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Germany-Frankfurt-on-Main: ECB - Invitation to tender for the provision of editing and proofreading in English and translation into English PRO-00611 2015/S 110-199000

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Central Bank
Sonnemannstraße 22
For the attention of: Ellinoora Peltonen
60314 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>

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:

Invitation to tender for the provision of editing and proofreading in English and translation into English PRO-00611.

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: Frankfurt-on-Main.

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: 20

Duration of the framework agreement

Duration in months: 48

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

The European Central Bank (ECB) is seeking through this open procedure suitable suppliers for:

(i) the provision of editing and proofreading of documents drafted in English and, optionally, translation from other EU languages (with the exception of the languages covered in lots 2–5) into English (lot 1); and

(ii) translation services into English from Greek (lot 2), Finnish (lot 3), Slovenian (lot 4) and Latvian (lot 5);

and intends to award several framework agreements (the 'contracts') to the suppliers offering the best value for money.

Up to 20 of the most economically advantageous tenderers will receive a contract for lot 1; and up to a total of 20 of the most economically advantageous tenderers will receive a contract for lots 2–5 (i.e. 5 contracts per lot). Suppliers may submit their tender for only 1 lot or for several lots. The ECB will evaluate and award the contracts for each lot separately.

It should be noted that, regarding optional translation services that the suppliers may offer under all the lots 1–5, the ECB currently has a contractor in place and the supplier(s) selected on the basis of this procurement procedure will be awarded optional translation work only in case the current contractor is not available.

However, after the expiration of the current contractor's framework contract (which is envisaged to expire on 10.2.2018), the selected supplier(s) will also have priority to receive work orders from the ECB for the optional translation services.

It should be further noted that, regarding the main translation services that the interested suppliers may offer under lots 2–5, the ECB also has a contractor in place and the supplier(s) selected on the basis of this procurement procedure will be awarded translation work only in case the current contractor is not available.

However, the current contractor is currently mostly unavailable for those services.

II.1.6) Common procurement vocabulary (CPV)

79530000

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

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: yes

Tenders may be submitted for all lots

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

ETE currently has a team of 22 full-time English translators/editors. To help ETE cope with additional workload and to cover for routine absences, the ECB is now seeking tenders from experienced freelance editors/

translators, temporary groupings and editing/translating companies (hereinafter 'tenderers') for the services described below.

In this invitation to tender (ITT), a reference to an 'external editor/translator' includes freelance editors/translators, editors/translators who are staff employed by agencies, editors/translators that are part of a temporary grouping and external editors/translators that are, or may be, subcontracted by a tenderer for the purposes of this tender.

Ranking system:

Contractors will be awarded a framework service agreement per lot and will form a pool of a maximum of 20 contracts (per lot) to whom assignments (orders) will be awarded based on the ranking system determined as a result of this procurement procedure. The first ranked contractor has the first option to accept a specific order. If the first ranked contractor is not available for, or declines, the order, the ECB will immediately contact the next ranked contractor until the order is awarded. For efficiency reasons, the award of a specific order to a particular contractor is also deemed to cover the award, as appropriate, of follow-up and/or related orders.

In-house work:

In-house service means that the external editors/translators may be invited from time to time to work with ETE's existing team in house at the ECB's offices in Frankfurt-on-Main. Such individual invitations to work (hereinafter 'call-offs') in house shall not exceed 5 months or 113 working days per contractual year.

ETE may require replacement by an external editor/translator for in-house editing for periods of up to several weeks to cover absences and annual leave. It would normally try to plan this cover several weeks in advance, but sometimes it may ask a framework contractor (or the assigned editor/translator) to work in house at shorter notice.

An external editor/translator who works in house can expect to be allocated a variety of editing and translation tasks depending on qualifications and skills. It is important that the external editor working in house is flexible and can work independently, but also in cooperation with the ECB's staff editors/translators.

Remote services:

For remote work, the ECB issues a call-off by contacting the framework contractor by telephone or e-mail to place a new assignment and proposes a completion deadline. A response to the offer within hours is frequently required. The contractor, and its subcontractors, if applicable, must use its or their own IT and other equipment for the performance of the remote work and ensure that the equipment is compliant with the ECB's security requirements and technological standards. The contractor may also be requested to provide the services remotely by connecting to the European Central Bank's internal network for information technology by means of an ECB security token ('Remote work using the ECB network').

The ECB issues the framework contractor with a specific purchase order for the call-off, which is signed and returned to indicate acceptance.

The texts (e.g. reports or other publications) to be edited will normally be of a financial or economic nature, but could potentially be on any subject related to the work of the ECB. The ECB provides the framework contractor/assigned editor(s)/translator(s) with reference material and any instructions that need to be followed. The ECB tries to keep instructions and deadlines unchanged, but on occasion the external editor(s)/translator(s) may be sent revised instructions, or even a revised version of the text, if priorities or other circumstances change. Many texts are confidential in nature, so the external editors/translators shall be required to treat in strictest confidence any text or information contained therein which are linked to performance of the contract. The external editor(s)/translator(s) is/are also expected to apply ECB drafting and style conventions when editing texts, and always to respect British English grammar and spelling rules. The external editor(s)/translator(s) return(s) the job by e-mail showing his/her work in revision marks (where relevant). The work is revised by staff editors/translators in so far as resources permit.

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)

Information about lots

Lot No: 1

Lot title: Editing and proofreading of texts drafted in English

1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

The scope of the work to be provided shall comprise the following tasks:

(a) editing and proofreading of texts drafted in English;

(b) the optional translation of texts into English from other official EU languages (except those offered in lots 2–5) if external editors have proven ability in translating from that/those language(s) into English, and in so far as the ECB does not have another framework contractor available who was awarded the contract specifically for those translation services. Tenderers may submit a maximum of 4 optional translations per external editor/ translator;

(c) possibly, the performance of terminology work, namely the extraction, compilation and linguistic checking of terminology, and the alignment of documents.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Tenderers may submit their tender for only 1 lot or for several lots. The ECB will evaluate and award the contracts for each lot separately.

Tenderers submitting tenders for several lots and offering the same optional translation language(s) in 2 or more lots will only be tested once in each optional language; in such cases, the performance in the test(s) will apply to all lots. Many texts are confidential in nature, so the external editors/translators shall be required to treat in strictest confidence any text or information contained therein which are linked to performance of the contract. The external editor(s)/translator(s) is/are also expected to apply ECB drafting and style conventions when editing texts, and always to respect British English grammar and spelling rules.

Lot No: 2

Lot title: Translating texts into English from Greek

1) **Short description**

The scope of the work to be provided shall comprise the following tasks:

(a) translating texts into English from Greek;

(b) (optional) translating texts into English from other EU languages, if the contractor has proven ability in translating from other language(s) into English; and if the ECB does not have another framework contractor available.

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Tenderers may submit their tender for only 1 lot or for several lots. The ECB will evaluate and award the contracts for each lot separately.

Tenderers submitting tenders for several lots and offering the same optional translation language(s) in 2 or more lots will only be tested once in each optional language; in such cases, the performance in the test(s) will apply to all lots. Many texts are confidential in nature, so the external editors/translators shall be required to treat in strictest confidence any text or information contained therein which are linked to performance of the contract. The external editor(s)/translator(s) is/are also expected to apply ECB drafting and style conventions when editing texts, and always to respect British English grammar and spelling rules.

Lot No: 3

Lot title: Translating texts into English from Finnish

1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

The scope of the work to be provided shall comprise the following tasks:

(a) translating texts into English from Finnish;

(b) (optional) translating texts into English from other EU languages, if the contractor has proven ability in translating from other language(s) into English; and if the ECB does not have another framework contractor available.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Tenderers may submit their tender for only 1 lot or for several lots. The ECB will evaluate and award the contracts for each lot separately.

Tenderers submitting tenders for several lots and offering the same optional translation language(s) in 2 or more lots will only be tested once in each optional language; in such cases, the performance in the test(s) will apply to all lots. Many texts are confidential in nature, so the external editors/translators shall be required to treat in strictest confidence any text or information contained therein which are linked to performance of the contract. The external editor(s)/translator(s) is/are also expected to apply ECB drafting and style conventions when editing texts, and always to respect British English grammar and spelling rules.

Lot No: 4

Lot title: Translating texts into English from Slovenian

1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

The scope of the work to be provided shall comprise the following tasks:

(a) translating texts into English from Slovenian;

(b) (optional) translating texts into English from other EU languages, if the contractor has proven ability in translating from other language(s) into English; and if the ECB does not have another framework contractor available.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Tenderers may submit their tender for only 1 lot or for several lots. The ECB will evaluate and award the contracts for each lot separately.

Tenderers submitting tenders for several lots and offering the same optional translation language(s) in 2 or more lots will only be tested once in each optional language; in such cases, the performance in the test(s) will apply to all lots. Many texts are confidential in nature, so the external editors/translators shall be required to treat in strictest confidence any text or information contained therein which are linked to performance of the contract. The external editor(s)/translator(s) is/are also expected to apply ECB drafting and style conventions when editing texts, and always to respect British English grammar and spelling rules.

Lot No: 5

Lot title: Translating texts into English from Latvian

1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

The scope of the work to be provided shall comprise the following tasks:

(a) translating texts into English from Latvian;

(b) (optional) translating texts into English from other EU languages, if the contractor has proven ability in translating from other language(s) into English; and if the ECB does not have another framework contractor available.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Tenderers may submit their tender for only 1 lot or for several lots. The ECB will evaluate and award the contracts for each lot separately.

Tenderers submitting tenders for several lots and offering the same optional translation language(s) in 2 or more lots will only be tested once in each optional language; in such cases, the performance in the test(s) will apply to all lots. Many texts are confidential in nature, so the external editors/translators shall be required to treat in strictest confidence any text or information contained therein which are linked to performance of the contract. The external editor(s)/translator(s) is/are also expected to apply ECB drafting and style conventions when editing texts, and always to respect British English grammar and spelling rules.

Section III: Legal, economic, financial and technical information

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

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

No requirement.

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

Payment arrangements in line with the terms and conditions of the contract. Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.

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 a temporary grouping of companies is allowed under the conditions laid down in the application/tender documentation. Temporary groupings do not need to have a specific legal form but will be jointly and severally liable for all obligations under the contract. Please see the details in the application/tender documentation to be requested from the contact point indicated in Sections I.1 and 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 application/tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.

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

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Please refer to VI.3) Additional information — the tenderer is not subject to selection criteria, but the tender is subject to minimum quality criteria.

Minimum level(s) of standards possibly required:

Please refer to VI.3) Additional information — the tenderer is not subject to selection criteria, but the tender is subject to minimum quality criteria.

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

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

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

III.3.2) **Staff responsible for the execution of the service**

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

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

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 below

1. Quality. Weighting 60

2. Price. Weighting 40

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:**

PRO-00611.

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 8.7.2015

Payable documents: no

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

9.7.2015 - 18:00

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**
Duration in months: 8 (from the date stated for receipt of tender)

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

Date: 9.7.2015

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

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

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**

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

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

User ID: 000611/C/LGS/2015

Password: 2B0ED1

After you have 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 application/tender documentation.

However, your mere registration and downloading the documentation 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 application/tender documentation please do not hesitate to contact the ECB under the following e-mail address: procurement@ecb.europa.eu quoting the procurement number and problem experienced.

The ECB shall endeavour to answer all queries concerning access as quickly as possible but cannot guarantee a minimum response time. The ECB shall not be bound to reply to queries received less than 7 calendar days before the time limit for the submission of tenders.

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 tender procedure is conducted in accordance with Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) (as amended), available on the ECB website at <http://www.ecb.europa.eu> (please look for the link 'for suppliers').

During the tender procedure tenderers shall not contact any other ECB staff members or organisations/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.

Please note that the tenderers' offers are subject to minimum quality requirements in order to be further evaluated. The following minimum quality requirements are applicable for all lots.

The tenderer shall be excluded from further evaluation if:

(a) if none of the tenderer's proposed external editors (lot 1)/translators (lots 2–5) obtain at least 3 quality points for the written editing test for lot 1 or for the written translation tests for lots 2–5 as further detailed in the tender documentation; or

(b) if none of the tenderer's proposed external editors (lot 1)/translators (lots 2–5) obtain at least 3 quality points for the experience as further detailed in the tender documentation; or

(c) if none of the tenderer's proposed external editors (lot 1)/translators (lots 2–5) obtain at least 3 quality points for the qualifications criterion as further detailed in the tender documentation; or

(d) if the tenderer proposed several external editors (lot 1)/translators (lots 2–5) and the average score of the 2 best ranked external editors/translators does not reach, at least, 3 quality points for the written editing test for lot 1 or for the written translation tests for lots 2–5 as further detailed in the tender documentation; or

(e) if the tenderer proposed several external editors (lot 1)/translators (lots 2–5) and the average score of the 2 best ranked external editors/translators does not reach, at least, 3 quality points for the experience criterion as further detailed in the tender documentation; or

(f) if the tenderer proposed several external editors (lot 1)/translators (lots 2–5) and the average score of the 2 best ranked external editors/translators does not reach, at least, 3 quality points for the qualifications criterion as further detailed in the tender documentation;

(g) editing/translation tests:

Regarding quality of the editing test (lot 1)/translation tests (lots 2–5), the following test evaluation will result in a quality score 3, i.e. the editor's/translator's test will pass the minimum quality for the editing/translation test(s), if it is evaluated as follows: 'The edited text/translation is publishable, but requires some revision.'

(h) experience:

regarding experience of the proposed external editor(s)/translator(s), the following minimum requirements must be fulfilled for an external editor/translator to be awarded 3 quality points: the external editor/translator has at least 2 years' documented experience as a professional editor/translator, either self-employed or as an employee, full-time or part-time.

(i) qualifications:

regarding qualifications of the proposed external editor(s)/translator(s), the following minimum requirements must be fulfilled for an external editor/translator to be awarded 3 quality points: The external editor/translator has a Bachelor's degree (or equivalent-level qualification) in a relevant linguistic field, or a track record of performing the tasks commensurate with such a formal academic qualification for a period of at least 6 years.

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

Sonnemannstraße 22

60314 Frankfurt-on-Main

GERMANY

Telephone: +49 6913440

Fax: +49 6913446886

Body responsible for mediation procedures

European Ombudsman

1 avenue du Président Robert Schuman
67001
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 Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) 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 this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

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

Central Procurement Office
60314 Frankfurt-on-Main
GERMANY
Telephone: +49 6913440

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

29.5.2015