

Luxembourg, 4 January 2017

- Re :**
- **Invitation letter to submit a request to participate**
 - Conclusion of framework contracts for the translation of legal documents from a number of official languages of the European Union into English.
 - Contract notice published in the Official Journal of the European Union on 4 January 2017 and available at www.curia.europa.eu/jcms/jcms/Jo2_10741/en

Dear Sir/Madam,

1. The Court of Justice of the European Union is running the public procurement procedure referred to above.
2. This procurement procedure comprises **two stages**:

First stage: verification of the exclusion and selection criteria so as to select the candidates who will be invited to submit a tender

- If you are interested in this call for tenders, you are invited, initially, to submit a request to participate.

Second stage: award of framework contracts on the basis of the evaluation of the tenders received from the candidates invited to submit such a tender

- During the second stage only the candidates selected during the first stage will be invited to submit a tender. Any tenders received from natural or legal persons not invited to submit a tender will be rejected.
3. This **invitation letter to submit a request to participate thus concerns the first stage** of this tender procedure, namely the selection of the candidates who will be invited to submit a tender.
 4. To **make a request to participate** you must **use the compulsory registration form, together with all of the relevant documents referred to therein** (namely a *declaration on honour concerning the exclusion and selection criteria* and all the required evidence). The registration form and the declaration on honour can be found at www.curia.europa.eu/jcms/jcms/Jo2_10741/en. Candidates are requested to fill out the registration form in the target language of the relevant contract notice. All the information necessary to make a request to participate can be found in the contract notice and the compulsory registration form.
 5. You are **requested to submit your request to participate by email** (registration form signed, scanned and attached to the email) **or by post** (registration form signed) to the

address given in point I.1) of the contract notice. Links to online storage spaces shall not be accepted.

6. The **deadline for receiving requests to participate** is stated in point IV.2.2) of the contract notice. However, **the call for tenders is permanent** and the legal translation framework contracts remain open in order to allow new contractors to participate at any time. Requests to participate submitted after the specified deadline will thus be able to be evaluated, on the condition that the maximum number of contractors for the lot (language combination) has not been reached.
7. The **number of copies of the request must correspond to the number of lots which are being applied for**, and the information required for the evaluation of the candidate's capacities must be provided in accordance with the lot.
8. Requests to participate must be **written in such a way as to enable their evaluation to be complete, accurate and as rapid as possible**, permitting the selection of candidates who will be invited to tender. Candidates who have not provided enough information, by filling out the mandatory registration form and attaching the documents and evidence indicated, may have their request to participate rejected.
9. In submitting a request to participate candidates are deemed to have accepted the conditions set out in the contract notice and, where applicable, to have renounced their own general and specific conditions.
10. Costs incurred in preparing and submitting requests to participate shall be borne in full by the candidate and shall not be reimbursed.
11. During the procedure, **contact between the contracting authority and candidates or tenderers shall be authorised only on an exceptional basis.**

During the first stage of the procedure contact may be made only under the following conditions:

Prior to receipt of the request to participate:

On request, the contracting authority may provide additional information with the strict aim of clarifying procurement documents.

All requests for additional information must be addressed, by email only, to the address set out in point I.1) of the contract notice.

The contracting authority may, of its own initiative, inform interested parties of any errors, imprecisions, omissions or any other material shortcoming in the wording of the procurement documents.

Any additional information, including the information referred to above, shall be published at www.curia.europa.eu/jcms/jcms/Jo2_10741/en.

That website shall be kept up to date and candidates shall be responsible for checking for any updates or amendments made before submitting a request to participate.

After receipt of requests to participate:

If manifest material errors in the wording of the request to participate are to be corrected or if confirmation is required of a specific or technical element, the contracting authority shall contact the candidate, provided that such contact will not lead to substantial changes to the conditions of the request to participate as submitted.

12. The contracting authority may, until the framework contract has been signed, annul the tender procedure, in which event candidates or tenderers shall have no claim to compensation of any kind. In such an event, grounds for such a decision shall be provided and communicated to candidates or tenderers.
13. From the point at which the contracting authority has opened the request to participate, the document shall become its property and treated in a confidential manner.
14. Candidates shall be informed of the results of the first stage of the procurement procedure by email only. Candidates are required to provide, in the contact details given in their request to participate, a valid email address and to check their emails regularly.
15. The processing of requests to participate shall involve the recording and handling of the personal data of the candidates (examples: name, address, telephone or fax number, email address, candidate's legal status etc).

All such data shall be handled by the Court of Justice of the European Union in accordance with the requirements of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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.

Yours sincerely,

Madis VUNDER
Head of the English-language Translation Unit