



Request for Offers / Call for Tenders – Framework contract

Post title: Long-term contract for Interpretation Services

Location: Europe

Contract Amount: Above 10.000 EUR or above 60.000 EUR over 5 years

Starting date: As Soon As Possible in 2024 and for a period of 5 years

## ABOUT THE ORGANISATION

The European Democratic Party (EDP), founded in 2004 by François Bayrou and Francesco Rutelli, is a centrist European political party that brings together political parties and MEPs who want a Union that is closer to the citizens who live in it. As a transnational political movement, the EDP aims to build a European democracy rooted in the shared values of peace, freedom, solidarity and education, with the ambition of proudly affirming its culture in the world of the future.

## ABOUT THE CALL FOR TENDERS

The European Democratic Party is seeking to engage in a long-term partnership for Interpretation Services for Conferences and Events, including remote interpretation, organised in and outside of France and Belgium and the rental of relevant interpretation equipment for mobile or remote interpretation.

A framework contract establishes a mechanism for future repetitive purchases by the European Democratic Party to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the European Democratic Party to conclude specific contracts with a framework contractor and to purchase up to the established following ceiling. The framework contract will be concluded with one contractor.

The framework contract concerns up to, yearly:

- 5 Presidency meetings (Board meeting);
- 4 Congress meetings (General Assembly);
- 10 conferences or seminars.

The offer is for a framework contract. Based on this contract, specific contracts will define precisely quantities and times for deliveries when required. The European Democratic Party will contact the contractor at least two weeks before the event.

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

---

### EUROPEAN DEMOCRATIC PARTY

Rue Montoyer 25  
1000 Bruxelles  
Belgique

+32 2 213 00 13  
[info@democrats.eu](mailto:info@democrats.eu)  
[www.democrats.eu](http://www.democrats.eu)

With the  
financial support of  
the European Parliament



Request for Offers / Call for Tenders – Framework contract

Post title: Long-term contract for Interpretation Services

Location: Europe

Contract Amount: Above 10.000 EUR or above 60.000 EUR over 5 years

Starting date: As Soon As Possible in 2024 and for a period of 5 years

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

## TENDER REQUIREMENTS

### 1. Interpretation services

- Interpreters must provide quality services and be familiar with trade union, political and economic terminology.
- Interpretation may be requested to be provided simultaneously or consecutively, in any of the EU official languages: Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.
- Rental of relevant interpretation equipment - depending on type of the event (i.e., e.g. physical meeting, online meeting, study visit) different type of interpretation equipment may be needed.

### 2. Remote Interpretation Platform

- multilingual events by facilitating simultaneous translation without the need for specialized headsets or on-site interpreter booths
- user-friendly
- both a mobile and a web version, so attendees can use their smartphones, tablets, or computers to access the interpreter's audio or video stream
- option of minimum five languages (10 Interpreters) with relay and 'floor' sound for statutory meeting and minimum two languages (4 interpreters) for conference or seminars;

## EVALUATION CRITERIA

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

1. Contractor's availability and technical capacity to react timely to requests
2. Ability to communicate using different languages, especially English and French
3. Time needed to provide requested deliverables

---

### EUROPEAN DEMOCRATIC PARTY

Rue Montoyer 25  
1000 Bruxelles  
Belgique

+32 2 213 00 13  
[info@democrats.eu](mailto:info@democrats.eu)  
[www.democrats.eu](http://www.democrats.eu)

With the  
financial support of  
the European Parliament



Request for Offers / Call for Tenders – Framework contract

Post title: Long-term contract for Interpretation Services

Location: Europe

Contract Amount: Above 10.000 EUR or above 60.000 EUR over 5 years

Starting date: As Soon As Possible in 2024 and for a period of 5 years

4. Price and economic advantage
5. Legal and regulatory capacity (Proof of enrolment in a relevant trade or professional register)
6. Technical merit
  - a. at least 250 days of experience in interpreting;
  - b. at least 100 days of experience in remote interpreting in the last three years preceding the tender submission deadline

The exclusion criteria are set out in Annex II: Declaration on the tenderer's honour concerning the exclusion and selection criteria. This declaration must be completed and signed by the tenderer.

Only tenderers (all participating entities, including subcontractors and consortium members) which are not in one of the situations listed in Annex II, including

- Bankruptcy or suspension of payments
- non-payment of taxes or social security contributions;
- grave professional misconduct
- fraud, corruption, involvement in a criminal organisation, etc;
- serious breach of contract

can participate in this tender process.

No subcontracting is allowed.

## TENDERING PROCESS

Please apply by sending a detailed proposal in French or English, including all the below elements:

1. Overview of your company/consultant, including its background, experience, and expertise in providing interpretation services
2. Annex I – Pricing template
3. Annex II – Selection and exclusion criteria

Interested contractors/suppliers should submit their offer, no later than midnight (CET) on 16 August to: [procurement@democrats.eu](mailto:procurement@democrats.eu) with the subject line "EDP Long-term Interpretation agreement 2024".

---

### EUROPEAN DEMOCRATIC PARTY

Rue Montoyer 25  
1000 Bruxelles  
Belgique

+32 2 213 00 13  
[info@democrats.eu](mailto:info@democrats.eu)  
[www.democrats.eu](http://www.democrats.eu)

With the  
financial support of  
the European Parliament



Request for Offers / Call for Tenders – Framework contract

Post title: Long-term contract for Interpretation Services

Location: Europe

Contract Amount: Above 10.000 EUR or above 60.000 EUR over 5 years

Starting date: As Soon As Possible in 2024 and for a period of 5 years

Your personal data will be processed solely by EDP 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 Democratic Party 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 3<sup>rd</sup> week of August 2024.

---

**EUROPEAN DEMOCRATIC PARTY**

Rue Montoyer 25  
1000 Bruxelles  
Belgique

+32 2 213 00 13  
[info@democrats.eu](mailto:info@democrats.eu)  
[www.democrats.eu](http://www.democrats.eu)

With the  
financial support of  
the European Parliament