



Acting Director

Luxembourg, 1 April 2019

General invitation to tender reference FL/GENAFF19

Dear Sir/Madam,

The Translation Centre for the Bodies of the European Union, hereinafter referred to as the Translation Centre, is planning to conclude multiple framework contracts for the translation of texts in the general affairs field **from** English **into** Irish, Arabic, Icelandic, Macedonian, Norwegian, Russian, Serbian and Turkish.

These texts are related to the work of the various bodies and institutions of the European Union for which the Translation Centre provides translation and other language services.

This call for tenders is divided into **8 lots**, one for each target language. Tenderers **may bid** for one or more lots. Tenders must include a covering letter signed by the person(s) empowered to represent the tendering party or parties (in the event of a joint tender) and entitled to sign the contract if the bid is successful.

Tenderers are invited to submit a separate price offer for each lot (paragraph 3.2 of the Tender Submission Form) for which they wish to bid, to be expressed in Euro (EUR) per 1,500 characters.

If you wish to reply to this call for tenders, you should submit a tender **in duplicate** (an original and one copy) **by 13 May 2019** to the following address:

TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION

Legal Affairs Section

Ref: Call for tender N° FL/GENAFF19

Bâtiment Drosbach

12 E, rue Guillaume Kroll

L-1882 Gasperich - Luxembourg

Tenders must be:

- (a) Either sent by registered mail, dispatched **no later than 13 May 2019** (the postmark serving as proof of dispatch)
- (b) Or sent by private courier, dispatched **no later than 13 May 2019** (the deposit slip serving as proof of dispatch)
- (c) Or delivered by hand by the tenderer in person or by an authorised representative to the Reception of the Translation Centre **no later than 17.30 hours on 13 May 2019** (in which case a receipt, signed and dated by an official of the Translation Centre authorised to take delivery, must be obtained as proof of submission). **The service is open from 08.30 to 17.30 hours Monday to Friday. It is closed on Saturdays, Sundays and Translation Centre holidays.**

Tenders (an original clearly labelled "Original" and one copy labelled "Copy") must be placed inside **two sealed envelopes**. The inner envelope, addressed to the department indicated above, should be marked:

"Invitation to tender reference FL/GENAFF19 – Not to be opened by the internal mail service"
"Appel d'Offres – Référence FL/GENAFF19 – À ne pas ouvrir par le service courrier"

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

Changes to tenders or additional information will be accepted only if they are sent on or before the final date for the receipt of tenders and in accordance with the instructions given above.

In submitting their bid(s), tenderers undertake to accept the provisions of the invitation to tender, the specifications and all annexes thereto and waive their own terms of business.

Bids will be valid for a period of 12 months as from **13 May 2019**.

Any contact between the tenderers and the awarding authorities concerning this call for tenders is prohibited, except in exceptional circumstances and under the conditions laid down in the Specifications (point 2.3).

Any request for additional information must be made in writing only through the eTendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4677> in the "questions and answers" tab, by clicking "create a question".

Requests for additional information and/or clarifications received less than six working days before the final date for submission of tenders will not be processed.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

Any additional information including that referred to above will be posted on the *eTendering* website indicated above. The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

You will be informed of the outcome of this procurement procedure (award decision). It is your responsibility to provide a valid e-mail address together with your contact details in your tender.

Tenders will be opened **on 23 May 2019 at 10:00** at the:

Translation Centre for the Bodies of the European Union

Bâtiment Drosbach, Meeting Room Madrid (room 3030A)

12 E, rue Guillaume Kroll

L-1882 - Luxembourg

Persons wishing to attend the opening of tenders must present their authorisation from a tendering company. One person per tenderer may attend.

If processing your reply to the call for tenders involves the recording and processing of personal data (such as names, addresses and CVs), such data will be processed pursuant to Regulation (EU) 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/EC. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the Specifications of the call for tenders and will be processed¹ solely for that purpose by the Centre's Legal Affairs Section (tenders@cdt.europa.eu).

Data of successful tenderers are retained for a period of five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate and data of unsuccessful tenderers are retained five years following signature of the related contract.

Details concerning the processing of your personal data are available on the Specific privacy statement for processing of personal data related to procurement procedures at:

http://cdt.europa.eu/sites/default/files/documentation/pdf/privacy_statement_procurement_en.pdf

We look forward to receiving your bid.

Yours faithfully,

Benoît Vitale

¹ The legal basis for the processing is Regulation (EU, Euratom) 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 966/2012.