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**Germany-Frankfurt-on-Main: ECB - Invitation to tender for the provision of translation services into English
2015/S 209-378671**

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 translation services into English.

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 and/or remote services.
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: 6

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: the provision of translation from a range of EU languages, namely Bulgarian (lot 1), Spanish (lot 2), Czech (lot 3), Danish (lot 4), German (lot 5), Estonian (lot 6), French (lot 7), Croatian (lot 8), Italian (lot 9), Latvian (Lot 10), Lithuanian (lot 11), Hungarian (lot 12), Maltese (lot 13), Dutch (lot 14), Polish (lot 15), Portuguese (lot 16), Romanian (lot 17) Slovak (lot 18) and Swedish (lot 19) into English and intends to award several framework agreements (the 'Contracts') to the suppliers offering the best value for money. 'Translation' is also deemed to cover the provision of summaries, in English, of texts written in the above languages, which the ECB may ask successful contractors to produce from time to time.

Up to 6 of the most economically advantageous tenderers will receive a contract (i.e. 6 contracts per lot).

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.

The contracts in each lot will be awarded in 2 pools, pool A and pool B. Up to 2 contracts will be awarded for pool A; up to 4 contracts will be awarded for pool B.

Pool A contractors will be required to produce particularly polished and accurate translations of a publishable quality of texts to which the ECB, under the circumstances, attributes a higher degree of relative importance.

Pool B contractors will be required to produce polished and accurate translations of texts to which the ECB, under the circumstances, attributes a slightly lower degree of relative importance. Translation work will be allocated by default to pool B. Exceptionally, translation work will be allocated to pool A where the text is regarded, under the circumstances, as particularly important, where the translation work would normally be performed in-house by relevant ECB staff members which are currently unavailable. The relative importance of texts assigned for translation will be determined, inter alia, on the basis of the following factors: high-profile nature of the text and/or the author (e.g. Executive Board/Supervisory Board member speeches, articles, interviews), relevance of content, potential market impact, sensitivity of the text, technical complexity of the text, actual or potential need for publication and time constraints for translation, revision, further modification and/or publication.

Tenderers do not need to specify which pool they are applying for. The ECB will determine whether the tenderers are eligible for pool A and/or pool B. It is possible that the tenderers could be eligible for both pools in the event that the translation test(s) submitted are both of a high quality and competitively priced.

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:

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**

Information about lots

Lot No: 1

Lot title: Bulgarian (lot 1)

1) **Short description**

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**

Lot No: 2

Lot title: Spanish (lot 2)

1) **Short description**

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**

Lot No: 3

Lot title: Czech (lot 3)

1) **Short description**

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**

Lot No: 4

Lot title: Danish (lot 4)

1) **Short description**

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**

Lot No: 5

Lot title: German (lot 5)

1) **Short description**

- 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**

Lot No: 6

Lot title: Estonian (lot 6)

- 1) **Short description**
- 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**

Lot No: 7

Lot title: French (lot 7)

- 1) **Short description**
- 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**

Lot No: 8

Lot title: Croatian (lot 8)

- 1) **Short description**
- 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**

Lot No: 9

Lot title: Italian (lot 9)

- 1) **Short description**
- 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**

Lot No: 10

Lot title: Latvian (lot 10)

- 1) **Short description**

- 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**

Lot No: 11

Lot title: Lithuanian (lot 11)

- 1) **Short description**
- 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**

Lot No: 12

Lot title: Hungarian (lot 12)

- 1) **Short description**
- 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**

Lot No: 13

Lot title: Maltese (lot 13)

- 1) **Short description**
- 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**

Lot No: 14

Lot title: Dutch (lot 14)

- 1) **Short description**
- 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**

Lot No: 15

Lot title: Polish (lot 15)

- 1) **Short description**

- 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**

Lot No: 16

Lot title: Portuguese (lot 16)

- 1) **Short description**
- 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**

Lot No: 17

Lot title: Romanian (lot 17)

- 1) **Short description**
- 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**

Lot No: 18

Lot title: Slovak (lot 18)

- 1) **Short description**
- 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**

Lot No: 19

Lot title: Swedish (lot 19)

- 1) **Short description**
- 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**

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.4.

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 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.4.

III.1.4) **Other particular conditions**

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.4.

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

III.2.3) **Technical capacity**

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

The tender evaluation process shall take place in stages which are detailed in the tender documentation, namely:

- (a) verification of compliance with the formal tender requirements;
- (b) verification of the tenderers' eligibility;
- (c) evaluation of the tenders against the award criteria.

Only tenders meeting the requirements of each stage shall be admitted to the next stage of the evaluation.

In addition, the tenderers that do not fulfil the minimum quality requirements, as part of the award criteria, shall be considered to be of an unacceptably low quality and shall be excluded from further evaluation.

Finally, after the evaluation against the award criteria the ECB will establish a list of the most economically advantageous tenders, i.e. tenders with the highest combined final score (taking into account both quality and price). These tenderers will be considered for contract award. The ECB will require additional proof regarding eligibility, statements and documentation provided as part of the tender documentation from tenderers that are considered for contract award. Failure to provide such proof will lead to the exclusion of the tender from the tender procedure.

Details of the formalities, the evaluation process and the required documentation can be found from the tender documentation, which may be downloaded from an Internet platform as explained in Section VI.3).

Minimum level(s) of standards possibly required:

Minimum quality score requirements for the translation test(s), experience and qualifications, which are applicable for all lots:

Pool B:

A tender shall be considered to be of an unacceptably low quality, excluded from further evaluation for pool B and rejected, if none of the tenderer's proposed external translators obtain at least quality score 3 for the written translation tests for the lot; or if none of the tenderer's proposed external translators obtain at least quality score 3 for the qualifications for the lot; or if none of the tenderer's proposed external translators obtain at least quality score 3 for the experience for the lot. The same applies, if the tenderer proposes 2 external translators for the

same lot and the average score of the 2 external translators is not at least 3 for the written translation tests, for the experience criterion; or for the qualifications criterion.

Pool A:

A tender shall be considered to be of an unacceptably low quality, excluded from further evaluation for pool A and rejected, if none of the tenderer's proposed external translators obtain at least quality score 5 for the written translation tests for the lot; or if none of the tenderer's proposed external translators obtain at least quality score 3 for the qualifications for the lot; or if none of the tenderer's proposed external translators obtain at least quality score 3 for the experience for the lot. The same applies, if the tenderer proposes 2 external translators for the same lot and the average score of the 2 external translators is not at least 4 for the written translation tests or the average score of the 2 external translators is not at least 3 for the experience criterion; or for the qualifications criterion.

Below are the explanations for the quality scores referred to above:

Translation tests:

Regarding quality sub-criterion 'translation test', the following test evaluation will result in a quality score 3, i.e. the translator's test will pass the minimum quality for the translation test(s), if it is evaluated as follows: 'The translation is publishable, but requires some revision'.

Regarding quality sub-criterion 'translation test', the following test evaluation will result in a quality score 5, i.e. the translator's test will pass the maximum quality for the translation test(s), if it is evaluated as follows: 'The translation is excellent, also stylistically, and is directly publishable'.

Experience:

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

Qualifications:

Regarding quality sub-criterion 'qualifications of the proposed external translator(s)', the following minimum requirements must be fulfilled for an external translator to be awarded 3 quality points: 'The external 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'. Details of the formalities, the evaluation process and the required documentation can be found from the tender documentation, which may be downloaded from an Internet platform as explained in the Section VI.3).

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**

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**

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-001421.

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: 24.11.2015 - 17:00

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

24.11.2015 - 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

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

IV.3.8) Conditions for opening of tenders

Date: 25.11.2015 - 0:00

Place:

Frankfurt-on-Main.

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 in participating in the procurement procedure please register via the Internet platform using the following Internet address, user name and password:

User ID: 001421/SE/2015

Password: 6A26A6

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

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 tender documentation.

However, your mere registration and downloading the documentation does not constitute a tender. You must submit your tender in hard copy version to the ECB, on time, in the format requested and including the content as further instructed in the 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 at 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 time response. 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 other 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 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 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 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**

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

16.10.2015