



LUXEMBOURG

INVITATION TO TENDER

Conclusion of framework contracts for the translation of legal texts
from certain official languages of the European Union into the target
language concerned

2017

TENDERING SPECIFICATIONS

1. CONTRACTING AUTHORITY

Court of Justice of the European Union
L-2925
Luxembourg
(‘the Court’)

2. THE CONTRACT

2.1 Subject matter of the contract

Conclusion of framework contracts for the translation of legal texts from certain official languages of the European Union into the target language concerned. The market is specialised and emphasis is placed on a thorough knowledge of the source language, a perfect command of the target language and of the legal terminology of the target language, account being taken, where appropriate, of any relevant professional experience and of appropriate IT skills.

2.2 Context of the contract

The Court is an institution of the European Union with its seat in Luxembourg.

The mission of the Court is to ensure that the law is respected in the interpretation and application of the treaties governing the European Union. In carrying out that mission, the Court:

- reviews the lawfulness of acts of the institutions of the European Union,
- ensures that the Member States comply with the obligations resulting from the treaties, and
- interprets EU law when requested to do so by the national courts.

It thus constitutes the judicial authority of the European Union and ensures, in collaboration with the courts of the Member States, the uniform application and interpretation of EU law.

The institution’s legal translation service is responsible for translating the legal documents of the Court. Accordingly, it ensures the smooth and efficient running of the Court’s judicial proceedings and the multilingual dissemination of the Court’s decisions, thus giving all EU citizens access to justice and case-law at the European level. The Court’s translations are produced in accordance with a mandatory linguistic regime and include all of the combinations of official languages of the European Union.

For further information on the Court and its activities please consult its website at the following address: <http://curia.europa.eu>.

2.3 Publications relating to the tender procedure

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/freelance.

2.4 Legal basis

This tender procedure is governed by the following provisions:

- Financial Regulation: Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012¹.
- Protocol (No 7) on the Privileges and Immunities of the European Union ('the Protocol on privileges and immunities')², annexed to the Treaty on the functioning of the European Union ('the TFEU'), is applicable to this tender procedure.

2.5 Type of procedure

The tender procedure is a restricted procedure within the meaning of Article 164(3) of the Financial Regulation.

This tender procedure is of a competitive nature. Any candidate or tenderer attempting to obtain confidential information, to enter into unlawful agreements, to collude or make arrangements with other candidates or tenderers, to solicit support from members of staff of the Court or to influence in any way the evaluation committee or a member thereof during the procedure shall be excluded from it.

2.6 Division in lots

The contract covers the lots set out in point II.2 of the contract notice.

The Court reserves the right to award the lots to different tenderers or to only one tenderer. The Court also reserves the right not to award one or more lots.

2.7 Framework contracts

The framework contracts will be awarded by lot. The duration of the framework contracts will be one year with tacit renewal for a possible three further periods of one year. The maximum number of contractors with whom the contracting authority shall

¹ OJ L 193, 30.07.2018, p. 1. The text is available online at the following address: <https://eur-lex.europa.eu/eli/reg/2018/1046/oj>

² OJ C 326 26.10.2012, p. 266-272. The text is available online at the following address: https://eur-lex.europa.eu/eli/treaty/tfeu_2012/pro_7/oj

conclude framework contracts is set out, for each lot, in point II.2.4 of the contract notice.

It should be noted that all framework contracts will be terminated at the end of 2021, even if they have been entered into less than four years previously, in order to ensure the validity of framework contracts resulting from the next public procurement covering the same services.

The framework contracts do not constitute orders. They set out the essential conditions governing the specific contracts (order forms) to be entered into by the Court with the successful tenderers. By entering into a framework contract, the Court does not undertake to establish exclusive relations with the contractor or to assign him a specific number of pages. Conclusion of the framework contract imposes on the Court no obligation to place an order. The Court will incur liability only when the contract is performed by means of specific contracts (order forms).

2.8 Order forms

As and when it requires to do so, the Court shall enter into specific contracts with the successful tenderers. Those specific contracts are constituted by the order forms issued by the competent department of the Court, following the procedure set out in the framework contract.

The classification list of contractors for each lot, which will be drawn up based on the award criteria (see point 4.3), shall determine the order in which the contractors, in the light of their output capacity and possible field of specialisation, will be contacted to be offered specific assignments of work. The classification will be reviewed periodically to ensure that it reflects the actual quality of the services provided in performance of the contract. The classification may also be altered after the conclusion of new framework contracts (permanent lots) or the termination of existing framework contracts.

2.9 Services to be provided

The texts to be translated cover a range of legal subjects corresponding to the cases brought before the Court. Both the length of the texts and the degree of urgency with which their translation may be requested are variable. Examples of the types of texts to be translated may be consulted on the Court's web site: <http://curia.europa.eu>.

Translations will be delivered to the Court, in Luxembourg, to the department specified in the order form.

It is not possible to give any precise indication of the total volume of work which specific contracts (order forms) may involve.

2.10 Quality

The quality of service must be such as to enable the translated text to be used immediately, whether by publication or otherwise. Contractors must therefore ensure:

- compliance with specific instructions given by the Court;
- correct, rigorous and precise use of the target language;
- rigorous use of the appropriate legal language and terminology of the target language;
- strict use of the legal terminology used in the reference documents (source and target languages);
- rigorous citation of the relevant legislative and/or judicial texts;
- use of the necessary legal databases (of the European Union and national);
- compliance with the Vade-Mecum of the Court (if appropriate);
- delivery within the period agreed and specified in the order form.

Any failure to satisfy those quality requirements may lead to imposition of the penalties provided for in the framework contract, including termination.

2.11 Equipment

The Court must be able to contact the contractor so that he may accept or refuse a specific assignment of work within a maximum period of 8 hours, other than in cases of urgency, on working days.

The assigned work will be sent to the contractor in electronic format, as determined by the Court. Electronic files must be handled in accordance with the instructions given by the service concerned, in order to minimise any reformatting work. Translations shall be provided to the Court in electronic format, in the word processing software indicated (Microsoft Word 2010 or more recent version, unless otherwise stated) and by electronic file transfer. They must respect and contain the properties and styles present in the document received for translation.

Contractors must be able to work on texts which have been first processed using computer assisted translation tools. Any passages which have been pre-translated either in part or in full and provided to the contractor, either in the file to be translated or separately, may be deducted from the page count in the manner indicated in the framework contract.

Where necessary, contractors must be able to handle, and subsequently to return to the Court, files containing both the source text and any translation correspondence obtained from the internal translation memories of the Court (for example, an XLIFF format or equivalent).

Contractors will be required to adapt to any new formatting or software required by the Court, and to do so within a reasonable period of time. For all electronic mailings,

the contractor must be able to adapt at any time to the specifications of the Court intended to ensure the confidentiality of communications.

3. SUBMISSION OF TENDERS

3.1 Language

Tenders must be written in the target language of the services covered by the contract. However, other language versions of Annexes 1 to 3 to the tendering specifications may be used.

3.2 Conditions for admission

Preparation of a tender does not confer any right to award of the contract or to any financial compensation in respect of any costs incurred.

Submission of a tender implies acceptance of these tendering specifications and the other documents relating to the invitation to tender. The framework contract and the tendering specifications are deemed to be mutually explanatory. In the event, however, of any ambiguity the provisions of the former shall prevail over those of the latter, which in turn shall prevail over those of the submitted tender. Submission of a tender binds the tenderer, if he is successful, during the performance of the contract. He shall waive his own terms and conditions of contract.

At any time during this procurement procedure and, if the tenderer is successful, during the performance of the contract, the Court may require the tenderer to provide evidence that none of the exclusion situations applies to him.

If, during this procedure or during the performance of the framework contract to be concluded, the tenderer's circumstances change with respect to the exclusion criteria, he must immediately inform the Court thereof.

At any time during the procurement procedure and, if the tenderer is awarded a contract, during performance of the contract, he shall inform the Court if he himself or, where applicable, a member of the group, a member of his staff or one of his service providers within the meaning of point 3.3.1 below becomes a probationary official or other servant of the European Union.

In such a case, the award procedure may continue normally, but any framework contract that may be awarded on the conclusion of that procedure will be automatically suspended until that temporary employment comes to an end. In the event of the permanent employment of a contractor as an established official after the end of the probationary period, that person's framework contract will be terminated automatically. In the event of the permanent employment of a member of the group, a member of his staff or of a service provider within the meaning of point 3.3.1 below as an established official following the probationary period, the person concerned shall be excluded automatically from the framework contract in his capacity as member of the group, member of staff or service provider of the contractor.

It should be noted that the conclusion of a framework contract with probationary officials and servants of the Union in active employment is subject to their obtaining

authorisation to that effect, as provided for in Article 12b of the Statute of Officials of the European Union and in Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union.

It should also be noted that the conclusion of a framework contract with officials and servants of the Union who have been in retirement for less than 2 years is subject to their obtaining authorisation to that effect, as provided for in Article 16 of the Statute of Officials of the European Union and in Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union.

3.3 Information to be provided

The tenderer must complete the form attached (see Annex 1) and include it, duly dated and signed, as the cover page of his tender.

3.3.1 Service providers

The tenderer must supply, if necessary, per lot and using the form attached (see Annex 2), a list of the natural persons who will be engaged on his behalf in providing the services covered by the contract. The individuals listed must necessarily be those about whom information was given in the request to participate in this procedure, with the exception of those who were eliminated following the evaluation of their professional capacity. If individuals other than those referred to in the request to participate are included on that list, the tenderer must supply the required information by completing for each of those individuals the attached form (see Annex 2a). The Court reserves the right not to authorise the participation in performance of the contract of those additional service providers. A list of the approved service providers will be annexed to each framework contract.

3.3.2 Technical proposal (test translation)

The tenderer must provide a translation into the target language concerned of the text attached to the invitation to tender. A translation for each lot concerned must be supplied. In returning the test translation, the tenderer thereby declares that the translation has been produced by one of the service providers about whom information was given in the request to participate in this procedure for the lot concerned, but not by one of those who were eliminated following the evaluation of their professional capacity. Any misrepresentation will entail the imposition of penalties provided for in the Financial Regulation and Implementing Rules. No payment will be made for the test translation.

3.3.3 Financial proposal (tender price)

Candidates who are selected and invited to submit a tender must make a financial proposal. That tender price offer must be provided using the mandatory form in Annex 3.

For each lot to which the tender relates, and by using the form attached (see Annex 3), the tenderer shall specify in euros and excluding VAT the total price quoted for a

standard page of 1 500 characters, exclusive of spaces, in the source language. That price shall be inclusive of all costs.

When determining his financial proposal the tenderer will take account of the fact that, pursuant to Articles 3 and 4 of the Protocol on privileges and immunities, the Court is exempt from all taxes duties and other charges, including value added tax.

3.4 Submission

Tenders shall be submitted for each lot concerned. They must contain all the documents and information required and must be signed and dated.

Tenders shall be submitted to the address and in the manner set out in the invitation to tender.

3.5 Validity

Tenders shall remain valid for 12 months from the time limit for submission of tenders.

4. EVALUATION OF TENDERS

4.1 Compliance

Tenders which are submitted within the time limit and in the manner specified in point 3.4 shall be evaluated. Other tenders will be rejected.

4.2 Exclusion

Tenders submitted by a natural person, legal person or a group of economic operators not invited to tender will be rejected.

4.3 Award criteria

For each lot, the contract will be awarded to the tender which offers the best-value-for-money in terms of the best quality/price ratio, in which respect quality will account for 60% of the overall mark and price 40%.

The quality of the tender shall be evaluated on the basis of the information provided in the technical proposal (test translation, point 3.3.2) and will be marked out of 100.

Provided that the quality mark is 50 or more, the tender offering the highest price/quality ratio shall be deemed to offer the best-value-for-money. The price/quality ratio will be calculated as follows:

Ratio of the tender X = Lowest price tendered/Price of tender X * Weighting for price (40 %) + Mark for quality (out of 100) of tender X/Highest quality tendered * Weighting for quality (60 %)

The Court shall not be liable to award compensation to any tenderers who are not successful.

4.3.1 Minimum quality level

Test translations which are given a quality mark of less than 50 out of 100 will be deemed unacceptable, and those tenders will be rejected.

4.3.2 Excessive prices

The Court reserves the right to reject tenders which are deemed to be excessively expensive.

4.3.3 Classification of successful tenderers

While reserving the right not to award one or more lots, the Court will draw up for each lot a list classifying the successful tenderers on the basis of the selection criteria. Taking account of the maximum number of framework contracts per lot, the Court will enter into a framework contract with the tenderers on that list.

5. PARTICULAR CONDITIONS

5.1 Contact between the tenderers and the Court during the tender procedure

Throughout the procurement procedure, all contacts between the Court and the tenderers is permitted only exceptionally in the circumstances set out below and will take place in a manner ensuring transparency, equal treatment and good administration.

5.1.1. Before the closing date for the submission of tenders

Before the closing date for the submission of tenders, the Court may communicate additional information concerning procurement documents, simultaneously and in writing, to all the economic operators concerned:

- (a) on the initiative of candidates or tenderers, solely for the purpose of clarifying procurement documents;
- (b) on its own initiative, if it becomes aware of an error, inaccuracy, omission or any other clerical shortcoming in the text of procurement documents.

5.1.2 After the closing date for receiving tenders

After the time limit for receipt of tenders has expired, the Court shall contact the tenderers in order to correct obvious clerical errors or to require confirmation of a specific or technical element, except in duly justified cases.

The aforementioned contacts as well as any other contacts shall not lead to changes to the procurement documents or to substantial changes to the terms of the submitted tender.

Tenderers shall reply to any request for information from the Court within the period set by the Court.

All tenders complying with the submission procedure will be opened and tenderers will be informed of the outcome of their submission of tenders.

5.2 Invitations to tender and subsequent requests to participate

If the number of tenders which satisfy the award criteria is insufficient having regard to the maximum number of framework contracts to be concluded, selected additional candidates may be invited to tender, on the basis of the evaluation of the capacities of the candidates according to the selection criteria.

Since the lots are of a permanent nature, at regular intervals throughout the performance of the contract an evaluation of new requests received after the final date for submission will be carried out, provided that the maximum number of contractors for the lot has not been reached.

5.3 Payment

The sums to be paid as provided for in the framework contract are given in euros. All payments referring thereto are to be made in euros.

Payments are to be made in accordance with the detailed rules set out in the framework contract.

5.4 Invoicing

Invoicing shall take place in accordance with the detailed rules provided for in the framework contract.

The attention of tenderers is drawn to the fact that the Court is exempt from all duties and taxes, in particular from value-added tax ('VAT'), pursuant to the provisions of Articles 3 and 4 of the Protocol on privileges and immunities.

The onus is solely on the contractor to ascertain the general conditions to be satisfied in relation to the application of VAT to translation services according to where his registered office or residence for tax purposes is situated.

5.5 Protection of personal data

The follow-up of the response to the invitation to tender will require the recording and processing of personal data contained in the tender submitted (e.g. name, address, telephone or fax number, e-mail address, tenderer's legal status etc.).

Personal data of economic operators which are in one of the exclusion situations referred to in Articles 136 to 140 and 141 of the Financial Regulation may be entered in a central database and communicated to the bodies referred to in Article 62 of the Financial Regulation, in accordance with the conditions provided for in Article 142 of that regulation. Those provisions also concern data relating to persons who are

members of the administrative, management or supervisory body of those economic operators or who have powers of representation, decision or control with regard to them, as well as to natural or legal persons who have unlimited liability for the debts of those economic operators.

Personal data relating to the tenderer (in particular, evaluation data) may be generated by persons who take part in the opening and above all in the evaluation of tenders. Personal data relating to the tenderer may, as necessary, be generated in the context of advertisement (publication of notice of award in the Official Journal, publication of annual list of contractors in the Official Journal etc.) referred to in points 2 and 3 of the Annexe of the Financial Regulation where the public contract is awarded to that tenderer. In relation to an invitation to tender procedure, the following categories of data may be processed:

- name, address, telephone number, fax number and e-mail address;
- data contained in the passport or certificate of nationality (copy);
- evidence of self-employed status, evidence of tax status;
- bank data (account number, name of bank, IBAN code);
- data contained in extract from police/criminal records, certificate in evidence of (non) payment of social security contributions or taxes;
- curriculum vitae;
- list of principal publications or productions;
- declaration of the tenderer's turnover;
- bank statements or evidence of Professional Risks insurance;
- other data related to and submitted by the candidate or tenderer in the context of the procurement procedure.

All such data will be processed by the Court of justice in accordance with the requirements of Regulation (EC) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC3. Unless otherwise indicated, the personal data processed is necessary to the evaluation of tenders and will be processed exclusively for that purpose by the directorate responsible for the tender procedure, the Budget and Accounting Directorate of the Court, the committee for the evaluation of tenders referred to in Article 150 and 168(5) and in point 29(1) of the Annexe of the Financial Regulation and the Advisory Committee for Public Contracts of the Court, without

³ OJ 2018 L 295, 21.11.2018, p. 39 to 98. The text is available online at the following address: <https://eur-lex.europa.eu/eli/reg/2018/1725/oj>

prejudice to any transfer of that data to the bodies responsible for a monitoring or inspection task in accordance with EU law. Accordingly, recipients of such data may also include the Court of Auditors, the specialised financial irregularities committee, the internal auditor (within the responsibilities conferred on him by Articles 117, 118 and 120 of the Financial Regulation), the European Parliament (under the discharge procedure), OLAF, the Supervisory Committee of OLAF (pursuant to Article 15 of Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999⁴), the General Court and the Court of Justice, the courts or tribunals having jurisdiction in the event of legal proceedings relating to performance of the contract, the President and the Registrar of the Court of Justice together with the officials and servants who may assist them, and the legal adviser for administrative matters.

Under Article 75 of the Financial Regulation, documents relating to the contract and containing personal data shall be kept:

- in respect of unsuccessful tenderers: for ten years from the date on which the Parliament grants discharge for the budgetary year in which the contract is awarded;
- in respect of successful tenderers: for ten years from the date on which the European Parliament grants discharge for the budgetary year in the course of which performance of the contract is completed or in the course of which the contractually agreed or statutory warranty which the contracting authority may enjoy under the contract expires.

However, personal data contained in supporting documents shall not be kept after the date of award of the contract when not necessary for the purposes of budgetary discharge, monitoring and auditing or any appeals.

Persons in respect of whom personal data is processed in the context of this tendering procedure may, on request, obtain the communication of their personal data and rectification of any inaccurate or incomplete data in their regard.

On any issue relating to the processing of that personal data, the persons concerned are requested to write an email to the following address: marchespublics-contrats@curia.europa.eu. They also have a right to have recourse at any time to the European Data Protection Supervisor.

The representative(s) of the tenderer must inform persons in respect of whom personal data is used in the context of this tendering procedure of the nature, purpose and features of the processing (categories of data, recipients, time limits for storing the data, etc.) and of the rights described above.

⁴ OJ 2013 L 248, 18.9.2013, p. 1 to 22. The text is available online at the following address: <https://eur-lex.europa.eu/eli/reg/2013/883/oj>

5.6 Environmental provisions

The successful tenderer shall comply with the applicable environmental legislation.

The Court intends to apply the Eco-Management and Audit Scheme (EMAS) ('the EMAS scheme') provided for in Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC⁵.

In the area of the tender procedure, the successful tenderer will collaborate with the Court in the implementation of the EMAS scheme, in particular by providing, if requested to do so, the information relating to the area of the tender procedure necessary to draft and update the documents provided for by Regulation No 1221/2009 and to periodically evaluate the system.

⁵ OJ 2009 L 342, 22.12.2009, p. 1. The updated, consolidated version of that regulation is available at the following address: <https://eur-lex.europa.eu/eli/reg/2009/1221/2013-07-01>.

ANNEXES TO TENDERING SPECIFICATIONS

- 1. Cover page for tender (to be completed)**
- 2. List of service providers (natural persons) engaged on behalf of the tenderer in the provision of the services covered by the contract (to be completed for each lot concerned, as necessary)**
 - 2a. Service providers (natural persons)* about whom information was not given in the request to participate, but engaged on behalf of the tenderer in the provision of the services covered by the contract (to be completed as necessary)**
- 3. Financial proposal ('tender price') (to be completed for each lot concerned)**



LUXEMBOURG

ANNEX 1

COVER PAGE FOR THE TENDER

Contract: conclusion of multiple framework contracts for the translation of legal texts from certain official languages of the European Union into the target language concerned

Tenderer	Representative (legal)
Address	Post Code
Town/City	Country
Telephone	GSM
Electronic mail (email)	

LOT N°:
TARGET LANGUAGE:
SOURCE LANGUAGE:

Documents attached (*tick*):

- List of service providers (Annex 2)
- Test Translation
- Financial proposal ('tender price') (Annex 3)

Signature **Date**
(of tenderer or legal representative)

ANNEX 2

LIST OF SERVICE PROVIDERS (NATURAL PERSONS) ENGAGED ON BEHALF OF THE TENDERER IN THE PROVISION OF THE SERVICES COVERED BY THE CONTRACT

TENDERER

LOT No

TARGET LANGUAGE

SOURCE LANGUAGE

Name	First name	Information given in the request to participate?	If not, form (Annex 2a) completed?



ANNEX 2a

SERVICE PROVIDERS (NATURAL PERSONS)* OF WHOM INFORMATION WAS NOT GIVEN IN THE REQUEST TO PARTICIPATE, BUT ENGAGED ON BEHALF OF THE TENDERER IN THE PROVISION OF THE SERVICES COVERED BY THE CONTRACT

TENDERER

LOT No

TARGET LANGUAGE

SOURCE LANGUAGE

DECLARATION ON HONOUR CONCERNING THE EXCLUSION AND SELECTION CRITERIA

Each natural person engaged in the provision of the services must complete, date and sign a declaration on honour available at the following address: www.curia.europa.eu/jcms/freelance. This declaration must be attached to this Annex 2a.

PROFESSIONAL CAPACITY

This section is to be filled in by each natural person involved in the provision of services covered by the contract.

Each of those persons must satisfy the minimum requirements of technical and professional capacity set out in point III.1.3 of the contract notice for the lot concerned and, where applicable, in point II.2.9 of the contract notice for the lot concerned. This section is therefore to be filled out on the basis of those minimum requirements.

(Please attach additional sheets if necessary).

- **Name, first name**
- **Date of birth __ / __ / __ __ __**
- **Nationality**
- **Current post/job:.....**

1. Legal education (level, qualifications/certificates, legal system in question):

2. University education (qualifications/certificates):

3. Command of target language (level, method of acquisition, qualifications/certificates, other):

4. Knowledge of the source language (level, method of acquisition, qualifications/certificates, other):

5. (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):

6. (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):

7. Training in translation (if any) (qualifications/certificates):

8. 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):

LIST OF DOCUMENTS AND EVIDENCE TO BE ATTACHED TO ANNEX 2a
(tick and attach)

1. Declaration on honour concerning the exclusion and selection criteria
2. Copies of qualifications/certificates (each natural person involved in the provision of services concerned)
3. Copies of qualifications/certificates (each natural person involved in the provision of services concerned)
4. Copies of qualifications/certificates and other evidence (each natural person involved in the provision of services concerned)
5. Copies of qualifications/certificates and other evidence (each natural person involved in the provision of services concerned)
6. Copies of certificates, list of services provided indicating the nature, volume, date of execution and employers/clients, and other evidence (each natural person involved in the provision of services concerned)
7. Copies of certificates, list of services provided indicating the nature, volume, date of execution and employers/clients, and other evidence (each natural person involved in the provision of services concerned)
8. Copies of qualifications/certificates and other evidence (each natural person involved in the provision of services concerned)
9. Copies of qualifications/certificates and other evidence (each natural person involved in the provision of services concerned)
10. Curriculum vitae (each natural person involved in the provision of services concerned)

ANNEX 3

FINANCIAL PROPOSAL ('TENDER PRICE')

TENDERER

LOT No

TARGET LANGUAGE

SOURCE LANGUAGE

The total price excluding VAT quoted per standard page of 1 500 characters exclusive of spaces, in the source language.

EUR

Important notice: all texts assigned by the Court will have their pages counted, each page representing 1 500 characters, exclusive of spaces, in the source language, and no other method of counting will be used, save for the particular rules of calculation laid down in the framework contract in respect of texts containing passages which are pre-translated but which must still be checked by the contractor.