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**D-Frankfurt-on-Main: ECB - Provision of German translation, editing and proofreading services
2013/S 111-188942**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Central Bank
Kaiserstraße 29
Contact point(s): +49 6913440
For the attention of: Rosemary Cowlard
60311 Frankfurt-on-Main
GERMANY
Telephone: +49 6913440
E-mail: procurement@ecb.europa.eu
Fax: +49 6913447110

Internet address(es):

General address of the contracting authority: <http://www.ecb.europa.eu>
Electronic access to information: <https://www.ecb.europa.eu/secure/procurement/login.html>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Economic and financial affairs

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

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:

Provision of German translation, editing and proofreading services.

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

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: ECB, Frankfurt-on-Main, Germany.

NUTS code DE712

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with several operators

maximum number of participants to the framework agreement envisaged: 8

Duration of the framework agreement

Duration in years: 4

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

The Language Services Division is a central service unit which provides linguistic expertise and support in 22 official EU languages to the European Central Bank (ECB). The Division has a team of 2 staff German translators whose principal tasks are translation into German of (non-legal) texts drafted in English; revision of German translations; proofreading of German translations for publication; editing of texts drafted in German and terminology work, namely the extraction, compilation and linguistic checking of terminology, and the alignment of documents.

To ensure business continuity, and help the German unit cope with additional workload and cover for absences, the Division is seeking applications from experienced contractors. Successful candidates will be awarded a framework service agreement and will form a pool of freelancers. Selected freelancers will be invited to come on-site to work within the unit; therefore, a high level of availability is necessary to ensure that urgent — and non-foreseeable — business needs for in-house cover can be met at short notice.

Some homeworking may be possible (estimated at a maximum of 10 % of contract value).

Invitations to provide services to the ECB will be sent out following a rotation mechanism.

II.1.6) Common procurement vocabulary (CPV)

79530000, 79821100

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): 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) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The ECB envisages awarding a framework contract to a maximum of 8 successful tenderers, if available. The contract is envisaged to enter into force on 1.2.2014 for a period of 4 years. The tenderers will form a pool of freelancers. Invitations to provide services to the ECB will be sent out following a rotation mechanism.

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: 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:

- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
The establishment of temporary groupings is allowed under the conditions laid down in the tender documentation. Candidates wishing to participate must download the tender documentation from the address specified in VI.3.
- III.1.4) **Other particular conditions**
The performance of the contract is subject to particular conditions: 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 the requirements are met: Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.
- III.2.2) **Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.
- III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:
Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.
Minimum level(s) of standards possibly required:
Please see the details for the evaluation process in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.
Selection criteria and minimum capacity levels:
Candidates shall have the technical and professional capacity to perform the contract.
Candidates must meet the following minimum capacity levels. Candidates who do not meet all minimum capacity levels stipulated under (a), (b), (c) and (d) below will not be admitted to the selection stage.
Minimum capacity levels:
a) perfect command of German with Europass C2 standard in listening, reading, spoken interaction, spoken production and writing;
b) excellent command of English with Europass C2 standard in reading, and Europass C1 standard in listening, spoken interaction, spoken production and writing;
c) master's degree-level diploma in one of the following disciplines: translation or interpretation, modern languages/linguistics, economics or law;
d) 3 years' professional experience in translating texts from English into German for financial organisations and/or EU or international organisations, or professional experience in translating documents from English into German for financial organisations and/or EU or international organisations amounting to 2 000 standard pages (1 500 characters excluding spaces).
Among the candidates who fulfil the minimum capacity levels stipulated above the ECB shall select those who best meet the following selection criteria.
Selection criteria:
e) expertise, assessed on the basis of the candidate's track record and on 3 reference projects performed during the past 6 years from 2007 to 2012 included, which are comparable in terms of scope and complexity with the contract tendered by the ECB (weighting of this criterion: 70 %);

f) the scoring of the translation test (weighting of this criterion: 30 %).

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) **Staff responsible for the execution of the service**

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 minimum number 12: and maximum number 15

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

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:**

25272/C/LGS/2013.

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

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**

10.7.2013 - 17:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

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**

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

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 2017.

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

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

VI.3) Additional information

Service providers interested in taking part in this tender procedure are required to download the complete tender documentation from the following Internet site: <https://www.ecb.europa.eu/secure/procurement/login.html> using the 'User ID' and 'Password' indicated below:

User ID: 25272/C/LGS/2013

Password: CAAD23

Please note that you must register before downloading the tender documentation and that registration on the website is not synonymous with applying. After having registered an e-mail will be sent to you with a new user name and password. The Internet address will remain the same. Please use the new user name and password to download the tender documentation. Should you experience any problems in accessing the Internet platform for registration and/or downloading the tender documentation please do not hesitate to contact us under the following e-mail address: procurement@ecb.europa.eu quoting the procurement number and problem experienced.

Please note that the documentation will be made available only via the Internet platform.

The tender 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 ECB shall exclude tenderers that are in one of the situations described in Article 24(4) of Decision ECB/2007/5 (e.g. conviction for fraud or corruption) or put on a blacklist in accordance with Article 24(7) of Decision ECB/2007/5.

The minimum time-frame during which the tenderer must maintain the tender is 12 months from submission date as stipulated under IV.3.4.

VI.4) Procedures for appeal**VI.4.1) Body responsible for appeal procedures**

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

Kaiserstraße 29

60311 Frankfurt-on-Main

GERMANY

E-mail: legaladviceteam@ecb.europa.eu

Telephone: +49 691344-0

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

Fax: +49 691344-6886

Body responsible for mediation procedures

The European Ombudsman

1 avenue du Président Robert Schuman, CS 30403

Strasbourg

FRANCE

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: 15 days from the receipt of the information specified in Article 28(3) of the ECB procurement rules (see Section VI.3) or, if no information is requested, 15 days from the receipt of the notification to unsuccessful tenderers.

Further requirements are outlined in Article 33 of the ECB procurement rules (see Section VI.3).

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

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

30.5.2013