

**Call for applications for inclusion in a list of suppliers for specialised training courses
for translators in accordance with Articles 16a and 29(3) of Decision ECB/2007/5
of 3 July 2007 laying down the Rules on Procurement¹
Ref. 17824/SL/LGS/2011**

1. Contracting Authority (name, address and contact points)

a) Name and address

European Central Bank
For the attention of Mr Mark Smith
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60311 Frankfurt am Main
Germany
www.ecb.europa.eu

b) Contact point(s)

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2. Description of the fields covered

With this call for applications, the European Central Bank (ECB) is looking for suppliers of the following services:

Specialised financial training courses for translators. Training courses shall improve professionals' technical knowledge of concepts related to financial markets, banking and micro- and macroeconomic theory. The course shall cover the relevant terminology within the ECB's key areas of expertise; and shall provide a deeper understanding and specific explanations of financial, banking and general micro- and macroeconomic concepts.

3. Place of provision of services

The place of delivery of products and the provision of services: ECB Premises in Frankfurt am Main, Germany.

4. Type of procedure: Call for applications for inclusion in a list of suppliers for a procurement procedure

The ECB invites applications with a view to drawing up a list of suppliers for the provision of the above-mentioned services. Suppliers interested in being included in this list (hereinafter Candidates) are invited to submit an application in accordance with the rules set out below:

- The list shall be valid until **31 December 2011**. Applications may be submitted at any time during the period of the validity of the list with the exception of the last three months of that period.
- Following the receipt of the Candidates' applications, the ECB shall verify the eligibility of Candidates and evaluate the application against the selection criteria set

¹ OJ L 184, 14.7.2007, p. 34 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 (OJ L 238, 9.9.2010, p. 14), all published on <http://www.ecb.europa.eu/ecb/proc/tenders/html/index.en.html>.

out in Section 5 below. The ECB shall include all the Candidates in the list that meet the eligibility and selection criteria set out in Section 5 below.

- Inclusion in the list does not entail any commitment on the part of the ECB to invite the Candidate to participate in a procurement procedure.

The procedure shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement, in particular Articles 29 and 31 thereof (hereinafter “ECB Procurement Rules”).

5. Criteria for the inclusion on the list

5.1 Eligibility criteria

In accordance with Article 24 of the ECB Procurement Rules Candidates shall be excluded from participation if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, money laundering, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the Communities, of the ECB or of the NCBs.

The ECB may also exclude Candidates from participation at any time if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning these matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they reside or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with their contractual obligations following another tender procedure;
- (f) their management, staff or agents are subject to a conflict of interests;
- (g) they are guilty of serious misrepresentation in supplying the information required by the ECB;
- (h) they contact other Candidates or (possible) tenderers with the purpose of restraining competition.

Candidates must confirm that they are not in any of the situations listed above by signing the Candidate’s Statement. If such circumstances arise in the course of the period while they are included on the list, the Candidate concerned shall inform the ECB thereof without undue delay.

5.2 Selection criteria

In order to be selected, Candidates must fulfil the following requirements:

- One of the key specialisation areas of the Candidates shall be in the field of training.

- Candidates shall have in place a detailed concept for course(s) which is/are suitable for translators, providing a deeper understanding and specific explanations of financial, banking and general micro- and macroeconomic concepts.
- Candidates shall have a track record of at least 3 years of both ongoing and past training courses targeted at post-graduate level translators, in English.
- For the above-described courses, Candidates shall have employed or subcontracted or have the capacity to employ/subcontract trainers or a training team that have a solid professional experience, qualifications and/or knowledge of concepts related to financial markets, banking, micro- and macroeconomic theory **and** professional experience, qualification and/or knowledge in the field of translation.
- Candidates have provided training courses for, at least, two financial market and/or banking sector clients.

6. The information submitted by the interested companies should include the following

- Short cover letter, providing background on the Candidate's company, its general profile as well as the services it is specialised in.
- Description of the concept for course(s) which the Candidate considers suitable for ECB translators, providing a deeper understanding and specific explanations of financial, banking and general micro- and macroeconomic concepts.
- Evidence of at least 3 years of ongoing and previous training courses targeted at post-graduate level translators, in English.
- For the above-described courses, Candidates shall demonstrate existing resources or a capacity to employ/subcontract trainers or a training team that have a solid professional experience, qualifications and/or knowledge of concepts related to financial markets, banking, micro- and macroeconomic theory **and** professional experience, qualification and/or knowledge in the field of translation.
- Reference list of former training course clients.

7. Submission of applications

Interested Candidates shall submit the information specified above in English language and shall submit it by post to the above-mentioned address (Section 1).

The envelope shall be marked: 'Attn.: Mark Smith / **Call for applications for inclusion in a list of suppliers for specialised training courses for translators, Ref. 17824/SL/LGS/2011.**

Candidates wishing to be considered for the first use of the list shall submit their applications by 1 June 2011.

8. Other information

The ECB reserves the right not to make any award to any of the Candidates.

The ECB will not be liable for any costs, nor will it reimburse any expenses or losses that Candidates may incur in connection with the submission of their application.

The ECB reserves the right to reuse the Candidate's data for the identification of potential bidders for future procurement procedures.