



EUROPEAN CENTRAL BANK  
EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT PROCEDURE –  
FREELANCE TRANSLATORS FOR ESTONIAN  
Ref. 25417/C/LGS/2013**

**Title:** Freelance translators for Estonian

**I. Contracting authority**

**1. Name, addresses and contact point of the contracting authority:** European Central Bank, Directorate General Communications and Language Services, attention: Eglantine Devaux, Head of Section – Germanic and Finno-Ugric languages, Language Services Division, Kaiserstrasse 29, 60311 Frankfurt am Main, Germany.

**2. Business area:** Directorate General Communications and Language Services

**3. Division:** Language Services Division

**4. Section:** Germanic and Finno-Ugric languages Section

**5. Description of the Functions:** Tasks of the Language Services Division

The Language Services Division is a central service unit which provides linguistic expertise and support in 22 official EU languages to the European Central Bank (ECB). To assist it in performing its tasks, the Division has occasional recourse to professional translators with relevant experience in the ECB's fields of competence who provide high-quality services on a freelance basis, mostly on the premises of the ECB in Frankfurt am Main.

**II. Description of the applicants' designated tasks:**

The Language Services Division is currently seeking potential bidders for a procurement procedure who are native speakers of Estonian and have the necessary qualifications and experience to provide the translation services described under Section I.5 with regard to Estonian, in particular:

- translation into Estonian of (non-legal) texts drafted in English;
- revision of Estonian translations;
- proof-reading of Estonian translations for publication;
- terminology work, namely the extraction, compilation and linguistic checking of terminology, and the alignment of documents.

*It is the ECB's intention to identify and select potential bidders in accordance with the rules specified in this voluntary contract notice and in particular under Section III (Procedure) below, who will then be invited to participate in an upcoming procurement procedure as further described.*

*Successful candidates will be awarded a non-exclusive framework agreement. They will join a pool of freelance translators and from time to time receive individual requests to work for the Language Services Division's existing team, mostly in-house at the ECB's offices in Frankfurt am Main.*

### **III. Procedure**

#### **1. General information:**

This document constitutes a voluntary contract notice in the run-up to a procurement procedure for freelance Estonian translators which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement<sup>1</sup> and the supplementary rules attached as Annex 1. The procurement procedure will be carried out without publication of a notice in accordance with Article 29 of Decision ECB/2007/5.

#### **2. Pre-selection procedure:**

In order to identify suitable bidders for the described upcoming procurement, the ECB will evaluate the applications received against the criteria set forth under Section IV below. The ECB will send a request for proposal (RfP) to those candidates who at least fulfil the selection criteria laid down in section IV.

**3. Division into lots:** No.

**4. Type of contracts:** Framework contracts for a duration of four years (envisaged number of contracts: up to five).

**5. Closing date:** All applications must be received by the ECB by the closing date set out in Section VIII.

### **IV. Qualifications and experience (selection criteria)**

#### **Selection Criteria:**

Candidates must have the following qualifications and experience:

- perfect command of Estonian and excellent English (Europass C2 standard);
- very good command of a third official EU language;
- an advanced university degree (or equivalent qualification) in a relevant subject, or proven ability to perform the tasks commensurate with such a formal academic qualification;
- at least two years of full-time professional experience translating texts from English into Estonian (either as an employee or as a freelance translator, demonstrating full-time equivalence);
- experience in translating economic or financial texts;
- advanced PC skills and a very good knowledge of standard MS Office applications.

### **V. How to apply**

#### **1. Form and content of the application:**

Applications must include the following documents:

- (a) a covering letter in Estonian;
  
- (b) a curriculum vitae in English presented in the Europass format

<sup>1</sup>

OJ L 184, 14.7.2007, p. 34, as amended by Decision ECB/2009/2 (OJ L 51, 24.2.2009, p. 10), Decision ECB/2010/8 (OJ L 238, 9.9.2010, p. 14), and Decision ECB/2012/10 (OJ L 178, 10.7.2012, p. 14). All these documents can be downloaded from <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

(see <https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>);

- (c) all necessary supporting documentation (copies of qualification certificates, proof of professional experience as an in-house or freelance translator, letters of reference, etc.);

and be submitted together with all required supporting documentation as described in V.1.(c). Incomplete applications, i.e. those with no supporting documentation, will not be considered. All documents should be single sided and not stapled or bound.

**2. Submission of the application:**

Applications must be sent by post, quoting the above reference number, to the **address stipulated under Section I.1**. Applications will not be returned and will remain the property of the ECB.

**3. Closing date:**

All applications must be received by the ECB by the closing date (see Section VIII). However, if candidates submit their proposals by registered post or private courier services, the post office stamp or the date on the slip issued by the courier service shall constitute proof of compliance with the above time limit for submission. However, the ECB will not consider proposals which reach the ECB seven calendar days after expiry of the above time limit.

Interested candidates may not apply to participate in the procurement procedure and/or to be added to the list of candidates at a later date by sending the information requested in this voluntary contract notice after the closing date.

**4. Exclusion of applications:**

The ECB may, at its discretion, exclude applications that do not meet the qualifying criteria, do not contain the information requested or are otherwise incomplete.

**VI. Additional information:**

1. Framework agreements are intended for a duration of four years.
2. All Framework agreements shall be governed by and interpreted under German civil law.
3. The ECB reserves the right to reuse the candidate's data for the identification of potential bidders for future procurement procedures.
4. The ECB reserves the right not to make any award to any of the suitable candidates.
5. The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that suitable candidates may incur in connection with the submission of their application.

**VII. Date of dispatch of this call for the identification of potential bidders:**

**20 March 2013**

**VIII. Closing date:**

**5 April 2013**