

# Interpretation services for oral proceedings

## 1. Awarding Authority:

The European Patent Organisation (EPO) acting through the European Patent Office: Headquarters, Bob-van-Bentham-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 tender with discretionary award of contract.

## 3. Description of the contract:

### (a) Purpose of the contract:

Framework contract for interpretation services for oral proceedings and interpretation services for ad hoc meetings. The EPO provides simultaneous interpretation in the EPO's official languages for oral proceedings in patent opposition and appeal proceedings at a party's request. The official languages are English, French and German.

Each framework contract, per individual interpreter, will have a maximum value of 500.000 euro.

### (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:

Mainly remotely, offsite

Occasionally, on request of the EPO, at  
Headquarters as in 1,  
Branch office in Rijswijk,  
Sub-office in Vienna and  
Sub-office in Berlin.

- (b) **Duration of contract or time limit for delivery or completion of services/work:**  
Work assignments shall be issued on a regular basis via Purchase Orders based on the interpretation services EPO requirements in each given time period and the availability of interpreters.

The duration of the framework contract is a fixed period of 5 years, starting from 1 January 2025 till 31 December 2029, with possible extensions.

All additional framework contracts awarded during the life cycle period of the Dynamic Purchasing System (DPS), 2025-2029, will have the same end date of 31 December 2029.

## 6. Procurement Documents and receipt of bids:

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

- [Letter of invitation](#)
- [Technical Conditions](#)
- [Questionnaires and bid form](#)
- [General Conditions of Contract](#)
- [Specific Conditions of Contract - SCC](#) (updated)
- [General Conditions of Tender](#)

- (b) **Receipt of clarification requests and bids:**

**Deadline for receipt of clarifications: 2 August 2024**, for the award of the first group of framework contracts. All clarification questions received before 2 August, and their related answers, are listed [here](#). Request for clarifications are now closed.

**Deadline for receipt of bids: 2 September 2024**, for the award of the first group of framework contracts.

**For the next award batches**, the time period for receipt of bids is open during the full period of the DPS till end 2029. Contractors may provide a bid at their own convenience.

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

Only electronic bids may be submitted to [Dps\\_tender@epo.org](mailto:Dps_tender@epo.org)

Please always send your emails stating the following subject reference:  
DPS 2024/4371 – Name of contractor – Request for clarification or bid proposal

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

Only documents in [English](#) will be accepted

## 7. Criteria for assessing bidders' know-how, capacity and reliability to fulfil the contract:

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

Bidders' 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.

**8. Period during which the bidder is bound by his bid:**

Six months following the bid's date.

**10. Criteria for the award of contract:**

100% weight on technical assessment and quality of the interpreter/contractor's bid

0% weight on financial assessment, the fees for services are fixed by the EPO (see bid form in procurement documents)

**11. Other information:**

The first batch of framework contract awards is expected to take place in Quarter 4, 2024.

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 [www.epo.org](http://www.epo.org).