

Luxembourg, 27/05/2021

- 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 27/05/2021 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.

The documents for that procedure include: the Contract Notice, this invitation letter, the model framework contract, the tender specification together with the annexes thereto, the declaration on honour concerning the exclusion and selection criteria, and the mandatory registration form and are available at www.curia.europa.eu/jcms/jcms/Jo2_10741/en (the address given in point I.3 of the Contract Notice).

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. The date set for signing the framework contracts is indicated in point 2.6.5 of the tender specification.
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. The **deadline for receipt of the request to participate** is set out 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

may thus be evaluated on the condition that the maximum number of contractors for the lot (language combination) has not been reached.

In order to submit a request to participate, you must use the mandatory registration form (in the target language of the Contract Notice concerned), together with all the relevant documents that are listed (including a *declaration on honour concerning the exclusion and selection criteria* and all the evidence required).

All the relevant information regarding the submission of a request to participate is set out in the Contract Notice and the mandatory registration form.

You must submit a separate registration form for each lot in which you wish to make a request to participate. The information necessary for the evaluation of the candidate's capacity must be provided in accordance the lot concerned.

Requests to participate must be **written in such a way as to enable their evaluation to be complete, accurate and as rapid as possible**, so as to allow 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.

5. Please **submit your request to participate with the annexes thereto by one of the following means:**

- a) **By email** (registration form **(in the target language)** signed and scanned) before midnight (24.00, Luxembourg time) to the address given in point I.1 of the Contract Notice.

Requests to participate transmitted by email in pdf format may be the subject of several messages, which must be sent consecutively, and restricted to a maximum size of 10MB per message.

Links to online storage spaces shall not be accepted.

- b) **By letter** (registration form **(in the target language)** signed) to the address set out in point I.1 of the Contract Notice.

Means of submission	Deadline	Proof of sending
Post	Deposit with post office before 24:00 Luxembourg time.	Postmark
Courier Services	Deposit with courier services before 24:00 Luxembourg time.	Courier services' deposit slip
In person (delivery by hand)	Delivery to the Court of Justice's official central incoming mail department before 17:00 Luxembourg time. This department is open Mondays to Fridays from 09:00 to 17:00. It is closed on Saturdays, Sundays and Court of Justice holidays.	A receipt of delivery, signed and dated by an official in the Court of Justice's official central incoming mail department

6. 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.
7. Costs incurred in preparing and submitting requests to participate are to be borne in full by the candidate and will not be reimbursed.
8. 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, will be published at www.curia.europa.eu/jcms/jcms/Jo2_10741/en.

That webpage will be kept up to date and candidates are 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 will contact the candidate, provided that such contact will not lead to substantial changes to the conditions of the request to participate as submitted.

9. 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 will be provided and communicated to candidates or tenderers.
10. 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.
11. Candidates will 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. The timetable for the procedure is set out in point 2.6 of the tender specification.
12. The processing of requests to participate will 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 (EU) 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/EC. Unless indicated otherwise, personal data will be processed solely for evaluation purposes under the call for tenders by the Court of Justice of the European Union. Detailed information can be found in the 'Statement on the protection of personal data in the context of public procurement' which can be found at the following address: https://curia.europa.eu/jcms/jcms/Jo2_7009/en/#info.

Yours faithfully,

Emma-Jean Hinchy
Head of the English language translation unit