

Call for Tender for venue services for ALDE Party Congress 2026

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.

Short-term framework contract for venue services in the frame of ALDE Party Congress 2026 in Vienna (Austria)

1. Purpose of the contract

The purpose of this call for tender is to conclude one short term framework contract for the provision of venue services in the frame of our statutory Congress taking place on 3-4 July 2026, including the setting up date on the 2 July 2026, in Vienna, Austria. We expect up to 700 participants.

2. Nature and duration of the contract

The contract to be awarded is a framework contract for provision of services.

A framework contract (FWC) establishes a mechanism for future repetitive purchases by the contracting authority (ALDE Party) to be awarded in the form of specific contracts/order forms. The signature of a FWC does not impose an obligation on the contracting authority (ALDE Party) to conclude specific contracts with a framework contractor.

The duration of the contract shall correspond to the duration of the event, including any necessary preparation and dismantling periods.

3. Maximum value of the contract: 250.000€ excluding VAT. This value is provided for reference purposes only and do not constitute any obligation for the ALDE Party to commit to these amounts.

4. 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.

4.1 The Contractor shall provide the following mandatory services, which are essential for the implementation of the event:

Venue rental and facilities

The Contractor shall provide a fully equipped venue suitable for hosting a multi-day professional event, in accordance with the draft indicative programme provided by the Contracting Authority. The venue must include:

- Plenary and meeting rooms of varying capacities, adequately sized to accommodate parallel sessions, workshops, and high-level meetings.
- A dedicated staff coordination room with workspace, internet connectivity, and storage.
- One or more VIP rooms, offering privacy, comfort, and appropriate furnishing for high-level guests and speakers.
- Catering areas, including spaces for coffee breaks, lunches, and networking, with suitable circulation flow.
- A designated exhibition area, accessible to participants and compliant with safety regulations.

All rooms must be accessible, climate-controlled, adequately lit, and compliant with applicable health and safety standards.

Furniture (if rented separately)

The Contractor shall supply all necessary furniture for the event, including but not limited to:

- Tables and chairs for plenary sessions, workshops, and meetings.
- Registration desks and information counters.
- Furniture for exhibition stands.
- Lounge and networking furniture for common areas and VIP rooms.

Furniture must be of professional quality, in good condition, and arranged according to the event layout.

Tenderers are invited to refer to the draft indicative programme below as the basis for preparing their offer for the rental of the venue, facilities, and, where applicable, furniture. Please note that catering services are not included in the scope of this tender. Catering is mentioned solely to ensure that the proposed venue includes adequate space to accommodate catering services for the indicated number of participants.

Draft programme of the event

Please note that this programme is indicative and may be subject to change. It provides a provisional schedule and an outline of the types of meeting rooms that the contracting authority may require.

DAY 1: set-up of event

DAY 2: Friday 3 July

| Time | Session & Speakers | Room |
|------------|--------------------------|-----------------------------|
| 9h00 | Opening of registrations | |
| 9h00-10h00 | IOs Meeting | Min 30 pax in theatre style |

| | | |
|---------------|---|--|
| | | |
| 9h30-10h00 | Welcome Coffee | First coffee break for 250 pax |
| 10h00-11h30 | COUNCIL MEETING | Min 200 pax theatre style and max 250 pax |
| 11h30-12h30 | LIBERAL VILLAGE <i>Meet & Mingle</i> <i>ALDE Debate Island</i> | Exhibition area Minimum 400 pax standing |
| 12h30 – 13h30 | Networking Buffet Lunch | Min 400 pax standing + buffet |
| 14h00 – 15h30 | OPENING CEREMONY and keynote speech | Plenary room Plenary capacity 500 pax + space for stage and AV control room |
| 15:30 – 16:30 | BREAKOUT SESSIONS I – 6 breakouts rooms¹ | Breakout Rooms Different capacity in theatre style: from 30 to 50 in theatre style |
| 16h30-17h00 | Networking Coffee | Space for 500 pax |
| 17:00 – 18:00 | BREAKOUT SESSIONS II – 6 breakouts rooms | Breakouts rooms Different capacity in theatre style: from 30 to 50 in theatre style |

DAY 3: Saturday 4 July

| Time | Session & Speakers | Room |
|------------|---------------------------------|--|
| 9h00 | Opening of registrations | |
| 9h00-10h30 | BUREAU CANDIDATES DEBATE | Plenary room Plenary capacity 500 pax + space for stage and Av control room |

¹ Please note the number of breakout rooms is an estimation and could change.

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|--------------|---|---------------------|---|
| 10h30- 11h30 | <div>LIBERAL VILLAGE</div> <div>Meet & Mingle</div> <div>ALDE Debate Island</div> | Delegation Meetings | <div>Exhibition area and Breakout Rooms</div> <div>Breakout rooms different capacity in theatre style: from 30 to 50 + exhibition area minimum 400 pax standing</div> |
| 11:30-12:30 | <div>LIBERAL TALKS</div> <div>TED-style moderated discussion with liberal ministers and party leaders</div> | | <div>Plenary room</div> <div>Plenary capacity 500 pax + space for stage and Av control room</div> |
| 12:30-13h30 | Networking Buffet Lunch | | <div>Space for minimum 600 pax</div> |
| 13h30-16h30 | <div>CONGRESS SESSION</div> | | <div>Plenary room</div> <div>Plenary capacity 500 pax + space for stage and Av control room</div> |
| 16h30-17h00 | <div>- LIBERAL AWARDS CEREMONY</div> <div>- Election results</div> | | <div>Plenary room</div> <div>Plenary capacity 500 pax + space for stage and Av control room</div> |
| | <div>CLOSING REMARKS</div> | | |

4.2 The Contractor may be requested to provide the following optional services. The Contracting Authority reserves the right to contract these services in full, in part, or not at all. The following services shall be priced separately and shall not be taken into account for either the technical or the financial evaluation.

Electricity supply for exhibition area

The Contractor shall ensure a reliable and continuous electricity supply throughout the exhibition area, including:

- Adequate power distribution to all exhibition stands.

- Sufficient power capacity to support lighting, audiovisual equipment, ICT devices, and exhibitor installations.
- Compliance with electrical safety standards and regulations.
- On-site technical support during installation, event days, and dismantling.
- Backup solutions (e.g. generators or contingency plans) to mitigate power outages, where applicable.

Cleaning services

The Contractor shall provide professional cleaning services covering all event spaces, including meeting rooms, exhibition areas, catering zones, restrooms, and common areas.

Cleaning services shall include:

- Daily cleaning before, during, and after event hours.
- Waste collection, sorting, and disposal in line with environmental and local regulations.
- Immediate response cleaning in case of spills or high-traffic usage.
- Final deep cleaning after event closure.

Cleaning staff must be identifiable, discreet, and trained for event environments.

Information and communication technology

The Contractor shall ensure comprehensive ICT infrastructure and support, including:

- High-speed, secure Wi-Fi connectivity for participants, speakers, exhibitors, and staff.
- Wired internet connections for key operational areas, where required.
- Audio-visual equipment (e.g. projectors, screens, microphones, sound systems) for plenary and breakout rooms, if available.

All ICT systems must be tested prior to the event and monitored during operations.

Signage and branding

The Contractor shall provide and install event signage and branding elements, including:

- Directional signage for meeting rooms, exhibition areas, catering spaces, and restrooms.
- Room identification signage aligned with the event programme.
- Branding elements such as banners, backdrops, roll-ups, and podium branding, in accordance with visual identity guidelines provided by the Contracting Authority.
- Installation, maintenance, and removal of signage and branding materials.

All signage must be clear, professional, and visible to participants.

Security services

The Contractor shall provide appropriate security services to ensure the safety of participants, staff, and equipment, including:

- Access control at venue entrances and restricted areas.
- On-site security personnel during event hours, including set-up and dismantling periods.
- Crowd management and emergency response coordination.
- Protection of exhibition equipment and technical installations.
- Coordination with local authorities and emergency services, if required.

Security staff must be professionally trained, clearly identifiable, and compliant with local regulations.

5. Subcontracting

A contractor may subcontract part of the services. Tenderers must state what part of the work, if any, they intend to subcontract and to what extent (i.e. what percentage of the total contract value). If awarded the contract, the contractor may not choose subcontractors other than those mentioned in the bids unless they obtain the prior written authorisation of ALDE Party. The overall responsibility of the work remains with the contractor. Subcontractors must be based in the EU.

6. Exclusion and selection criteria

6.1 Exclusion criteria

Participation in this tender procedure is only open to tenderers (all entities of all sizes involved) 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.

6.2 Selection criteria

- The venue shall be capable of accommodating at least 500 participants in a theatre-style seating arrangement. **Evidence requested:** plans of the venue and meeting rooms mentioning capacity of each room.
- The venue should comply with minimum accessibility requirements. **Evidence requested:** measures in place to ensure accessibility.
- Availability on the dates mentioned in section 1 of this tender. **Evidence requested:** sign self-declaration form in Annex II.

7. 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 weighted as indicated in the table below.

Should the outcome of the evaluation lead to two or more tenders with the same result, the tenderer who has been awarded the highest marks for quality will be deemed to be the most economically advantageous tender. This approach will continue to be applied to each of the award criteria in the order listed above until a most economically advantageous tender can be determined.

The quality of the tender will be evaluated based on the following criteria:

| Qualitative award criteria (60%) | Maximum points |
|--|----------------|
| <p>1. Functional suitability of the venue.</p> <p>The extent to which the venue is suitable for the functional and logistical needs of the Event.</p> <p>Evaluation shall take into account:</p> <ul style="list-style-type: none"> • Size, capacity, and layout of the spaces offered; • Flexibility of spaces, providing rooms of various sizes or the ability to reconfigure rooms as required. • Adequacy and quality of the furniture included; • Flow of participants, including entrances, exits, cloakroom placement, and security areas; • Compliance with safety, fire protection, and accessibility requirements. <p>Evidence: Assessment shall be based on floor plans, technical descriptions, photos of previous events, and any other type of supporting documentation provided by the tenderer.</p> | 30 |
| <p>2. Architectural and aesthetic quality of the venue.</p> <p>The architectural and aesthetic qualities of the venue and their contribution to creating a representative, welcoming, and high-quality environment for participants.</p> <p>Assessment may include:</p> <ul style="list-style-type: none"> • Architectural character and interior design of the venue; • Quality of materials, finishes, and spatial design; • The ability of the venue to convey a distinctive sense of place and cultural context through its architectural features. <p>Evaluation method</p> <p>Assessment shall be based on descriptive documentation and photographs provided by the tenderer.</p> | 30 |

| Quantitative award criteria (40%) | Maximum points |
|-----------------------------------|----------------|
| 3. Price | 100 |

8. We offer:

We are offering a short-term framework contract. The contracts shall enter into force upon the signature of the order form(s) 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.

9. How to apply

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. Evidence of award and selection criteria:
 - a. Plans of the venue and meeting rooms mentioning capacity of each room to assess selection criteria number 1. If the room rental price includes any audiovisual equipment (such as screens, microphones, projectors, etc.), please specify this in the room description.
 - b. Measures in place to ensure accessibility to assess selection criteria number 2.
 - c. Floor plans, technical descriptions, photos of previous events, and any other type of supporting documentation provided by the tenderer to assess award criteria number 1.
 - d. Descriptive documentation and photographs provided by the tenderer to assess award criteria number 2.
 - e. Service descriptions, staffing plans and operational procedures provided by the tenderers, to assess award criteria number 3.
3. Financial form (fill out Annex I and submit separately a list of the prices for all the meeting rooms your venue has).
4. Selection and exclusion criteria (Annex II)

Application without all the requested information and documentation will not be considered.

10. Deadlines

Tenders must be submitted filled in and signed, by **13 February 2026** at 23:59 CET to Gisela Ducaille Sinués, Compliance and Finance Manager, at compliance@aldeparty.eu and Maria Claudia Pastena, Events Manager at mcpastena@aldeparty.eu. The deadline for the selection of the tenderer is set by 27 February 2026.

For any questions regarding this call for tender, please contact us at compliance@aldeparty.eu.