

Call for tender – 5-year service contract for venue, catering and accommodation services in Belgium.

The Alliance of Liberals and Democrats for Europe Party (ALDE Party) is a European political party that 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. To support our growing activities, we are now seeking:

Venue, catering and accommodation services in Belgium for our *Alliance of Her* program

Purpose of the contract

The purpose of this call for tender is to conclude one service framework agreement for the provision of venue, catering and accommodation services in Belgium in the frame of our program *the Alliance of Her*.

The *Alliance of Her* is our women's empowerment program whose mission is to create change by empowering women in Europe to pursue their political ambitions. In addition to advocating for greater gender equality in European politics and expanding its network of alumnae and allies, the Alliance of Her also offers world-class academies.

These Academies are directed towards talented, ambitious liberal women at all stages of their political journey. Typically, an Academy is divided into three sessions, including a graduation ceremony, each of the sessions lasting 3 to 4 days, and around 26 participants are present in the sessions. Out of these three sessions, two are held in Belgium and one is held in a different member state of the European Union. This tender focuses only in the two sessions that take place in Belgium yearly. The sessions are usually held in the same venue, and offer the participants catering and accommodation. Over the courses of the Academy, participants can develop their political strategies, build their knowledge of key political techniques, identify pathways for overcoming gendered barriers, get inspired and expand their network.

Estimated value of the contract (5-year framework contract): 350.000€ excluding VAT .

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) or any other relevant inflation metrics, as outlined by the appropriate authority or index from the country in which the tenderer is based in. The exact conditions for the price review will be stipulated in the contract.

Services required

This tender requires economic operators to offer three types of services: venue rental, catering, and accommodation. While any of these services may be subcontracted, tenderers must guarantee that all three services can be delivered simultaneously in close proximity, ideally within the same location.

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

1. Venue rental services requirements

- Meeting space with capacity for at least 30 people. The meeting space must be equipped with tables, chairs, flipcharts or boards, screen or beamer, pens, etc
- Terrace or garden
- Any other features allowing for a ‘retreat’ style experience – spa, activities, tranquil or unique setting, forest walks, lakes, historic/heritage location.
- The location of the venue must be in Belgium.

2. Catering services requirements

- Coffee breaks : hot beverages, water, juices, pastries, fruits, viennoiseries, etc.
- Lunch: buffet style or plated lunches.
- Dinner: buffet style, plated dinner, cocktail dinner, outdoor/bbq dinner or formal gala dinner
- Dining areas in unique/ ‘experience’ settings ideal.
- The location of the catering services must be in Belgium.

3. Accommodation services

- Single rooms with private bathroom.
- Ideally rooms are together and with as much privacy from other guests as possible (a single building for all guests for example).
- Areas for informal gatherings such as lounges, shared terraces, fireplaces etc.
- The location of the accommodation services must be in Belgium.

4. Location and accessibility

- The venue should be in a relaxed, tranquil setting to facilitate maximum focus for participants and an enabling environment for work.
- While a degree of remoteness is desirable, the venue should still be easily accessible by various modes of transport (train, car); the venue should also be accessible to a major international airport.
- The location of the services providers should be Belgium.

Sample program for 26 participants:

Day 1 – Arrival day	Reception including drinks in private space to facilitate speeches
	Dinner in the style of a buffet, including drinks

	1 st night at accommodation
Day 2	Breakfast
	Permanent Coffee break during the morning (includes hot beverages, pastries, fruits, etc.)
	Meeting room with screen, beamer, wifi, flipcharts, etc.
	Lunch including drinks
	Permanent coffee break during the afternoon (includes hot beverages, pastries, fruits, etc.)
	Dinner including drinks
	Possible evening activity such as spa
	2 nd night of accommodation
Day 3	Breakfast
	Permanent Coffee break during the morning (includes hot beverages, pastries, fruits, etc.)
	Meeting room with screen, beamer, wifi, flipcharts, etc.
	Lunch including drinks
	Permanent coffee break during the afternoon (includes hot beverages, pastries, fruits, etc.)
	Reception including drinks in private space to facilitate speeches
	Dinner including drinks
	3 rd night of accommodation
Day 4 – Departure day	Breakfast
	Permanent Coffee break during the morning (includes hot beverages, pastries, fruits, etc.)
	Meeting room with screen, beamer, wifi, flipcharts, etc.

The above list is a comprehensive guide, and specific activities may be further tailored based on the unique requirements of the engagement to be established between ALDE Party and the Supplier.

Subcontracting

The contractor may conclude subcontracting contracts or cause them to be performed in fact by third parties, with the written authorization of ALDE Party.

Exclusion and selection criteria:

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:

- bankruptcy and insolvency situations.
- non-payment of taxes or social security contributions.
- grave professional misconduct.
- fraud, corruption, participation in a criminal organisation etc.
- serious breach of contract.

2. Selection criteria

- A minimum of 3 years of experience in event organization.
- The three required services must be delivered in close proximity, with the venue and accommodation being comfortably near each other. If the venues can't comply with this, they won't be considered in the evaluation of the call for tender.
- Due to the international nature of the organization, only tenderers that can guarantee their customer services to have knowledge of the English language will be considered.
- The winning bidder can be expected to begin providing services from March 2025.
- Services providers must be located in Belgium

Award criteria

The contract will be awarded on the basis of the *best value for money* award criteria, taking into account both quantitative and qualitative criteria.

Qualitative award criteria (70%)	Minimum points	Maximum points
Quality of catering proposal	15	25
Quality of accommodation proposal	10	25
Quality of venue proposal	15	25

Quality of location and accessibility	10	25
Quantitative award criteria (30%)	Minimum points	Maximum points
Overall economic offer as indicated in Appendix I	50	100

To apply:

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

- **Venue's profile:** provide information on the venue's experience, types of events hosted, and include pictures of the meeting rooms and spaces, floor plans, etc.
- **Detailed Service Breakdown:** For each of the three requested services (venue spaces, catering, and accommodation), provide a detailed description. Use the provided program example as a reference. Be as specific as possible, especially regarding the different catering options.
- Pricing structure according to **Appendix I**, including any additional fees or charges.
- **Appendix II:** complete and include this as required.

Tenders must be submitted together with Appendix I and II, filled in and signed, by 22 October 2024 to Adam Vink, Alliance of Her Project Manager at the ALDE party (avink@aldeparty.eu). The deadline for the selection of the tenderer is set by 12 November 2024.