ROSA LUXEMBURG STIFTUNG
OFICINA DE ENLACE MADRID

Madrid, 2nd February 2026

Dear Sir or Madam,

The Rosa-Luxemburg-Stiftung is one of the largest political education institutions in Germany today, with branches in many countries worldwide. The Brussels Office operates as a think tank reflecting on European and international issues such as the global power shift and the socio-ecological transformation of today's society.

The Madrid Liaison Office of the Rosa-Luxemburg-Stiftung would like to conclude a long-term translation, correction and interpretation services agreement for our publications and events awarding these services through a bidding process to a skilled and efficient applicant.

We hereby request you to submit your binding offer in English at elsa.rodriguez@rosalux.org, together with the other documents we need (Appendices 1, 2 and 3). Please note that only the "Appendix 1 - Terms of order and agreement" apply.

We will only evaluate offers from applicants who fulfill all of the following points:

- Have signed with a legally binding signature the document "Terms of order and agreement" (appendix 1), to indicate that they agree with it,
- Have submitted the translation tests (appendices 2 and 3),
- Have submitted significant references and CV,
- Have submitted their binding financial offers before **23:59 of 22nd February 2026.**

The financial offer should include the following prices:

Translation services (four eyes principle)	**VOLUME**	**DEADLINE**
Price per word ESP>ENG	Up to 1.000 words	3 days
Price per word ENG>ESP	1.000 to 3.000	5 days
Price per word proofreading in English	3.000 to 5.000	10 days
Price per word proofreading in Spanish	5.000 to 10.000	15 days
Any other costs that the service may entail (i.e. special urgent tariffs, minimum rates...)	From 10.000	Upon negotiation

Simultaneous interpretation services
Price per hour ESP>ENG and ENG>ESP
Price per half day (up to 4 hours) ESP>ENG and ENG>ESP
Price per day (up to 8 hours) ESP>ENG and ENG>ESP
Price extra hour
Any other costs that the service may entail (i.e. special urgent tariffs, minimum rates...)

Consecutive interpretation services
Price per hour ESP>ENG and ENG>ESP
Price per half day (up to 4 hours) ESP>ENG and ENG>ESP
Price per day (up to 8 hours) ESP>ENG and ENG>ESP
Price extra hour
Any other costs that the service may entail (i.e. special urgent tariffs, minimum rates...)

Whispering interpretation services
Price per hour ESP>ENG and ENG>ESP
Price per half day (up to 4 hours) ESP>ENG and ENG>ESP
Price per day (up to 8 hours) ESP>ENG and ENG>ESP
Price extra hour
Any other costs that the service may entail (i.e. special urgent tariffs, minimum rates...)

In case of the necessity of equipment (interpretation booths, info ports, etc.) please indicate how to proceed.
Please indicate cancellation policy/fees

All offers received are weighed according to the following criteria:

Price	60%
Result of the translation tests	20%
References/CV	20%

If you need further information, please contact:

Elsa Rodríguez de Lizana at elsa.rodriguez@rosalux.org