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**Germany-Frankfurt am Main: Provision of Interpretation Services
2020/S 189-455179**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: European Central Bank
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt
Postal code: 60314
Country: Germany
Contact person: Central Procurement Office
E-mail: procurement@ecb.europa.eu
Telephone: +49 69/13440
Fax: +49 69/13447110

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: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>
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 Interpretation Services
Reference number: PRO-005392

II.1.2) Main CPV code

79540000 Interpretation services

II.1.3) Type of contract

Services

II.1.4) **Short description:**

The ECB is seeking interested suppliers to participate in a tender for interpretation services. To fulfill its mandate, the ECB regularly organizes high-level meetings with internal and external stakeholders for which interpretation services are required. It is estimated to have 100-150 meetings annually where interpretation may be needed in all EU languages. Due to the Covid situation, estimations may change in the future and interpretation requirements may change. The ECB envisages to sign a framework agreement for a maximum of 4 years with the supplier offering best value for money.

II.1.5) **Estimated total value**

Value excluding VAT: 2 500 000.00 EUR

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: DE7 HESSEN

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

The ECB is seeking a supplier who can provide:

- (a) interpretation services for very high level meetings such as Governing Council meetings followed by press conferences, executive board level meetings, etc.;
- (b) interpretation services for central banking and banking supervision (SSM) meetings conducted at the business level;
- (c) a fixed pool of qualified interpreters accredited by the International Association of Conference Interpreters (AIIC) or by an internationally recognised organisation for interpretation services or accredited by other international organisations or national authorities; with the option to change the composition of the pool after approval of the ECB;
- (d) generally two interpreters for most of the meetings; with an option to increase the number of interpreters in some specific cases e.g. ESCB/SSM meetings;
- (e) senior interpreters with multiple years of experience in the public sector, specifically experienced in dealing with issues similar to the nature of the tasks conducted by the ECB, ESCB and SSM;
- (f) interpretation services in all European Union languages plus a few other international languages, principally to and from English;
- (g) a head coordinator i.e. a single point of contact for the ECB who is also an interpreter to arrange for the interpretation services; in case of absence of the head coordinator, a secondary single point of contact for the ECB;
- (h) remote interpretation as per AIIC guidelines for distance interpretation.

Suppliers shall be able to provide:

- (i) simultaneous interpretation services;
- (ii) consecutive interpretation services;
- (iii), whispering interpretation services; and
- (iv) remote interpretation services.

All the technical equipment required for the interpretation services will be provided by the ECB, except for remote interpretation services for which the suppliers shall be responsible for the provision of a distance interpretation site and necessary equipment.

- 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**
Value excluding VAT: 2 500 000.00 EUR
- II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**
Duration in months: 36
This contract is subject to renewal: yes
Description of renewals:
The contract may be extended by the ECB for a maximum of 12 months upon satisfactory performance. The total contract duration shall not exceed 48 months.
- II.2.9) **Information about the limits on the number of candidates to be invited**
Envisaged minimum number: 5
Objective criteria for choosing the limited number of candidates:
Among candidates meeting the formal, eligibility and selection criteria, the ECB will select those which best meet the following criteria: the candidate's general experience and expertise, assessed on the basis of the candidate's past experience and its reference contracts, which are comparable in terms of scope, size and complexity with the contract tendered by the ECB (weighting of this criterion: 80 %).
(b) The candidate's capability of offering a high level of service based on the available (qualified) FTE's in key administrative/technical areas which directly support the provision of interpretation services (such as HR/ recruitment, travel assistance, QM, assignments, helpdesk, IT support, etc., weighting of this criterion: 20 %).
- 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:**
- 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

Competitive procedure with negotiation

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 a single operator

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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: 20/10/2020

Local time: 12:00

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 09/11/2020

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

IV.2.7) Conditions for opening of tenders

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

VI.3) Additional information:

This tender procedure is conducted via the ECB's electronic tendering system (eTendering) which can be accessed via the following internet address: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html> If you have not used the ECB's electronic tendering system before, you need to register via the above link (click on 'Register'). Subsequently to the registration, you will receive an automated notification with your user credentials to log in (click on 'Login') and to access the tender documentation.

Please note that:

- a registration to the above system is only required once and you can reuse your user credentials in all future procedures of the ECB which are conducted via the above system. Therefore, please keep your user credentials for the future;
- in case you should have participated in previous ECB tender procedure(s) in the past which were conducted via the ECB's prior online system, you nevertheless need to register once to the ECB's electronic tendering system under the above address;
- your mere registration does not constitute an application.

You must submit your application/tender via the ECB's electronic tendering system as further instructed in the application documentation.

The system reference number for the above procurement is: RFX-PT-2020-000052: PRO-005392 R1 — Interpretation services

To download the tender documents, log on to the ECB's electronic tendering system with your login and password. Expand the field 'Public Tenders – Upcoming Events.' Click on 'Click to request an invitation to this event' for the above procedure and close the new window which opens. Once the request is completed (this can take a few minutes), the status of the participation request will change to 'Invited' and the RFX documentation will be accessible via the RFX tab.

Under the above link you also find user guides for detailed information on how to use the system and contact details for technical support.

Should you require technical help when using the system, please contact the ECB's technical support team at sourcing.support@ecb.europa.eu by quoting the reference number and the problem experienced.

Any other queries relating to this procurement procedure and the content of the procurement documentation shall be submitted as message via the ECB's eTendering system (under the tab 'Discussion').

The ECB endeavors to answer all queries 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 Organization 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 ECB Decision 2016/2 laying down the Rules on Procurement (as amended), available on the ECB website at <https://www.ecb.europa.eu/ecb/legal/1001/procurement/html/index.en.html>

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Procurement Review Body of the European Central Bank, c/o Legal Advice Team
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
Postal code: 60314
Country: Germany
Telephone: +49 6913440
Fax: +49 6913446886
Internet address: <http://www.ecb.europa.eu>

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

Official name: The European Ombudsman
Postal address: 1 avenue du Président Robert Schuman, CS 30403
Town: Strasbourg Cedex
Postal code: 67001
Country: France

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

Within 10 days of receipt of the notification in accordance with Article 34(1) or the first sentence of Article 34(3) of ECB Decision 2016/2 laying down the Rules on Public Procurement. 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**

Official name: Central Procurement Office of the European Central Bank c/o Legal Advice Team
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
Postal code: 60314
Country: Germany
E-mail: procurement@ecb.europa.eu
Telephone: +49 6913440
Fax: +49 6913447110
Internet address: <http://www.ecb.europa.eu>

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

17/09/2020