Tradex Tender

A. Scope of services and language combinations

Q1. Which language combinations must tenderers cover under Lot 1 and Lot 2?

The International Olive Council (IOC) has two working languages, English and French, and three additional official languages: Spanish, Arabic and Italian. The language combinations required under each lot are as follows:

Lot 1: Translation and revision between English (British English), French, Spanish (Iberian Spanish) and Italian, in all possible directions. Arabic is not included as a source or target language under this lot.

Lot 2: Translation and revision into Arabic (Modern Standard Arabic) from English, French, Spanish or Italian.

Q2. Can Lot 1 include translations from Arabic into English, French, Spanish or Italian?

No. Translations involving Arabic as either a source or a target language fall under Lot 2, rather than Lot 1.

Lot 1 covers translation and revision between English, French, Spanish and Italian.

Lot 2: Translation and revision between Arabic (Modern Standard Arabic) and each of the other four official IOC languages (English, French, Spanish and Italian), in both directions.

Consequently, tenderers submitting an offer exclusively for Lot 1 are not required to provide translation services from Arabic.

Q3. What are the definitive target languages and language variants for Lot 1?

Lot 1 covers British English, French, Iberian Spanish and Italian

Q4. What is the difference between proofreading and copy editing?

Under the price schedules, proofreading means checking proofs against the manuscript or checking them without the source (“blind” proofreading). Copy editing means reworking existing texts or previous translations to correct style, punctuation and grammar. The required service will depend on the nature and extent of the assignment, as specified by the IOC in the relevant order form; the same text type is not necessarily limited to one service.

B. Eligibility, technical capacity and professional experience

Q5. Can tenderers rely on the technical or professional capacity of another entity or subcontractors?

Yes. Joint tenders and subcontracting are allowed under Sections 3.1 and 3.2 of the Specifications. A tenderer that relies on the capacities of other entities to meet the selection criteria must indicate this in Part II.C of the IOC Single Document. In that case, the selection criteria in Section 12 are assessed taking into account the capacities of all the entities involved, which must be at the tenderer's disposal (for subcontractors, through the signed statement provided for in Section 3.2).

Q6. What constitutes “similar services” for the three-year experience requirement?

Section 12.1 defines similar tasks as translation, revision, proofreading, modification and copy editing.

Q7. What evidence of previous professional experience is acceptable?

The acceptable evidence is set out in Section 6.1(3) of the Specifications: a list of similar services provided in the last three years, supported by reference letters, invoices or certificates. Self-declarations are not considered as evidence. This documentation is required only from the selected tenderer before the contract is signed, although the IOC may request it at any time during the procedure.

Q8. Is ISO 17100:2015 certification required?

Tenderers must comply with the standard and be prepared to substantiate that compliance if requested.

C. Team composition, qualifications and replacements

Q9. What is the minimum and maximum number of translators and revisers required for each lot? Can the same professional be counted towards more than one language?

In accordance with Section 5 of the tender specifications, tenderers must propose a team of between two and eight professional translators for each target language covered by the lot(s) for which they submit an offer.

Each translator must work exclusively into their mother tongue and may therefore be counted towards only one target language. The same professional cannot be counted towards the minimum staffing requirements for more than one target language.

However, a translator may cover several source language combinations, provided that they have the necessary qualifications and professional experience.

The proposed team as a whole must be capable of covering all language combinations required under the relevant lot(s).

Q10. Can individual professionals cover multiple language combinations or perform more than one role? Can the main contractor also act as a translator or reviser?

In accordance with Section 5 of the tender specifications, translators must work exclusively into their mother tongue and must be able to translate from two or three of the IOC's official languages.

A translator may therefore cover several language combinations, provided that the target language is always their mother tongue and that they have the required qualifications and professional experience.

Each professional may be counted towards the staffing requirements of only one target language. The proposed team as a whole must be able to cover all the language combinations required under the relevant lot(s).

The tender specifications do not expressly prohibit the main contractor from acting as a translator or reviser, provided that they meet the applicable professional requirements.

Q11. How is the seven-year experience requirement assessed for individual linguists?

Section 5 of the Specifications requires each translator to hold a university-level degree or equivalent and to have at least seven years' experience in translation in the relevant language combination(s). The evidence is set out in Section 6.1(3) (copies of diplomas and qualifications, reference letters, invoices or certificates; self-declarations are not considered as evidence) and is required from the selected tenderer before the contract is signed.

Q12. How may a proposed linguist be replaced during performance of the contract?

Any change to the team requires prior IOC approval under Section 5. The draft contract also provides that replacement staff must have the required qualifications and be capable of continuing performance under the same conditions. The contractor should request approval before making a planned change, identifying the replacement and supplying their qualifications.

D. Subcontracting and employment status

Q13. Are freelance translators and revisers eligible to work in the proposed team?

Yes. Section 3.2 of the Specifications provides that natural persons who contract with the main contractor are considered subcontractors. Freelance translators and revisers may therefore form part of the team as subcontractors, provided that they meet the requirements of Section 5. The tenderer remains responsible towards the IOC for the performance of the contract.

Q14. Must freelance linguists be identified as subcontractors?

Yes. Under Section 3.2 of the Specifications, natural persons who contract with the main contractor are considered subcontractors, and the information required by that Section must be provided for them (see Q15).

Q15. What subcontractor information must accompany the tender?

Section 3.2 of the Specifications requires, for each subcontractor, a signed statement recognising the main contractor, and the percentage of the contract allocated to the main contractor and to each subcontractor. Subcontracting must

also be indicated in Part II of the IOC Single Document. Forms A to E and the supporting documents listed in Section 6.1 are not required in order to participate (see Q24 and Q26).

Q16. Does naming subcontractors in a tender satisfy the prior written authorisation requirement?

Yes. The award of the contract to a tenderer that has named its subcontractors in the tender implies acceptance of those subcontractors. The prior written authorisation provided for in Article II.13.1 of the draft contract is required for any subcontractor not named in the tender. Any change to the team requires prior IOC approval (Section 5 of the Specifications).

E. Financial capacity

Q17. How should the minimum turnover requirement be calculated for each lot?

Section 12.2 of the Specifications requires a turnover during the three years preceding the performance of the contract equivalent to twice the estimated annual value of the contract. On the basis of the indicative budget for four years (Section 6.3), the estimated annual value is EUR 31,250 for Lot 1 and EUR 6,250 for Lot 2. The turnover required is therefore EUR 62,500 for Lot 1, EUR 12,500 for Lot 2 and EUR 75,000 for both lots.

Q18. Can a tenderer rely on another entity's financial capacity?

Yes, under the same conditions as in Q5. The tenderer must indicate it in Part II.C of the IOC Single Document, and the requirement in Section 12.2 is assessed taking into account the capacities of the entities concerned, which must be at the tenderer's disposal.

Q19. What financial evidence may a self-employed tenderer provide?

Section 6.1(2) of the Specifications lists the documents required and, in point (c), allows any other documentation that the IOC considers sufficient. This documentation is required only from the selected tenderer before the contract is signed.

F. Financial offers, pricing, discounts and taxes

Q20. Can prices vary by language combination?

Tenderers must propose a single rate for each type of service within each lot, regardless of the language combination concerned. Rates may differ between Lot 1 and Lot 2 but must remain the same across all language combinations within the same lot. Tenderers must complete the corresponding financial offer form (Annex I for Lot 1 and Annex II for Lot 2), indicating the applicable rates for each service.

Q21. Must a separate financial offer be provided for each lot?

Yes. Tenderers may bid for one or both lots. Annex I is the Lot 1 financial offer form and Annex II is the Lot 2 financial offer form. The price evaluation is conducted separately for each lot.

Q22. How should VAT and other taxes be presented?

The financial forms request the base rate, applicable taxes and charges, and a total amount. Section 6.3 requires tender prices in euros, inclusive of VAT and other taxes; Article II.11.4 of the draft contract requires invoices to state the place of VAT taxation and amounts with and without VAT. The applicable treatment for a particular foreign tenderer is not determined by the tender itself and must follow the relevant tax rules.

Q23. Is the large-volume discount mandatory, and how is the 10,000-word threshold applied?

Yes. Tenderers must propose a discount for translation assignments exceeding 10,000 source words within the same language combination and under the same purchase order. The discount is mandatory and must be indicated in the relevant financial offer form (Annex I for Lot 1 and Annex II for Lot 2). Once the 10,000-word threshold is exceeded, the discount applies to the total number of source words for the relevant language combination under that purchase order, not only to the words exceeding the threshold. Volumes from different language combinations or separate purchase orders cannot be combined to reach the threshold.

G. Submission and supporting documents

Q24. What must be submitted by the deadline, and what is required only from the selected contractor?

By the deadline, tenderers must submit electronically, in PDF format (Section 6 of the Specifications): the IOC Single Document, completed and signed; the technical offer (Section 6.2), with the information required by Sections 3.1 and 3.2 where applicable; and the financial offer for each lot (Annex I for Lot 1 and/or Annex II for Lot 2). As stated in Section 6.1, the supporting documents listed in that Section are not required in order to participate. They will be requested from the selected tenderer before the contract is signed, although the IOC may request them at any time during the procedure.

Q25. What qualification information must be included in the initial technical offer?

Tenderers must provide the names and CVs of all translators proposed for the provision of services under the relevant lot(s), in accordance with Sections 5 and 6.2(b) of the tender specifications.

The CVs must contain sufficient information to demonstrate that the proposed professionals meet the qualification and professional experience requirements set out in Section 5.

Diplomas and other supporting documentation listed in Section 6.1(3) are not required at the initial submission stage. These documents must be provided by the successful tenderer before the contract is signed, in accordance with Section 6.1 of the tender specifications.

Q26. Which administrative forms must be completed by tenderers and subcontractors?

Forms A to E are not required in order to participate. They will be requested from the selected tenderer before the contract is signed. As indicated in the List of Forms, Forms A and B apply to all service providers named in the tender, and Form C must be completed only by the main contractor. Forms D and E must be completed by each service provider or subcontractor, as indicated in the forms themselves.

Q27. For both lots, is one set of administrative and technical documents sufficient?

Tenderers may submit a tender for one or both lots (Section 6.3 of the Specifications). The Specifications do not require separate administrative and technical documents for each lot. A separate financial offer must be submitted for each lot (Annex I for Lot 1 and Annex II for Lot 2), since each lot is evaluated and awarded separately.

H. Insurance and contractual liability

Q28. Is professional liability insurance required, and is there minimum coverage?

Yes. Section 5 of the Specifications and Article II.2.5 of the draft contract require insurance covering the risks and damages that may arise in the performance of the services, as required by the applicable law, together with the insurance customary in the sector. The documents do not set a minimum amount of cover. The policies must be sent to the IOC on request.

Q29. How is the 10% combined ceiling on penalties and damages calculated?

Under Article I.9.4 of the draft contract, the ceiling is calculated on the amount payable under the contract in accordance with Article I.3.1, that is, on the basis of the unit rates in the contractor's financial offer.