**Příloha č. 2 – Podmínky překladů**

**Podmínky použité z dokumentu**

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| EUROPEAN COMMISSION DIRECTORATE-GENERAL FOR TRANSLATION Directorate S — Customer relations S.2 — External translation  |

Tender specifications

Translation of European Union dokuments

**SUBJECT OF THE FRAMEWORK CONTRACT AND SUMMARY DESCRIPTION OF THE SERVICES TO BE PROVIDED**

The European Union (‘the Union’) is launching a call for tenders to conclude framework contracts (FWC) for translation of documents about its policies and administration. The contracting authority, representing the Union, is the Directorate-General for Translation of the European Commission (DGT).

The services to be provided are mainly translation (including revision and review), but may also consist of revision and review of translated texts, or translation (including revision and review) of amendments to translated documents, including versions. The services may include delivery of translation memories or files in a localisation format such as XLIFF, created in performance of the contract. The source texts will be of varying length, type (including legislation and highly technical texts), difficulty and urgency, and may concern any of the Union’s areas of competence.

The translations delivered must be of the highest quality, revised and reviewed and ready for use. Translations are often intended for use in scheduled meetings, publications or ongoing procedures, so deadline compliance is essential.

DGT is looking for highly qualified and experienced translation service providers on whom it can rely. Both individuals (for example with joint tenders) and organisations or other groups of economic operators can apply. Tenderers may tender for one or more lots (language combinations).

For each lot, tenders which pass the exclusion and selection phases will be ranked in accordance with the award criteria, and up to five of the highest ranked (maximum) will be offered FWCs. This ranking is the sequence in which the contractors will be offered assignments. The highest ranked contractor is expected to accept all assignments. If the highest ranked contractor nevertheless fails to accept an assignment, that assignment will be offered to the next highest ranked contractor.

If the highest ranked contractor repeatedly refuses to accept assignments, is late in delivering results or delivers results of poor quality, the contract may be terminated. The next highest ranked contractor will then be offered the contract with one month’s notice. There will be no re-negotiation of the conditions.

The FWCs will be signed for two years and will not be renewed.

DGT reserves the right to accept tenders for only one or some of the lots, or to cancel the procedure if it fails to satisfy the needs for which it was launched.