



The Director

Luxembourg, 1 December 2017

**General invitation to tender reference FL/LEG17-04FR**

Dear Sir/Madam,

The Translation Centre for the Bodies of the European Union, hereinafter referred to as the Translation Centre, is planning to conclude multiple framework contracts for translation services of texts in the legal field **from** German, English, Spanish and Italian **into** French.

These texts are related to the work of the various bodies and institutions of the European Union for which the Translation Centre provides translation and other language services.

This call for tenders is divided into **4 lots**, one for each source language. Tenderers **may bid** for one or more lots.

Tenders must include a covering letter signed by the person(s) empowered to represent the tendering party or parties (in the event of a joint tender) and entitled to sign the contract if the bid is successful.

Tenderers are invited to submit a separate price offer for each lot (paragraph 3.2 of the Tender Submission Form) for which they wish to bid, to be expressed in Euro (EUR) per 1,500 characters.

If you wish to reply to this call for tenders, you should submit a tender **in duplicate** (an original and one copy) to the following address:

**TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION**

Legal Affairs Section

**Ref: Call for tender N°FL/LEG17-04FR**

Bâtiment Drosbach

12 E, rue Guillaume Kroll

L-1882 - Luxembourg

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Tenders must be:

- (a) Either sent by registered mail, dispatched **no later than 19 January 2018** (the postmark serving as proof of dispatch)
- (b) Or sent by private courier, dispatched **no later than 19 January 2018** (the deposit slip serving as proof of dispatch)
- (c) Or delivered by hand by the tenderer in person or by an authorised representative to the Reception of the Translation Centre **no later than 17.30 hours on 19 January 2018** (in which case a receipt, signed and dated by an official of the Translation Centre authorised to take delivery, must be obtained as proof of submission). **The service is open from 08.30 to 17.30 hours Monday to Friday. It is closed on Saturdays, Sundays and Translation Centre holidays.**

Tenders (an original clearly labelled "Original" and one copy labelled "Copy") must be placed inside **two sealed envelopes**. The inner envelope, addressed to the department indicated above, should be marked:

**"Invitation to tender reference FL/LEG17-04FR – Not to be opened by the internal mail service"**  
**"Appel d'Offres – Référence FL/LEG17-04FR – À ne pas ouvrir par le service courrier"**

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

Changes to tenders or additional information will be accepted only if they are sent on or before the final date for the receipt of tenders and in accordance with the instructions given above.

In submitting their bid(s), tenderers undertake to accept the provisions of the invitation to tender, the specifications and all annexes thereto and waive their own terms of business.

Bids will be valid for a period of 12 months as from **19 January 2018**.

Any contact between the tenderers and the awarding authorities concerning this call for tenders is prohibited, except in exceptional circumstances and under the conditions laid down in the Specifications (paragraph 2.3). Further information on technical aspects - but not on financial or commercial aspects - can be obtained only by electronic mail addressed to:

Translation Centre for the Bodies of the European Union  
To the Attn. of Ms Anne-Marie RIKKERT  
**E-Mail: tenders@cdt.europa.eu**

Requests for additional information and/or clarifications received less than five working days before the final date for submission of tenders will not be processed.

Tenderers will be informed whether or not their bid(s) has/have been accepted or rejected.

Tenders will be opened **on 9 February 2018 at 10:00** at the:

Translation Centre for the Bodies of the European Union  
Bâtiment Drosbach, Meeting Room Madrid (room 3030A)  
12 E, rue Guillaume Kroll  
L-1882 - Luxembourg

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Persons wishing to attend the opening of tenders must present their authorisation from a tendering company. One person per tenderer may attend.

If processing your reply to the call for tenders involves the recording and processing of personal data (such as names, addresses and CVs), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the Specifications of the call for tenders and will be processed<sup>1</sup> solely for that purpose by the Centre's Legal Affairs Section ([tenders@cdt.europa.eu](mailto:tenders@cdt.europa.eu)).

Data of successful tenderers are retained for a period of five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate and data of unsuccessful tenderers are retained five years following signature of the related contract.

Details concerning the processing of your personal data are available on the Specific privacy statement for processing of personal data related to procurement procedures at: [http://cdt.europa.eu/sites/default/files/documentation/pdf/privacy\\_statement\\_procurement\\_en.pdf](http://cdt.europa.eu/sites/default/files/documentation/pdf/privacy_statement_procurement_en.pdf)

We look forward to receiving your bid.

Yours faithfully,

*[Signed]*

Máire Killoran

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<sup>1</sup> The legal basis for the processing is Regulation (EU/Euratom) no 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union, amended by Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 and Commission Delegated Regulation (EU) no 1268/2012 of 29 October 2012 on the rules of application of the financial regulation, amended by Commission Delegated Regulation no 2015/2462 of 30 October 2015.

