



*Embassy of the United States of America  
Phnom Penh, Cambodia*

**September 20, 2012**

**Questions and Answers**

***Solicitation SCB600-12-R-0016*** – Provision of Translation and Interpreting Services  
for U.S Embassy Phnom Penh

Questions have been received regarding the Solicitation SCB600-12-R-0016 – Provision of Translation and Interpreting Services for U.S Embassy Phnom Penh. The questions and answers are as follows:

**Q 1:** Can translations be completed outside of Cambodia?

**Answer 1:** Translation service is output based, and the documents will be emailed back and forth to the contractor for translation. The work is performed outside the Embassy as well as Cambodia. Interpreter service is required on site in Cambodia.

**Q 2:** Are there any facility requirements for where translations must be carried out?

**Answer 2:** There is no such requirement mentioned in the solicitation with regard to translation work. Interpreter s service is required on site

**Q 3:** What is the estimated volume of words to be translated on a monthly or annual basis?

**Q 4:** What is the average number of interpreting requests anticipated on a monthly or annual basis?

**Answer 3 & 4:** Our estimated volume of work based on available record during the past 22 months indicates approximately \$ 30,000 worth of translation work, and 5, 700 hours of the interpreting work.

**Q 5:** If the information is available, due to the difference in skill sets needed, we kindly request an estimate on the proportion of total requests that will require consecutive interpreting versus the proportion of total requests that will require simultaneous interpreting?

**Answer 5:** The only available information is that both consecutive and simultaneous interpreting work cover up to 90% portion of the contract and 10% is on translation.

**Q 6:** What is the range in duration of a single interpreting request, e.g. 2 hours, 10-hour day, etc.?

**Answer 6:** The range would be between 4-hour day and 8-hour day, and the occasional requirement would be up to one month.

**Q 7:** C.3.1: This section states the offeror "shall obtain" all permits and licenses to perform the contract work. However, in A.2.(4) in the summary of instructions, the offeror is to "evidence" already having all licenses and permits. Must the contractor have all licenses and permits to operate in Cambodia prior to the proposal submission deadline, or only prior to commencing work on the contract should the award be granted?

**Answer 7:** Overseas contractor may need to obtain necessary licenses and permits to operate in Cambodia prior to commencing the work should the contract be awarded to the company.

**Q 8:** We kindly request a listing of examples of the permits and licenses required of a US-based company to be eligible to perform on this contract.

**Answer 8:** Should the contract be awarded to the US-based company, the requirements on local permits and licenses will be required. Basic requirements are business registration at the Ministry of Commerce and patent certificate at Taxation Department. Companies should research to register legally to do business.

**Q 9:** Is an offeror required to have either a physical or virtual address in Cambodia?

**Answer 9:** There is no such requirement mentioned in the solicitation. But companies should research to register for any licenses.

**Q 10:** Are the required interpreting and translating positions expected to be FTEs or 1099s?

**Answer 10:** There is no such requirement mentioned in the solicitation.

**Q 11:** Would the contractor be expected to provide interpretation equipment at any point for simultaneous interpretation situations? If yes, would this be able to be billable to the client?

**Answer 11:** The solicitation requires only the services as specified in the Section 1. Required equipment additional to the contract will be provided by the U.S Embassy.

**Q 12:** As it is possible that up to three awards will be made, how will task orders be assigned? Will each individual translation and/or interpreting request receive its own task order to be competed among the three awardees?

**Answer 12:** Task orders are made on fair opportunities which are rotated appropriately among the contractors in accordance with our specific requirement.

**Q 13:** How many translators, and interpreters you are anticipating to carry out the services you mentioned? Can the personnel be TCN, US citizen or Cambodian national?

**Answer 13:** Please refer to Answer 3, 4, 5 & 6.