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**D-Frankfurt-on-Main: ECB - Editing and proofreading of documents drafted in English and related services**

**2011/S 46-074222**

**Contract notice**

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s):**

European Central Bank, attention: Ellinoora Peltonen, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY.  
Tel. +49 691344-0. Fax +49 691344-7110. E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)

**Internet address(es):**

The call for applications and the application form can be downloaded from:

[http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc\\_enediting.en.html](http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_enediting.en.html)

General address of the contracting authority:

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

**Further information can be obtained at:**

As in abovementioned contact point(s).

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

As in abovementioned contact point(s).

**Tenders or requests to participate must be sent to:**

As in abovementioned contact point(s).

**I.2) Type of the contracting authority and main activity or activities:**

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: no.

**Section II: Object of the contract**

**II.1) Description**

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

Editing and proofreading of documents drafted in English and related services.

**II.1.2) Type of contract and location of works, place of delivery or of performance:**

Services.

Service category: No 27.

Main place of delivery: ECB, Frankfurt-on-Main.

NUTS code: DE712.

**II.1.3) The notice involves:**

The establishment of framework agreements.

**II.1.4) Information on framework agreement:**

Framework agreement with several operators.

Number: 7 to 8 if available.

Duration of the framework agreement: duration in years: 4.

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

The ECB's English Translation and Editing Section (ETE) edits and proofreads ECB texts prior to their publication to ensure that such texts are linguistically correct and consistent. The section is also responsible for translating texts from the 22 other official EU languages into English.

ETE currently has a team of 14 full-time English translators/editors whose principal tasks are editing non-legal documents drafted in English and translation into English from other EU languages. To help ETE cope with additional workload and cover for routine absences, it is now seeking applications from experienced editing companies and/or freelance editors who edit and proofread documents drafted in English. Successful candidates will be awarded a framework service agreement and will form a pool of freelance editors or editing companies. Editors will be invited from time to time to work with ETE's existing team, both in-house at the ECB's offices in Frankfurt-on-Main for a limited period of time (e.g. covering for a staff member's absence on annual leave), and remotely, receiving jobs by e-mail. Such (individual) invitations to work with the ECB will be sent out following a rotation mechanism.

It is an advantage if editors can also translate documents into English from one or more other official EU languages and carry out work for the ECB's terminology database. Editors who work in-house at the ECB should be motivated to work as part of a team and have excellent oral communication skills. Where the ECB considers it appropriate, the editors will receive training in use of the ECB's computer-aided translation tools.

**II.1.6) Common procurement vocabulary (CPV):**

79821100.

**II.1.7) Contract covered by the Government Procurement Agreement (GPA):**

Yes.

**II.1.8) Division into lots:**

No.

**II.1.9) Variants will be accepted:**

No.

**II.2) Quantity or scope of the contract**

**II.2.1) Total quantity or scope**

**II.2.2) Options:**

No.

**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**

**III.1) Conditions relating to the contract**

**III.1.1) Deposits and guarantees required:**

No deposit or guarantee is required.

**III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

Method of payment will be in accordance with the terms and conditions of the contract.

**III.1.3) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded:**

The establishment of a temporary grouping of companies is allowed. In the application, all the members of the temporary grouping must declare in writing that:

- (i) in case of an order they will provide all services as a temporary grouping; and
- (ii) all the members will have joint and several liability for the performance of the contract; and

(iii) a single legal entity shall represent the whole grouping.

The parts of the supplies and/or services that will be performed by the individual companies shall be specified.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met are indicated in the call for applications and the application form that interested candidates may download from the Internet address specified in Section I.1 above.

The duly completed application form and the documentation requested in the application form shall be returned in both paper copy and electronic format by the date indicated in IV.3.4 below.

III.2.2) **Economic and financial capacity**

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating whether requirements are met are detailed in the application form as indicated in Section III.2.1 above. The application form may be downloaded from the Internet address specified in Section I.1 above.

Minimum level(s) of standards possibly required (if applicable):

Candidates are required to possess:

1. perfect command of English as demonstrated in the application form and in the editing test;
2. excellent knowledge of economic and financial terminology, in English;
3. an advanced university degree (or equivalent qualification) in a relevant subject — preferably modern languages, e.g. a Master's degree-level diploma in translation — or proven ability to perform the tasks commensurate with such a formal academic qualification is required;
4. sufficient previous experience in editing texts for financial organisations and/or EU or international organisations. Experience will be considered as sufficient experience where experience of editing documents amounting to 2 000 standard pages (1 500 characters excluding spaces) and/or professional experience can be demonstrated that is equivalent to a minimum of 3 years of full-time employment in editing texts for financial organisations and/or EU or international organisations;
5. sound background knowledge of financial and economic affairs.

Among the candidates meeting the minimum requirements, the ECB shall invite to tender (please refer to Section IV.1.2) those who best meet the following selection criteria:

- (a) the scoring of the editing test completed by the candidates (weighting of this criterion: 70 %);
- (b) the candidate's general capacity to provide the requested services in terms of professional qualifications (qualifications of the candidate or the qualifications of the staff members in general) (weighting of this criterion: 10 %); and
- (c) the candidate's general experience and expertise, assessed on the basis of the candidate's past experience and any reference contracts submitted by the candidate which are comparable in terms of scope, size and complexity with the contract tendered by the ECB (weighting of this criterion: 20 %).

III.2.4) **Reserved contracts:**

No.

III.3) **Conditions specific to service contracts**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

**III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

Yes.

**Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure:**

Restricted.

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:**

Envisaged number of operators: 20–30.

Objective criteria for choosing the limited number of candidates:

The ECB will invite the candidates best meeting the selection criteria listed in Section III.2 of this contract notice to submit a tender.

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue**

**IV.2) Award criteria**

**IV.2.1) Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

Criteria; weighting:

1. Quality; 60 %.
2. Price; 40 %.

**IV.2.2) An electronic auction will be used:**

No.

**IV.3) Administrative information**

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

17488/SL/SEC/2011.

**IV.3.2) Previous publication(s) concerning the same contract:**

No.

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

The call for applications and the application form may be downloaded from the Internet address as specified in Section I.1 above.

The candidates are required, promptly after downloading the documentation, to provide the ECB (at [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)) with a valid contact e-mail address. This shall be used by the ECB to keep all interested parties aware of potential further communications on this tender. In addition, such potential further communications shall also be published on the aforementioned Internet site specified in Section I.1 above.

Time limit for receipt of requests for documents or for accessing documents:

3.4.2011 (17:00).

Payable documents: no.

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

4.4.2011.

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**

English.

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

Duration in months: 6 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

Place: Tenders shall be opened shortly after the deadline for receipt of tenders has expired, at the address in I.1.

Persons authorised to be present at the opening of tenders: no.

Members of staff of the ECB only.

**Section VI: Complementary information**

VI.1) **This is a recurrent procurement:**

Yes.

It is expected that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any new contract that results from this procurement exercise.

VI.2) **Contract related to a project and/or programme financed by EU funds:**

No.

VI.3) **Additional information:**

The contract is intended initially for 4 years.

The contract shall be governed by and interpreted under German civil law.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures:**

Procurement Review Body of the ECB, c/o Legal Advice Team, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-8599. Fax +49 691344-6886. E-mail: [legaladviceteam@ecb.europa.eu](mailto:legaladviceteam@ecb.europa.eu) Internet: <http://www.ecb.europa.eu>

VI.4.2) **Lodging of appeals**

VI.4.3) **Service from which information about lodging of appeals may be obtained**

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

25.2.2011.