

Call for Tender for French Courses services at the Secretariat

The Alliance of Liberals and Democrats for Europe Party (ALDE Party) brings together parties with common liberal, democrat and reform ideas from more than 40 European countries. The Brussels-based ALDE Party Secretariat supports the activities of the Party; organises its meetings; manages its external communication; and facilitates European policy development and networking amongst liberal parties.

3-years FWC for French Courses services

1. Purpose of the contract

The ALDE Party is seeking proposals from qualified professors to support the development of the French level for the colleagues taking classes at the Secretariat, ALDE Party will offer a three-year framework contract.

2. Nature and duration of the contract

A framework contract (FWC) establishes a mechanism for future repetitive purchases by the contracting authority (ALDE Party) to be awarded in the form of order forms. Actual implementation and budgetary commitment will be executed through the issuance Order Forms during the contractual period.

The workload will be planned together with the Secretariat and the colleagues involved in the lessons during the ALDE Party's working hours (9:00 – 18:00, from Monday to Friday)

To ensure a constant overview of the progress and the number of hours provided the selected tenderer will have to produce a monthly report mentioning the dates of the different classes and the topics covered during the referral period.

3. Maximum estimated value of the contract:

The total maximum estimated value of this procurement, covering the entire duration of the contracts, including any renewals and all potential assignments awarded under the framework agreements, is estimated at 24.000 € (exclusive of VAT).

Offers will be evaluated based on the principle of 'Most Economically Advantageous Tender' (MEAT), where the competitiveness of the price remains a primary factor in the final ranking. Any offers received exceeding the indicated budgetary limits will not be evaluated.

4. Price revision

The fees stipulated in the offers submitted to this tender are subject to potential review and adjustment to account for inflationary factors as of year 2 following the signature of the agreement. Such adjustments,

if necessary, will be determined based on changes in the Consumer Price Index (CPI) with the application of the following formula:

$$Pr = Po \times (Ir / Io)$$

where:

Pr = revised price

Po = price in the tender

Io = index for the month in which the framework contract enters into force

Ir = index for the month in which the request to revise prices is received

Price adjustments shall be indexed to the official Consumer Price Index (CPI) of the Contractor's country of domicile, as published by the relevant national statistical authority

Requests by the contractor to indexate the prices must be made before the yearly anniversary of the contract since its entry into force.

5. Detailed description of the services to be provided

A description of the domains is given hereafter. It should be noted that the descriptions are indicative, and the definitions are non-exhaustive:

The Contractor's work will be divided in three areas of expertise:

1. French language courses by proficiency level

Provision of structured French language courses corresponding to the different levels of the Common European Framework of Reference for Languages (CEFR), from A1 to C2. The courses shall aim to develop participants' linguistic, communicative and intercultural competences through a balanced combination of oral and written activities.

2. French for professional purposes:

Provision of French language training focusing on communication in a professional environment. The training may address, inter alia, professional correspondence, drafting of documents, meetings, presentations, negotiations, telephone conversations, public speaking and interaction with French-speaking colleagues, stakeholders and partners. Regular evaluations of participants' progress shall be conducted throughout the courses to assess their learning achievements and monitor the development of their language competences against the relevant CEFR level, thereby ensuring that progress is effectively measured and that learning needs are identified and addressed in a timely manner.

3. Individualised and needs-based training:

Provision of tailor-made French language training based on an assessment of participants' individual or collective needs. The Contractor shall adapt the training objectives, content, pace, teaching methods and learning materials to the participants' profiles, professional functions and identified language gaps.

6. Exclusion and selection criteria

6.1 Exclusion criteria

Participation in this tender procedure is only open to tenderers (all entities involved, including subcontractors and consortium members) that are not in a situation of exclusion as specified in Annex II, which includes:

1. Bankruptcy and insolvency situations
2. Non-payment of taxes or social security contributions
3. Grave professional misconduct
4. Fraud, corruption, participation in a criminal organization, etc.
5. Serious breach of contract

6.2 Selection criteria

1. Experience of more than 5 years in French classes organized for international organisations and/or companies. Evidence requested: professional profile (e.g CV, LinkedIn, references).
2. Minimum qualification for teaching French as a foreign language: FLE or similar.

7. Award criteria

7.1.1 Lot 1 – Political services

Award criterion	Weight	Evidence requested
1) Quality of delivery French language classes: • Structure, didactical methodology • Trainings and homework examples • Monitoring and evaluation	50%	• Submission of a comprehensive pedagogical proposal for the design and implementation of structured courses proposal for A1 and B2 .for their implantation over a period of 1 year, explaining methodology of work, classes structure, and monitoring and evaluation processes proposed
2) Price	50%	• Annex I (pricing offer) template filled out, indicating prices exclusive of VAT.

8. Legal effects of the invitation to tender and submission of a tender

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only when the contract with the successful tenderer is signed by both parties. Up to the signature of the contract the contracting authority may cancel the procurement procedure without tenderers being entitled to claim any compensation. Any such decision must be substantiated and tenderers notified.

9. How to apply

For Lot 1:

Please apply by sending a detailed proposal in English, addressing the below elements:

1. Overview of your entity addressing among other elements its background, experience, outreach and expertise in providing the required services.
2. Financial form (Annex I) filled out and signed.
3. Selection and exclusion criteria (Annex II) filled out and signed.
4. Evidence requested for selection criterion 1.
5. Evidence requested for selection criterion 2.
6. Evidence requested for award criterion 1.

10. Deadlines

Tenders must be submitted filled in and signed, by **17 September 2026** at 23:59 CET to Marco Cherif, Compliance and HR Officer, at compliance@aldeparty.eu. The deadline for the selection of the tenderer is set by 30 September 2026.

For any questions regarding this call for tender please contact Marco Cherif, Compliance and HR Officer, at compliance@aldeparty.eu.

No questions will be replied after the 11 of September.