



LUXEMBOURG

## 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’

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

CONTRACT NOTICE: .....

- *The candidate is requested to read carefully the contract notice relating to the 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.*
- *The candidate must take into account the information set out in the invitation letter to submit a request to participate (‘letter of invitation to participate’).*

SOURCE LANGUAGE [Contract Notice point II.2.1]: .....

### 1. CANDIDATE: ADMINISTRATIVE INFORMATION

Type of candidate: *(tick as appropriate)*

- Natural person (if the candidate presents themselves 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)
- Legal person
- Group of economic operators *(see the explanation in point 9)*

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	

CANDIDATE: .....

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. <sup>1</sup>

*The declaration must 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 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 concerning the exclusion and selection criteria in point VI 'Evidence upon request' 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.*

**3. LEGAL POSITION (Contract Notice point III.1.1)**

**3A. Candidate who is a natural person**

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

*(tick as appropriate)*

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

**Signature** .....

**3B. 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. <sup>2</sup>

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 136(4) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council:

Surname, Name	Function/role	Address

Signature .....

**3C. 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:

.....

CANDIDATE: .....

SOURCE LANGUAGE: .....

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 which 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. <sup>3</sup>

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 whom I represent (Article 136(4) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council):

Surname, Name	Function/role	Address

Signature .....

**4. TECHNICAL CAPACITY**

*(tick as appropriate)*

**the candidate who is a natural person**

**OR**

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

**OR**

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

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 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, in accordance with 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 work. The translations must be provided to the Court in electronic form, in the word-processing software indicated (Microsoft Word 2010 or higher, unless otherwise stated) 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 any given time, to the Court’s specifications designed to ensure confidentiality of exchanges. Use of links to electronic documents lodged by means of ‘cloud-based’ storage services is prohibited.

Signature .....

**5. PROFESSIONAL CAPACITY I**

The candidate must supply the following information:

- estimated daily output: ..... standard pages \*
- estimated monthly output: ..... standard pages \*

*\* one standard page = 1 500 characters excluding spaces*

CANDIDATE: .....

SOURCE LANGUAGE: .....

and the candidate has the option of indicating:

- field(s) of specialisation relevant to the contract (*tick as appropriate*): <sup>4</sup>

<input type="checkbox"/>	State aid and European Union aid
<input type="checkbox"/>	Administrative law
<input type="checkbox"/>	Civil service law
<input type="checkbox"/>	Public procurement law
<input type="checkbox"/>	Agricultural law and the Common Agricultural Policy
<input type="checkbox"/>	Civil law
<input type="checkbox"/>	Family law
<input type="checkbox"/>	Liability (tort) law
<input type="checkbox"/>	Property law
<input type="checkbox"/>	Contract law
<input type="checkbox"/>	Law of succession
<input type="checkbox"/>	Commercial law
<input type="checkbox"/>	Constitutional law
<input type="checkbox"/>	Competition law
<input type="checkbox"/>	Consumer law and the law of consumer protection
<input type="checkbox"/>	Law of establishment
<input type="checkbox"/>	Procedural law
<input type="checkbox"/>	Administrative proceedings
<input type="checkbox"/>	European Union proceedings
<input type="checkbox"/>	Civil procedure
<input type="checkbox"/>	Criminal procedure
<input type="checkbox"/>	Intellectual property law
<input type="checkbox"/>	Social security law
<input type="checkbox"/>	Environmental law
<input type="checkbox"/>	Insurance law
<input type="checkbox"/>	Company law
<input type="checkbox"/>	Customs law
<input type="checkbox"/>	International trade law
<input type="checkbox"/>	Transport law
<input type="checkbox"/>	Employment law
<input type="checkbox"/>	Financial and banking law
<input type="checkbox"/>	Fiscal and budgetary law
<input type="checkbox"/>	International private law
<input type="checkbox"/>	International public law
<input type="checkbox"/>	Criminal law
<input type="checkbox"/>	Free movement of persons
<input type="checkbox"/>	Insolvency procedures
<input type="checkbox"/>	Immigration law

CANDIDATE: .....

SOURCE LANGUAGE: .....

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.*

**6. PROFESSIONAL CAPACITY [contract notice point III.1.3]**

*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 technical and professional capacity 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*):<sup>5</sup>
- **University education** (*qualifications/certificates*):<sup>6</sup>
- **Command of target language** (*level, method of acquisition, qualifications/certificates, other*):<sup>7</sup>
- **Knowledge of the source language** (*level, method of acquisition, qualifications/certificates, other*):<sup>8</sup>

CANDIDATE: .....

SOURCE LANGUAGE: .....

- **(Professional) experience, in respect of the language combination of the lot, 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):**<sup>9</sup>
  
- **(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):**<sup>10</sup>
  
- **Training in translation (if any) (qualifications/certificates):**<sup>11</sup>
  
- **Any other relevant information, relating to the minimum standards of technical and professional capacity 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:**<sup>12</sup>

**7. 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’:

*(tick as appropriate)*

- directly through the Supplement to the Official Journal of the European Union, published on *Tenders Electronic Daily (TED)*: [www.ted.europa.eu](http://www.ted.europa.eu)
- directly through the **CVRIA website** (the website of the Court of Justice of the EU): [http://curia.europa.eu/jcms/jcms/Jo2\\_10741/freelance](http://curia.europa.eu/jcms/jcms/Jo2_10741/freelance)
- a **social media** post by the Court (*eg on Twitter or LinkedIn*) : .....
- an **advertisement** in the press, on a social network, on the internet, etc (*please specify*): .....
- another source** (*please specify*) : .....

**8. 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**

**9. 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 framework contract**. The request to participate must 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 must include a document providing information on the group, signed by a representative who is duly authorised by each of the group’s 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 (‘lead member’); (4) description of the way in which their cooperation will be organised in order to achieve the necessary outcome, and of the organisation of the technical, administrative and financial aspects of their group.

Where members of a group are already grouped 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 information document must set out the details of the group and a copy of the documents relating to it must be supplied.

Where relevant, the group must 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 provide details of the professional capacity 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 the tender. Any change in the composition of the group following signature of the framework contract may lead to its termination.

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## LIST OF DOCUMENTS AND EVIDENCE TO BE ATTACHED TO THIS FORM

*(tick as appropriate and attach)*

- <sup>1</sup>  Declaration on honour concerning the exclusion and selection criteria (*available on the CVRIA website - [http://curia.europa.eu/jcms/jcms/Jo2\\_10741/freelance](http://curia.europa.eu/jcms/jcms/Jo2_10741/freelance)*).
- <sup>2</sup>  Evidence of place of establishment and legal status (candidate which is a legal person)
- <sup>3</sup>  Evidence of place of establishment and legal status (candidate which is a legal person in the case of a group)
- <sup>4</sup>  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)
- <sup>5</sup>  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)
- <sup>6</sup>  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)
- <sup>7</sup>  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)

CANDIDATE: .....

SOURCE LANGUAGE: .....

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<sup>8</sup>  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)

<sup>9</sup>  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)

<sup>10</sup>  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)

<sup>11</sup>  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)

<sup>12</sup>  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)

Proof of the candidate's identity (candidate who is a natural person)

Group of economic operators:

informative document on the group

copy of authorisation (*where relevant*)

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