SPECIFICATIONS

Tender CO / 2026-14

SUBJECT: PROCUREMENT OF EXTERNAL TRANSLATION AND REVISION SERVICES BETWEEN ENGLISH, FRENCH, SPANISH AND ITALIAN (LOT 1), AND BETWEEN ARABIC AND EACH OF THE OTHER FOUR OFFICIAL IOC LANGUAGES, IN BOTH DIRECTIONS (LOT 2)

Content

1. INTRODUCTION 2
2. PURPOSE OF THE CONTRACT 2
3. PARTICIPATION IN THE TENDER 2
3.1 Joint tenders 2
3.1.1 An existing consortium 2
3.1.2 Intention to form a consortium 3
3.2 Subcontracting 3
4. TASKS TO BE PERFORMED BY THE SELECTED TENDERER 3
4.1. Services to be provided 3
4.2. Organisation of assignments 4
5. TECHNICAL REQUIREMENTS, PROFESSIONAL QUALIFICATIONS AND CONDITIONS 5
6. DOCUMENTATION 7
6.1 Administrative offer 8
6.2 Technical offer 9
6.3 Financial offer 10
7. REFERENCE INDICES 11
8. REVIEW FREQUENCY 11
9. CALENDAR 11
11. EXCLUSION CRITERIA 12
12. SELECTION CRITERIA 12
12.1 Technical capacity 12
12.2 Financial capacity 13
13. AWARD CRITERIA 13

1. INTRODUCTION

The International Olive Council (hereinafter IOC) is an international, intergovernmental organisation with legal personality and headquarters in Madrid, created in 1959 under the auspices of the United Nations, governed by the International Agreement on Olive Oil and Table Olives 2015 and whose relations with Spain are regulated by the Headquarters Agreement between the Kingdom of Spain and the IOC signed on 28 November 2019.

The IOC has an Executive Secretariat (hereinafter ES) located in Madrid (Spain) responsible for administering the International Agreement on Olive Oil and Table Olives.

2. PURPOSE OF THE CONTRACT

The purpose of these Specifications is to establish the procurement of external translation and revision services for the IOC, divided into two lots: Lot 1 covers translation and revision between English (British English), French, Spanish (Iberian Spanish) and Italian, in all directions, excluding Arabic; Lot 2 covers 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.

3. PARTICIPATION IN THE TENDER

This tender is open to any legal entity that accepts these conditions in their entirety, has the capacity to act, meets the technical and economic solvency requirements, can demonstrate its economic, financial and technical or professional capacity, and has no liability in relation to the IOC ES.

Furthermore, its corporate purpose or activity must be directly related to the subject matter of the contract, and it must have a corporate structure with sufficient human resources and equipment to perform the contract.

3.1 Joint tenders

In the case of a joint tender, the tenderer must clearly define the structure of the tender:

3.1.1 An existing consortium

The tender is submitted by service providers who have already formed a consortium as a separate legal entity with its own statutes and/or operating rules and independent technical and financial capacity, as well as defined contributions from the service providers. The consortium will be the entity that assumes technical and financial responsibility for the contract.

3.1.2 Intention to form a consortium

The tender is submitted by service providers who have not yet formed a consortium as a separate legal entity but intend to do so in accordance with point 3.1.1 above if their joint tender is accepted. In this case, the tenderer must provide documentation on its legal nature and a preliminary version of the planned statutes. It must also provide a clear description of how the consortium will operate and the various technical and financial contributions of each service provider.

3.2 Subcontracting

Tenders submitted by service providers who do not wish to form a consortium as a separate legal entity shall be submitted in the form of subcontracting, in which case one of the service providers shall assume full responsibility for the tender. That service provider ("main contractor") shall sign a contract in its name with the other companies or natural persons, who shall therefore be considered subcontractors of the "main contractor".

All service providers acting as subcontractors must provide a signed statement recognising the service provider acting as the main contractor. The proportion (%) of the contract allocated to the main contractor and to each of the subcontractors must also be indicated.

4. TASKS TO BE PERFORMED BY THE SELECTED TENDERER

The selected tenderer shall be responsible for carrying out the following tasks:

4.1. Services to be provided

The contractor will be responsible for providing the external translation and revision services required by the IOC in accordance with the language combinations specified for the lot(s) awarded. 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 Annexes I and II to these specifications: financial offers for the provision of translation/revision services under Lots 1 and 2). 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 and target languages of each assignment shall be determined by the scope of the relevant lot, as specified below. Documents will be of varying length, urgency and nature.

Tenders may be submitted for one or both lots indicated here:

Lot 1: Translation/revision between English (British English), French, Spanish (Iberian Spanish) and Italian, in all directions. Arabic is excluded as both a source and a target language under this lot.

Lot 2: Translation/revision between Arabic (Modern Standard Arabic) and each of the other four official IOC languages (English, French, Spanish and Italian), in both directions. Translation from Arabic into any of those four languages, and translation from those languages into Arabic, fall exclusively under Lot 2.

4.1.1. 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 four years, the yearly volume of translation/revision work into Arabic, English, French, Italian and Spanish averaged a total of approximately 125,000 words (including approximately 20,000 words for work involving Arabic as either the source or target language). These historical volumes are indicative only and do not constitute a guaranteed volume of work.

4.2. Organisation of assignments

4.2.1. General

All contacts, assignments and deliveries will be handled by the Translation and Communication Department and by the Observatory and IT Department of the ES. 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 electronically 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 has to be undertaken by the ES. 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.

4.2.2. Costing

The ES will calculate word/hour counts on the basis of the source language.

4.2.3. 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 and Communication 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 and Communication Department to judge the quality of their work and, if applicable, to request their deletion from the list of translators/revisers.

5. TECHNICAL REQUIREMENTS, PROFESSIONAL QUALIFICATIONS AND CONDITIONS

Natural or legal persons, Spanish or foreign, who have full capacity to act, are not subject to any prohibition on contracting, and can prove their economic, financial and technical or professional solvency may take part in the tendering procedure.

Legal persons may only be awarded contracts whose services fall within the scope of their purposes, objectives or activities as set out in their statutes or founding rules.

Proposals may also be submitted by temporary associations of entrepreneurs formed for this purpose, without the need to formalise them in a public deed until the contract has been awarded in their favour. Businesses that participate in temporary associations shall be jointly and severally liable and must appoint a single representative or agent for the

association with sufficient powers to exercise the rights and fulfil the obligations arising from the contract until its termination, without prejudice to the existence of joint powers that may be granted for collections and payments of significant amounts.

The contractor must provide the services and benefits offered, and in any case, those detailed in these specifications.

The contractor must provide certifications, approvals, authorisations and, in general, all documentation required by current legislation.

The bidding companies shall comply with the standards set out in ISO 17100:2015 on translation services.

The contractor must take all necessary actions or activities to comply with applicable legislation in force.

The contractor must provide, at their own expense, the means and resources necessary to carry out the services and benefits offered.

The contractor shall be liable for any damage to persons, property or third parties resulting from the actions carried out in the performance of the service; therefore, they must have an insurance policy covering any incident that may occur in the performance of the aforementioned service.

The contractor shall be responsible for the technical quality of the work carried out and the services provided, as well as for the consequences for the IOC or third parties of any omissions, errors, inappropriate methods or incorrect conclusions in the performance of the contract. The contractor shall be obliged to provide, for the performance of the services covered by the contract, the necessary technical and business resources for the proper performance of those services, as well as to achieve optimal service quality.

The contractor shall have the technical resources necessary for the proper performance of the contract and to maintain the level of service required in each case. These resources shall depend exclusively on the contractor.

The ES may update the contract and its annexes when necessary for technological reasons.

Staff requirements

The successful tenderer shall be required to make available to the IOC the personnel necessary to perform the services covered by these specifications.

The contractor must have a team of professional translators (from two to eight for each target language covered by the lot(s) awarded) with the necessary qualifications and experience to perform the assignments to the standard expected of an international organisation and to provide translation/revision services whenever requested. For Lot 1, the target languages are English, French, Spanish and Italian. For Lot 2, the target languages are Arabic, English, French, Spanish and Italian. The team assigned to each lot must collectively cover all language combinations specified for that lot.

Required profile

The team of the contractor must:

- translate into their mother tongue, which must be specified;
- be able to translate from two or three of the official languages of the Organisation;
- 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.

The tenderer shall inform of the name and Curriculum Vitae (CV) of the responsible for the performance of services to the IOC. Furthermore, the Contractor shall inform the IOC of the number of persons employed for the execution of the project under this contract. The IOC reserves the right to request a list of the Contractor's employees providing services to the IOC at any time

The human resources designated to perform the services shall be contractually employed by the tenderer, who, for all intents and purposes, shall assume the status of employer with respect to them, holding all rights and obligations inherent to such status under applicable law. Said personnel shall remain at all times subject to the instructions and orders of the tenderer.

The tenderer shall be current on the payment of salaries and social security contributions for the personnel under their employ who perform the work covered by the contract, and especially to be up to date with the payment of Occupational Risk Prevention and Workers' Compensation insurance. Furthermore, the tenderer shall adopt and meet the risk prevention regulations, not only the compulsory precepts, but the measures required in consequence of the nature of the work tendered, giving the necessary elements of guarantee to that end. Failure on the part of the tenderer to comply with these obligations shall not entail any liability to the IOC.

6. DOCUMENTATION

Tenderers must submit their tenders and the required documentation exclusively by electronic means, using this URL (also specified in the tender notice published on the IOC website). This form consists of two separate sections: the first is for providing the entity's identification details (company name, tax identification code, address, city, country, telephone number, etc.), while the second allows the required documents to be attached, exclusively in PDF format.

The documents to be attached must be in one of the five official languages of the IOC[1] and are as follows:

6.1 Administrative offer

To submit a tender, the tenderer must complete and sign the IOC Single Document. The ES reserves the right to require tenderers, at any time during the tendering process, to submit the administrative documentation it deems necessary for the proper verification of compliance with the requirements. In any case, the contractor shall be required to submit all the required administrative documents prior to signing the contract.

To this end, the tender form shall include a template of the IOC Single Document, available for download.

Only the selected contractor shall be required to submit the following financial and administrative documentation as a precondition for signing the contract (IT IS NOT NECESSARY TO SUBMIT THIS DOCUMENTATION IN ORDER TO PARTICIPATE IN THE TENDER):

Tenderer details: tenderer's name/company name; telephone numbers; email address; tax identification number; contact person; cover letter and duly completed annexes.

1. Proof of non-exclusion criteria: the tenderer shall submit the following documents:
    a) An extract or certificate from the Commercial Registry indicating the company's directors.
    b) A criminal record certificate for the company and for the director(s) who will sign the contract, where applicable.
    c) A certificate confirming that the company is up to date with its tax obligations.
    d) Certificates confirming that the company is up to date with social security contributions.
    e) The exclusion criteria form (as listed in the checklist), duly completed and signed.
    f) The conflict-of-interest form (as listed in the checklist), duly completed and signed.

[1] IOC official languages: Arabic, English, French, Italian and Spanish

Note: Criminal record certificates and administrative certificates may be considered recent if they are no more than one year old from the date of issue and are still valid on the date of application to this tender. Administrative documentation, such as articles of association, bank statements, etc., may exceptionally be submitted in any of the other official languages of the IOC (Arabic, Spanish or Italian), in addition to English and French.

2. Proof of the tenderer's economic and financial capacity, provided through the following documents:
    a) A report from financial institutions.
    b) A declaration of the company's/entity's overall turnover for the last three financial years, including the balance sheet and profit and loss account. Alternatively, the company's full annual accounts for the last three financial years, duly filed with the Commercial Registry.
    c) Any other documentation the tenderer may consider appropriate to demonstrate its financial standing, provided that it is deemed sufficient by the IOC.

3. Proof of the tenderer's technical or professional capacity provided through the following:
    a) A list of the services provided in the last three years, similar to that required in the present call for tenders;
    b) Acceptable evidence of experience, such as letters of reference, copies of invoices or certificates clearly indicating the volume of work carried out, the language combination(s) and the person involved. Self-declarations shall not be considered as evidence;
    c) Copies of all diplomas and other qualifications to be taken into account;
    d) Any other documentation the tenderers may consider necessary to demonstrate their technical or professional capacity.

6.2 Technical offer

A technical report must be submitted that clearly describes how the service will be organised, including:

a) Work flow management to ensure the provision of services in all source and target language combinations covered by the lot(s) for which the tenderer submits an offer, whenever required;
b) Qualifications of the professionals assigned to the contract;
c) Quality control mechanisms;

d) Methods to incorporate feedback;
e) Linguistic and terminological resources, databases, etc.;
f) Any extras offered;
g) Public holidays or company holidays as appropriate.

Submission of an offer implies acceptance of all the conditions established by the IOC.

6.3 Financial offer

The indicative budget for 4 years is a total of 150,000 euros, including VAT and other taxes. The different budget items must be detailed.

Lot 1: 125,000 euros

Lot 2: 25,000 euros

Tenderers may submit bids for either one lot or both lots.

Price evaluation

For comparison purposes only, the unit rates offered will be applied to the following reference volumes, which create no obligation to order:

	Lot 1	Lot 2
Translation (words)	95,000	18,000
Proofreading (words)	6,000	1,200
Modification (words)	4,000	800
Copy editing (hours)	20	4

EP = (95,000 × T) + (6,000 × P) + (4,000 × M) + (20 × C) - Lot 1

EP = (18,000 × T) + (1,200 × P) + (800 × M) + (4 × C) - Lot 2

where T is the translation rate per word, P the average of the 1st-proofs and 2nd-proofs rates per word, M the modification rate per word and C the copy-editing rate per hour, all inclusive of VAT and all other taxes and charges.

To be admissible, a tender must state a rate for every line of the price schedule, offer a rush rate supplement no higher than 50 %, and set any large-volume discount threshold at no more than 10,000 words per assignment.

As this is a framework service contract, the amount ultimately contracted (by means of the corresponding order forms) shall depend on the Organization's needs as well as its budgetary availability.

The price of the tenders must be expressed in euros (in figures and in words), inclusive of VAT and any other taxes. The proposed price shall include all the rights and obligations established in these specifications.

7. REFERENCE INDICES

- General CPI for Spain (National Institute of Statistics)
- The CPI will be updated in accordance with the latest official publication available at the time of requesting the review.

8. REVIEW FREQUENCY

- The review shall be requested once a year, on the contract expiry date.
- The contractor shall submit a request for review with official documentation (index bulletin) and a detailed calculation.
- The IOC ES will verify the request and validate or reject the new value.

9. CALENDAR

Both parties shall agree in advance, before the beginning of the year, on a work schedule for the periodic activities. Specific non-recurring activities shall be subject to mutual agreement prior to their implementation.

10. CONTROL PANEL

The main milestones of the process will be monitored electronically using the following control table:

Milestone	Date and time (CET)
Publication of the tender	15 October 2026 at 14.00
Publication of the corrigendum	**13 November 2026 at 14.00**
Deadline for receipt of tenders	**7 December 2026 at 23.00**
Date of opening of the administrative offer (*)	**9 December 2026 at 13.00**
Date of opening of the technical offer	**9 December 2026 at 14.00**
Date of opening of the financial offer	**15 December 2027 at 12.00**

(*) Interested tenderers will receive a link to join the opening meeting via videoconference.

11. EXCLUSION CRITERIA

Tenderers will be excluded from participating in an award procedure if they:

a) Are in insolvency, bankruptcy, or liquidation proceedings, are subject to insolvency or judicial administration, have entered into an arrangement with creditors, have suspended their business activities, are the subject of proceedings relating to any of these matters, or are in any other similar situation arising from a comparable procedure under national law or regulations;
b) Have been convicted by a final judgment (res judicata) of an offence concerning their professional conduct;
c) Have been found guilty of grave professional misconduct established by any means which the contracting authority can justify;
d) Have failed to fulfil their obligations relating to the payment of social security contributions or of taxes of any kind;
e) Have been convicted by a final judgment (res judicata) for fraud, corruption, participation in a criminal organisation, or any other illegal activity;
f) In connection with another procurement procedure, have been found guilty of serious and culpable breach of their contractual obligations.

12. SELECTION CRITERIA

These criteria will enable an assessment to be made of whether the tenderer has the technical, professional, financial and economic capacity to perform the contract.

All tenderers must be able to demonstrate that they meet the technical and economic capacity selection criteria.

Proof of both technical and economic capacity will be an essential condition for signing the corresponding contract.

The selection criteria to be applied in this tender are listed below:

12.1 Technical capacity

Participants shall prove possession of the authorizations required for the exercise of the activity.

Tenderers shall demonstrate at least three (3) years of proven experience in similar tasks [translation, revision, proof-reading, modification, copy editing]).

Given the highly specialised terminology used in the IOC's documentation — covering areas such as olive growing, olive oil and table olive production, quality standards and

trade — knowledge and experience in the subject area will be considered an asset (supporting proof must be provided).

12.2 Financial capacity

Sufficient financial capacity to guarantee the continuity of the service over a four-year period.

Tenderers shall be required to demonstrate a minimum level of financial capacity, namely a turnover during the three years preceding the performance of the contract equivalent to twice the estimated annual value of the contract.

13. AWARD CRITERIA

The selected offers will be assessed according to the following parameters:

Price	60%
Quality of services to be provided: • Methodology • Control of quality • Management and coordination • Resources and proposed solutions • Delivery times	40%
TOTAL	100%

Price- 60 points: Pf = 60 × (EP_min / EP_i)

where EP_min is the lowest evaluation price among the admissible tenders for the lot concerned. Each lot is evaluated and awarded separately.

Quality- 40 points, distributed as follows:

Sub-criterion	Points
Methodology	10
Quality control	10
Delivery times	8
Management and coordination	6
Resources and proposed solutions	6
TOTAL	40

A tender scoring below 24 points on quality will be excluded and its financial offer will not be opened.

ANNEX I

LOT I

FINANCIAL OFFER FOR THE PROVISION OF TRANSLATION/REVISION SERVICES BETWEEN ENGLISH, FRENCH, SPANISH AND ITALIAN, IN ALL DIRECTIONS (LOT 1)

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
- T+C: applicable taxes and charges
- Rush rate supplement: 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.)

TRANSLATION

Task	Amounts in euros, in figures and letters
Translation	...../word T+C (% and amount): ……. Total: ……. /word
Rush rate supplement	..... %
Large volume discount on assignments comprising-------- or more words	..... %

REVISION

Task	Amounts in euros, in figures and letters
Proofreading	1st proofs: ...../word 2nd proofs: ...../word T+C (% and amount): ……. Total 1st proofs: ...../word Total 2nd proofs: ...../word
Modification	...../word T+C (% and amount): ……. Total: ……. /word
Copy editing	...../hour
Rush rate supplement	..... %
Large volume discount on large-volume assignments comprising a minimum of----- words, or ..... hours	..... %

Príncipe de Vergara, 154 – 28002 Madrid – Spain
Tel.: +34 915 903 638
E-Mail: iooc@internationaloliveoil.org
Internationaloliveoil.org

Estimated turnaround times/ standard volume of translation/revision	
Translation turnaround in ONE day:	..... words
Proofreading turnaround in ONE day:	1st proofs: … words 2nd proofs: ... words
Modification turnaround in ONE day:	..... words
Copy editing turnaround in ONE day:	.... hours

Place, ... on..... 2026

Signed:

Príncipe de Vergara, 154 – 28002 Madrid – Spain
Tel.: +34 915 903 638
E-Mail: iooc@internationaloliveoil.org
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ANNEX II

LOT II

FINANCIAL OFFER FOR THE PROVISION OF TRANSLATION/REVISION SERVICES BETWEEN ARABIC AND ENGLISH, FRENCH, SPANISH OR ITALIAN, IN BOTH DIRECTIONS (editable version can be downloaded from the IOC website)

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
- T+C: applicable taxes and charges
- Rush rate supplement: 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.)

TRANSLATION

Task	Amounts in euros, in figures and letters
Translation	...../word T+C (% and amount): ……. Total: ……. /word
Rush rate supplement	..... %
Large volume discount on assignments comprising-------- or more words	..... %

REVISION

Task	Amounts in euros, in figures and letters
Proofreading	1st proofs: ...../word 2nd proofs: ...../word T+C (% and amount): ……. Total 1st proofs: ...../word Total 2nd proofs: ...../word
Modification	...../word T+C (% and amount): ……. Total: ……. /word
Copy editing	...../hour
Rush rate supplement	..... %
Large volume discount on large-volume assignments comprising a minimum of----- words, or ..... hours	..... %

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Estimated turnaround times/ standard volume of translation/revision	
Translation turnaround in ONE day:	..... words
Proofreading turnaround in ONE day:	1st proofs: … words 2nd proofs: ... words
Modification turnaround in ONE day:	..... words
Copy editing turnaround in ONE day:	.... hours

Place, ... on..... 2026

Signed:

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