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**Germany-Frankfurt am Main: ECB - Provision of drafting, editing and revision of legal texts in English and optional in-house legal translation — PRO-004168 2018/S 173-391671**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

European Central Bank  
Sonnemannstrasse 22  
Frankfurt am Main  
60314  
Germany  
Contact person: Carla Fernandes  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Fax: +49 69/13447110  
NUTS code: DE712

**Internet address(es):**

Main address: <http://www.ecb.europa.eu>

**I.2) Information about joint procurement**

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.ecb.europa.eu/secure/procurement/>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted to the abovementioned address

**I.4) Type of the contracting authority**

European institution/agency or international organisation

**I.5) Main activity**

Economic and financial affairs

**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title:**

Provision of drafting, editing and revision of legal texts in English and optional in-house legal translation — PRO-004168  
Reference number: PRO-004168

**II.1.2) Main CPV code**

79530000

**II.1.3) Type of contract**

Services

II.1.4) **Short description:**

Remote and in-house provision of drafting, editing and revision of legal texts drafted in English and (optional) in-house translation of legal texts into English from other Union languages, and other related activities.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: DE

Main site or place of performance:

Mainly at contractor's premises and optionally at ECB premises.

II.2.4) **Description of the procurement:**

Under the Contract the Contractor shall provide the following 'Deliverables' to the ECB:

(a) Drafting, editing and revision of legal texts drafted in English and related activities (remotely and in-house) to a professional standard to ensure that draft ECB legal texts are drawn up clearly and precisely and comply with the European Union legislative drafting rules and conventions;

(b) Optional: legal translation of legal texts into English from another European Union language where the Contractor has a proven ability to translate to a professional standard. Translation of legal texts into English from another European Union language is optional, i.e. interested suppliers are not required to offer translation of legal texts as a part of their tender. When providing Deliverables in house, Contractors offering optional translation activities and demonstrating the ability to translate to a professional standard may be requested to carry out translation work in relevant language pair(s).

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

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

II.2.14) **Additional information**

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

III.1) **Conditions for participation**

- III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**  
List and brief description of conditions:  
As stated in the procurement documents.
- III.1.2) **Economic and financial standing**  
Selection criteria as stated in the procurement documents
- III.1.3) **Technical and professional ability**  
Selection criteria as stated in the procurement documents
- III.1.5) **Information about reserved contracts**
- III.2) **Conditions related to the contract**
- III.2.1) **Information about a particular profession**
- III.2.2) **Contract performance conditions:**  
In line with the terms and conditions of the draft contract. See details in the procurement documents.
- III.2.3) **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

#### **Section IV: Procedure**

- IV.1) **Description**
- IV.1.1) **Type of procedure**  
Open procedure
- IV.1.3) **Information about a framework agreement or a dynamic purchasing system**  
The procurement involves the establishment of a framework agreement  
Framework agreement with several operators  
Envisaged maximum number of participants to the framework agreement: 10
- IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**
- IV.1.6) **Information about electronic auction**
- IV.1.8) **Information about the Government Procurement Agreement (GPA)**  
The procurement is covered by the Government Procurement Agreement: no
- IV.2) **Administrative information**
- IV.2.1) **Previous publication concerning this procedure**
- IV.2.2) **Time limit for receipt of tenders or requests to participate**  
Date: 01/10/2018  
Local time: 18:00
- IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**  
English
- IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**  
Duration in months: 12 (from the date stated for receipt of tender)
- IV.2.7) **Conditions for opening of tenders**  
Date: 02/10/2018  
Local time: 14:00

#### **Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

VI.3) **Additional information:**

The procurement documentation can be downloaded from an Internet platform. If you are interested to participate in the procurement procedure register via the Internet platform using the following Internet address, user name and password:

Internet address: <https://www.ecb.europa.eu/secure/procurement/>

User name: 004168/L/LEG/2018

Password: 0A22C8

After you have registered, an e-mail will be sent to you with a new user name and password. Use the new user name and password to download the procurement documentation from the above URL internet address.

However, your mere registration and downloading the procurement documents does not constitute an application/tender. You must submit your application/tender in hard copy version to the ECB, on time, in the format requested and including the content as further instructed in the application/tender documentation.

Should you experience any problems in accessing the Internet platform for registration and/or downloading the documentation, please do not hesitate to contact the ECB under the following e-mail address:

[procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu) quoting the procurement number and the problem experienced.

The ECB shall endeavour to answer all queries concerning access as quickly as possible but cannot guarantee a minimum time response. The ECB shall not be bound to reply to queries received after 19 September 2018, but will try to do so, if possible.

The procurement procedure shall be open on equal terms to all natural or legal persons resident or located in the European Union and to all natural and legal persons resident or located in a country which has ratified the World Trade Organisation Agreement on Government Procurement or has concluded with the European Union a bilateral agreement on procurement under the conditions laid down in the said agreements.

The procurement procedure is conducted in accordance with Decision ECB/2016/2 of 9.2.2016 laying down the rules on procurement, OJ L 45, 20.2.2016, p. 15 as amended available on the ECB website at <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>.

During the procurement procedure, Tenderers shall not contact any other ECB staff members or organizations/ persons working for the ECB with regard to this tender procedure than the person indicated in Section I.1).

Tenderers shall also not contact potential competitors unless they intend to form a temporary grouping with them or to involve them as subcontractors. Any violation of this communication rule may lead to the exclusion of the Tenderer in question.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Procurement Review Body of the European Central Bank, c/o Legal Advice Team

Sonnemannstrasse 22

Frankfurt am Main

60314

Germany

Telephone: +49 6913440

Fax: +49 6913446886

Internet address: <http://www.ecb.europa.eu>

VI.4.2) **Body responsible for mediation procedures**

The European Ombudsman  
1 avenue du Président Robert Schuman, CS 30403  
Strasbourg Cedex  
67001  
France

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

15 days from the receipt of the information specified in Article 34(3) of ECB Decision 2016/2 laying down the Rules on Procurement or, if no information is requested, 15 days from the receipt of the notification to unsuccessful tenderers. Further requirements are outlined in Article 39 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

VI.4.4) **Service from which information about the review procedure may be obtained**

Central Procurement Office of the European Central Bank  
Sonnemannstrasse 22  
Frankfurt am Main  
60314  
Germany  
Telephone: +49 6913440  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Fax: +49 6913447110  
Internet address: <http://www.ecb.europa.eu>

VI.5) **Date of dispatch of this notice:**

27/08/2018