

## The procedure to add or replace individually named translators

### Call for tenders EP-TRAD/LUX/2024/OP/0001

#### *The legal basis*

Section 1.2 of the Specifications (p. 8) provides: *"The list of translators named in Annexes 7 and 8... can be modified during the validity of the FWC. The request to replace or add new named translators to the list must be submitted in writing to the Contracting Authority together with updated Annexes 7 and 8. Moreover, in order for the request to be approved and the new named translators allowed to perform translation tasks under the FWC, each named translator must pass a translation test. Translation tests will be organized twice a year by the Contracting Authority."*

Article I.6(17) of the framework contract similarly provides: *"The list of named individual translators declared in the tender by means of Annexes 7 and 8 to the specifications may be modified during the validity of the contract. The Contractor should submit a request in writing to the Contracting Authority together with updated Annexes 7 and 8 to replace or add new named translators to the list and the requested named translators must pass a translation test before those persons may perform any translation assignments under the contract."*

#### *Detailed instructions for the contractors*

The contact point for you in this procedure is [dgtrad.etucontractsexecution@europarl.europa.eu](mailto:dgtrad.etucontractsexecution@europarl.europa.eu). The requests should be submitted by you as the contractors; the requests stemming from other people (such as individual translators or sub-contractors), bypassing the contractors, cannot be processed.

Please send us both (i) the completed Translator's Declarations and (ii) translators' data in an Excel file, corresponding respectively to relevant parts of Annexes 7 and 8 to the specifications.

You can request adding of translators in excess of the number which you originally proposed at the tendering stage; therefore, in order to add new translators there is no need to replace anybody from the current list (unless you insist on replacing).

You can also request to add translators who did not pass the translation test at the tendering stage so they can take the test again.

There is no need to retake the translation test for individual translators who have already passed the translation test as team members of other tenderers for the same lot in call for tenders EP-TRAD/LUX/2024/OP/0001, they can start translating for you under the framework contracts once you have submitted Annexes 7 and 8 to us. However, a translator who has successfully become a team member of a secondary contractor can be added to the list of team members of the main contractor only with the consent of the secondary contractor, as the latter has also obligations towards us to cover a certain minimum capacity under their framework contract. Any clear explicit message from the secondary contractor (e.g. in an e-mail), by which they agree that their translator will become a team member of the main contractor, suffices. This is important as all translators are working exclusively with a single contractor for the given lot.