

**Luxembourg-Luxembourg: Translation services into English**

OJ S 152/2015 08/08/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Parliament, Directorate-General for Translation

Postal address: plateau de Kirchberg, PO Box 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

Contact person: Financial Resources Management and Controls Unit

For the attention of: Christian Bastien

E-mail: [dgtrad.tenders@europarl.europa.eu](mailto:dgtrad.tenders@europarl.europa.eu)**Internet address(es):**General address of the contracting authority: <http://www.europarl.europa.eu>Address of the buyer profile: <http://www.europarl.europa.eu/tenders/invitations.htm>Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** Official name: European Parliament

Postal address: Official Mail Service, Konrad Adenauer Building, Room 00D001

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

Contact person: Financial Resources Management and Controls Unit

For the attention of: Christian Bastien

E-mail: [dgtrad.tenders@europarl.europa.eu](mailto:dgtrad.tenders@europarl.europa.eu)Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>**I.2. Type of the contracting authority**

European institution/agency or international organisation

**I.3. Main activity**

Other: Translation services.

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: European Court of Auditors

Postal address: 12, rue Alcide de Gasperi

Town: Luxembourg

Postal code: 1615

Country: Luxembourg

Official name: Committee of the Regions  
Postal address: rue Belliard 101  
Town: Brussels  
Postal code: 1040  
Country: Belgium  
Official name: European Economic and Social Committee  
Postal address: rue Belliard 99  
Town: Brussels  
Postal code: 1040  
Country: Belgium

## **Section II: Object of the contract**

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### **II.1. Description**

#### **II.1.1. Title attributed to the contract by the contracting authority**

Translation services into English.

#### **II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

NUTS code

#### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

#### **II.1.4. Information about framework agreement**

Framework agreement with several operators

Maximum number Envisaged maximum number of participants to the framework agreement

: 4

#### **Duration of the framework agreement**

Duration in years: 4

#### **II.1.5. Short description of the contract or purchase(s)**

The supply of services consisting of the translation into English of documents relating to the interests and activities of the European Union.

This call for tenders does not cover the systematic and full translation of the verbatim reports of the proceedings of the plenary part-sessions of the European Parliament.

#### **II.1.6. CPV code(s)**

79530000 Translation services

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1.**

### **Total quantity or scope**

The European Parliament acting on its own behalf and on behalf of the European Court of Auditors, of the Committee of the Regions and of the European Economic and Social Committee has decided to issue this invitation to tender for the supply of services consisting in the translation into English of documents relating to the interests and activities of the European Union. The contracting authority intends to conclude 1 main framework contract, as well as 1 to 3 secondary framework contracts. Contracts shall be awarded for an initial period of 1 year and shall be renewed tacitly on an annual basis, for a maximum of 1 year at a time, but their duration may not exceed 4 years from the date of their entry into force. If only 1 contract can be awarded, the contracting authority may decide not to award any contract at all. Regardless of the decision taken in this situation, the contracting authority may decide to relaunch the call for tenders under the same terms and conditions either immediately or at the expiry of the validity of the contract. The total maximum volume of the contract is 127 000 standard pages.

#### **II.2.2. Information about options**

Options: no

#### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 48 (from the award of the contract)

#### **II.3. Duration of the contract or time limit for completion**

Duration in months: 48 (from the award of the contract)

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions related to the contract**

##### **III.1.1. Deposits and guarantees required**

##### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Payment for each assignment after completion of the task (see Article I.4 of the contract).

##### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Participation in this procurement procedure is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities in any third country which has concluded a specific public procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender on the terms laid down in that agreement.

The contract is also open to nationals of the States which have ratified the plurilateral Agreement on Government Procurement within the World Trade Organisation, on the terms laid down in that agreement.

##### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Revision of the translation text (Annex V of the specifications) must be sent together with the tender in a separate sealed envelope marked

'Revision test'. The instructions for preparing the revision are detailed in Annex IV of the specifications and must be followed carefully.

'Price offer' (Annex I to the specifications) must contain the price offer expressed in euros and must be sent together with the tender, but in a separate envelope, as described in point 1 of the invitation to tender.

The tender must be accompanied by a CD or a DVD containing a full and exact electronic copy of the original tender. The electronic copy must be in PDF format. The price offer and revision test must not be included in the electronic copy.

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Participation in this invitation to tender procedure is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities of a third country which has concluded a specific public procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender on the terms laid down by that agreement.

The tenderer must provide all the information necessary for the contracting authority to analyse the tender on the basis of the exclusion, selection and award criteria. The tender must also include all the documents relating to economic, financial, professional and technical capacity listed in the specifications. Where necessary, all supporting documents must be included. A check-list of documents to be supplied as a minimum is to be found in Annex XV to the specifications.

To enable the eligibility of tenderers to be ascertained, they must indicate in their tenders the country in which they have their registered office or in which they are domiciled. They must also submit the evidence required under their national law or other equivalent proof enabling the contracting authority to check their origin.

In the case of a consortium of economic operators, each member shall furnish proof of right of access to the contract (eligibility), as well as proof concerning compliance with the exclusion and selection criteria. With regard to the selection criteria, the contracting authority may rely on the capacity of the other members of the consortium in order to establish whether the tenderer will have the resources needed to perform the contract. In this case an undertaking shall be required from those members stating that they will make available to the other members the resources needed to perform the contract.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: The contracting authority requires tenderers to have a minimum financial and economic capacity. Tenderers are required to provide proof of their financial and economic capacity in the form of a statement of turnover relating to services in the field of translation for the 2 most recent financial years.

Minimum level(s) of standards possibly required: The minimum turnover in the field of translation per financial year must be at least 50 000 EUR (in the case of a consortium or group which has not yet been constituted the amount must correspond to the total turnover in the field of translation of the members of the consortium or group).

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Tenderers are required to furnish proof of their technical and professional capacity to provide the services described in these specifications. This capacity shall be assessed with regard to

their know-how, efficiency and experience (please see point 29.3 of the specifications for details).

Minimum level(s) of standards possibly required:

It should be noted that the minimum level of qualification for a translator considered to be acceptable for the purposes of this call for tenders is successful completion of university-level studies in any discipline, attested by a diploma.

#### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

### **Section IV: Procedure**

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#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Open

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Criteria below

1. Quality. Weighting 70

2. Price. Weighting 30

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

EN02/2015/EU.

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

17.9.2015 - 16:30

##### **IV.3.5.**

**Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

Any EU official language

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 12 (from the date stated for receipt of tender)

**IV.3.8. Conditions for opening of tenders**

Date: 28.9.2015 - 10:00

Place:

Schuman Building, Room L2A200, 2929 Luxembourg, LUXEMBOURG.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Each tenderer may be represented by not more than 1 person, who must produce a letter of authority issued by the tenderer.

Tenderers wishing to attend the opening of the tenders are asked to notify the department responsible for managing this procurement procedure no later than 24.9.2015.

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**Section VI: Complementary information**

**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: General Court of the Court of Justice of the European Union

Postal address: rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 433766

Internet address: <http://curia.europa.eu/>

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Please contact the body responsible for appeals for information concerning the deadline(s) for lodging appeals: <http://curia.europa.eu/>

**VI.4.3. Service from which information about the review procedure may be obtained**

Official name: Please refer to VI.4.1

**VI.5.**

**Date of dispatch of this notice**

29.7.2015