

## Call for Tender for venue services in the frame of our Congress in Brussels

*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. To support our growing activities, we are now seeking:*

### **Venue, catering and AV services for our Congress in Brussels (24-25 October 2025)**

#### **Description and purpose of the contract**

The purpose of this call for tender is to conclude one short term contract for the provision of venue, catering and standard AV services in the frame of our statutory Congress taking place on 24-25 October 2025, including the setting up date on the 23 October, in Brussels. We expect up to 1000 participants.

**Maximum estimated value of the contract:** 250.000 EUR exclusive of VAT.

#### **Technical requirements**

##### **Rental of venue spaces:**

- Meeting room (plenary) that can host a minimum of 700 participants in theatre style, podium with room for projection/screens, including space for AV control room and a standard set-up of AV.
- Meeting room for a minimum capacity of 300 participants
- Small meeting rooms for 30, 40, 50 and 60 people.
- F&B area for up to 500 participants
- F&B area for up to 50 participants (VIP meetings)
- Space/room for catering and networking (capacity for minimum 300 people)
- Registration space rental
- Reception area rental space (capacity of at least 800 participants) for the 24/10/2025
- Reception area rental space (capacity of at least 500 participants) for the 25/10/2025

Extra services provided by the venue, if required:

- Internet connection
- Parking space (if available)
- Cleaning services for all the spaces, if not already included in rooms rental
- Signage proposal
- Furniture rental for all meeting rooms, if applicable
- Cloakroom
- Storage room for materials and equipment before-after building up

- Power supply and electrical boards
- Loading/lift equipment and personnel
- Event staff:
  - Event's project management/manager on site coordinator
  - Event steward
  - Security agent(s)
  - Technical support for council meeting (room of 300 persons capacity)
  - Technical support for the plenary sessions
  - Other technical support

### **Catering services**

- For the Friday, 24/10/2025:
  - Coffee break in the morning
  - Lunch (buffet)
  - Coffee break in the afternoon
  - Catering personnel
  - Reception for 800 participants (to be confirmed):
    - Drinks package (Water, soft drinks, beer, wine)
    - Personnel (e.g waitresses, etc.)
    - Extra catering costs
    - Food menu proposal
- For the Saturday, 25/10/2025
  - Coffee break in the morning
  - Lunch (buffet)
  - Coffee break in the afternoon
  - Catering personnel
  - Reception for 500 participants (to be confirmed):
    - Drinks package (Water, soft drinks, beer, wine)
    - Personnel (e.g waitresses, etc.)
    - Extra catering costs
    - Food menu proposal

### **Audio visual services**

- Video projectors, screens, computers
- Confidence monitors 40" on stage
- Lectern
- Head set microphones
- Gooseneck microphones
- Wireless microphones
- Technical assistance on the spot for plenary sessions
- Technical assistance for council meeting (room of 300 capacity)
- Other technical assistance for other meeting rooms

## Exclusion and selection criteria for all the lots

### 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

- Experience of more than 5 years in events organisation.
- Adequately staffed and technically equipped for a smooth and efficient performance of the tasks required in the purpose of the contract.
- Venue should allow to host, at least, 800 participants.
- The venue should be entirely wheelchair accessible (including restroom and all meetings rooms).
- Availability to celebrate the event from 24-25 October including the 23rd for the set-up of the event.

### Award criteria

All the lots will be awarded to the most economically advantageous tender according to the '*best price-quality ratio*' award method, taking into account both quantitative and qualitative criteria.

Qualitative award criteria (70%)	Evidence	Minimum points	Maximum points
Proximity to the Brussels Center. The venue must be located in a 10KM radio to the venue of the European Council located at <i>Rue de la Loi 155</i> . The goal is to ensure the attendance of high-level attendees, that will be present at the European Council taking place in homogenous dates in Brussels center. Points will be awarded objectively based on the distance to the indicated key location.	Provide a Google Maps screen shot with the distance calculated from the key location to your venue.	35	70
Flexibility of the venues' spaces and proposal	Submit a plan of the venue's	15	30

	meeting rooms, options to transform the rooms, and pictures of all meeting spaces.		
<b>Quantitative award criteria (30%)</b>		<b>Minimum points</b>	<b>Maximum points</b>
Overall economic offer as indicated in Annex I		50	100

### Subcontracting

The contractors may conclude subcontracting contracts or cause them to be performed in fact by third parties but should inform about it in the offer to 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 or French, addressing the below elements:

- An overview of your venue, including an overview of all available relevant event spaces and capacity with different types of seating plans (including theatre style for the main plenary room), a brochure/pictures/plan of all meeting rooms.
- Provide pictures of the catering proposal
- Provide a Google Maps screen shot with the distance calculated from the key location to your venue.
- Annex I Price schedule

Tenders must be submitted together with Annex I, filled in and signed, by 22 April 2025 to Maria Claudia Pastena, Events Team Leader at the ALDE party ([mcpastena@aldeparty.eu](mailto:mcpastena@aldeparty.eu)) and the Compliance Team at [compliance@aldeparty.eu](mailto:compliance@aldeparty.eu). The deadline for the selection of the tenderer is set by 2<sup>nd</sup> May 2025.