

Annexe – Detailed Minimum Requirements for the Call for Tenders for Translation and Interpreting Services for the European Free Alliance.

This annexe forms part of the Call for Tenders process. First, we list our general requirements to give you an overview. Then we will provide four scenarios, three for interpreting services and one for translation services. Within your proposal, please provide us with a quote and an explainer for the requirements sought in each scenario.

Interpretation Services

- Sourcing interpreters specialised in the following topics wherever possible:
 - o EU General & Political
 - o EU Matters
 - o Politics
 - o Internal Administration of organisations
- Active interpretation (native or mother tongue level) for the following languages, both on-site and remotely and both consecutive and simultaneous:
 - o EN
 - o FR
 - o IT
 - o ES
 - o DE
- Passive interpretation in several languages, including recognised minority languages in Europe such as:
 - o CAT
 - o EUS
 - o GAL
 - o CY
 - o NL
- Technical support on-site and remotely

- Occasional accommodation of language combinations such as (TR<>EN, MAC<>EN)
- Liaison with contractors and suppliers during key statutory meetings such as the EFA General Assembly and EFA Congress.

Translation requirements

- Occasional but not regular translation of documents in the following languages:
 - o EN
 - o FR
 - o IT
 - o ES
 - o DE
 - o NL
 - o CAT

2. Location, meetings, reporting

- When interpreting remotely, the service provider will work at a location of their choice, liaise with our local partners to ensure smooth hybrid and/or remote interpreting, including full technical support.
- When interpreting on-site, the Service Provider will travel to the indicated venue and location. In some instances, the service provider will need to source cabins, headsets, and any necessary items to facilitate on-site interpreting.

3. Scenarios

Below you will find four separate scenarios. Please provide a quote with a breakdown of costs for each necessary element. Alongside your quote, should you need to explain how you will provide the technical aspects needed, please write an explainer.

Scenario 1 – EFA General Assembly

The European Free Alliance General Assembly will take place in Gandia, València, Spain, on the 5th and 6th of June 2026. The GA will consist of two full days from 9 am to 6 pm with two twenty-minute coffee breaks and an hour lunch break. Please find the agenda below:

	Friday 5 June	Saturday 6 June
9:00-10:30	Opening Session	Internal elections
10:30-11:00	Coffee Break	Coffee break
11:00-13:00	Internal Debates	Public Event
13:00-14:30	Lunch	Lunch
14:30-16:00	Motions	Awards
16:00-16:00	Coffee Break	Coffee Break
16:00-18:00	Motions continued	Closing Session

All sessions will take place in the main conference room, with participants either speaking from a praesidium, the lectern, or using table-based microphones placed one between two on each table.

The language combinations required will be as follows: EN/FR/ES/IT/DE with passive Catalan/Valencian and Dutch.

During the Public Event on Saturday, 6 June, there will be a debate about Catalan/Valencian, Basque, and Galician becoming official EU languages. The event will feature a panel discussion of four MEPs. For this two-hour discussion, we will need passive interpreting of Galician and Basque (alongside the languages listed above).

Due to space constraints, we prefer remote simultaneous interpreting for this event. Headsets for 150 attendees, all microphones and the sound system are already provided by the hotel. But the contractor will need to provide a platform for interpretation and support specific to the platform used.

Staff are already worried about an overrun on Friday, 5 June, due to the number of policy motions to be debated. Please let us know the overrun policy for this event, with an estimated total cost for a 30-minute overrun.

Scenario 2 – Online EFA Bureau Meeting

The European Free Alliance will hold an online Bureau Meeting on Zoom on Wednesday, 4 March 2026, between 2 pm and 6 pm.

There will be 20 attendees online with the following language combinations needed: EN/FR/IT.

The Zoom call will be run by EFA staff, who can programme interpreters into the call beforehand, conduct the sound check, assign interpreters to their virtual booths within Zoom, and be ready to answer any queries.

Scenario 3 – On-site Bureau Meeting

The European Free Alliance will hold an in-person Bureau Meeting in Udine, Italy, on Friday, April 10, between 9 am and 5 pm, with a lunch break scheduled between 12:30 pm and 2 pm. There will be 20 attendees.

The main language combinations needed will be EN/FR/IT.

The venue has an existing sound system with microphones; however, we require the contractor to source interpreting booths, headsets and all necessary technical equipment for on-site interpreting.

Due to a political development in the Czech Republic affecting an EFA member party there. Between 3 pm and 5 pm, the leader of that party (Mr N) will join the meeting remotely from Brno, via Zoom. The call will be shown on a pre-installed screen at the venue, so the EFA Bureau can see Mr N, and a pre-installed camera of the meeting room will ensure Mr N can see the EFA Bureau. The participant does not speak or understand English confidently enough and has requested that we provide him with a Czech interpreter.

For the two hours where Mr N will participate, we will need to add Czech interpreting for the meeting.

Scenario 4 – Policy paper translation

At the General Assembly, there will be a presentation of a policy paper on housing issues in the European Union. The policy paper will consist of 5 modules written by different experts on housing issues around Europe. The modules are written in English. 8 weeks before the General Assembly, we have the following translation request:

The entire paper in English is 5450 words, and we have already worked with a graphic designer who has formatted the paper. Quotes from the paper will appear periodically in bold throughout each module, and keywords such as 'Rent Controls' will form a part of the layout of each module.

As EFA works officially in six languages, we require the entire paper to be translated into French, Spanish, Italian, German, Catalan, and Dutch. We must ensure that the graphic design elements are correct in each version, so the contractor must liaise with our graphic designer to ensure the keywords and quotes are correctly included in each language.

There must be absolute terminological consistency across all languages, especially for the keywords specific to housing. Please describe the quality assurance checks & revisions that will be carried out to ensure this terminological consistency.

****Three weeks before the event, there is an urgent request for another edition of the paper to be translated into Swedish. The designer will need a minimum of four working days for the paper to be printed.**