

### Quick guide English translation

The purpose of the quick guide is to help public organisations and public bodies to quickly get an overview of which call-off method that should be used (ranking or renewed competition).

For more in-depth information about tendering, we refer to the guidance, as well as to the framework agreement's main document and the general terms and conditions, see [www.avropa.se](http://www.avropa.se)

### Scope of English translation:

The sub-area includes translation to and from English, language review level 1-4, transcription, subtitling and voice-over. Attestation, selection of an authorized translator/non-authorized translator and proofreading are also optional services.

### Choice of Call-off method:

Depending on the type of service requested, call-offs must be made by ranking or renewed competition. Use the table below to identify which call-off method is relevant for your call-off.

English translation	Call-off method		Reference to section of guidance for more information
	Ranking	Renewed competition	
<b>Delivery times</b> <b>Normal delivery</b> 1 - 2000 words - within 5 working days 2001 - 10 000 words - within 10 working days			<b>2.5</b>
<b>Expressleverans</b> 1 - 500 words - within 1 working day 501 - 1000 words - within 2 working days 1001 - 2000 words - within 3 working days 2001 - 10 000 words - within 5 working days	<b>x</b>		
<b>(All delivery times exclude postal delivery)</b>			
<b><u>Delivery time and/or other quantity of words than above.</u></b>		<b>x</b>	<b>2.5</b>
Language review in connection with translation level 1-2	<b>x</b>		<b>2.2.8</b>
Language review in connection with translation level 3-4		<b>x</b>	<b>2.2.8</b>
Language review of self-authored texts at English level 1-4		<b>x</b>	<b>2.3.2</b>
Subject area social orientation or law	<b>x</b>		<b>2.2.5</b>
Other subject area than social orientation or law		<b>x</b>	<b>2.2.5</b>
Web-based formats as well as audio and video formats	<b>x</b>		<b>2.2.2</b>
Transcription		<b>x</b>	<b>2.3.3</b>
Subtitling		<b>x</b>	<b>2.3.4</b>
Voice over		<b>x</b>	<b>2.3.5</b>
Special security requirements (e.g. security protection agreement)		<b>x</b>	<b>3.1</b>
The assignment is particularly complex where special subject knowledge is required		<b>x</b>	<b>3.1</b>
Evaluation of work samples, references, experience or similar		<b>x</b>	<b>3.1</b>

### Examples of call-offs and which method that should be used:

- I have a report of 2500 words to be translated from Swedish to American English, language review level 1-2, in the subject area of law. Delivery within 10 working days.  
Call-off according to ranking.

- I have a report of 2500 words to be translated from Swedish to British English, language review level 1-2, in the subject area of medicine. Delivery within 10 working days.  
Call off through renewed competition.

*As long as a requirement meets the prerequisites for renewed competition, it must be done through renewed competition.*

### Call-off according to ranking

Call-offs are sent out to the first-ranked supplier. If that supplier cannot undertake the task or does not respond in time - move on in the ranking.

Read more about call-offs according to ranking in section 3.2 of the guide.

### Call-off through renewed competition

The polling request is sent out to all suppliers who are allowed to submit a response within a specified time.

Read more about tendering through renewed competition in section 3.3 of the guidance.

**Forms to make call-offs**

Feel free to use our forms to make your call-off. These are published under "joint documents". Please note that you must have selected "ranking", respectively "renewed competition" under "Here you select the method of call-off" in order to get the correct form.