CONSEIL CONSULTATIF POUR LES EAUX OCCIDENTALES SEPTENTRIONALES | NORTH WESTERN WATERS ADVISORY COUNCIL | CONSEJO CONSULTIVO PARA LAS AGUAS NOROCCIDENTALES

21/05/2026

Subject: Call for tenders for the provision of interpretation services to the NWWAC

Dear Sir/Madam,

The North Western Waters Advisory Council (NWWAC) represents stakeholders from the fishing industry, environmental NGOs and other groups of interest. The NWWAC's main task is to provide advice to the European Commission and other institutions in relation to fisheries management in North Western Waters, within the Common Fisheries Policy.

To provide equal access to information to our members, meetings by the NWWAC are generally supported with simultaneous interpretation for English, Spanish and French.

In order to satisfy the interpretation needs of the NWWAC, the NWWAC invites tenders from professional, registered service providers to provide interpretation services online and in-person when required, for a contracted period of three years.

The NWWAC will require the Service Provider to provider simultaneous interpretation for the three rounds of plenary meetings per financial year (usually October, March and July), as well as additional meetings, when necessary, within the terms of the contract. Typically, the volume of work within the period per annum amounts to:

- October 2 days (virtual)
- March 2.5 days (hybrid)
- July 2.5 days (hybrid)
- September 0.5 day (virtual)
- additional meetings (hybrid and/or virtual) approx. 5 days per annum

The meetings sections of our website (http://www.nwwac.org) provide an overview of the different topics that the NWWAC has covered at meetings in the past.

A 3-year contract starting on 01 October 2026 will be awarded to the most economically advantageous tender having regard to both quality and price.

Proposals should be submitted no later than close of business on **30 June 2026** by email to:

Mo Mathies
Executive Secretary

NWWAC
c/o Bord Iascaigh Mhara
Crofton Road, Dun Laoghaire, Co. Dublin, Ireland
Email: mo.mathies@nwwac.ie

Please note that proposals received after this time will not be considered.

Tender Requirements

Tenders must address all of the requirements detailed below and must provide the documents and costs in the format requested. Please complete the application form, which you will find under Appendix B and append all necessary documents:

1. Name, address, telephone number, e-mail address and fax number of your company.

2. Details of proven work experience with relevant organisations such as: other ACs, the EU Commission, government agencies, fishing industry organisation. References from relevant agencies should be provided, where possible, to back up this information. Details of proven experience in providing simultaneous interpretation dealing with fisheries issues and/or fisheries management must be provided *(See Appendix A and Appendix B for further details of the information to be provided*).

3. *Curriculum Vitae* and detail of the appropriate experience of the interpreters that will be carrying out the work must be provided. All interpreters should be native speakers of the language of one of the official languages of the NWWAC (English, French and Spanish), and have at least two years proven experience in providing simultaneous interpretation in the field of fisheries (*See Appendix A and Appendix B for further details of information to be provided*).

4. Any additional charges related to service provision must be included in the proposal.

5. Costs must be quoted in Euro (€).

Award Criteria

The contract will be awarded to the most advantageous tender, having regard to both quality and price. Only tenders meeting the criteria described in the *Tender Requirements* and Appendix A will be considered.

Tenders will be evaluated as follows:

A maximum of **100** points will be awarded for the quality of the tender, which will be assessed on the basis of the following criteria:

Criterion	To be provided	Maximum	Threshold
A. Experience	CVs of interpreters (2x EN<>FR, 2x EN<>ES)	100	40

Tenders must obtain a minimum score of 80 out of 100 to be considered for financial evaluation.

Financial evaluation

The financial value of the tenders that pass the quality examination will be determined by calculation of a price index as follows: (lowest price tender/price of the tender in question) x 100.

Award of the contract

The contract will be awarded to the tender offering the best quality to price ratio, determined on the basis of technical capacity and financial value. The total score for each tender, expressed as a percentage, will be the sum of the:

- technical evaluation (number of points), multiplied by 0.5 and
- the financial evaluation (price index), multiplied by 0.5

Further Information

Although every effort has been made to ensure that this documentation contains all of the necessary information required to submit a tender for the services required, requests for additional information, clarification on the content of this document and all other queries may be made by email to:

Mo Mathies
Executive Secretary

Email: mo.mathies@nwwac.ie

Please note that any costs incurred as a result of preparation of any tender submitted must be borne by the tenderer. The NWWAC shall not be liable for any compensation with respect to candidates, whose quotes have not been accepted or for any decisions relating to the award of the contract.

Yours sincerely,

Mo Mathies
Executive Secretary

Encls.: Appendix A (Selection criteria) and Appendix B (Tender Application Form)

Appendix A

Selection Criteria

The purpose of the selection criteria is to determine whether the tenderer has the necessary technical and professional capacity to carry out the contract. The NWWAC will verify the capacity of the tenderer to deliver the services required on the basis of the selection criteria, defined hereafter. Should a tender fail to satisfy one of the required criteria, the tender may not be further evaluated.

Once the candidate has been assessed as complying with the selection criteria, the tender will progress to be assessed against the award criteria.

To be provided	Minimum level
Proven work experience with relevant organisations such as other ACs, the EU Commission, government agencies. References from relevant agencies should be available on request, as evidence of such experience.	○ The tenderer must demonstrate that it has 2 years of relevant experience as an interpretation provider; ○ The tenderer must demonstrate that it has work experience with relevant organisations such as: other ACs, the EU Commission, government agencies, fishing industry organisations; ○ The tenderer must provide written references, including contact details, from two previous clients in the area of relevance.
Details of proven experience in interpreting meetings dealing with fisheries issues and/or fisheries management.	○ The tenderer must provide at least 5 examples of meetings where simultaneous interpretation services were provided, by the tenderer, relevant to fisheries.
Information on the interpreters that will be engaged in the provision of interpretation services to the NWWAC.	○ The tenderer must detail the number of personnel that will be employed in the provision of interpretation services to the NWWAC; ○ A one-page CV must be provided for each interpreter that will be engaged in the provision of services to the NWWAC; ○ The native language, relevant experience and proficiency with all languages required must be provided for each interpreter proposed for the provision of interpretation services to the NWWAC; ○ A statement of availability must be provided for each of the interpreters proposed for the provision of services to the NWWAC

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Appendix B

Application Form

Tender for the provision of interpretation services to the NWWAC (01 October 2026 – 30 September 2029)

Company name: _____

Address: _____

_____

_____

Telephone number: _____

Contact Person: _____

E-mail address : _____

Date: _____

Section 1. Details of relevant organisations provided with interpretation services, by the tenderer.

	Examples				
	1	2	3	4	5
Organisation Name					
Type of Organisation					
Term of Contract					
Contact Details					

Section 2. Details of meetings where simultaneous interpretation services were provided by the tenderer dealing with fisheries issues and fisheries management

	Examples				
	1	2	3	4	5
Title					
Subject					
Languages interpreted to and from					
Name of Contractor					

Contact details of Contractor					

Section 3. Details of the Interpreters who will be engaged in the provision of services to the NWWAC.

	Details				
	Interpreter 1	**Interpreter 2**	**Interpreter 3**	**Interpreter 4**	**Interpreter 5**
Name					
Native Tongue					
Number of years experience as an interpreter					
CVs provided (Y/N)					
Availability (i.e. will this interpreter be available for the period of the contract?) (Y/N)					
Languages					

Levels of proficiency in all languages listed (EU Scale)					

Section 4. Unit cost for interpretation service provided, e.g. hour, day (Euros)