



**University of Economics, Prague**

**Faculty of Management, Jindřichův Hradec**

*Department of Social Science*

# **Thesis**

**Jana Šatková**

*2007*

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**Participation of a chosen company  
in EU tenders**

**Author:**

*Jana Šatková*

**Supervisor:**

*Ing. Jan Starka*

*Jindřichův Hradec, April 2007*

# Declaration

I declare I have written this thesis  
**„Participation of a chosen company in EU tender“**  
on my own.

I cite the literature and materials used  
in the literature index enclosed.

*Jindřichův Hradec, April 2007*

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Student's signature

# **Annotation**

## **Participation of a chosen company in EU tenders**

Goal of the thesis work is to elaborate a detail project according to specifications of a particular EU tender in the field of translation industry to enable chosen company to succeed and pass really strict requirements and procedures EU bodies apply.

*April 2007*

# Acknowledgement

I would like to thank  
for advice and for help  
with this work to my supervisor

**Ing. Jan Starka,**

from University of Economics, Prague,  
Faculty of Management in Jindřichův Hradec.

## **Introduction**

The topic of this thesis is „Participation of a chosen company in EU tender“. There is a lot to make clear in relation to this topic because EU tender is a very general term and it can be drafted in various not related fields from delivery of say pens to building works. Particularly the goal of my thesis is to write down the most important information for companies operating in translation industry that would like to succeed in the EU tenders focused on translation and localization services and to elaborate a detailed project for a chosen tender EU institutions released.

The thesis as a whole is not going to be published with reference to the request of a Managing Director of the chosen company. The request has been approved by Ing. Vladimír Příbyl, Faculty of Management, University of Economics, Prague. The reason for not publishing the thesis at all is that it contains highly sensitive information that belongs to the chosen company.

The thesis is divided into the following parts:

1. Introduction
2. EU institutions and their needs in the field of translation
3. Procedure of participating in EU tenders step by step
4. Job processing
5. Conclusion
6. References



## **Conclusion**

In this thesis I tried to answer the most usual questions for the first time tenderers. All the above described problems are the ones I myself had to face when preparing the chosen company for the first tenders the company applied.