

Annex I, Lot 1 – Venue, Audio-Visual and catering services for event (Working Groups on Manifesto, selection of Lead Candidate and Chart of Values)

A) Maximum estimated value: 135.000 EUR HTVA (please note that lots will be awarded to the most economically advantageous tender according to the 'best price-quality ratio' award method)

B) Description and purpose of the lot

The subject of this lot of the call for tender is the provision of an event venue, event catering and audiovisual material & services for the first part of the Renew Europe campaign kick-of launch event. The 20 and 21 March 2024 we expect 450 participants to the working groups on Manifesto and Chart of Values.

C) Minimum requirements

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

Main Event Venue space:

- Including plenary room for up to 450 participants in theater style, stage, podium with room for projection/screen
- Minimum 2 smaller meeting rooms (for at least 30-50 participants)
- Including space for coffee breaks and lunch for up to 450 participants
- Be fully wheelchair accessible (including a restroom)
- Including space for a (AV) control room
- Space for Registration

Event staff:

- Event manager on site
- Hostess service for cloakroom
- Technical support
- Catering personnel

Catering:

- Two coffee breaks the 20th March and one coffee break the 21st March
 - o Including coffee, with options for adding sugar and milk
 - o Including tea, with options for adding sugar, milk and lemon
 - o Fruit juice option(s)
 - o Including small, sweet snacks or bites.
- A Working lunch Buffet/standing for both days

- With vegan and vegetarian options and any other dietary restriction
- Water available during the whole event
 - Both sparkling and plain

Audio Visual services:

- A private wifi access up to 450 delegates
- Provision of high-quality AV services for the Auditorium room and other side breakout rooms, if required - video system (including projector, LED screen or TV screens, according to the dimension of the different meeting rooms), microphones, sound table, goose neck or push and talk microphones, amplifier, antenna, sound, and audiovisual technicians.
- Services and equipment for online participants with possibility to put them on the screen in case of Q&A
- Set up of stage and printed banners.
- Light, video and audio screen control equipment inclusive of its own on-site technical management for the main meeting room.
- A zoom/remote calls controller system with its mixer, encoding system, and an all-inclusive on-site technical management.
- Coordination with the venue for the setup and use of already in-house services.

D) Award criteria

Qualitative award criteria (60%)	Minimum points	Maximum points
1. Proposal for the project implementation plan according to the 3 sub-criteria established for venue, AV and catering.		
1.1 Creativity and innovation of the proposed solution: this criterion aims to evaluate the tenderer's creativity in designing conference and exhibition concepts, a visual identity, innovative technological solutions and the adaptability to a political event.	10	30
1.2 Proposal for Audio Visual services: compatibility, familiarity, and coordination with the venue.	10	30
1.3 Proposal for catering services: please provide 1 menu option for the coffee breaks and 2 menu options for the lunch buffet. The quality and (dietary) flexibility of the catering provided will be taken into account.	20	40

Total number of points		100
Quantitative award criteria (40%)	Minimum points	Maximum points
Price of the offer submitted	50	100

E) How to apply to Lot 1:

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 events organisation. Please include the approach and methods you use to ensure accessibility.
2. Project's implementation proposal:
 - a. An overview of your venue, including an overview of all available relevant event spaces and capacity with different types of seating plans (including theater style for the main plenary room), a brochure/pictures
 - b. The catering solution for the catering needs as described in Annex 1 Lot 1c: please provide 1 menu option for the coffee breaks and 2 menu options for the lunch buffet (in case of subcontracting, include a description of the subcontractor as well).
 - c. A detailed description of the solution for the audio-visual needs as described in annex 1 Lot 1c (in case of subcontracting, include a description of the subcontractor as well)
3. Annex II Price schedule Lot 1
4. Annex III Exclusion and selection criteria

Applications must be submitted by **15 January 2024** to Maria Claudia Pastena, Head of Events Unit, at mcpastena@aldeparty.eu. The deadline for the selection of the tenderer is set by 31 January 2024.