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المجلس
الدولي
للزيتون

TENDER SPECIFICATIONS

Tender N° CO/2023-01

TITLE: PROCUREMENT OF AN EXTERNAL TRANSLATION AND REVISION SERVICES INTO ARABIC.

BACKGROUND

The International Olive Council (IOC) was created in 1959 under the auspices of the United Nations. With headquarters in Madrid (Spain), it is in charge of implementing the International Agreement on Olive Oil and Table Olives, 2015, the purpose of which is to promote trade, consumption and international cooperation in the fields of olive oil and table olives.

As an intergovernmental commodity organization and international forum for the olive producing nations, the IOC carries out numerous activities to contribute to the advancement of world olive growing. This action generates a large volume of technical, promotional, administrative and financial documentation for translation into the working languages (English and French) and official languages (working languages plus Arabic, Italian and Spanish) of the Organization.

1. PURPOSE

The purpose of the framework contract is to procure external translation and revision services for the IOC into Arabic (modern standard Arabic) from English or French and from Arabic to English or French.

2. PARTICIPATION IN PROCUREMENT

This procurement is open to any legal persons who accept these specifications in full, have the capacity to act, can provide evidence of their economic, financial, and technical or professional capacity and have no liabilities in respect of the IOC Executive Secretariat. Further, their activity or purpose must be directly related to the purpose of the contract, and



they must have a framework with such human resources and equipment as suffice for performance of the contract.

2.1. Joint tenders

Where a joint tender is made, the tender must clearly define the structure of the offer:

2.1.1. A consortium already in existence

The tender is put forward by service providers who have already created a consortium as a separate and legal entity which is able to submit its statutes, mode of operation and technical and financial capacity and to identify the contributions of the service providers. It is the consortium that will bear the technical and financial responsibility for the contract.

2.1.2. Intention to create a consortium

The tender is put forward by service providers who have not yet created a consortium as a separate and legal entity but plan to constitute one as defined in 2.1.1. above if their joint tender is accepted. In such a case, the Tenderer will have to provide documentation on the legal form and the envisaged draft statutes. A clear description of the mode of operation of the consortium and the various technical and financial contributions of each service provider must be given.

2.2. Subcontracting

Tenders put forward by service providers who do not wish to form a consortium as a separate legal entity and thus constitute effectively an association will be submitted in the form of subcontracting, in which case one of the service providers will assume total responsibility for the tender. This service provider (the "lead contractor") will sign the contract in its name, with the other companies or natural persons then being regarded as subcontractors of the "lead contractor".



All service providers acting as subcontractors need to provide a signed statement to recognize the service provider who acts as lead contractor. Furthermore, the proportion (%) of the contract between the “lead contractor” and each of the subcontractors must be indicated.

The tenders submitted must be presented in English or French.

3. DESCRIPTION OF THE SERVICES TO BE PROVIDED AND ORGANISATION OF ASSIGNMENTS

3.1. Services to be provided

The contractor will be responsible for providing the external translation services and revision services required by the Organization into Arabic from English or French, and from French or English into Arabic. The rights granted in the contract for the provision of translation/revision services for the IOC will be non-exclusive.

In the context of this call for tenders:

- Translation services will mean the translation of texts into the target language(s) specified.
- Revision services (see definitions provided in Annex I to these specifications: Financial offer for the provision of translation/revision services into Arabic, English, French). These services generally account for a very small proportion of IOC orders and encompass any of the following:
 - Proofreading (‘read against copy’ or blind)
 - Modification (i.e. insertion of minor amendments or new text in documents already translated by the service providers or drafted inhouse)
 - Copy editing (normally of texts drafted by non-native/native speakers that require polishing)



The documents for translation/revision will deal with a range of subjects reflecting the fields of IOC activity and may cover general administrative reports, technical handbooks, financial documents, promotional leaflets, scientific articles, etc. The source texts may be in any of the official IOC languages and will be of varying length, urgency, and nature.

3.1.1. Volume of assignments

It is not possible to give an accurate estimate of the likely volume of work to be covered by this contract.

As a guideline, in the past three years, the volume of translation/revision work into Arabic, averaged a total of approximately 16,000 words per year.

3.2. Organization of assignments

3.2.1. General

All contacts, assignments and deliveries will be handled by the Translation Department and by the Observatory and IT Department of the Executive Secretariat. The contractor will act as Project Manager or appoint a member of the team to act as Project Manager who will deal with all translation requests and deliveries and channel any questions, doubts or complaints from the team.

An order form specifying the nature of the service to be provided, the volume of work, the delivery deadline, and the remuneration due for each assignment will be sent to the



contractor together with a cover letter and the projects for translation/revision and any background material. The contractor will be required to send immediate confirmation of the order by email by signing and returning the order form to indicate acceptance of the assignment, following which work will begin.

Assignments will be sent to and returned by the contractor in electronic file format via email or electronic file transfer and must be handled in strict accordance with the instructions given to ensure that no reformatting work must be undertaken by the Executive Secretariat. Projects will be forwarded as in their original format (Word, Excel, ...)

The IOC will not provide the contractor with support services, office space or secretarial services.

3.2.2. Costing

The Executive Secretariat will calculate word/line/hour counts based on the source language. Where two rates are proposed (i.e. by word and line), the International Olive Council reserves the right to opt always for the cheapest of the two.

3.2.3. Quality of completed assignments

All completed assignments must be of such quality as to require no or very little correction or revision by the Translation Department. If corrections are necessary, the contractor may be required to insert them at no additional cost. Work must be complete, accurate and consistent. The contractor must ensure that sufficient attention is paid to style, register and readability and that deadlines are met.

The contractor will provide the name of the person(s) who completed each assignment to allow the Translation Department to judge the quality of their work and, if applicable, to request their deletion from the list of translators/revisers.



4. GENERAL REQUIREMENTS. SPECIFIC REQUIREMENTS AND REQUIRED PROFILE

General requirements

The contractor will perform all the services tendered, at the least those detailed in these tender specifications, and will provide the means and resources necessary for their performance, at their expense.

The contractor will supply such certifications, approvals, authorizations, operator licenses and general documentation as may be required under the laws and regulations in force and will take every action or step necessary to comply with such laws and regulations.

The contractor will be liable for damage to persons, property or third parties caused because of activities performed under the services rendered and will take out insurance against any such eventualities that might occur in the performance of the said services.

Specific requirements

The contractor must have a team of professional translators (from two to eight) with the necessary qualifications and experience to perform the assignments to the standard expected of an international organization and to provide translation/revision services whenever requested. The team must be able to cover ALL the language combinations that may be required.

Required profile

The team of the contractor must:

- translate into their mother tongue, which must be specified.
- be able to translate from the working languages of the organization (English and French).
- have a university level degree or equivalent qualification plus at least seven years' translation experience in the relevant language combination(s);
- have adequate facilities.



Knowledge and experience in the subject area of olive growing/olives/olive oil will be considered an asset (supporting proof must be provided).

Any changes to the team must receive prior IOC approval.

5. **DOCUMENTATION**

The documentation will be presented in three sealed envelopes containing:

ENVELOPE 1 - ADMINISTRATIVE DOSSIER:

1. Details of tenderer: Name of tenderer. Business name and address. Telephone and fax numbers. E-mail address. Tax identification number. Contact person. Cover letter and completed annexes.
2. Proof of not incurring in exclusion criteria: the tenderer must present the following documents:
 - a) Criminal record certificate of the Company and of the administrators.
 - b) Certificates of being up to date with tax and Social Security payments.
 - c) Certificates of being up to date with Social Security payments.
 - d) Form relating to the exclusion criteria (appearing on the checklist) duly completed and signed.
 - (e) Duly completed and signed forms relating to the conflicts of interest (listed in the checklist).

Note: Criminal records and administrative certificates may be considered recent if they are not more than one year old from their date of issue and are still valid on the date of the COI application.

3. Proof of economic and financial capacity, furnished by the following documents:

(a) Statement from financial establishments.



- (b) Statement of the overall turnover of the tenderer during the last three financial years, including the financial balance sheet.
- (c) Any other documentation the tenderer considers appropriate to prove their capacity and which is deemed adequate by the IOC.

Administrative documentation such as articles of association, bank extracts, etc. may exceptionally be submitted in any of the other official languages of the IOC other than English and French (Arabic, Italian or Spanish).

4. Proof of technical or professional capacity, as furnished by the following:

- (a) A list of the services provided in the past three years like those required under this invitation to tender.
- (b) Acceptable proof of experience, such as reference letters, copies of invoices, or certificates clearly indicating the volume of work done, the language combination(s), and the person involved. Self-declarations are not considered as proof.
- (c) A list of all the persons who will be involved in providing the services required (the form provided in Attachment 1 MUST be used for this purpose).
- (d) The curriculum vitae of all the persons who will be involved in providing the services required (the standard CV provided in Attachment 2 MUST be used for this purpose) to prove fulfilment of the required profile.
- (e) A brief overview of the tenderer (company/agency/consortium ...) (the standard form provided in Attachment 3 MUST use for this purpose).
- (f) Photocopies of all degrees and other qualifications to be taken into consideration.
- (g) Any other documentation the tenderers consider necessary to prove their technical or professional capacity.

Editable versions of Attachments 1, 2 and 3 can be downloaded from the IOC website.

ENVELOPE 2 - FINANCIAL OFFER:

The tenderer will use the template appended to these tender specifications (Annex I) to propose a price schedule comprising a rate per word and per line for the provision of translation services into Arabic, and per word, line or hour for the provision of revision



services.

Rates will be denominated in euros (stated in figures and letters) and will be itemized inclusive and exclusive of any taxes and other charges applicable. The rates tendered will include all the entitlements and obligations specified in these tender specifications. They will likewise include all the expenses in which the tenderer will or would have to incur for the provision of the services concerned, including the necessary materials, transport and travel and the fees and salaries of any staff.

Editable versions of Annexes I and II can be downloaded from the IOC website.

ENVELOPE 3 – TECHNICAL DOSSIER:

The tenderer must give a full, clear, and CONCISE description of how the services tendered will be provided, including details of the following:

- Workflow management to ensure the provision of services into Arabic from English or French, and from Arabic to English or French.
- Quality control mechanisms.
- Methods to incorporate feedback.
- Linguistic and terminological resources, databases, etc.
- Any extras offered.
- Public holidays or company holidays as appropriate.

ENVELOPE 4: ELECTRONIC COPY

This envelope shall contain the electronic copy in three separate sealed envelopes as follows:

- ENVELOPE 1 - Containing a pen drive with the administrative documentation.
- ENVELOPE 2 - Containing a pen drive with the financial offer.
- ENVELOPE 3 - Containing a pen drive with the Technical Report.



6. **TIMING**

The Executive Secretariat and the contractor will mutually agree the timing for the delivery of work. Any change in the delivery deadlines initially scheduled must be approved in advance by the Executive Secretariat.

7. **EXCLUSION CRITERIA**

Tenderers will be excluded from participation in a procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata.

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify.

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes.

(e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.

(f) following another procurement procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

8. **SELECTION CRITERIA**

The capacity of tenderers will be evaluated in the light of the criteria listed in sections 5(2) and (3) for which proof is requested of their technical, professional, financial, and economic capacity for the purposes of performing the contract.

9. **AWARD CRITERIA**

Eligible tenders will be evaluated according to the following criteria and weighting:



Criterion Weighting	
Price	40%
Quality of services to be provided (sections 4.3 (c), (d), (e), (f) and (g))	30%
Professional experience of similar work (sections 4.3(a) and (b))	10%
Experience in the subject area of olive growing/olives/olive oil	10%
Services tendered (based on the technical dossier)	10%

10. DURATION OF CONTRACT

The maximum duration of the contract will be four years.

The rates stated in the tender may vary annually. In the event of an increase, such increase may not exceed the increase in the retail price index for the last twelve months according to the official data supplied by the National Statistics Institute of Spain for the general index.

11. CONTACT POINT

The authorized contact point for questions relating to this call for tenders is:

International Olive Council
c/ Príncipe de Vergara, 154
28002 Madrid, Spain
Fax: +34 915 631 263
E-mail: iooc@internationaloliveoil.org

Any contact should be made in writing. Questions and answers will be published on the website of the International Olive Council: <http://www.internationaloliveoil.org/>

12. OTHERS

The award procedure will be governed by the terms of these tender specifications, the tender documents, the provisions of the Financial Regulation of the International Olive Council, the provisions of the implementing procedures and such present or future provisions as may



be applicable.

After receiving the tenders, the Executive Secretariat reserves the right not to award the contract and to renegotiate with the tenderers that were given the best evaluation.

Up to the point of signature, the contracting authority may cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated, and the candidates or tenderers notified.

The Executive Secretariat reserves the right to interpret these tender specifications.

Participation in this procurement procedure implies acceptance in full by the tenderer of all the clauses of the tender specifications and any obligations deriving therefrom.

Madrid, 2 de enero de 2023

Abdellatif Ghedira
Executive Director



ANNEX 1: FINANCIAL OFFER

Financial offer for the provision of translation/revision services into Arabic. The services tendered will be provided at the rates specified in the following price schedule (please specify all amounts in euros, in figures and letters)

DEFINITIONS:

- Translation: translation of a text into the specified target language
- Proofreading: checking of proofs against manuscripts or blind
- Modification: modification of existing texts to include amended or new text
- Copy editing: reworking of existing texts or previous translations to correct style, punctuation and grammar
- Line: standard line of 55 characters with spaces
- T+C: applicable taxes and charges
- Rush rate supplement for assignments requested for turnaround within 24 hours or which require working overnight or on non-working days
- Large-volume discount: discount for large-volume assignments and multiple assignments considered as part of a whole (i.e. articles for an issue of a magazine, chapters of a book, component parts of session proceedings, etc.)



TASK	
TRANSLATION	<p>...../word</p> <p>...../line</p> <p>T+C (% and amount):</p> <p>Total:/word;/line</p>
RUSH RATE supplement %
<p>LARGE VOLUME DISCOUNT</p> <p>Discount on large-volume assignments comprising ----- or more words or ----- or more lines</p>	<p>..... %</p> <p>..... %</p>

REVISION

TASK	
PROOFREADING	<p>1st proofs /word</p> <p>...../line</p> <p>2nd proofs /word</p> <p>...../line</p> <p>T+C (% and amount):</p> <p>Total: 1st proofs /word</p> <p>...../line</p> <p>2nd proofs /word</p> <p>...../line</p>
MODIFICATION	<p>...../word;...../line</p> <p>T+C (% and amount):</p> <p>Total:/word;/line</p>
COPY EDITING/hour
RUSH RATE supplement %
<p>LARGE VOLUME DISCOUNT</p> <p>Discount on large-volume assignments comprising a minimum of ---- words, lines, or hours</p> %



ESTIMATED TURNAROUND TIMES/ STANDARD VOLUME OF TRANSLATION/REVISION	
TRANSLATION turnaround in ONE day: words lines
PROOFREADING turnaround in ONE day:	1 st proofs: ... words ... lines 2 nd proofs: ... words ... lines
MODIFICATION turnaround in ONE day: words lines
COPY EDITING turnaround in ONE DAY: hours

Place, on2023

Signed: