DIRECTORATE-GENERAL FOR MULTILINGUALISM

Irish Language Translation Unit

**PROCUREMENT PROCEDURE**

**COJ-PROC-25/025**

**‘Conclusion of framework contracts for the translation of legal texts from certain official languages of the European Union into Irish’**

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| **COMPULSARY REGISTRATION FORM****ANNEX 1** **OF THE TENDER SPECIFICATIONS** |

DIRECTORATE-GENERAL FOR MULTILINGUALISM

Irish Language Translation Unit

**COMPULSARY REGISTRATION FORM**

RESTRICTED PROCEDURE FOR THE SERVICES CONTRACT:

**‘Conclusion of framework contracts for the translation of legal texts from certain official languages of the European Union into Irish’**

CONTRACTING AUTHORITY: Court of Justice of the European Union (‘the Court’)

CONTRACT NOTICE : **No OJ S 143, 494210-2025**

* ***The candidate is requested to read carefully the contract notice, the letter of invitation to submit a request to participate (‘letter of invitation’) and the tender specifications relating to his or her target language.***
* *For administrative reasons, the candidate must complete* ***a registration form for each lot (combination of source and target language) to which his or her request to participate relates. A registration form relating to several lots may be rejected.***

**SOURCE LANGUAGE (tender specifications, point 2.3) : ...............................................................**

1. **CANDIDATE :** **ADMINISTRATIVE INFORMATION**

**Type of candidate:** (*tick as appropriate*)

**[ ]  Natural person (if the candidate presents himself or herself under a commercial/brand/undertaking name which does not have a legal personality, please provide that name as well as the name of the natural person); or**

**[ ]  Legal person; or**

**[ ]  Group of economic operators [[1]](#endnote-1)** *(see the explanation in points 3.3 and 4.2.2 of the tender specification)*

|  |  |
| --- | --- |
| **Names and/or official name of the candidate** | **(Legal) representative in the case of a legal person or group of economic operators** |
| **Address** | **Post Code** |
| **Town/City** | **Country** |
| **Telephone/GSM** | **Website (if applicable)** |
| **E-mail** |

**‘Legal Entity’ form [[2]](#endnote-2)**

I include with my request to participate the ‘Legal Entity’ form*.*

The form must be duly completed, dated and signed, and accompanied with all the evidential documents required in that form by:

(*tick as appropriate*)

**[ ]** the candidate, in the case of a candidate who is a natural person, or

**[ ]** the legal representative of the candidate in the case of a candidate that is a legal person; or

**[ ]** in the case of a candidate that is a ‘group of economic operators’, by each member of the group (one form per member).

**Signature** ……………………..

The correct form must be selected according to the legal nature of the candidate.

That form is available as an annex 2 to the tender specifications.

**Candidate’s preferred language of communication with the services of the Court after the selection and award stage:**

(*tick as appropriate*)

**[ ]** English

**[ ]** French

1. **LEGAL POSITION**

**2A. Candidate who is a natural person**

I declare that I am, in accordance the applicable national legal provisions,

(*tick as appropriate*)

**[ ]**  a candidate who is a natural person, or

**[ ]**  a candidate who a natural person who is exercising an independent activity (a natural person presenting himself or herself with a commercial/trade/business name without legal personality), and

(*tick as appropriate*)

**[ ]**  subject to VAT under the following number: ………………….……

**[ ]**  not subject to VAT.

**Signature** ……………………..

**2B. Candidate that is a legal person**

I, the undersigned, legal representative of the legal person, state:

* its place of establishment
* its legal status

and provide evidence thereof. [[3]](#endnote-3)

I declare that:

* in accordance with the applicable national legal provisions, the legal person is

(*tick as appropriate*)

**[ ]**  subject to VAT under the following number: ……………………………

**[ ]**  not subject to VAT.

Herewith, I provide the list of persons who are *members of the administrative, management or supervisory body* of the legal person that I represent or with regard to which I *have powers of representation, decision or control*.

Herewith, I also provide the list of *natural or legal persons that assume unlimited liability for the debts* of the legal person that I represent (Article 138(5) of Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council):

|  |  |  |
| --- | --- | --- |
| **Surname, Name** | **Function/role** | **Address** |
|  |  |  |
|  |  |  |
|  |  |  |

**Signature** ……………………..

**2C.** **Candidate that is a group of economic operators**

*In the case of a ‘group of economic operators’ candidate, this part is to be completed in respect of each member of the group. Please attach additional sheets if necessary.*

(*tick as appropriate*)

**[ ]  Natural person who is a member of a group of economic operators**
Surname and name of the natural person who is a group member: ………………………………………

I declare that I am, in accordance the applicable national legal provisions,

**[ ]**  subject to VAT under the following number: ………………….……

**[ ]**  not subject to VAT.

**Signature** ……………………..

**[ ]  Legal person that is a member of a group of economic operators**
Name of legal person that is a group member: ……………………………………………………………………….

I, the undersigned, legal representative of the legal person, state:

* its place of establishment
* its legal status

and provide evidence thereof. [[4]](#endnote-4)

I declare that:

* in accordance with the applicable national legal provisions, the legal person is

(*tick as appropriate*)

**[ ]**  subject to VAT under the following number: ……………………………

**[ ]**  not subject to VAT.

Herewith, I provide the list of persons who are *members of the administrative, management or supervisory body* of the legal person that I represent or with regard to which I *have powers of representation, decision or control*.

Herewith, I also provide the list of *natural or legal persons that assume unlimited liability for the debts* of the legal person that I represent (Article 138(5) of Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council):

|  |  |  |
| --- | --- | --- |
| **Surname, Name** | **Function/role** | **Address** |
|  |  |  |
|  |  |  |
|  |  |  |

**Signature** ……………………..

1. **DECLARATION ON HONOUR ONEXCLUSION AND SELECTION CRITERIA**

I include with my request to participate the declaration on honour on exclusion and selection criteria. [[5]](#endnote-5)

The declaration must be duly completed, dated and signed by:

(*tick as appropriate*)

**[ ]** the candidate, in the case of a candidate who is a natural person, or

**[ ]** the legal representative of the candidate in the case of a candidate that is a legal person, or

**[ ]** in the case of a candidate that is a ‘group of economic operators’, by each member of the group (one declaration per member)

**Signature** ……………………..

*The documents referred to in the declaration on honour on exclusion and selection criteria in point VI ‘Supporting documents on exclusion criteria’ must be provided within the time-limit prescribed by the Court and before the framework contract is signed.*

*Where appropriate, each natural person engaged in the provision of services must also complete, date and sign a declaration on honour.*

1. **TECHNICAL CAPACITY (tender specifications, point 5.4.3.1)**

(*tick as appropriate*)

**[ ]** the candidate, in the case of a candidate who is a natural person, or

**[ ]** the legal representative of the candidate in the case of a candidate that is a legal person, or

**[ ]** the representative of the candidate in the case of a candidate that is a group of economic operators.

I, the undersigned, declare that the candidate’s IT and telecommunications equipment makes it possible for the candidate to satisfy the following minimum technical requirements:

The contractor will work in a highly computerised environment.

Work will be made available to the contractor in an electronic format, by electronic transfer, in accordance with the Court’s choice. The electronic files must be dealt with in accordance with the instructions provided, in order to avoid as much as possible any reformatting work. The completed translation must be delivered to the Court in electronic format, by electronic transfer. The translation must comply with and contain the properties and styles present in the document received for translation.

The *electronic format* must be understood to mean the electronic format in the word processing software indicated (Microsoft Word 2010 or higher, unless otherwise stated) as well as the XLIFF format, or equivalent (SDLXLIFF, etc.). *Electronic transfer* must be understood to mean the making available of work and delivery of the completed translation through the secure collaborative information-sharing platform.

 The contractor must be able to deal with a document that has been the subject of initial processing using computer assisted translation tools (files containing both the source text and the corresponding translations obtained from the Court’s internal translation memories, for example, an XLIFF format or equivalent such as SDLXLIFF, etc.).

The Court may require, in order to carry out electronic file transfers, recourse to another computer tool, and software, as well as a secure collaborative information-sharing platform of its choice without however incurring additional costs for the contractor. The contractor must comply with any new format or new IT/software tool, as well as the secure collaborative information‑sharing platform required by the Court within a reasonable time.

The contractor must be able to adapt at any time to the Court’s specifications used to guarantee the confidentiality of exchanges.

The use of a link to electronic documents deposited on a ‘cloud’ storage service is prohibited.

**Signature** ……………………..

1. **PROFESSIONAL CAPACITY (tender specifications, point 5.4.3.2)**

*This part must be completed in respect of the candidate who is a natural person and in respect of each natural person engaged in the provision of the services covered.*

***Each of these persons must meet the minimum standards of professional capacity set out in point 5.4.3.2 of the tender specifications for the lot concerned. This part is to be completed in the light of those required minimum standards.***

*Please attach additional sheets if necessary.*

*(tick as appropriate):*

**[ ]**  **Candidate who is a natural person or**

**[ ]  Natural person engaged in the provision of the services covered by the contract**

* **Surname, names:**
* **Date of birth : \_ \_ /\_ \_ / \_ \_ \_ \_**
* **Nationality:**
* **Current post/job:**
* **Legal education and training** (*level, qualifications/certificates, legal system in question*):[[6]](#endnote-6)
* **University education** (*qualifications/certificates*):[[7]](#endnote-7)
* **Command of target language** (*level, method of acquisition, qualifications/certificates, other)*: [[8]](#endnote-8)
* **Knowledge of the source language** (*level, method of acquisition, qualifications/certificates, other*): [[9]](#endnote-9)
* **Professional experience, in respect of this language combination, of translation (and revision, if any) of legal texts** (if any) (*references, list of services provided indicating the nature, volume, date of execution and employers/clients, other*):[[10]](#endnote-10)
* **Professional experience, in respect of any language combination, of translation and/or revision of legal texts** (if any)(*references, list of services provided indicating the nature, volume, date of execution and employers/clients, other*): [[11]](#endnote-11)
* **Training in translation** (if any) (*qualifications/certificates*): [[12]](#endnote-12)
* **Any other relevant information relating to the minimum standards of professional capacity for the lot concerned:**[[13]](#endnote-13)
1. **OUTPUT CAPACITY**

The candidate must provide the following information:

**[ ]** estimate of daily output: ……… standard pages (1 standard page = 1 500 characters, excluding spaces)

**[ ]** estimate of monthly output: ……… standard pages (1 page standard = 1 500 characters, excluding spaces)

*In the case of natural persons engaged in the provision of services, please provide this information for each natural person (stating the surname and first name of each natural person). Attach further sheets if necessary.*

1. **FIELDS OF SPECIALISATION**

The candidate has the option of providing information concerning a **field of specialisation relevant in respect of the contract** (tick as appropriate):  [[14]](#endnote-14)

|  |  |
| --- | --- |
| **[ ]**  | State aid and European Union aid |
| **[ ]**  | Administrative law |
| **[ ]**  | Civil service law |
| **[ ]**  | Public procurement law |
| **[ ]**  | Agricultural law and the Common Agricultural Policy |
| **[ ]**  | Civil law |
| **[ ]**  | Family law |
| **[ ]**  | Liability (tort) law |
| **[ ]**  | Property law |
| **[ ]**  | Contract law |
| **[ ]**  | Law of succession |
| **[ ]**  | Commercial law |
| **[ ]**  | Constitutional law |
| **[ ]**  | Competition law |
| **[ ]**  | Consumer law and the law of consumer protection |
| **[ ]**  | Law of establishment  |
| **[ ]**  | Procedural law  |
| **[ ]**  | Administrative proceedings |
| **[ ]**  | European Union proceedings  |
| **[ ]**  | Civil procedure |
| **[ ]**  | Criminal procedure |
| **[ ]**  | Intellectual property law |
| **[ ]**  | Social security law |
| **[ ]**  | Environmental law |
| **[ ]**  | Insurance law |
| **[ ]**  | Company law |
| **[ ]**  | Customs law |
| **[ ]**  | International trade law |
| **[ ]**  | Transport law |
| **[ ]**  | Employment law |
| **[ ]**  | Financial and banking law |
| **[ ]**  | Fiscal and budgetary law |
| **[ ]**  | Private international law |
| **[ ]**  | Public international law |
| **[ ]**  | Criminal law |
| **[ ]**  | Free movement of persons |
| **[ ]**  | Insolvency procedures |
| **[ ]**  | Immigration law |
| **[ ]**  | Other fields (*to be specified*)  |

*In the case of natural persons engaged in the provision of the services, please supply this information in respect of each natural person (stating the surname and name of each natural person). Please attach additional sheets if necessary.*

1. **SOURCE OF INFORMATION**

I became aware of this restricted procedure for the services contract: ‘Conclusion of framework contracts for the translation of legal texts from certain official languages of the European Union into Irish’:

(*tick as appropriate*)

**[ ]**  directly through the Supplement to the Official Journal of the European Union, published on [**EU Tenders (TED)**](https://ted.europa.eu/en/)

**[ ]**  directly through the [**CVRIA**](https://curia.europa.eu/jcms/jcms/p1_268713/ga/) website (the Court’s website):

**[ ]**  a **social media** post by the Court *(*[***X***](https://x.com/CourUEPresse?ref_src=twsrc%5Etfw) *or* [***LinkedIn***](https://www.linkedin.com/company/european-court-of-justice/mycompany/)*)* : …………………….

**[ ]**  **advertisement** in the press, on a social network, on the internet, etc *(please specify)* : …………………….

**[ ]**  **other source** *(please specify)* : …………………….

1. **DECLARATION**

(*tick as appropriate*)

**[ ]  the candidate who is a natural person, or**

**[ ]  the legal representative of the candidate that is a legal person, or**

**[ ]  the representative of the ‘group of economic operators’ candidate**

I certify that all the information provided in this compulsory registration form is, to my knowledge, correct and truthful.

**Date ……………………....... Signature …………………………**

1. **List OF DOCUMENTS AND EVIDENCE TO BE ATTACHED TO THIS FORM**

 (*tick as appropriate and attach)*

 □ Group of economic operators: □ informative document on the group

□ copy of authorisation *(where relevant)*

□ copy of documents concerning a pre-existing group *(where relevant)* [↑](#endnote-ref-1)
2. □ The ‘Legal Entity’ form available in the tender specifications - Annex 2 [↑](#endnote-ref-2)
3. □ Evidence of place of establishment and legal status (candidate that is a legal person)  [↑](#endnote-ref-3)
4. □ Evidence of place of establishment and legal status (candidate that is a legal person in the case of a group) [↑](#endnote-ref-4)
5. □ Declaration on honour on exclusion and selection criteria (available in the tender specifications – Annex 3) [↑](#endnote-ref-5)
6. □ Copies of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-6)
7. □ Copies of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-7)
8. □ Copies of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-8)
9. □ Copies of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-9)
10. □ Copies of references, list of services provided indicating the nature, volume, date of execution and employers/clients, other (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-10)
11. □ Copies of references, list of services provided indicating the nature, volume, date of execution and employers/clients, other (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-11)
12. □ Copies of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-12)
13. □ Copies of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-13)
14. □ Copies of qualifications/certificates, references or other evidence in support of the stated fields of specialisation (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)

Candidate may optionally provide:

 □ Curriculum vitae (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract) [↑](#endnote-ref-14)