

**RFP N° PTD/11/001 – BIDDERS' QUESTIONS & WIPO'S RESPONSES**

1. Regarding tests E/ Test 5 and F/ Test 6, the instructions are to translate only the text highlighted in the boxes. Can you please confirm whether we should deliver the translation as plain text or if we need to reproduce the original layout?

**Answer: Please deliver the translation in plain text. There is no need to reproduce the original template or to translate anything outside the boxes.**

2. There is a note in the instructions for us to refer to Section 2.2 of Annex I – Terms of Reference for further guidance on ISRs. In this section, at the end of the second paragraph, it says: "The translation must be in the standardized format for form PCT/ISA/210 (the ISR). Could you please confirm if this applies to the tests?

**Answer: No. This does not apply to the tests. Please provide the tests in plain text.**

3. Is subcontracting permitted in this request for proposal?

**Answer: No, subcontracting is not allowed.**

4. If we only want to apply for 2 of the 4 components (i. and iii.), may we assume that it is sufficient to only make the translation test of these 2 components?

**Answer: Yes**

5. Regarding Annex II, page 3, could you explain what the 'marketing driven brochures' mean?  
•marketing driven brochures とはどんなものですか？

**Answer: Any publications used to market your company.**

6. Regarding Annex II page 5, 1.2 f):  
•What kind of certificates do you require by the following description?  
•下記のcertificatesは何を示しているのでしょうか？  
1.2 Company Background  
f) Staff training programs, certificates of the staff.

**Answer: Any training that staff members may have undergone to improve their skills. If any such training has been undertaken, we would like to see documentation to that effect.**

7. Regarding Annex II page 7, 2.3:  
•Is there any problem if we make a unit-price contract with each translator?  
•翻訳者と請負契約を締結しますが、問題はありますか？  
2.3 Proposed Translator(s) Who Will Be Involved in Executing the Contract

**Answer: We require a single unit-price from the contractor only.**

8. Is there any problem if the translators do NOT always stay in our office but usually work in their houses?

・翻訳者はオフィスに常駐せず、在宅でもよいですか？

2.3 Proposed Translator(s) Who Will Be Involved in Executing the Contract

c) Physical location of person;

**Answer: No, providing that the method of transfer of data to the translator meets the security requirements.**

9. Regarding Annex II page 1, B):

・Is the description of 'business career' satisfactory as the 'Curriculum Vitae' of the staff? / Is diploma of translator indispensable?

・Curriculum Vitaeは職歴でよいでしょうか？／翻訳者のdiplomas(卒業証書)は必須でしょうか？

**Answer: If possible, enclose CVs and diplomas of proposed staff.**

B) Company legal, financial and management information Please provide Curriculum Vitae of senior managers, project managers and translators (include copies of diplomas for translators):

**Answer: If possible enclose CVs and diplomas of proposed staff.**

10. Regarding Annex III page 4, E):

・Is exclusive security room required for this task? / What level of security is required?

・専用のセキュリティルームは必要ですか？ / 求められているセキュリティのレベルを教えてください。

E) Data Security and Confidentiality

**Answer: No, an exclusive security room is not required. Detailed guidelines for security will be provided should your application be successful.**

11. For Invitation Letter, page 3, paragraph 10 "Officials-Not-to-Benefit Declaration", the term "Contractor" appears here for the first time without definition. I looked for the definition and/or the use of the same term throughout the documents. The same term of "Contractor" is also used in Annex I "Terms of Reference", however, I could not find any part which defines this term.

**Answer: Definition of "contractor": A party to a contract, especially one who agrees to provide goods or services to the other parties.**

12. Invitation Letter, page 5, paragraph 27 "Additional Information"

There are five types of translation services, i.e., (1) Abstracts, (2) International Search Reports (ISRs), (3) International Preliminary Reports on Patentability (IPRPs), (4) Written Opinions of the Searching Authority (WOSAs) and (5) Translation of Patent-related Documents on Request. However, (3) International Preliminary Reports on Patentability (IPRPs) and (4) Written Opinions of the Searching Authority (WOSAs) being grouped into one categories in Annex I "Terms of Reference" and Annex VI "Price Schedule", it seems that the proposal for the provision of translation services for (3) International Preliminary Reports on Patentability (IPRPs) and (4) Written Opinions of the Searching Authority (WOSAs) should be made as one combined quotation of price. Or is it possible that a bidder proposes to provide the translation services for either of (3) International Preliminary Reports on Patentability (IPRPs) or (4) Written Opinions of the Searching Authority (WOSAs)?

**Answer: IPRPs and WOSAs should be combined into one price quotation per 1000 words in English.**

13. Annex I "Terms of Reference", page 4, paragraph 2.2 "International Search Reports (ISRs)": There is a reference to "the basic unit price of "Declarations of Non-Establishment of ISR" as indicated in the Price Schedule included in Annex VI" in the third line and the seventh line from the

top of this sub-paragraph. However, there is no such indication in the Price Schedule included in Annex VI.

**Answer: Please treat "Declarations of Non-Establishment of ISR" as ISRs.**

14. Annex I "Terms of Reference", page 7 and 8, paragraph 4.2 and 5.2 "ISRs and Declaration of Non-Establishment of ISR:

This is just to confirm that no ISR reports are planned to be outsourced under this RFP in the initial stages, as explained in paragraph 3.2 "ISRs".

**Answer: To be decided at a later date.**

15. Annex I "Terms of Reference", page 8, paragraph 5.1 "Format of Documents Returned" "Abstracts":  
This is just to confirm that "The original source language reports sent to the Contractor should not be returned to WIPO" in line with the specific sentences which appear in other types of translation services, such as ISRs (paragraph 5.2) and IPRPs and WOSAs (paragraph 5.3).

**Answer: This is correct.**

16. Annex VIII "Non-disclosure agreement for non-treaty data access by member states and external Contractor, Assignees and Designated Users", page 2, Articles 12 and 15:  
This is not an obvious error or something irregular, but it does not seem to be logical and reasonable that the Articles 12 and 15 make reference to Article 2 and 10. It may be the case where the references should be made to Articles 3 and 11 instead.

**Answer: Your observation is correct.**

17. What Annex IX "Information Security Agreement", page 2, Article 5 (d):  
It seems irregular that a corporate entities such as "the Contractor, Assignees and Designated Users (d) be personally accountable for all actions that occur under the user ID provided to the Contractor, Assignees and Designated Users." However, it may be the case that the definition clause of those terms is placed somewhere in the system of the documents which make the reference to those corporate entities to include Management and administrative/operational staff who are held responsible for the information. It would be very much appreciated if you could inform us of relevant part in the system of the documents, if any.

**Answer: This is not irregular.**

18. Invitation Letter, page 5, paragraph 25 "Terms of the Contract":  
The term of three (3) years is described here under the title of the paragraph "Terms of the Contract", while the same three (3) year description is made in Annex I, Terms of Reference page 11, Article 12 "Duration of Contract". I believe there must be a good reason for using different words in various places; the word "terms" may not be appropriate in Annex I because the title of the document is "Terms off Reference" in the latter document". It would be appreciated if you could advise us of the reason.

**Answer: The phrases "Terms of the Contract" and "Duration of the Contract" are used interchangeably in this instance. The documents you mention were either generated by two different areas of WIPO, or one is from a previous template, and whilst care was taken to ensure consistency in the language and formatting of the documents, obviously some things may have slipped our attention. This does not detract from the substance, nor does it change the conditions of the RFP.**

19. Annex VIII, pages 1, 2 and 3, "Non-disclosure agreement for non-treaty data access by member states and external Contractor, Assignees and Designated Users":  
This is a query about the definition of "Assignees and Designated Users", similar to the query about the definition of "Contractor" sent to you by e-mail on Monday, January 24th, 2011. The terms of "Assignees and Designated Users" appear here for the first time without definition. I looked for the definition and/or the use of the same terms throughout the documents in vain.

**Answer: Definition of: "Assignee": a person appointed to act for another; a deputy or agent.**

**“Designated User”:** each separate and discrete user nominated with discrete user access rights to a specific product or service.

20. Annex I Terms of Reference, page 4, Latter Part of Article 2.1 "Abstract" :  
The second paragraph starts with the statement "By way of indication, in 2009, the average length of an abstract in Japanese, including the title, abstract body and any drawings containing text matter was the equivalent of **120** words in English".

Our records show that the average length of the same documents is 165 to 170 words in English. Although the number varies from year to year, it appears to be fairly stable.

Since this information is critically important in deciding the price, I would like you to look into the reason for the discrepancy as quickly as possible.

**Answer: Please note that the current length of an Abstract is 150 words in English. However, this is an indicative figure only, and the number of words may vary according to each individual Abstract.**

21. Annex I Terms of Reference, page 4, the second paragraph from the bottom of the page 4 of Article 2.2 "International Search Reports (ISRs)":  
The same comment applies to this Article where our records show 190 words in English while the document states "150 to 175".

**Answer: According to WIPO estimates, the average word count is 150-175.**

22. Annex II Response Requirements and Tests, III Contractual Conditions b):  
Paragraph b) states that "Include example(s) of a typical "Contract" you propose to your customers (including license agreements, maintenance and support contracts)". What does this sentence mean?

**Answer: The bidding companies are given the option of including in their proposals a sample contract that they use. WIPO's General Conditions, however, will prevail.**

23. Annex II, page 5, Article 1.2 "Company Background" d) e) and f):  
This Article requires that some information for the staff be provided. As most of companies including ourselves are engaged in various types of business, one of which happens to be the PCT translation service. For the purpose of providing WIPO with relevant and informative analysis which will be used in the evaluation process of the proposals, the reference to staff should be construed as translator(s), reviser(s) and Project Managers/Supporting Staff responsible for the translation business. It would be very much appreciated if you could inform us of clearer definition of the "Staff".

**Answer: Definition of “staff”: employees, personnel in an organization.**

24. Annex IV, pages 4, Article 15 "Amendments":  
There is a reference to "the Procurement and Contracts Division of WIPO" in the first line of this Article. It may be an error of "the Procurement and Travel Division of WIPO" which is specified as the addressee of the proposals in Invitation letter, page 2, Article 6.

**Answer: Currently, it is the “Procurement and Travel Division”.**

25. Annex IV, pages 6, Article 20 "Insurance and liability" :  
Sub-articles (a) and (b) require that liability insurance and comprehensive general liability insurance be taken out and maintained. Preliminary contact and brief meeting with a representative of an insurance company in Japan was made and it was found that no insurance company in Japan provides such insurance. It may put a Contractor in a difficult position if this requirement is mandatory in the process of negotiation of a Contract with WIPO.

**Answer: WIPO confirms that Article 20 on “Insurance and Liability” (in WIPO's General Conditions) is part of this requirement, therefore please note that WIPO is not willing to negotiate this clause.**

26. Annex V, Basic Contract Form, page 5, Article 8 "Entry into force: Time Limits", Sub-article 8.3: The referenced "Article 4 - Amendments" of Annex II - WIPO General Conditions does not exist. I looked for any paragraph which could be the referenced paragraph by the paragraph in this Article, but the only paragraph which may have something to do with this Article was the sentence "This Contract is a time and material contract" in Article 3.9, on page 4 of Annex V, Basic Contract Form.

**Answer: The "Basic Contract form" that is Annex V to the RFP is a sample contract and as such, the numbering of any named documents will not yet, of course, correspond to any of the current annexes to the RFP. The inclusion of the sample contract is to give the companies an idea of what a contract with WIPO may look like.**

27. The invitation letter and Annex I describe that "WIPO requests that a price be quoted per 1000 words in the target language (English) for IPRPs and WOSAs". In page 2 of ANNEX VI-PRICE SCHEDULE, however, it seems necessary to quote:

- (C) fixed all-inclusive unit price for (c) IPRPs and WOSAs, as for (a) Abstracts and
- (b) ISRs.

Could you please clarify this point?

**Answer: Please quote a unit-price for Abstracts and ISRs, and a price per 1000 words in English for IPRPs and WOSAs.**

28. In some tests of Annex II - Response Requirements and Tests, it is unclear exactly which part is contained in the red box. For example:

On pages 12, 15 and 16, the red box contains part (not whole) of the upper Japanese text, and we are not sure whether to translate these upper texts; and on page 14, the text contained in the box is so short and partial, and we are wondering if it is some kind of error. Please clarify the exact part to be translated.

**Answer: The parts of the text that constitute the template do not need to be translated. In Annex II, page 12, the text to translate begins "Y JP 2000-....." On page 14, please translate 特別ページ参照, on page 15 please translate the text in the red box from "X/A WO 1999...", and on page 16 please translate from "A 永岡..."**

29. **Annex I, 2.2. (Type of Document to be Outsourced, ISRs):** this section states that all ISRs contain citations (approximately 145 words) but 10 to 15% of them contain also technical/legal text (approximately 150-175 words). Since we have to provide a price per ISR, can we make the distinction between ISR with technical/legal text and ISR without? Thus, provide 2 prices for ISRs?

**Answer: It is not possible to make a distinction between ISRs with technical/legal text and those without. Please take the fact that 10-15% of ISRs contain technical/legal text into account when providing your price per ISR.**

30. **Annex I, 4.1 (Format of Outsourced Documents, Abstracts):** the point (iii) states that "a zip file containing TIFF files: one containing the abstract to be translated and one containing the title to be translated (first page of description)". It looks like the reference to TIFF format might not be as intended. Please clarify.

**Answer: A single zip file is sent. The zip file will then contain an RTF file containing the text to be translated for each translation and also TIFF files showing the drawings and also the text to be translated in the form of an image.**

31. **Annex I, 4.2 (Format of Outsourced Documents, IPRPs and WOSAs):** the source files will be scanned documents. We would like to know if the original text is always typed or it could be handwritten.

**Answer: It is always typed.**

32. **Annex I, 5.1 (Format of Documents Returned, Abstracts):** we would like to confirm our understanding that no DTP or art re-creation is requested on the drawings and that we can simply return the translated text contained in drawings in the Word file.

**Answer: No DTP is required. However, when a drawing contains text to be translated which has no reference symbol associated with that text, the supplier will be requested to add reference symbols to the drawing and return a scanned copy of the drawing to WIPO in TIFF format. (Further instructions will be provided once contracts have been awarded.)**

33. **Annex VI (Price Schedule, page 2):** we are requested to enter the prices for each type of document, but for IPRSs and WOSAs we should provide a price for 1000 target words and not a fixed all-inclusive unit price as it appears in this document. Please confirm that the price is for 1000 target words and that we can modify the template to take this into account, or if you will update the template.

**Answer: Please see answer to question 27.**

34. Is DTP required for this contract?

**Answer: No. See answer to question 32.**

35. In Annex I you say ISRs will be in PDF format and that for WOSAs and IPRPs the TIFF images will be scanned pages of the original paper document. You add that in future there could be use of SDL Trados package. How do you foresee the use of Trados with TIFF and non-extractable PDF files?

**Answer: The use of computer-assisted translation tools employing translation memories is foreseen for files that we are hoping to be able to receive in text format in the future.**

36. In Annex I, under Quantity of outsourced documents, you say no ISR reports are planned at the initial stages. In Annex VI – Price List, the amount of ISRs is 28,000. We assume this is just for the purpose of calculating a total price

**Answer: Yes.**

37. Format of outsourced documents: Does "distribution in the form of an SDL Trados package or alternative computer-assisted translation package may also be implemented" mean that the files may be transmitted in a file format compatible with such translation software? If not, what does this sentence mean?

**Answer: Yes, it does. Such distributions are also likely to include files in text format, at least for an initial period.**

38. Confidentiality any information security: Does "... and access to sites such as social media sites must be restricted" means we are not allowed to access twitter or facebook from a work place where the translation is carried out?

**Answer: It is recommended that sites such as Facebook™ and Twitter™ are not accessed from computers where WIPO translation is taking place for security reasons. Pasting of portions of translations to forums or the like in order to ask questions is also expressly forbidden, as is the use of Google Translate™ and Google translator toolkit™.**

39. Price: Does "a unit price in Swiss Francs per abstract" and "... per International Search Report (ISR)" mean a price for one set of abstract (probably within one page ) and of ISR (probably, a few pages)?

**Answer: Please see answer to question 27.**

40. Questionnaire B: Is there a standard format of "summary audited accounts"?

**Answer: No.**

41.F/Test 6: Are we to leave part "Inabe, K., et al., Crystal structure of the .." as is?

**Answer: Yes, but Japanese text must be translated.**

42.F/ ISR Translation Test 2: Are we to translate "引用文献名 及び位置部の～" as well?

**Answer: No. See the answer to question 30.**

43.Summary audited accounts: What are a specific example of summary audited accounts?

**Answer: N/A**

44.Since we are not a listed corporation, no CPA prepares the audit report. We are wondering what we should supply. Is 決算書 enough?

**Answer: Assuming that by listed you mean listed on a stock exchange or similar entity, no, this is not a requirement. It is, however, necessary for your entity to be incorporated and have the relevant articles of incorporation. If this is the case then a summary of your statement of accounts for the last three years should suffice.**

45.Summary audited accounts: Are all values quoted in Swiss francs?

**Answer: No.**

46.Would WIPO like the final translations for the ISRs to be placed into the Japanese ISR Template provided in the test translations in Annex II or should we insert the final translations into an English ISR Template (ptd10042\_rfp\_a2-a.doc) provided in the set of documents from the previous Chinese RFP (RFP N° PTD/10/042)?

**Answer: Please provide plain text. There is no need to use a template.**

47.Will Standard 12(a) be enforced (and, if so, to what extent) in the correction of the tests?

**Answer: The tests will be revised in accordance with standards devised internally within WIPO and are revised anonymously (i.e. the reviser will not know which company each test is from).**

48.Being as we have presented all of our detailed company information for both the RFP N°PTD10/040 European Languages and the RFP N°PTD10/042 Chinese, would it be possible for us to only present the following sections of this RFP in order to not repeat and minimize WIPOs efforts when reviewing the information:

Annex 2:

- I. Executive Summary;
  - a. Section 1.3
- II. General Requirements
  - a. Technical Component; Section 2.3

IV. Price

V. Tests

Annex 3, 6, 7 and 10

**Answer: No, please include all necessary information.**

49.Being as the RFP mentions that there may be occasional translations from English into Japanese, would you like us to also present documentation of English to Japanese Translators?

**Answer: No.**

50. For sample tests E and F it is stated that we are to translate only the text highlighted in the red boxes. Should the text surrounding the boxes be left in Japanese or should we put the translated text from the box into an IRS English template? Please confirm the format of delivery of these two tests.

**Answer: Please provide the translation in plain text format. There is no need to use a template for the test.**

51. In Annex VI of PRICE SCHEDULE, we are to provide cost breakdown for each item described.

As for IPRPs and WOSAs, Page 6 of Annex I says the estimated number of IRPSs and WOSAs to be outsourced for translation in 2011 is 27,000 and the average number of target words per report is 400 words in English. Furthermore, the item called Price in Page 11 of Annex I says "The bidder will quote a price in Swiss Francs per 1,000 words in English".

To fill out the PRICE SCHEDULE of IPRPs and WOSAs, should we provide the price per 1000 words in English in Swiss francs in the designated space, which is C) of (c) and its total estimated annual cost in D) x?c). Please advise.

**Answer: Simply indicate the price per 1000 words in English for WOSAs + IPRPs.**

52. Do vendors have to complete and return Annex III Questionnaire as well as respond through a written Proposal using the instructions in Annex II?

**Answer: Yes.**

53. Will confirmation of receipt of proposal be given by WIPO and if so within what time frame?

**Answer: No confirmation of receipt is given.**

54. Following award of contract, what is the projected commencement date for the abstract translation work?

**Answer: To be defined at a later date.**

55. What are the main criteria for WIPO issuing this Proposal? Is it to reduce current costs, improve current quality, and expand current resources to cope with larger volumes or some other factor? If some other factor, please provide detail.

**Answer: N/A**

56. Annex 1 does not suggest a volume for ISR or for IPRP and WOSA translations and yet Annex V1 Pricing Schedule shows 28,000 need to be translated per year for ISRs and 27,000 for IPRP and WOSAs. Should vendors assume up to 28,000 and 27,000 translations are required a year respectively?

**Answer: Yes, but please note that WIPO reserves the right to use multiple vendors.**

57. Are WIPO expecting to allocate ISR, IPRP and WOSA translations using the same approach as Abstracts? Namely, that the vendor can specify that they wish to work on 25, 50 or more documents a week?

**Answer: Vendors can express a volume preference and WIPO will decide upon work distribution based on performance (i.e. increase if performance is good, decrease if performance is poor). WIPO does not guarantee a minimum volume of work, but will endeavor not to exceed a maximum capacity indicated by the provider.**

58. If a vendor does not wish to translate the maximum possible number of documents per week, for instance they may wish to translate fewer than 400 abstracts a week, will that prejudice their proposal?

**Answer: No.**



59. 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?

**Answer: To be defined at a later date.**

60. Do WIPO prefer to allocate as much weekly work as possible to one vendor?

**Answer: Please see answer to question 56.**

61. Can WIPO provide details on how the Japanese abstract documents are currently being translated e.g. by WIPO and/or external contractor? Also, what percentage of the work is currently being outsourced to external contractor(s)?

**Answer: No.**

62. What is the expected volume of English to Japanese patent abstracts required per week?

**Answer: Extremely few per annum.**

63. Annex 1 page 10 section 7 says WIPO “will only pay for a translation batch that has previously failed the WIPO minimum quality standard if the batch...subsequently meets the WIPO standards”. Can WIPO please confirm that payment of the entire weekly batch will not be withheld, only payment for the sub-standard translations?

**Answer: To be defined at a later date.**

64. Will WIPO itemise which translations within a batch need to be re-translated?

**Answer: To be defined at a later date.**

65. How soon can the quality assurance guidelines and examples of acceptable/unacceptable translations be shared with vendors? Vendors may not wish to commit to forgoing payment without an understanding of the minimum standard being applied by WIPO.

**Answer: Quality assurance guidelines will be shared immediately and examples will be made available as necessary.**

66. Can WIPO provide details on how the Japanese ISRs, IPRPs and WOSAs are currently being translated e.g. by WIPO and/or external contractor? Also, what percentage of volumes are currently being outsourced to external contractor(s)?

**Answer: No.**

67. Annex 1 indicates that ISRs may be outsourced at a later date. What factors will influence WIPO's decision to proceed and at what date do WIPO expect to review the requirement to outsource this work?

**Answer: N/A**

68. Annex 1 page 11 indicates Patentability Reports will be priced per 1000 English words and yet the Price Schedule Annex VI suggests a per document price. Should vendors supply a per document price for ISRs, IPRPs and WOSAs?

**Answer: No, please see answer to question 27.**

69. Are there any restrictions on utilizing computer-assisted tools as part of the translation process workflow?

**Answer: No, providing the translations are returned in the requested format.**

70. 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?

**Answer: No. This currently takes place weekly or monthly depending on the type of document but may be subject to change in future.**

71. Please confirm whether the turn-around time for translation is two weeks from receipt of documents by vendor or by a fixed WIPO production deadline?

**Answer: For abstracts and ISRs the turnaround time is two weeks from receipt of documents. For WOSAs and IPRP2s the turnaround time is one month from receipt.**

72. Annex I indicates under both Format of Outsourced Documents (i.e. the original Japanese) and Format of Returned Documents (i.e. the English translations) that "During the life of the contract, distribution in the form of an SDL Trados package or alternative computer-aided translation package may also be implemented". Does this mean at some point the format of the original texts may be changed? How much advanced warning will be given to enable the vendor to adjust their systems?

**Answer: We are hoping to distribute translation work in the form of XML files in the future but this currently depends on external factors outside of our control. Such files are likely to be packaged by our work distribution system either as an SDL Trados package or as a similar computer-assisted translation-friendly package. Suppliers will be given significant advance warning of any such changes.**

73. Annex V page 3 states that "the Contractor will share with WIPO, at no extra cost, all WIPO translated text retained in the Contractors' WIPO Translation memory (TM) database." And yet this is not mentioned in Annex I Terms of Reference, or Annex III Questionnaire. Is it mandatory?

**Answer: Yes.**

74. Can WIPO confirm that the statement in Annex V page 3 about the vendor supplying WIPO with registered terms from their translation memory database does not imply any restriction upon the vendor's rights to use those terms in other contexts?

**Answer: We can confirm that restrictions are not implied.**

75. In WIPO's experience of arranging information security audits (cited on page 10 of Annex I) what are the typical costs borne by Contractors submitting security information to an external company appointed by WIPO?

**Answer: This will depend on the size of the entity being audited. Such an audit will typically take a single auditor from an auditing entity with the appropriate expertise somewhere from one day for a small entity to approximately three days for a large entity.**

76. Annex I page 9 point 6 mentions data encryption keys. Would vendors be required to use an encryption system administered by WIPO or is it mandatory for the vendor to administer such a system for use by WIPO when exchanging data with the vendor?

**Answer: Vendors would not be required to use an encryption system administered by WIPO. Vendors will be given rights to access WIPO's work distribution system and will simply log into that system and download the relevant documents over a secure connection.**

77. Annex III mentions the need for the vendor to possess "a secure Electronic Data Interchange infrastructure". Does WIPO have any specific requirements which the vendor must meet in this area?

**Answer: WIPO will provide guidelines indicating what kind of infrastructure would stand up to the scrutiny of an audit to assist the vendor with any such implementation and may inspect such a system via an on-site visit at some stage during the period of the contract.**

78.What is the percentage weighting of the Evaluation Criteria reference in section 24 of the invitation letter?

**Answer: N/A**

79.Does WIPO plan to assign all the abstract and patentability reports pertaining to one application to the same Contractor?

**Answer: Where, this is practical and possible, yes, we do plan to do this in the future.**

80.F/ISR Translation Test 2 of Annex II:

Should we translate the two sentences highlighted in the first box, although only a part of them is highlighted?

**Answer: See response to question 28.**