Call for Tender for venue, catering, optional audio-visual and optional accommodation services for ALDE Party Congress 2027

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, catering, audio-visual (optional) and accommodation (optional) services in the frame of ALDE Party Congress 2027 in Copenhagen (Denmark)

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, catering, optional audio-visual (AV) and optional accommodation services in the frame of our statutory Congress taking place on 28-29 May 2027 in Copenhagen, Denmark (set-up on 27 May 2027). We expect up to 1000 participants.

One lot, one offer. This call for tender is not divided into lots. Tenderers must submit one single offer covering the four components described in section 4: (A) venue rental and facilities, (B) catering, (C) audio-visual services and (D) Accommodation services. The components depend on each other and prices are only comparable if all bidders quote the same scope.

A tenderer that does not provide one of the components itself (for example, a venue without in-house catering) may still submit an offer, relying on a subcontractor or on a group of economic operators, as explained in section 5.

For a reference on how our events look like:

- ALDE Party Congress in Vienna (2026): https://www.flickr.com/photos/aldeparty/albums/72177720334491621/
- ALDE Party Congress in Brussels (2025): https://www.flickr.com/photos/aldeparty/albums/72177720329799832/
- ALDE Party Congress in Lisbon (2024): https://www.flickr.com/photos/aldeparty/albums/72177720320750305/

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: 600.000€ excluding VAT (equivalent to 4.484.106 DKK). This value is provided for reference purposes only and does not constitute any obligation for the ALDE Party to commit to these amounts.

It covers all components (A, B, C and D). Prices must be quoted in euros (EUR) and exclude VAT. The applicable Danish VAT rate must be indicated separately.

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 Structure of the offer

The offer is structured in the following components. All of them must be priced in the pricing offer (Annex I).

Component	Status	How it must be offered
A. Venue rental and facilities	Mandatory	Priced in Annex I for the reference programme (section 4.3). Furniture is included in the rental fee.
B. Catering	Mandatory	Priced in Annex I. Tenderers state in Annex IV whether taking the venue's catering is mandatory for ALDE Party and whether an external caterer may be used.
C. Audio-visual (AV)	Mandatory to submit offer but ALDE Party may not contract it (see section 4.5)	Priced in Annex I. Tenderers must state in Annex IV whether it is mandatory and whether an external provider may be used.
D. Accommodation	Mandatory to submit offer but ALDE Party may not contract it (see section 4.5)	Priced in Annex I. Tenderers must state in Annex IV whether it is mandatory.

Services described in components B, C and D may be subcontracted, as explained in section 5.

4.2 Mandatory services

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

A. 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 below. The venue must include:

- Plenary and meeting rooms of varying capacities (at least 5 meeting rooms of different sizes from aproximately 20 to + 100pax maximum), 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, with suitable circulation flow.
- Networking space (ideally separated from the catering and exhibition areas)
- A designated area for the registration stands of the event
- A designated exhibition area, accessible to participants and compliant with safety regulations.
- Furniture for all meeting spaces, included in the rental fee
    - 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.

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

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.

Cloakroom rental: space for the storage of personal belongings of guests not far from the designated area for registration.

Parking space and space for unloading truck: Designated space to unload event materials and park the vehicle for the duration of the event.

B. Catering services:

The volumes and quantities stated below are provided strictly for indicative and evaluation purposes and do not constitute a minimum order commitment or contractual guarantee.

- Catering personnel
- For the Friday, 28 May 2027 :
    - Coffee break in the morning for 300 pax
    - Lunch for 400 pax (cold/warm options)
    - Lunch for staff (40 pax, cold lunch)
    - Lunch for bureau (15 pax, cold/warm options)
    - Coffee break in the afternoon for 600 pax
- For the Saturday, 29 May 2027:
    - Coffee break in the morning for 600 pax
    - Lunch (buffet) for 700 pax
    - Coffee break in the afternoon for 500 pax

C. Audio visual services:

The described elements, volumes and quantities stated below are provided strictly for indicative and evaluation purposes and do not constitute a minimum order commitment or contractual guarantee.

- Video and screens for plenary
    - 1x Large screen
    - 1x HD projection
    - 3x HDMI/video signal switchers

- Sound system for plenary and smaller breakout rooms
  - Digital audio mixers
  - Loudspeakers
  - Min 10 microphone (wireless, headset, gooseneck) sets
- Video production & streaming
  - 2x cameras
  - 1x video mixer
  - 2x ethernet cables for streaming purposes
- Lectern
- Coloured led lighting
- Other technical assistance (technician(s) for set-up, sound check and the duration of the event) Including transport of materials and staff

Additional optional audio-visual services that won't be taken into account in the financial evaluation but have to be priced in Annex I:

- Transparent Teleprompter
- Extra camera(s)
- Extra screens Confidence monitor (various sizes)
- Led wall for plenary room
- Additional microphones for smaller break out rooms
- Additional power cables

D. Accommodation services

The described elements, volumes and quantities stated below are provided strictly for indicative and evaluation purposes and do not constitute a minimum order commitment or contractual guarantee.

The Contractor shall provide accommodation services (room and breakfast) for a group of minimum 20 people, from 27 to 29 May 2027. The number of participants is indicative and may be subject to minor adjustments.

- Accommodation services:
  - Rooms shall be equipped with, at minimum: a private bathroom, air conditioning and heating, adequate lights, free Wi-fi connection and daily cleaning services.
  - Each participant shall be accommodated in single rooms furnished with one double bed.
  - The Contractor shall also be able to provide rooms for limited mobility guests and being completely accessible by wheelchair users.
- Breakfast services

4.3 Reference draft programme

All tenderers must price the same reference programme, which is the only basis for the price comparison. Variants are not accepted. Improvements may be described in a separate note, but they will not be considered in the price evaluation.

Time	Session & Speakers	Room
27 MAY 2027	**SET-UP DAY**	
28 MAY 2027		
9h00	Opening of registrations	
9h00-10h00	IOs Meeting	**Min 30 pax in theatre style**
9h30-10h00	Welcome Coffee	**First coffee break for 300 pax**
10h00-11h30	**COUNCIL MEETING**	**Min 200 pax theatre style and max 250 pax**
11h30-17h30	**LIBERAL VILLAGE** *Meet & Mingle* *ALDE Debate Island*	**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 700 pax max + space for stage and AV control room**
15:30 – 16:30	**BREAKOUT SESSIONS I – 6 breakouts rooms**[1]	**Breakout Rooms Different capacity in theatre style: from 30 to 50 in theatre style**
16h30-17h00	**Networking Coffee**	**600 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**
29 MAY 2027		
9:00 – 9:30	**Welcome coffee break**	**600 pax**
09:00 – 12:00	**Breakout sessions**	**Breakouts rooms Different capacity in theatre style: from**

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

		30 to 50 in theatre style
09:00 – 17:00	**LIBERAL VILLAGE** *Meet & Mingle* *ALDE Debate Island*	**Minimum 400 pax standing**
09:00 – 17:00	**UNKNOWN (space where Council meeting takes place the day before for any still to be determined meetings)**	**Min 200 pax theatre style and max 250 pax**
12:00 – 13:00	**Lunch**	**700 pax**
13:00 – 15:00	**Working group – plenary session**	**Plenary room Plenary capacity 700 pax max + space for stage and AV control room**
15:00 – 15:30	**Coffee break**	**500 pax**
15:30 – 17:30	**Congress meeting**	**Plenary room Plenary capacity 700 pax max + space for stage and AV control room**
17:30 - onwards	**dismantling**	

4.4 Declaration of the service model and conditions

Tenderers must complete the service model declaration (Annex IV). For each of the components A, B, C and D they must state:

- whether it is provided by the tenderer itself or by a named subcontractor;
- whether it is mandatory for ALDE Party to take the service from the tenderer;
- whether external providers are allowed, and if so whether this is exclusive (naming the exclusive providers) or non-exclusive;
- all fees and charges that apply to external providers (for example corkage, external supplier fees, power, rigging, access, security);
- any minimum F&B spend, any condition under which the room rental is waived or reduced, and any restriction on layout, timing, noise or access.

The following rules apply:

- Every mandatory charge must be included in the price in Annex I. It cannot be added later.
- A condition or restriction that is not declared in Annex IV cannot be invoked against ALDE Party after the award.
- The declarations are binding and will form part of the contract.
- A tender that makes the offer subject to reservations or conditions that are not declared in Annex I and Annex IV, or that contradict these tender specifications, may be rejected.

4.5 Rights reserved by ALDE Party

The following rights form part of this call for tender:

- **Removal of AV.** Where the tenderer has declared in Annex IV that AV is not mandatory, ALDE Party may remove component C (or part of it) by written notice at least 60 days before the event and use another provider. The price is then reduced by the AV prices of Annex I.
- **Removal of accommodation services.** Where the tenderer has declared in Annex IV that accommodation services are not mandatory, ALDE Party may remove component D (or part of it) by written notice at least 60 days before the event and use another provider. The price is then reduced by the accommodation services prices of Annex I.

5. Subcontracting and groups of operators

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). Tenderers can indicate this in the service model contained in Annex IV to this tender. 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.

A tender may also be submitted by a group of economic operators (for example a venue and a caterer). In both cases:

- one lead tenderer signs the tender and the contract and is solely responsible towards ALDE Party for all components;
- each subcontractor and each member of the group must be named in Annex IV and must not be in a situation of exclusion (section 6.1);
- the selection criteria (section 6.2) may be met jointly by the lead tenderer, the group members and the subcontractors on whose capacities the tenderer relies.

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 600 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**: written statement confirming availability of the spaces for the dates reference above.

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. Only tenders that meet the minimum requirements (section 4.2) and the selection criteria (section 6.2) are evaluated.

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:

Award criterion	Weight	Evidence requested
1. Venue's flexibility and adaptability: the Contracting Authority will evaluate the physical, operational, spatial and contractual flexibility of the venue to adapt to the specific setup, participant flow, and scheduling requirements of the event. Evaluation will assess how effectively the venue can host all required event components concurrently without spatial conflicts, acoustic interference, or logistical bottlenecks. The Contracting Authority may schedule venue visits in addition to the documents presented, to better evaluate this criterion. **1.1 Spatial layout and room allocation:** the Contracting authority will evaluate: • The logical distribution and proximity of rooms to minimize travel time for participants,	**60%**	• Floor plans detailing room allocations, dimensions, max capacities, capacity chart, and partition wall specifications. • Mapping of entrance points, registration desk positioning, main circulation arteries, and PRM access routes. • Formal statement specifying venue exclusivity, details of any concurrent events, and turn-around/setup capabilities. • Annex IV (service model declaration) completed. • Potential scouting of the venue by the Contracting Authority

• The suitability and dimensions of the proposed rooms relative to the specified capacities (e.g., plenary hall, at least 5 meeting rooms of different sizes from 20 to +100pax), • The modularity of rooms (e.g., movable acoustic partitions to expand or divide spaces as needed). **1.2 Separation and coexistence of event zones:** • Clear physical or visual separation between distinct functional zones: exhibition area, catering area, and networking/lounge space. • Ability to run simultaneous activities in adjacent zones without acoustic spillover or visual disruption. **1.3 Venue exclusivity and operational adaptability** • Degree of exclusivity offered to the Contracting Authority during the event dates (e.g., exclusive use of the entire venue vs. shared public spaces or common entrances with other events). • Flexibility regarding last-minute layout adjustments, load-in/load-out schedules, and technical setup modifications. **1.4 Flexibility of the service model:** • Freedom left to ALDE Party over catering and AV (services that are optional rather than mandatory, external providers allowed, no exclusive suppliers). **1.5 Connectivity to the Parliament in Copenhagen:** • Proximity or transportation connection to the Parliament in Copenhagen to facilitate the presence of high-level participants in our event.		

Services imposed by the venue are not penalised in the price criterion, because all tenders are priced on the same reference programme. Their effect is assessed in sub-criterion 1.4 only.		
2) Catering services and supplies: quality of sample menus for coffee breaks and meal service. The contracting authority will evaluate the quality of the sample menus and the flexibility to choose different menu options. Tenderers must present creative and original menus, and the quality of the food need to be diverse, nutritious, and sustainable. Tenderers must be able to provide catering options that accommodate common allergies and dietary restrictions. The tenderer must be able to supply any item included in the menus proposed. Where an external caterer is proposed, the menus and the caterer proposed are evaluated in the same way.	**15%**	• Detailed description of the menus presented • Pictures of the food • Pictures of how food is displayed during events • Different menu proposals for coffee breaks and meals
3) Price: total price of the reference programme (components A, B, C and D), excluding VAT, including all mandatory charges declared in Annex IV. The priced options (Annex I, Part 2) are not included in the price score.	**25%**	• Annex I (pricing offer) filled in and signed, for the reference programme described in section 4.3

The following formula will be used for the price evaluation and the attribution of points:

$$Score = \left(\frac{Price_{Lowest}}{Price_{Bid}} \right) \times MaxPoints$$

Price (Lowest) is the lowest total price of the reference programme (Annex I, Part 1) among the compliant tenders; **Price (Bid)** is the total price of the tender evaluated; **MaxPoints** is the weight of the price criterion (30). Arithmetical errors in Annex I will be corrected. If a price appears abnormally low, ALDE Party may ask the tenderer to justify it and may reject the tender if the explanation is not satisfactory.

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.

Tenderers must accept the following minimum commercial terms, or offer more favourable ones:

- Payment: a deposit of no more than 70% on signature of the order form; the balance within 30 days of the final invoice.
- Cancellation by ALDE Party for reasons of force majeure without cancellation fees.

9. How to apply

Refer to Annex III for the check-list of documents to be submitted with the tender.

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

Please also note the following instructions:

- **Format and language.** One single signed PDF in English, together with Annex I in editable format (Excel). The offer must be one single tender covering components A, B, C and D.
- **Request to participate:** Only tenderers who have submitted a written expression of interest will be eligible to submit an offer. The expression of interest to participate in this tender must be submitted before 7 December 2026 at 23:59 CET to compliance@aldeparty.eu and events@aldeparty.eu.
- **Questions.** Questions must be sent in writing to compliance@aldeparty.eu by 11 December 2026. The questions and answers will be sent, without naming their author, to all tenderers who have contacted ALDE Party and no later than 15 December 2026. Any change to the tender specifications is communicated in the same way, to ensure equal treatment.
- **Contact.** Tenderers must not contact ALDE Party staff about this call for tender, other than through the contact points of section 10, until the award decision.
- **Site visit.** ALDE Party may ask to visit the proposed venue before the award. The tenderer must make the venue available.
- **Validity and costs.** Tenders remain valid for 90 days after the submission deadline. Tenderers bear their own costs of preparing the tender.
- **Confidentiality.** ALDE Party will treat the tenders as confidential and will use the personal data provided only for the purposes of this call for tender.

10. Deadlines

Requests of interest to participate in this tender must be sent by e-mail to compliance@aldeparty.eu and events@aldeparty.eu **by 7 December 2026**. Only those bidders that expressed interest to participate will be allowed to submit offers. Offers must be submitted filled in and signed, by **12 January 2026** at 23:59 CET to Gisela Ducaille Sinués, Compliance and Procurement Manager, at compliance@aldeparty.eu and

our Events team at events@aldeparty.eu. The deadline for the selection of the tenderer is set by 25 January 2027.

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

Indicative timetable:

Step	Date
Publication date	25 November 2026
Deadline for request of interest to participate in tender	**7 December 2026**
Deadline to submit questions	11 December 2026
Deadline to answer questions to tenderers	15 December 2026
Visits to venues *(tenderers that expressed interest of participation in this tender will be contacted to schedule visits)*	14-15 December 2026
Deadline for submission of tenders	**12 January 2027, 23:59 CET**
Evaluation	18 January 2027
Selection of the tenderer	**25 January 2027**
Signature of the framework contract and order form	29 January 2027
Event	28-29 May 2027

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