

Request for Offers / Call for Tenders

Post title: Long-term contract for Interpretation Services
Location: Europe
Starting date: As Soon As Possible in 2021 and for a period of 4 years

Contract Amount: Above 60.000 EUR

About the Organisation

The European Free Alliance (EFA) is a European Political Party, composed of forty-eight member parties across Europe. It works in close collaboration with its youth branch, EFAY and with its think-tank foundation, the Coppieters Foundation; as well as with the EFA group in the European Parliament and the European Alliance Group in the Committee of the Regions

The core value of EFA is the promotion of the right to self-determination of peoples and nations in Europe and the world. EFA is headquartered in Brussels.

About the Call for Tenders

EFA is seeking to engage in a long-term partnership for Interpretation Services to support the organisation's operational activities.

EFA is funded by the European Parliament and regulated under the Regulation (EU, Euratom) No 1141/2014.

This call is also regulated under Article II.9 of the Funding Agreement between political parties and foundations and the European Parliament.

Basic Requirements

1. Active languages – EN, NL, FR, DE, ES, IT
2. Experience with the European Union - Accredited EU interpreter
3. Native or mother tongue level

Additional Requirements (plus but not required)

- Ideally, passive languages - TK, CAT, EUS, CY

Submit price offers should include the following:

- 1) On-site interpretation – per day rate
- 2) On-site interpretation – 1/2 day rate
- 3) Remote simultaneous interpretation (RSI) – per day rate
- 4) RSI – 1/2 day rate
- 5) Identify other costs, in addition to daily rate.

Evaluation Criteria

The elements we will consider to determine the best value for money are:

- 1) Contractor's technical capacity to provide the services
- 2) Availability to provide technical support on-site and remotely.
- 3) Price and economic advantage

Tendering Process

Interested contractors/suppliers should submit **their offer, together with their portfolio and the annexed evaluation to show eligibility to the tender requirements**, no later than midnight (CEST) on **31 July to: info@e-f-a.org with the subject line "EFA 2021 Interpretation Offer"**.

Your personal data will be processed solely by EFA and only for the purpose specified in this call. It will be stored safely and securely following the GDPR laws. To ensure GDPR compliance **please include the following sentence to the body of your email confirming your consent: "I agree to the European Free Alliance processing my data for the purpose of the Call for Tenders procedure"**.

Review of the offers and tenders is scheduled to take place during the month of August 2021.

Note that European Free Alliance is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation. We welcome tenders from women and individuals from minority or oppressed groups.

ANNEX FOR EVALUATION OF THE OFFERS:

SERVICE EVALUATION:

1. Active Language - EN, NL, FR, DE, ES, IT

a) Technical capacity of the supplier.

Annually, EFA conducts at least 6 Bureau Meetings (BM); 1 General Assembly (GA); and several Events:
For the BM, at least 2 languages are needed – EN and FR.
For the GA, there are 6 languages needed – EN, NL, FR, DE, ES, IT
For Event/s, to be identified per need

Description	Yes	No
Are you in the position to provide interpreters for the following?		
1) On-site (in Brussels and/or within Europe) for BM		
2) RSI for BM?		
3) On-site (in Brussels and/or within Europe) for GA?		
4) RSI for GA?		
5) On-site (in Brussels and/or within Europe) for Events?		
6) RSI for Events?		
Do you have prior experience providing a service to a European political party?		

b) Availability of the supplier.

Description	Yes	No
Can you provide the above-mentioned languages and services in #1.a? (If not all, please identify only the services and languages that you can provide).		

c) Price and Economic Advantage

Description	Please use EUR
On-site interpretation – per day rate	
On-site interpretation – 1/2 day rate	
RSI – per day rate	
RSI – 1/2 day rate	

Other than the interpreter's fee, please identify the additional costs, if any:	Please identify in terms of EUR per day or per hour, when applicable
Preparation	
Technical support costs	
Administrative costs	
Management costs	
Others, please specify:	

2. Experience with the European Union - Accredited EU interpreter

Description	Yes	No
Do you have prior experience providing a service to offices or any office of the European Union?		
Are you in a position to provide an accredited EU interpreter?		

3. Native or mother tongue

EFA has a preference to limit retour language and relays in the conduct of its BM, GA and Events.

Description	Yes	No
Are you in a position to provide native or mother tongue interpreters to support the following?		
- BM		
- GA		
- Event/s		
Are you in a position to limit retour and/or relay languages in providing support to the following?		
- BM		
- GA		
- Event/s		

4. Passive Language - TK, CAT, EUS, CY

Description	Yes	No
Can you provide the above-mentioned passive languages? (If not all, please identify only the languages that you can provide).		

EFA Secretariat/2021