

Request for offers / Call for Tenders

Post title: Long-term contract for Interpretation Services

Location: Europe

Starting Date: 1 February 2026

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1. Description and purpose of the tender

The organisation

The European Free Alliance is a European Political Party, composed of thirty-nine member parties across Europe. It works in close collaboration with EFAY, its youth branch, and with its foundation, the Coppieters Foundation. It also works with the EFA Group in the European Parliament and the EA 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 translation and interpreting services to support the organisation's statutory meetings, the production of important documents, and occasional extra meetings.

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

This Call for Tenders process is regulated under Article II.9 of the Funding Agreement between European Political Parties and Foundations and the European Parliament.

Please see the Annexe for our detailed translation & interpreting requirements.

In the annexe, we list 4 scenarios (3 for interpreting and one for translation). For each scenario we will ask you to provide a quote and, if necessary, how you will provide the services we request. This will include language combinations, technical support, and providing material.

2. Basic Tendering Rules

When launching a tender procedure, the European Free Alliance follows the obligations and guidelines of tendering as governed by the Financial Regulation applicable to the general budget of the Union, the Regulation (EU, Euratom) No 1141/2014 of the European Parliament, and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations, the decision of the Bureau of the European Parliament of 1 July 2019 laying down the procedures for implementing Regulation (EU, Euratom) No 1141/2014 of the European Parliament, and of the Council and the recommendations made available to European Political Parties by the Directorate-General for Finance of the European Parliament. In particular,

- EFA shall ensure that there will be no conflict of interest when the contract is awarded.
- EFA shall collect at least 3 offers in response to a written invitation.
- EFA shall detail the requirements for the procurement.
- The duration of the contract shall not exceed 5 years, including renewals.
- EFA shall keep a record of the evaluation of the offers and shall justify in writing its choice of the final supplier.

The General Principles set out for European Political Parties launching a Call for Tenders process are as follows:

- Transparency: Ensure the procurement process is transparent for the tenderers
- Proportionality: ensure the procurement process is proportional to the complexity of technical requirements and contract value
- Equal treatment and non-discrimination: Treat all tenderers equally and without discrimination
- Competition: Ensure genuine competition for the contract
- Sound financial management: Ensure the expenditure is effective, efficient, and economical.

EFA, being a European Political Party, fully complies with and respects these general principles.

3. Award criteria

Qualitative Award Criteria (65%)	Minimum points	Maximum points
Contractor's technical capacity to provide the services and respond to our language combination needs.	40	80
Availability to provide technical support both on-site and remotely.	10	20
Total Qualitative	50	100
Quantitative Award Criteria (35%)		
Price of the offer submitted	25	50
Flexibility to adapt to booking changes, including cancellation fees and overrun fees.	25	50
Total Quantitative	50	100
Total Score	100	200

4. How to apply

Please apply by sending a detailed proposal in English, using the scenarios provided. Your proposal can be accompanied by any supporting documents you see necessary, such as a portfolio.

Please send the proposals no later than midnight CET on December 1, 2025*, with an email addressed to info@efaparty.eu with the subject line 'EFA Call for Tenders Interpreting Services'.

Your data will be processed solely by EFA and only for the purpose specified in this document. Your data will be stored safely and securely in accordance with GDPR rules. To ensure GDPR compliance, please include the following sentence in the body of your email confirming your consent for us to process your data. 'I agree to the European Free Alliance processing my data for the Call for Tenders procedure'.

Review of the offers and tenders is scheduled to take place between December 2, 2025, and December 5, 2025, with a decision to be made during the meeting of our Bureau on December 11, 2025.

The successful proposal will be awarded on December 12, 2025, with the provider to be notified on that day.

*The previous deadline was November 24, 2025, but this deadline has been extended to give interested proposers enough time to provide their proposals incorporating the scenarios we provide.