



INFORMATION SESSION

ON THE CALL FOR TENDERS

TRAD19



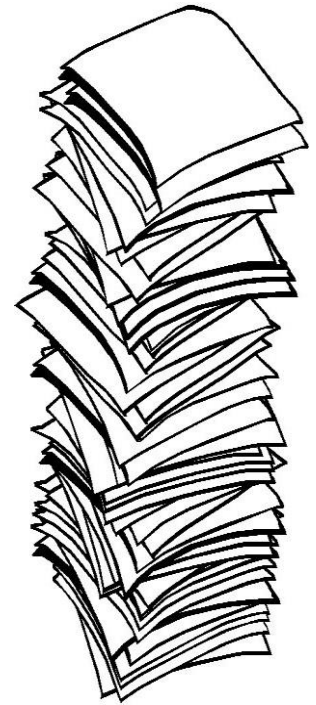
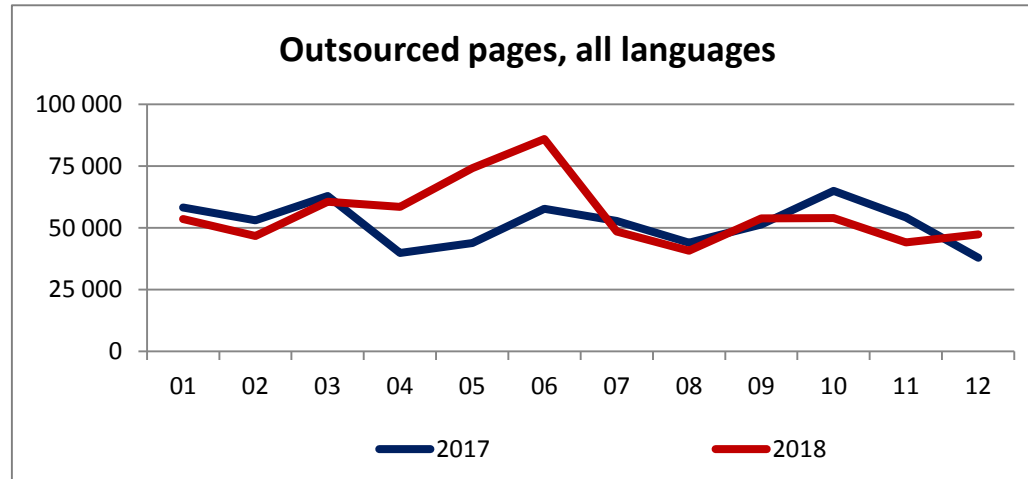
OUTSOURCING AT DG TRANSLATION (*DGT*)

FACTS & FIGURES

~ 2 million pages translated annually

ca. 30% outsourced

high & unpredictable monthly fluctuation



FACTS & FIGURES

Wide range of subject fields

Often highly specialised, very technical and/or legal texts



FACTS & FIGURES

LEGAL DRAFTING:

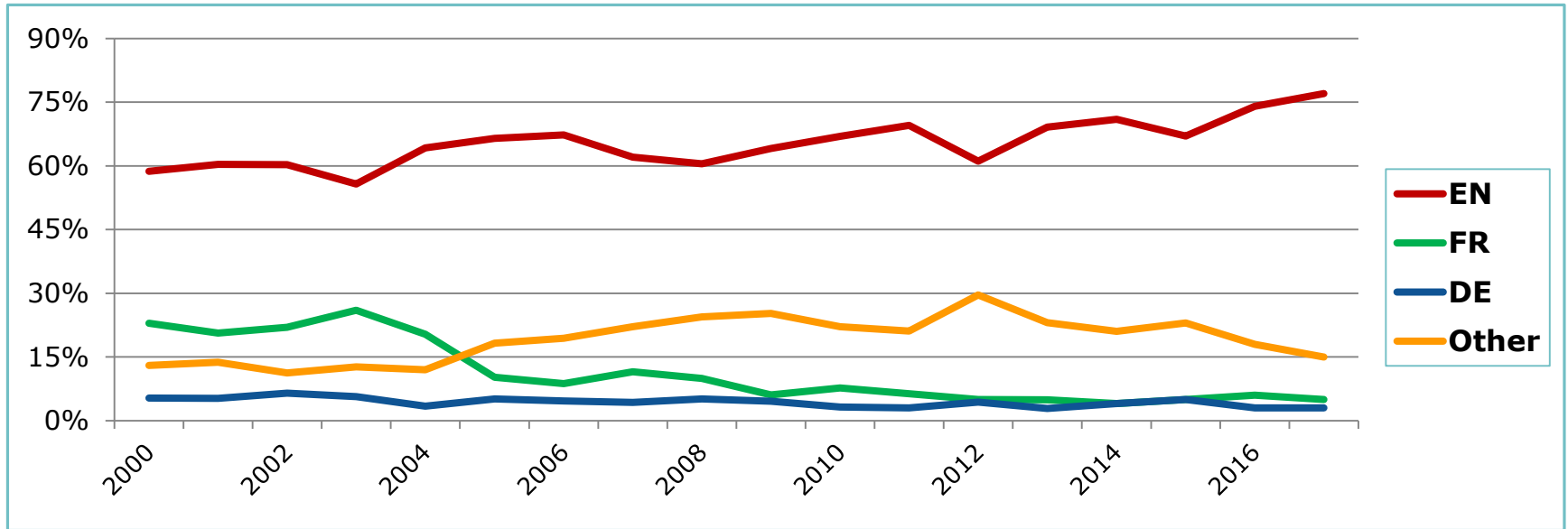
equally authentic + legally binding

**quality + timely delivery of utmost importance –
legal consequences**

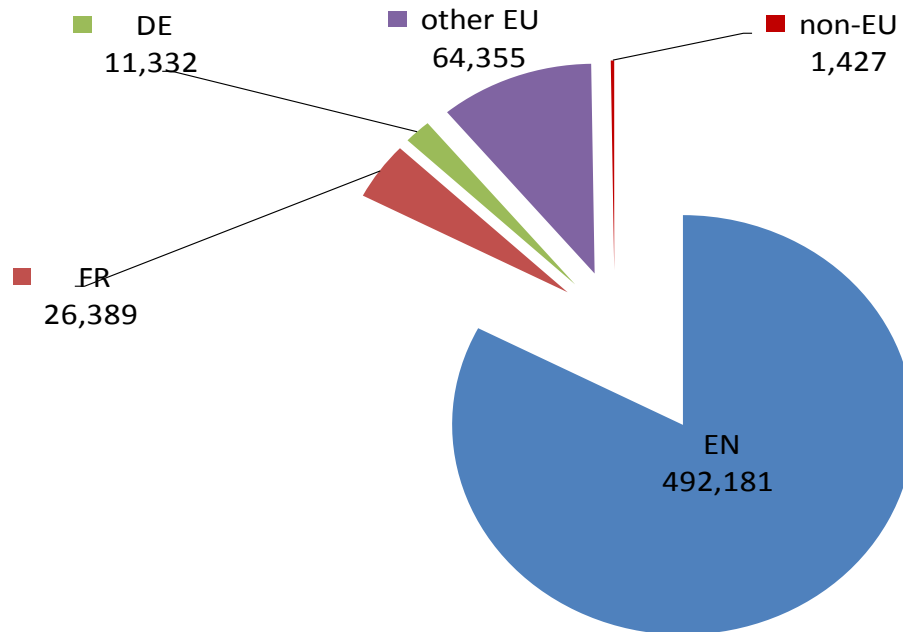
TRANSLATION TRENDS

	1997	2004	2008	2015	2018
Total pages	1,125,709	1,270,586	1,805,689	1,992,000	2,215,000
Outsourced	16%	23%	26%	27%	30%
ORI EN	45%	62%	73%	67%	83%
ORI FR	40%	26%	12%	5%	4%
ORI DE	5%	3%	3%	5%	2%
ORI other EU + non EU	8%	9%	12%	23%	11%

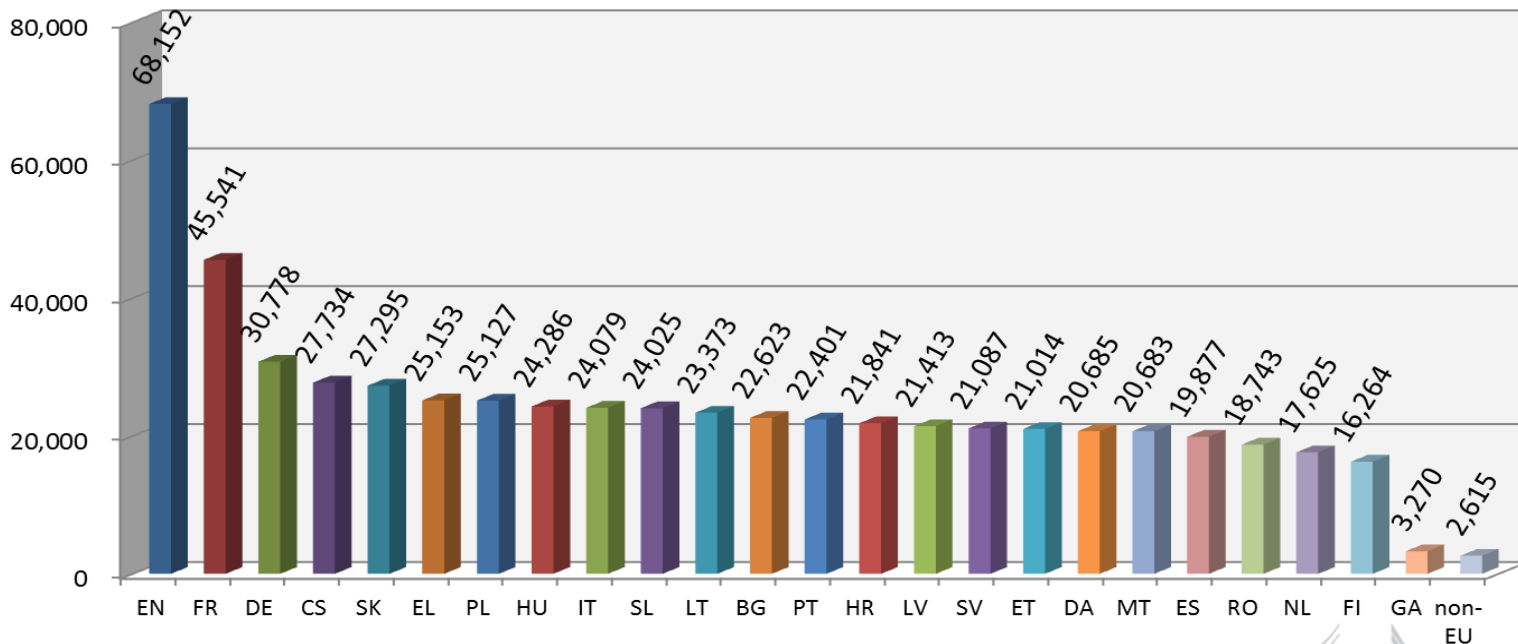
OUTSOURCING TRENDS – BREAKDOWN BY SOURCE LANGUAGE



OUTSOURCING OVERVIEW 2018



OUTSOURCING OVERVIEW 2018 – BREAKDOWN BY TARGET LANGUAGE (PAGES)



European
Commission

BUYING TRANSLATION – PUBLIC PROCUREMENT

Legal basis:

- **Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union**

Annex I

- **Vademecum**
- **EU case law on procurement**

EU PROCUREMENT LAW – GENERAL PRINCIPLES

(Art. 160 of the Financial Regulation)

- **Transparency**
- **Proportionality**
- **Fair and equal treatment**
- **Consistency, integrity, accountability**

TYPE OF CONTRACT

**DGT can define WHAT we need (translation)
but not WHEN or HOW MUCH**



Framework contract

for frequently used language combinations

Low value contract (simplified)

for all others



NEW CALL FOR TENDERS: TRAD19

CHANGE OF PARADIGM – WHY?

Changing needs:

- **outsourcing rate to increase**
- **more urgent, difficult, voluminous texts, multiple versions, short deadlines**

Capacity and quality problems

Change of the markets

TRAD19 – 'CASCADE' TYPE CONTRACTS

- **Up to 5 contractors per language combination**
- **Selection based on testing**
- **Contractor ranked first should take all jobs, others back-up**
- **Better communication = real partnership**

TRAD19 – 49 LOTS COVERED

- **EN into 23**
- **19 into EN (no DA, ET, GA, MT)**
- **DE, EL, ES, IT, NL into FR**
- **FR into DE, NL**
- **all other: negotiated procedure (low value contracts)**

TRAD19 – COMMUNICATION

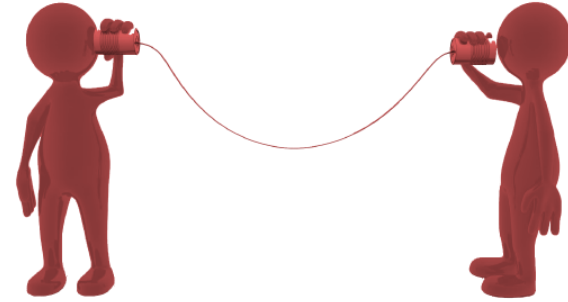
**No risk to distort competition =
direct communication**

A single contact point: quality coordinator

Better understanding of needs & requirements

Shorter learning curves

Contractor becomes a real partner



TRAD19

Basis of work & quality control:

**Assignment – one or several documents listed
in an order form**

TRAD19 – QUALITY REQUIREMENTS

The delivered assignment [...] **can be used as it stands upon delivery**, without further formatting, revision, review or correction by DGT.

Linguistic & technical requirements:

Accuracy
Terminology
Grammar
Style

Quotations
Deadline compliance
Formatting
Deliverables

TRAD19 – QUALITY CONTROL

Delivered assignments evaluated & graded

4 grades:

Very good

Good

Insufficient

Unacceptable

= no payment

TRAD19 – PERFORMANCE ASSESSMENT

Monthly assessment of the evaluated pages
delivered during the previous month

PASS:

FAIL:

Very good

Insufficient

Good

Unacceptable

TRAD19 – PERFORMANCE ASSESSMENT

PASS < 85%:

**automatic penalty – 15% of value of assignments
delivered during the month concerned**

2nd time within 9 months: 30%

3rd time within 9 months: 50% + termination



TIMELINE & STEPS OF BIDDING

TIMING

20 May: publication of call for tenders

21 May - end June: information sessions

30 August: submission deadline

September: evaluation of tenders starts

WHO CAN TENDER?

- EU citizens
- natural & any kind of legal persons resident/registered in:
 - the EU;
 - Albania, Bosnia and Herzegovina, Iceland, Liechtenstein, Montenegro, North Macedonia, Norway and Serbia
(special agreement on procurement with the EU)

WHO CAN TENDER? – BREXIT

UK is member of the EU = same rules apply

Upon withdrawal, all depends on the withdrawal agreement
(or the lack of it) – and on the timing of withdrawal

HOW TO TENDER?

Tenders have to:

- ✓ Include **all information** needed & **all documents** requested
- ✓ Be **accurate** and clearly show the meeting of requirements
- ✓ Comply with all tender documents
- ✓ Include **all annexes** – filled in, printed, signed & scanned

HOW TO TENDER?

Tenders must be submitted:

- on DVD / USB key
- in 3 copies (original; copy 1; copy 2)
- incl. signed paper printout of the tender registration form and financial offer with original signatures

JOINT TENDER – MAIN CHARACTERISTICS

Each member assumes joint and several liability towards DGT

No specific legal form needed

A leader to sign tender and FWC;
responsible for administrative
management



SUBCONTRACTING – MAIN CHARACTERISTICS

Contractor retains full liability to DGT

Subcontractors must be properly informed

Tenders must include:

- the contracts with subcontractors
- letter of intent from each subcontractor

Changes during tendering procedure may lead to rejection of the tenderer

Changes after signature of the FWC are subject to DGT's prior approval

SUBCONTRACTING

No direct legal commitment

Admin. matters dealt with contractor

DGT

Contractor

Subcontractor 1

Subcontractor 2

Subcontractor 3

No liability towards DGT

EVALUATION OF TENDERS

3-step procedure:

I. Exclusion criteria

II. Selection criteria

III. Award criteria



EXCLUSION CRITERIA – ANNEX 6

Standard in all procurement procedures – Art. 136 of FR

Declaration on honour

Joint tender: applies to each member

Subcontracting: applies to contractor + all subcontractors

SELECTION CRITERIA – ANNEX 7

minimum capacity

technical capacity

professional capacity

Joint tenders: the group as a whole

Subcontracting: tenderer + subcontractors jointly

MINIMUM CAPACITY

minimum annual capacity
≠ guaranteed workload

based on DGT's last 5 years' translation and
outsourcing figures

except for EN > GA – foreseen phasing-out of
language derogation

MINIMUM CAPACITY – A FEW EXAMPLES

from EN:

17,000 (FI) to 38,000 (FR)

into EN:

4,000 (ES, LV, SL, SV) to 14,000 (DE)

from FR:

3,000 both for DE and NL

into FR:

1,000 (EL, NL) to 3,000 (DE)



TECHNICAL CAPACITY

Tenderer must be able to:

handle particular file formats,
use certain tools,
create e-invoices and back-ups

as specified in detail under 14.2.

PROFESSIONAL CAPACITY

Qualifications and experience

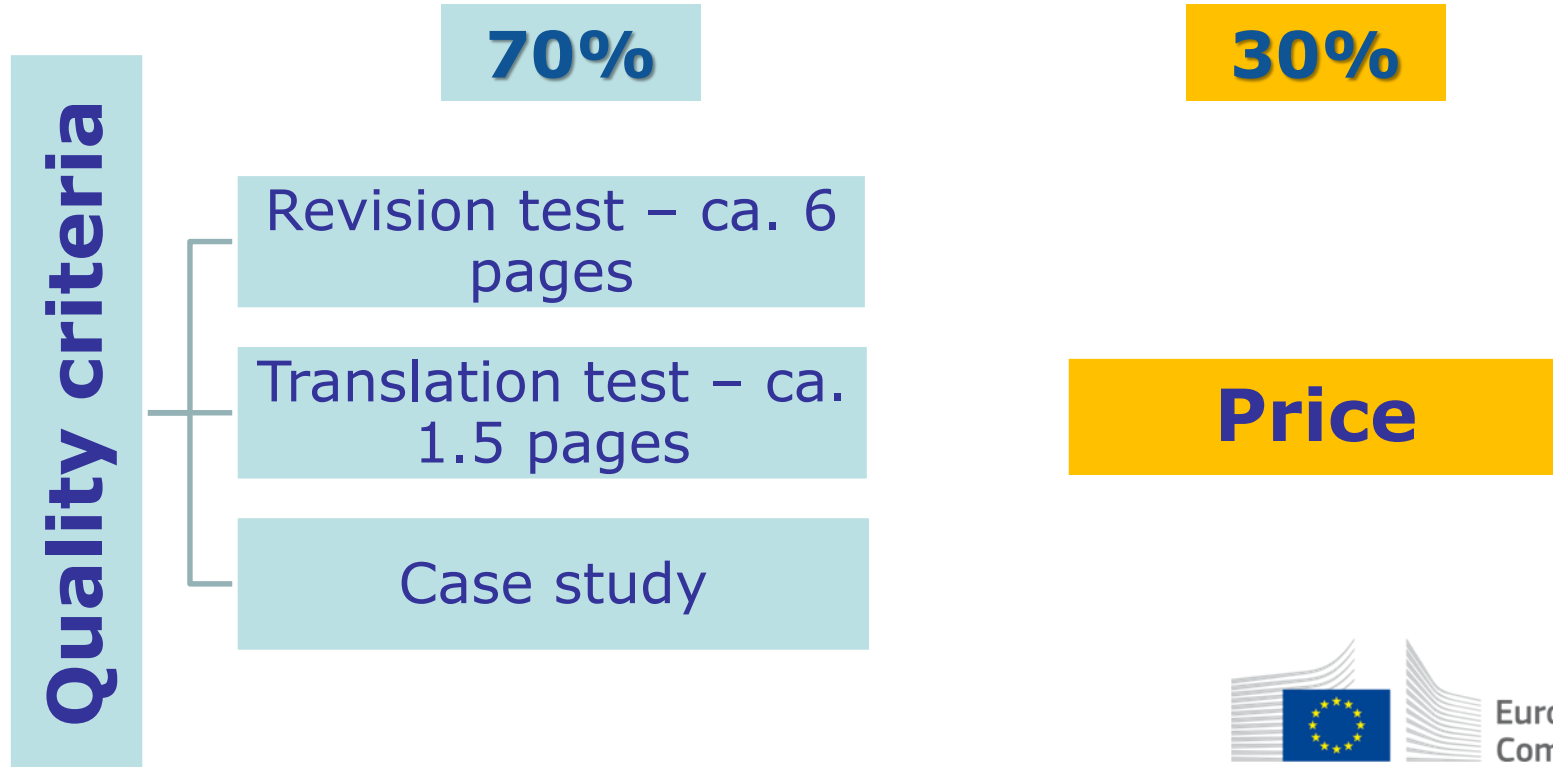
Different for:

translator, reviser,
reviewer

quality
coordinator

EN > GA vs. all other language combinations

AWARD CRITERIA – ANNEX 8



QUALITY CRITERIA

- Simultaneous online tests with time limit
- 1 individual for each test
- Revision + translation for each lot tendered
- Only 1 case study per tenderer
- Revision test by the quality coordinator of that lot

QUALITY CRITERIA

Criterion	Points	Pass score
Revision test	40	28
Translation test	40	28
Case study	20	14
Total	100	70

AWARD OF THE FWC – BEST QUALITY/PRICE RATIO

$$[(NQ \times 0.7) + (NP \times 0.3)] \times 100$$

where:

$$NQ = Q/\max(Q)$$

$$NP = \min(P)/(P)$$

Q = quality score of the evaluated tender

max (Q) = the highest quality score for the lot in question

P = the price in euro per standard page

min (P) = the lowest price offered for the lot in question with a quality score of at least 70/100

MORE INFO

- **Web** ec.europa.eu/info/tender/trad19
- **YouTube** youtu.be/A4LPWtLy65I
- **E-mail** DGT-FL-TRAD19@ec.europa.eu