

Dynamic Purchasing System
relating to specialist translation and editing services for legally binding content (framework agreements with multiple suppliers)

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1. Awarding Authority:

The European Patent Organisation (EPO) acting through the European Patent Office: Headquarters, Bob-van-Benthem-Platz 1, D-80469 Munich, Postal address: EPO, D-80298 Munich.

The European Patent Organisation is an intergovernmental organisation set up pursuant to the European Patent Convention which entered into force in 1977. At present it has 39 Member States (Albania, Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye and United Kingdom). The executive body of the EPO is the European Patent Office which is charged with the searching and examination of European patent applications and the granting of European patents. It employs approximately 6300 staff at EPO headquarters in Munich, a branch at The Hague/Rijswijk (NL) and sub-offices in Berlin and Vienna (the number of Member States and staff members indicated may change).

2. Award procedure:

Dynamic Purchasing System.

3. Description of the contract:

(a) **Purpose of the contract:**

Framework Agreements to be used for specialist services related to the translation, post-editing, revision and editing of legally binding documents.

See Procurement documents for full details.

(b) **Main terms concerning payment:**

Within 30 days of acceptance and receipt of invoice

4. Place and period of performance:

(a) **Place at which the contract is to be performed:**

Only offsite

(b) **Duration of contract or time limit for delivery or completion of services/work:**

The duration of the Framework Agreements is a fixed period of 5 years.

All further framework agreements awarded during the duration of the Dynamic Purchasing System (DPS) will have the same end date.

Contractors will receive Purchase Offer for which they have been awarded a Framework Agreement.

5. Procurement Documents and receipt of applications:

(a) **The procurement documents are available via the links below**

- [Letter of invitation](#)
- [Technical Conditions](#)
- ["General", "Selection" and "Award" Questionnaires](#)
- [Price Offer Form](#)
- [General Conditions of Contract \(containing Annex E DPA\) – Annex 1](#)
- [Additional obligations of the Contractor and the Contractor's staff in the broad sense, in respect of activities at the EPO's premises and/or with \(remote\) access to the EPO's computer facilities – Annex 5](#)
- Annex 6 will be provided with any potential contract draft
- [Specific Conditions of Contract - SCC](#)
- [General Conditions of Tender](#)
- [Requests for Clarification matrix](#)

(b) **Deadline for receipt of clarification requests and applications:**

Deadline for receipt of clarification requests: 12 December 2025, 12:00 hrs in respect of the first round of application of framework contracts.

Questions submitted after the above deadline will be answered at a later stage. All questions submitted and the corresponding clarifications will be available under the link: [Requests for Clarifications](#).

The initial deadline for submission of applications for the award of the first group of framework agreements.: **21 January 2026, 12.00 hrs**

For further applications: the DPS is open for further applications until 31 March 2031.

(c) **Email to which the requests for clarification and applications must be sent:**

Requests for clarification and applications must be submitted electronically to the following email address: Dps_tender@epo.org

Please always state the following subject reference in your mails:

DPS 2025/4534 – Name of contractor – Request for clarification or application

(d) **Language in which requests for clarifications and applications must be drawn up:**

Only documents in English will be accepted

6. **Criteria for assessing applicants' know-how, capacity and reliability to fulfil the contract:**

Applications from applicants who do not fulfil the selection criteria stated in the Procurement Documents will not be considered for contract award.

Applicants' know-how, capacity and reliability to fulfil the contract will be assessed on basis of the information and evidence submitted in reply to the questionnaires, included in the Procurement Documents.

7. **Other information:**

The first batch of Framework Agreements are expected to be awarded in Quarter 1, 2026.

Please note that EPO's procurement procedures are governed solely by EPO's own procurement rules. The relevant rules are described in the EPO's General Conditions of Tender, which are available at the EPO's website <https://www.epo.org/en/about-us/tenders/general-conditions>

Proposals for variants, the effect of which would be to reduce significantly the rights and safeguards of the EPO, are not allowed.

If several applicants submit a joint application, they must be jointly and severally liable for the performance of the obligations under any awarded Framework Agreement. A declaration to this effect, duly signed by all members of the grouping and appointing a representative authorised to act on behalf of all members, must be submitted with the application.