

Call for Tender for Audio Visual services

The Alliance of Liberals and Democrats for Europe Party (ALDE Party) is the third largest European political family, bringing 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 a:

Audio Visual services for “Renew Europe Now” campaign kick-off event

1. Description and purpose of the contract

The purpose of this call for tender is to conclude a short-term contract for the provision of audio-visual services in the frame of the “Renew Europe Now” campaign kick-off event, in Brussels on 20 March 2024. Around 700 participants are expected. Please refer to the fields outlined in the tender’s specifications for further details. The maximum estimated value is 95.000€.

2. Technical requirements

These services and equipment required include, but are not limited to, the following:

Services:

- Services for professional videoconferencing, including the provision of an online platform.
- Services for a livestream set-up.
- Staff for set-up, show and set down included. Please note that the set-up will be taking place on 19 March as of 17:00, with the possibility of a night of work included.
- Transportation, installation and uninstallation services
- A team capable of presenting a proposal that aligns with our creative concepts for the audiovisual elements. For confidentiality reasons, our creative proposal can’t be shared in writing nor made public in this tender. The tenderers that show interest in participating in this call will be briefed on our creative requirements upon a meeting request.
- Capability to provide assistance throughout the event, including handling repairs, substitutions, acquiring last-minute additional materials, etc., and flexibility that suits the scale and requirements of the event.

Equipment:

- Equipment proposal for professional videoconferencing.
- Equipment proposal for a livestream set-up.
- Stage 5m x 10m, including trussing screens and trussing lights.

- Equipment video and LED: 14 LED fractions 64m² 42, screen decoblack 10m x 7.8m, printed banners
- Cameras manned camera + 2 PTZ, video recording (video art and production), and prompter
- Lighting system: moving heads, Chauvet sets
- Sound system: minimum 6 microphones. Headsets, wireless and lavalier.
- Sound table, control room, amplifier, and antenna.

The list is not exhaustive, however and may be adjusted at any point to conform to the Events' evolving structure and work programme.

3. Exclusion and selection criteria

3.1 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.

3.2 Selection criteria

- Adequately staffed and technically equipped for a smooth and efficient performance of the tasks required in the purpose of the contract.
- At least 2 similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline, with a minimum value for each of them of 60.000€.
- Excellent knowledge of English or French.

4. Award criteria:

All the lots will be awarded to the most economically advantageous tender according to the '*best price-quality ratio*' award method.

Qualitative award criteria (weight: 50%)	Minimum and maximum points
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1. Quality of the methodological approach, measured as follows: 1.1 Quality, and adaptability of the proposal to our creative requirements, as well as to the nature and scope of the event. 1.2 The suitability of the proposed workflow, communication methods, working arrangements and organisation of resources in order to guarantee a fast and qualitative delivery of the services.	50	100
	25	50
	25	50
Total number of points	100	
Quantitative award criteria (weight: 50%)	Minimum and maximum points	
Price of the offer submitted	50	100

5. Subcontracting:

The contractor may not conclude subcontracting contracts or cause them to be performed in fact by third parties, without the written authorization of ALDE Party.

We offer:

We are offering a short-term contract. The contracts shall enter into force upon their signature by the contracting party signing last and shall continue in force until the celebration of the event. Prices submitted in response to this call for tenders shall be fixed and not subject to revision.

To apply:

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

- 1 Overview of your company, including its background, experience, and expertise in providing the required services (include 2 examples of previous similar projects developed by your company)
- 2 Methodology and approach to ensure accurate and timely delivery of services (project implementation proposal)
- 3 Annex I - Pricing Template
- 4 Annex II – Selection and exclusion criteria

Tenders must be submitted by 8 March 2024 to Maria Claudia, Head of Unit of the Events unit (mcpastena@aldeparty.eu). The deadline for the selection of the tenderer is set by 13 March 2024.