editors work in-house?

13. Does your company use computer-assisted translation tools, Yes/No?

- and translation memories, Yes/No?

Please specify the software used:

.....

D) Quality Assurance

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

.....

.....

.....

.....

.....

.....

E) Data Security and Confidentiality

15. Can your company guarantee confidentiality for:

a) In-house translations?

b) Translations performed by external collaborators?

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

.....

17. Please describe:

a) how your company maintains a secure internal network:.....

.....

.....

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

.....
.....
.....

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

.....
.....
.....

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

.....
.....

F) References

18. *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

Please list at least 3 references and provide contact details:

(1).....

.....

(2).....

.....

(3).....

.....

19. *Has your company previously worked with WIPO and/or another International Organization or Institution as a service provider?* If yes, please state when, and for which WIPO or International Organization or Institution service(s).

.....
.....
.....
.....
.....
.....
.....
.....

G) Conclusion

20. Please specify the type of documents that your company wishes to translate (please tick):

- Abstracts
- International Search Reports
- Patentability reports
- Patent-related documents (Translation on Request)

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

.....

.....

.....

.....

.....

.....

22. Checklist for language tests (please tick)

Abstracts	Number of tests to be submitted	Please tick if applicable
Japanese into English	2	<input type="checkbox"/>
International Search Reports	Number of tests to be submitted	Please tick if applicable
Japanese into English	2	<input type="checkbox"/>
Patentability Reports (WOSAs and IPRPs)	Number of tests to be submitted	Please tick if applicable
Japanese into English	2	<input type="checkbox"/>

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

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)