# CALL FOR TENDER

## SUMMARY INFORMATION

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| **Call for tender no** | **WS3245647421** |
| **Subject** | Tender procedure divided into two lots, with each lot awarded separately, for the award of at least two Framework Agreements (FAs) per lot:<br>*Lot 1*: Translation Services<br>*Lot 2*: Interpreting Services |
| **Description of the supply** | Provision of Translation and Interpreting services in various language combinations |
| **Type of supply** | Services and supplies |
| **Duration of contract/work** | 24 months + an optional 12-month extension |
| **Presumed bidding starting price** | 2,5 M€ for 36 months |
| **General awarding criteria** | best value for money |
| **Date of publication** | 02 November 2026 |
| **Deadline** | 16 November 2026 time 16:00 |

## DETAILED INFORMATION

### 1. General information

Leonardo Global Solutions S.p.A. - a single member company, subject to the direction and coordination of Leonardo - *Società per azioni* - (incorporated in Italy as a joint stock company) - (hereinafter "LEONARDO") intends to issue a call for tender having as its subject: Translation Services (Lot 1) and Interpreting Services (Lot 2) for Leonardo S.p.A. and Group companies.

The tender is divided into two lots, as follows:

- *Lot 1*: Translation – baseline 2 M€ for 36 months;
- *Lot 2*: Interpreting – baseline 0.5 M€ for 36 months.

The services referred to above shall be provided for, at a minimum, the language combinations listed in "*Annex C – Language Combinations*."

In "*Annex A – Disclosure of Interest*" bidders are required to specify the lot(s) for which they intend to submit a proposal.

## 2. Entities admitted to tender

Only sole proprietor enterprises and trading companies are admitted to participate in the tender procedure for services and supplies.

Bidding suppliers for whom more than 70% of total annual turnover is generated by orders from one or more companies belonging to the Leonardo Group, are not allowed to bid, excess in case of express authorization from LEONARDO in consideration of special technical requirements. For consortia, this percentage shall be calculated according to the annual turnover of the consortium itself.

The contemporary participation in this tender procedure by a parent company and its subsidiaries is also forbidden. In the event that this rule is broken, both the parent company and its subsidiaries will be excluded from the tender.

All bidders whom LEONARDO does deem not to have appropriate professional reliability will in all cases be **excluded** from the tender without explanation. Bidders will be deemed not have appropriate professional reliability who in the last three years incurred, by way of example but not limited to, in the following:

- Termination for breach of contract with Leonardo SpA or other companies of the Leonardo Group;
- Declared non-testability of works, services and supplies according to the contracts concluded by Leonardo SpA or other companies of the Leonardo Group;
- Breach of any of the provisions of the Code of Ethics of Leonardo SpA and Leonardo Group, during the performance of previous contracts;
- Failure to take delivery, by default or cause, for works, supplies or services entrusted by Leonardo SpA or other companies of the Leonardo Group;
- Revocation of the award of a tender.

## 3. Minimum requirements for participation

Entities meeting the following minimum requirements for participation (hereinafter "Minimum Requirements") may be invited to tender:

- have achieved, during the last financial year, an annual turnover not lower than the following values for the Lot(s) for which they intend to submit a bid:

| LOT | CONTEXT | LAST YEAR TURNOVER (M€) |
|---|---|---|
| Lot 1 | Translation | 2,0 |
| Lot 2 | Interpreting | 0,5 |

- **Lot 1:**
  - Possession of ISO 9001 Certification

- Possession of ISO 17100 Certification
- Possession of ISO 27001 Certification
- Availability of content delivery in S1000D format
- Ability to handle graphical files in JPG, SVG, and CGM formats
- Coverage of language combinations required for Lot 1, as detailed in *Annex C – Language Combinations* (sheet: Lot 1).

➢ **Lot 2:**

- Possession of ISO 9001 Certification
- Ability to provide the service through interpreters who are members of the International Association of Conference Interpreters (AIIC)
- Coverage of language combinations required for Lot 2, as detailed in *Annex C – Language Combinations* (sheet: Lot 2).

**It is noted that participation in the tender is not permitted through reliance on the capacities of third parties (capacity borrowing) or in the form of a Temporary Grouping of Companies (TGC).**

During the tender process, ESG (Environmental, Social and Governance) performance will be enhanced, evaluated by an independent organization specialized in the evaluation of environmental, social and governance criteria (Ecovadis) and membership of the Science Based Target initiative (SBTi), which supports companies to structure decarbonization objectives and plans and validate their adequacy with respect to the needs defined by climate science.

## 4. Disclosure for interest

By no later than the expiration date of this call for tenders, parties interested in being invited to tender, provided they meet the requirements, are required to:

- Submit their application by registering in the ARIBA DISCOVERY platform (https://service.ariba.com/Discovery.aw/125002028/aw?awh=r&awssk=4InnwI5Q) and proceed, after obtaining their credentials, with the provision of the requested data. Suppliers who are already registered on the in Ariba Discovery, are requested to confirm and update any data and information previously entered in the system.
- Communicate their Disclosure of interest by accessing the reserved area of ARIBA DISCOVERY (https://service.ariba.com/Discovery.aw/125002028/aw?awh=r&awssk=4InnwI5Q) responding to Ariba Discovery POST, identified by information reported in the summary of this document, uploading the following documents:
  - A statement issued by at least one bank or intermediary (at least two for tenders worth more than 5 million euros) authorized according to Legislative Decree n. 385/93, attesting to their financial and economic capability/strength (the so called Bank References);
  - Disclosure of Interest (Annex A), duly completed and signed;

- Minimum Requirements Template (Annex B), duly completed and signed;
- (Optional) Documentation relating to any advanced technological solutions implemented in the delivery of the tendered services, demonstrating their potential to improve efficiency, streamline processes, and optimize overall service performance.

Please note that after the expiration time of this invitation to tender, it will no longer be possible to respond to the call and communicate your disclosure of interest.

In any case, applicants who communicate their disclosure for interest must acknowledge and accept that they cannot claim any right to be invited to tender, with no obligation on the part of LEONARDO to provide any reasons.

For those who may be invited to tender, if they have not already been pre-qualified or qualified by LEONARDO, a process of pre-qualification will begin on the Procurement Portal. This process will require them to provide additional documentation to support the evaluation of their ethical, legal and economic/financial requirements.

## 5. Processing of personal data

Pursuant to Legislative Decree 196/2003 and Reg. EU 679/2016 (hereinafter jointly referred to as "**Privacy Legislation**"), we are hereby notice you that personal data provided for by "data subject" to tender notice are processed by LEONARDO - with having registered offices in Rome, Piazza Monte Grappa, 4 - as being the Controller (as defined in Privacy Legislation), for the purposes linked to the tender handling process, the eventually subsequent awarding and relative agreement signature.

## 6. Regulations as per Legislative Decree 231/2001 and Anti-corruption Law

By communicating their disclosure of interest, each applicant acknowledges and agrees their prior acceptance of the Code of Ethics of Leonardo SpA and the Anti-Corruption Code of the Leonardo Group, which is a prerequisite for participation in the tender procedure and therefore, in case of invitation to participate, they agree to comply with the provisions contained therein. The aforementioned documents are available from the website http://www.leonardo.com "Investors - Ethics and Compliance" section.

## 7. Other information

The arrangements for submitting the bids, any other grounds for exclusion from the tender and other information, will only be communicated to those who, following the forwarding of their disclosure of interest, together with the documents mentioned herein and the verification by LEONARDO of the minimum tendering requirements set out in this call for tenders, will be invited to participate in the bidding process.

This request is not binding in any way for this company nor the beneficiaries of the supply and should not lead to expectations whatsoever about the entities presenting their disclosure of interest. LEONARDO,

with incontestable discretion, reserves the right not to award the tender, to award only part of the contract, to restart the tender procedure or to make changes to this invitation to tender.

Finally, please note that this tender procedure and the related contract are subject exclusively to the rules of private law, ruling out the applicability of the Public Contracts Code (Legislative Decree no. 163/2006) and its implementing measures, even in the presence of explicit references to specific provisions of the Public Contracts Code (or its implementing measures) contained, optionally, in the invitation to tender or documents related to it.

Yours faithfully

Purchasing Manager

[Giuliano Mameli]

