



COURT OF JUSTICE OF THE EUROPEAN UNION

DIRECTORATE-GENERAL FOR MULTILINGUALISM
English Language Translation Unit

PROCUREMENT PROCEDURE

**'Conclusion of framework contracts for the translation of legal texts from
certain official languages of the European Union into English'**

**LETTER OF INVITATION TO SUBMIT A REQUEST
TO PARTICIPATE**



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Luxembourg, 16/10/2025

INVITATION TO SUBMIT A REQUEST TO PARTICIPATE

Re: Conclusion of framework contracts for the translation of legal texts from certain official languages of the European Union into English

Contract notice N° **OJ S 199/2025** published in the Official Journal of the European Union on 16/10/2025
(available at https://curia.europa.eu/jcms/jcms/p1_268713/en/)

Dear Sir/Madam,

The Court of Justice of the European Union (hereinafter 'the Court' or 'the contracting authority') is running the procurement procedure referred to above.

The documents for that procedure include:

- the contract notice;
- this invitation letter; and
- the tender specifications together with the annexes thereto.

This procurement procedure comprises **two stages**:

1st stage: **Evaluation of requests to participate (verification of the exclusion and selection criteria to select the candidates who will be invited to submit a tender).**

- In the first stage, if you are interested in participating in this call for tenders, you are invited to submit **a request to participate** (by means of the compulsory registration form, signed and scanned, including annexes).

2nd stage: **Evaluation of tenders (award of framework contracts based on the evaluation of the tenders received from the candidates invited to submit a tender).**

- In the second stage, only the candidates selected at the first stage will be invited to submit a tender.

Any tender received from a natural or legal person who has not been invited to submit a tender will be rejected.

The expected date for signature of the framework contracts is indicated in point 1.3 of the tender specifications.

1. **The deadline for receipt of requests to participate is 20/11/2025 at 17:00, Luxembourg time.**

As this call for tenders is permanent, the process for the procurement of legal translation services remains open in order to allow new contractors to enter at any time. Requests to participate submitted after the deadline indicated may therefore be evaluated, provided that the maximum number of contractors for the lot (language combination) has not been reached.

2. Please send your request to participate (through the compulsory registration form in the target language, signed and scanned, including annexes) **exclusively by electronic means to the email address: FreelanceTenderEN@curia.europa.eu**.

Requests to participate will be rejected in the following circumstances:

- where the request to participate is sent other than by electronic means;
- where links to online storage spaces are used.

A request to participate will be deemed not to have been received if a different e-mail address has been used to send it.

The request to participate must be sent in PDF format and must not exceed a maximum size of 10 MB per email. It is possible to send the request to participate in several separate, consecutive emails. In such cases and for the avoidance of any misunderstanding, it is recommended to use serial numbers in the subject of each consecutive email.

3. In order to submit a request to participate, you must provide the documents referred to in point 4.2 of the tender specifications.

To submit a request to participate, you must use the compulsory registration form, and attach all the relevant documents that are listed in that form (including a declaration on honour on exclusion and selection criteria and all the evidence required).

All the information relevant to the submission of a request to participate is set out in the tender specifications.

You must submit a separate compulsory registration form for each lot in which you wish to make a request to participate. The information required to evaluate the candidate's capacities must be provided in respect of each specific lot applied for.

Requests to participate must be drafted in such a way as to enable them to be evaluated fully, accurately and as quickly as possible, thereby allowing the selection of candidates who will be invited to submit a tender. Candidates who have not provided sufficient information in completing the compulsory registration form and attaching the documents and evidence indicated may have their request to participate rejected.

4. By submitting a request to participate candidates are deemed to have accepted the conditions set out in the tender specifications and, where applicable, to have waived their own general or specific conditions.
5. Costs incurred in preparing and submitting requests to participate are to be borne in full by the candidate and will not be reimbursed.
6. Contact between the contracting authority and the candidates is permitted only exceptionally. Points 6.1.1 and 6.1.2 of the tender specifications specify the contact between candidates and the Court during the first stage of the procurement procedure.
7. The contracting authority may, until the framework contract has been signed, cancel the procurement procedure, totally or partially in respect of certain lots, without candidates or tenderers being entitled to claim any compensation. The decision shall be justified and communicated to the candidates or tenderers as soon as possible.
8. 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 and all the rules which apply to the protection of personal data shall be complied with.
9. Candidates will be informed of the result of the first stage of this procurement procedure by email only. Candidates are required to provide their contact details in their request to participate, including a valid email address, and to check their emails regularly. All consequences resulting from the malfunctioning of electronic messaging systems shall be the sole responsibility of the candidate. The timetable for the procedure is indicated in point 1.3 of the tender specifications.
10. The processing of requests to participate will involve the recording and handling of candidates' personal data. Point 7.6 of the tender specifications sets out the procedure for processing the personal data of candidates during the procurement procedure.

Yours faithfully



Ms Emma-Jean HINCHY
Head of the English Language Translation Unit