

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 English' (2017)

CONTRACTING AUTHORITY: Court of Justice of the European Union

CONTRACT NOTICE:

Please ensure that you read carefully the contract notice relating to your target language.

TARGET LANGUAGE:

1. CANDIDATE: ADMINISTRATIVE INFORMATION

Type of candidate:

(tick as appropriate)

- Natural person**
- Legal person**
- Group of economic operators**
(see explanations in part 10)

Name of candidate	Representative (legal)
Address	Postal code
Town/City	Country
Telephone	GSM
Electronic mail (email)	

Lot to which your request to participate relates

For administrative reasons, the candidate must fill out a form for each lot to which his request to participate relates.

Lot covered by this form: No° _____ Source language _____

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

Candidate's preferred language of communication with the services of the Court after the selection stage:

(tick as appropriate)

- English
- French

2. DECLARATION ON HONOUR CONCERNING THE EXCLUSION AND SELECTION CRITERIA

I include with my request to participate the *declaration on honour concerning the exclusion and selection criteria*.¹ It is to be duly completed, dated and signed by:

- 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 which is a legal person, *or*
- in the case of a 'group of economic operators' candidate, by each member of the group (*one declaration per member*)

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

3. LEGAL POSITION

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.

Candidate who is a natural person or natural person who is a member of the group in the case of a group

(tick as appropriate):

- Candidate who is a natural person**
- Natural person who is a member of a group of economic operators**
Surname and name of natural person member:

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

(tick as appropriate)

- subject to VAT under the following number:
- not subject to VAT

Signature

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

Candidate which is a legal person or legal person which is a member of the group in the case of a group

(tick as appropriate):

- Candidate which is a legal person**
- Legal person which is a member of a group of economic operators**
Name of legal person member:

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

- its place of establishment
- its legal status

and provide evidence thereof. ²

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

Herewith also the list of *natural or legal persons that assume unlimited liability for the debts* of the legal person whom I represent (Art. 106(4) of Regulation (EU, Euratom) No 966/2012 as last amended by Regulation (EU, Euratom) No 2015/1929):

Surname, Name	Function/role	Address

Signature

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

4. ECONOMIC AND FINANCIAL STANDING

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.

Candidate who is a natural person or natural person who is a member of the group in the case of a group

(tick as appropriate):

- Candidate who is a natural person**
- Natural person who is a member of a group of economic operators**
Surname and name of natural person member:

I declare that I possess the necessary economic and financial standing to perform the contract.

Signature

Candidate which is a legal person or legal person which is a member of the group in the case of a group

(tick as appropriate):

- Candidate which is a legal person**
- Legal person which is a member of a group of economic operators**
Name of legal person member:

I declare that I possess the necessary economic and financial standing to perform the contract.

I the undersigned, legal representative of the legal person, herewith provide: ³

- a copy of the balance sheets or extracts from the balance sheets and profit and loss accounts for the last 3 financial years, together with any copies of the reports of the board of directors and external auditors, if available, relating to those financial years.

If, for any exceptional reason deemed justifiable by the contracting authority, the candidate is unable to provide one or more of the documents referred to above, he or she may provide evidence of his or her economic and financial standing by means of any other documents which the contracting authority deems appropriate. In all cases, the contracting authority must at least be informed of the exceptional reason and the justification therefor in the request to participate.

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

The contracting authority reserves the right to request any additional document required by it to assess the economic and financial standing of the candidate.

Signature

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

5. TECHNICAL CAPACITY

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

The Court must be able to contact the contractor in such a way that the contractor may accept or refuse specific work within a maximum period of 8 hours, or less in emergencies, on working days. Work will be sent to the contractor in electronic form, according to the Court’s preference. The electronic files must be dealt with in accordance with the instructions provided by the service concerned, in order to avoid as much as possible any reformatting. The translations must be provided to the Court in electronic form, in the word-processing software indicated (unless otherwise stated, Microsoft Word 2010 or higher) and by electronic file transfer. They must comply with and contain the properties and styles present in the document received for translation. The contractor must be able to deal with a document that has been the subject of initial processing using computer assisted translation tools. Where relevant, the contractor must be able to deal with, and subsequently return to the Court, 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). Contractors will have to comply with any new format or any new software required by the Court within a reasonable period. In respect of all electronic transfers, the contractor will have to be able to adapt at all times to the Court’s specifications designed to ensure confidentiality of exchanges.

Signature

(tick as appropriate)

of the candidate who is a natural person

OR

of the legal representative of the candidate which is a legal person

OR

of the representative of the ‘group of economic operators’ candidate

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

6. PROFESSIONAL CAPACITY I

The candidate must supply the following information **in respect of the candidate, for the lot in question:**

- estimated daily output: standard pages *
- estimated monthly output: standard pages *
- field of specialisation relevant to the contract (e.g. legal field)

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.

* one standard page = 1 500 characters excluding spaces

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

7. PROFESSIONAL CAPACITY II

This part is to 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 by the contract.

Each of these persons must meet the minimum standards of technical and professional ability set out in point III.1.3 of the contract notice for the lot concerned and, if any, in point II.2.9 of the contract notice for the lot concerned. This part is therefore to be completed in the light of those minimum standards.

Please attach additional sheets if necessary.

(tick as appropriate):

- Candidate who is a natural person**
- Natural person engaged in the provision of the services covered by the contract**

- Surname, name:

- Date of birth __ / __ / ____

- Nationality:

- Current post/job:

- Legal education and training (level, qualifications/certificates, legal system in question): ⁴

- University education (qualifications/certificates): ⁵

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

- **Command of target language** (*level, method of acquisition, qualifications/certificates, other*): ⁶

- **Knowledge of the source language** (*level, method of acquisition, qualifications/certificates, other*): ⁷

- **(Professional) experience, in respect of any language combination, of translation and/or revision of legal texts (if any)** (*certificates, list of services provided indicating the nature, volume, date of execution and employers/clients, other*): ⁸

- **(Professional) experience in respect of the language combination of the lot of translation and/or revision of legal texts (if any)** (*certificates, list of services provided indicating the nature, volume, date of execution and employers/clients, other*): ⁹

- **Training in translation (if any)** (*qualifications/certificates*): ¹⁰

- **Any other relevant information, relating to the minimum standards of technical and professional ability set out in point III.1.3 of the contract notice for the lot concerned and, if any, in point II.2.9 of the contract notice for the lot concerned (where relevant)** ¹¹

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

8. 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 English’ (2017) through:

(tick as appropriate)

- the Supplement to the Official Journal of the European Union, published on *Tenders Electronic Daily (TED)*: www.ted.europa.eu
- CVRIA, the website of the Court of Justice of the EU: http://curia.europa.eu/jcms/jcms/Jo2_10741/freelance
- an **advertisement** in paper form or on the Internet (*please specify*):
- another **source** (*please specify*):

9. DECLARATION

I certify that all the information provided by the candidate is correct and truthful.

Signature**Date**

(tick as appropriate)

- of the candidate who is a natural person**
- of the legal representative of the candidate which is a legal person**
- of the representative of the ‘group of economic operators’ candidate**

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

10. INFORMATION IN RESPECT OF A 'GROUP OF ECONOMIC OPERATORS' CANDIDATE

There is a request for joint participation where the request is submitted by a 'group of economic operators' candidate.

In such a case, the economic operators which are members of the group are to submit a **single request to participate covering a single contract**. The request to participate is to be signed by each member of the group or by one member of the group duly authorised in writing by the other members of the group to commit the group (in such a case, a copy of the authorisation is to be included with the request to participate).

In the case of a request for joint participation, the 'group of economic operators' candidate is to include an informative document on the group, signed by a duly authorised representative of each of its members, setting out the following information: (1) identification of the members of the group; (2) statement of their intention to submit a request for joint participation in this call for tenders; (3) name of the member of the group who will represent all of the members of the group in their dealings with the Court of Justice ('lead member'); (4) description of the way in which their cooperation will be organised in order to achieve the results described, and of the organisation of the technical, administrative and financial aspects of their cooperation.

Where the members have already joined forces within a temporary group of undertakings (which does not have legal personality) or within a permanent group such as an association or an Economic Interest Group (which has legal personality), the informative document is to specify the details of the group and a copy of the documents relating to it must be supplied.

Where relevant, the group is to supply, using the relevant part of the request to participate form, a list of the natural persons who, on its behalf, are to be engaged in the provision of the services covered by the contract, and to specify the professional ability of each of those natural persons. A list of approved service providers will be included as an annex to each framework contract.

Any change in the composition of the group during the procurement procedure may lead to rejection of the request to participate or tender. Any change in the composition of the group following signature of the contract may lead to its termination.

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

LIST OF DOCUMENTS AND EVIDENCE TO BE ATTACHED TO THIS FORM
(tick as appropriate and attach)

- ¹ Declaration on honour concerning the exclusion and selection criteria
- ² Evidence of place of establishment and legal status (candidate which is a legal person or legal person which is member of the group in the case of a group)
- ³ Evidence of economic and financial standing (candidate which is a legal person or legal person which is member of the group in the case of a group)
- ⁴ Copy of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)
- ⁵ Copy of qualifications/certificates (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)
- ⁶ Copies of qualifications/certificates and other evidence (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)
- ⁷ Copies of qualifications/certificates and other evidence (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)
- ⁸ Copies of certificates, 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)
- ⁹ Copies of certificates, 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)
- ¹⁰ Copies of qualifications/certificates and other evidence (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)
- ¹¹ Copies of qualifications/certificates and other evidence (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)
- Curriculum vitae (candidate who is a natural person and each natural person engaged in the provision of the services covered by the contract)
- Group of economic operators: informative document on the group

CANDIDATE:
TARGET LANGUAGE:

LOT No°
SOURCE LANGUAGE:

- copy of authorisation (*where relevant*)
- copy of documents concerning existing group (*where relevant*)

The request to participate, written in the candidate's target language, is to be sent by email (registration form signed, scanned and attached to the email) or by letter (registration form signed) to the address given in point I.1) of the contract notice. Links to online storage spaces shall not be accepted.

The time limit for receipt of requests to participate is specified in point IV.2.2) of the contract notice. However, since the call for requests to participate is permanent, the legal translation contracts remain open in order to allow new operators to participate at any time. Requests to participate submitted after the time limit indicated may therefore be evaluated, on condition that the maximum number of contractors for the lot (language combination) has not been reached.

Please note that you must submit a separate registration form for each lot to which your request to participate relates.