



EUROPEAN CENTRAL BANK

EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT  
PROCEDURE – FREELANCE LAWYER-LINGUISTS FOR PORTUGUESE  
Ref. ECB/21631/2012**

**Title:** Freelance lawyer-linguists for Portuguese

**I. Contracting authority**

**1. Name, addresses and contact point of the contracting authority:** European Central Bank, Directorate General Legal Services, Legislation Division, attention: Nicola Ziegast, Postfach 16 03 19, 60066 Frankfurt am Main, Germany. Tel +49 69 1344 7914.

**2. Business area:** Directorate General Legal Services

**3. Division:** Legislation Division

**4. Section:** Legal Revision and National Law Sections

**5. Description of the functions:** *Tasks of the Legislation Division*

The Legislation Division is primarily responsible for preparing the legal instruments of the European Central Bank (ECB) in the official EU languages. It is also responsible for editing and reviewing the ECB's legal texts for legal, linguistic and terminological consistency, for translating legal documentation – including documentation relating to court cases – into the official EU languages, and for maintaining a legal terminology database.

The Division also coordinates the preparation of the ECB's opinion when the institution is consulted on draft national legislative provisions. Furthermore, staff lawyer-linguists provide national legal expertise to the ECB on EU Member States' national laws, among other things for the ECB's convergence reports, verification reports and other official legal documents. They also monitor relevant legal developments in EU Member States.

**II. Description of the applicants' designated tasks<sup>1</sup>:**

The Legislation Division is currently seeking potential bidders for a procurement procedure who have a perfect command of Portuguese and have the necessary qualifications and experience to provide all of the lawyer-linguist services described under I. 5. above with regard to Portuguese, in particular

- editing, revising and proof-reading legal texts drafted in Portuguese;

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<sup>1</sup> The provision of national legal expertise and provision of in-house services will only be requested from bidders who will offer to provide such service. The offer of such services is optional, but can be considered an asset.

- translation into Portuguese of legal texts drafted in English;
- in exceptional cases, translation into English of legal texts drafted in Portuguese;
- performing terminology work, viz. the extraction, compilation and linguistic checking of terminology, and the alignment of documents; and
- provision of national legal expertise on Portuguese law (optional).

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 below.

Successful candidates will be awarded a non-exclusive framework contract. They will join a pool of freelance lawyer-linguists and from time to time receive (individual) invitations to work with the Legislation Division's existing team, both remotely (receiving jobs by e-mail) and, if need be, in-house at the ECB's offices in Frankfurt am Main. Although optional, short-notice availability for the provision of lawyer-linguist services on-site for training purposes or for the reinforcement or replacement of the Portuguese desk resources will be an asset.

### **III. Procedure**

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

This document constitutes a voluntary contract notice in the run-up to a procurement procedure for freelance lawyer-linguists which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement<sup>2</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:**

Envisaged number of applicants: up to 20, where available

Objective criteria for choosing the limited number of applicants:

In order to identify the envisaged number of suitable bidders for the described procurement, the ECB will evaluate the applications received against the criteria set forth under Section IV. below. The ECB will create a list of applicants who fulfil the minimum criteria laid down in Section IV. 1. of this voluntary contract notice and will send a request for proposal to those applicants fulfilling the minimum criteria who – in addition – best meet the respective selection criteria set out under IV. 2. below ("Further general qualifications"). In such request for proposal, the selected applicants will be asked to submit an offer to the ECB for the specified services.

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

**4. Type of contracts:** Framework contracts (envisaged number: 2 - 4)

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<sup>2</sup> OJ L 184, 14.7.2007, p. 34. The Decision as amended by Decision ECB/2009/2 amending Decision ECB/2007/5 laying down the rules on procurement (OJ L 51, 24.2.2009, p. 10) and Decision ECB/2010/8 amending Decision ECB/2007/5 laying down the rules on procurement (OJ L 238, 9.9.2010, p. 14), both published on the ECB's website at [www.ecb.europa.eu](http://www.ecb.europa.eu).

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

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

**1. Minimum criteria:** Applicants must have the following qualifications and experience:

- Perfect command of Portuguese and excellent English;
- A minimum of two years of proven professional experience translating legal texts from English into Portuguese in economic, financial and legal fields;
- Advanced PC skills and a practical knowledge of standard MS Office applications.

**2. Further general qualifications and assets:**

It would be an advantage for applicants to have the following general qualifications and assets:

- Advanced university degree in law awarded in Portugal (*licenciatura*);
- National legal expertise and proven professional experience in the legal field in Portugal;
- A sound background knowledge of Union law and financial and economic affairs;
- Familiarity with the ECB, other institutions of the Union, international organisations, Banco de Portugal (National Bank of Portugal), and the financial sector;
- Very good command of a third official language of the Union;
- Familiarity with the TRADOS terminology management package MultiTerm and translation memory software Translator's Workbench;

**V. How to apply:**

**1. Form and Content of the application:**

Applications must include a covering letter in Portuguese as well as a standardised curriculum vitae (see <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae> in English and be submitted together with all necessary supporting documentation (copies of qualification certificates, proof of professional translation and/or revision experience of legal texts as an in-house or freelance translator, letters of reference confirming professional experience in the legal field in Portugal, etc.). (Incomplete applications, i.e. those with no supporting documentation, will not be considered).

**2. Submission of the application**

Applications must be sent by post, quoting the above reference number, to the **address stipulated under Section I. 1. above**. 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 below). If applicants 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

five calendar days after expiry of the above time-limit.

Interested applicants may not apply to participate in the procurement procedure and/or to be added to the list of applicants 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 contracts are intended for a duration of 4 years.
2. All Framework contracts shall be governed by and interpreted under German civil law.
3. The ECB reserves the right to reuse the applicant's data for the identification of potential bidders for future procurement procedures.

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

**27 February 2012**

**VIII. Closing date:**

**26 March 2012**