



EUROPEAN CENTRAL BANK

EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT
PROCEDURE – FREELANCE LAWYER-LINGUISTS FOR POLISH
Ref. ECB/17452/L/LLI/2011**

Title: Freelance lawyer-linguists for Polish

I. Contracting authority

1. Name, addresses and contact point of the contracting authority: European Central Bank, Directorate General Legal Services, Lawyer-Linguists Division, attention: Julia Dickman, Postfach 16 03 19, 60066 Frankfurt am Main, Germany. Tel +49 69 1344 5095 Fax +49 69 1344 6887.

2. Business area: Directorate General Legal Services

3. Division: Lawyer-Linguists Division

4. Section: Legal Revision and National Law Sections

5. Description of the functions: *Tasks of the Lawyer-Linguists Division*

The Lawyer-Linguists 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:

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

- editing, revising and proof-reading legal texts drafted in Polish;
- translation into Polish of legal texts drafted in English;
- in exceptional cases, translation into English of legal texts drafted in Polish;

- performing terminology work, viz. the extraction, compilation and linguistic checking of terminology, and the alignment of documents; and
- providing national legal expertise on Polish law.

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 Lawyer-Linguists 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.

III. Procedure

1. General information

This document constitutes a voluntary contract notice in the run-up to an upcoming procurement procedure for freelance lawyer-linguists which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement¹ 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: 10 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 upcoming 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 for the duration of 4 years (envisaged number: 5)

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

¹ OJ L 184, 14.7.2007, p. 34 as amended by Decision ECB/2009/2 (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>.

IV. Qualifications and experience (selection criteria)

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

- Perfect command of Polish and excellent English;
- University degree in law awarded in Poland;
- Proven relevant experience translating legal texts from English into Polish;
- National legal expertise in the field of banking and financial services law in Poland;
- Advanced PC skills and a practical knowledge of standard MS Office applications.

2. Further general qualifications:

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

- Proven experience translating legal texts from English into Polish for the ECB or other EU institutions;
- A sound background knowledge of Union law and financial and economic affairs;
- Very good command of a third official language of the Union;
- Familiarity with central banking issues, the ECB and the ESCB, Narodowy Bank Polski, other Union institutions and the financial sector;
- Familiarity with translation memory software, e.g. TRADOS Translator's Workbench, and a terminology management package, e.g. TRADOS MultiTerm.

V. How to apply:

Applications must include :

a covering letter in Polish as well as a standardised curriculum vitae (see <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>) in English and be submitted together with all necessary supporting documentation (copies of qualification certificates, proof of professional translation experience as an in-house or freelance translator, letters of reference, etc.). (Incomplete applications, i.e. those with no supporting documentation, will not be considered). 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.

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 only consider proposals that reach the ECB by no later than five calendar days after expiry of the above time-limit.

Interested applicants may not apply to participate in the procurement procedure and/or 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.

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:

4 February 2011

VIII. Closing date:

18 March 2011