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

<table>
<thead>
<tr>
<th></th>
<th>1997</th>
<th>2004</th>
<th>2008</th>
<th>2015</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total pages</td>
<td>1,125,709</td>
<td>1,270,586</td>
<td>1,805,689</td>
<td>1,992,000</td>
<td>2,215,000</td>
</tr>
<tr>
<td>Outsourced</td>
<td>16%</td>
<td>23%</td>
<td>26%</td>
<td>27%</td>
<td>30%</td>
</tr>
<tr>
<td>ORI EN</td>
<td>45%</td>
<td>62%</td>
<td>73%</td>
<td>67%</td>
<td>83%</td>
</tr>
<tr>
<td>ORI FR</td>
<td>40%</td>
<td>26%</td>
<td>12%</td>
<td>5%</td>
<td>4%</td>
</tr>
<tr>
<td>ORI DE</td>
<td>5%</td>
<td>3%</td>
<td>3%</td>
<td>5%</td>
<td>2%</td>
</tr>
<tr>
<td>ORI other EU</td>
<td>8%</td>
<td>9%</td>
<td>12%</td>
<td>23%</td>
<td>11%</td>
</tr>
<tr>
<td>+ non EU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OUTSOURCING TRENDS – BREAKDOWN BY SOURCE LANGUAGE
OUTSOURCING OVERVIEW 2018

- EN 492,181
- FR 26,389
- DE 11,332
- other EU 64,355
- non-EU 1,427

Chart showing breakdown of outsourcing by country.
OUTSOURCING OVERVIEW 2018 – BREAKDOWN BY TARGET LANGUAGE (PAGES)
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
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:**
- Very good
- Good

**FAIL:**
- Insufficient
- 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
No direct legal commitment

Subcontracting

Admin. matters dealt with contractor

DGT

No liability towards DGT

Contractor

Subcontractor 1

Subcontractor 2

Subcontractor 3
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**

- Revision test – ca. 6 pages
- Translation test – ca. 1.5 pages
- Case study

**Price**

- 70%
- 30%
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

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points</th>
<th>Pass score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision test</td>
<td>40</td>
<td>28</td>
</tr>
<tr>
<td>Translation test</td>
<td>40</td>
<td>28</td>
</tr>
<tr>
<td>Case study</td>
<td>20</td>
<td>14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td><strong>70</strong></td>
</tr>
</tbody>
</table>
AWARD OF THE FWC – BEST QUALITY/PRICE RATIO

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

where:

\[ NQ = \frac{Q}{\text{max} (Q)} \quad \text{NP} = \frac{\text{min} (P)}{(P)} \]

\[ Q = \text{quality score of the evaluated tender} \]
\[ \text{max} (Q) = \text{the highest quality score for the lot in question} \]
\[ P = \text{the price in euro per standard page} \]
\[ \text{min} (P) = \text{the lowest price offered for the lot in question with a quality score of at least 70/100} \]
More Info

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