

Call for Tender for venue rental, catering, audio-visual and accommodation services

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 rental, catering, audio-visual and accommodation services in the frame of ALDE Party Council 2026 in Dublin (Ireland)

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, audio-visual and accommodation services in the frame of our statutory Council taking place on 13-14 November 2026, including the setting up date before the beginning of the event, in Dublin, Ireland. We expect up to 300 participants.

In order to facilitate the best possible service provider on each of the services required, the tender is divided in lots.

This tender comprises the following two (2) lots:

- Lot 1: venue rental, catering, audio-visual services (maximum total estimated value of the lot is 100.000€ excl. VAT)
- Lot 2: accommodation services (maximum total estimated value of the lot is 25.000€ excl. VAT).

The specific services required, as well as the nature and duration of the contract for each lot, are described in detail in the corresponding sections of the call for tender. The list is not exhaustive, however and may be adjusted at any point to conform to the Organisation's needs. Tenderers may submit a tender for one or more lots. The lots are independent of each other.

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.

For Lot 1, this procedure will result in the award of 1 framework contract.

For Lot 2, this procedure will result in the award of 1 framework contract.

3. Maximum estimated value of the contract:

The total maximum estimated value of this procurement, covering all lots and the entire duration of the contracts, and all potential assignments awarded under the framework agreements, is estimated at **EUR 125.000€ (exclusive of VAT)**.

- Lot 1 - venue rental, catering, audio-visual services: The total maximum estimated value of the lot is **100.000€ excluding VAT**.
- Lot 2 - accommodation services: The total maximum estimated value of the lot is **25.000€ excluding VAT**.

The total contract ceilings indicated above represent an absolute budgetary limit and not the expected contract value. Offers will be evaluated based on the principle of 'Most Economically Advantageous Tender' (MEAT), where the competitiveness of the price remains a primary factor in the final ranking.

These values are provided for reference purposes only and do not constitute any obligation for the contracting authority to commit to these amounts. No minimum volume of services or supplies is guaranteed.

4. Detailed description of the services to be provided

4.1 Lot 1 – venue rental, catering, audio-visual services

A description of the domains is given hereafter. It should be noted that the descriptions are indicative, and the definitions are non-exhaustive. The Contractor shall provide the following mandatory services, which are essential for the implementation of the event:

The venue must be available for event set-up so that set-up is finalised before the 13 November 2026 at 09:00.

Services to be provided between 13-14/11:

Venue rental and facilities:

The Contractor shall provide a fully equipped venue suitable for hosting a multi-day professional event. The venue must include:

- Plenary room with minimum capacity of 300 pax, 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, registration and networking, with suitable circulation flow.
- A designated exhibition area, accessible to participants and compliant with safety regulations.

Every room must be climate-controlled, well-lit, fully compliant with health and safety regulations, and accessible (accessible to mobility devices of all sizes, including high-capacity and motorized wheelchairs).

Furniture

The venue shall supply all necessary furniture for each space. The list below provides an indicative baseline of required furniture, but is not limited to these items; any additional standard furnishings required for a fully functional event space must also be provided.

Although specific items are detailed here, all furniture supply, setup, and dismantling must be included within the baseline room rental price. The venue shall not charge separate, extra, or itemized fees for any furniture required.

- Tables and chairs for plenary sessions, workshops, and meetings.
- Registration desks and information counters.
- Furniture for exhibition area: tables, chairs, sofas and armchairs.
- 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.

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, along the full duration of the event, including:

- High-speed, secure Wi-Fi connectivity for at least 300 users.
- Wired internet connections for key operational areas, including plenary room and area designated for registration.
- 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.
- 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.

Catering services:

- For the Friday, 13/11/2026:
 - Lunch for 20 pax (sandwich)
 - Coffee break in the afternoon for 300 pax
- For the Saturday, 14/11/2026:
 - Coffee break in the morning for 220 pax
 - Lunch (buffet) for 220 pax

Event staff:

- Events project management/manager on site coordinator
- Event steward

Extra services, if required:

Please quote these services separately, unless included in the venue rental rates, but note they will not be taken into account for the financial evaluation of the offers.

- Audio-Visual services: below you can find an indicative list of typical elements that may be needed.
 - Basic AV setup in every room (every room must have a screen)
 - Audio system in place
 - 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
- Cloakroom

4.2 Lot 2 – Accommodation services

A description of the domains is given hereafter. It should be noted that the descriptions are indicative, and the definitions are non-exhaustive. The Contractor shall provide the following mandatory services, which are essential for the implementation of the event:

The Contractor shall provide accommodation services (room and breakfast) for a group of approximately 25 persons, from 12 to 15 November 2026. 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:** the Contractor shall be able to offer breakfast included in the daily rooms rates.

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). The overall responsibility of the work remains with the contractor.

6. Exclusion and selection criteria

6.1 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 organization, etc.
- Serious breach of contract

6.2 Selection criteria

6.2.1 Lot 1 – venue rental, catering, audio-visual services

- Experience of more than 5 years in events organization. Evidence requested: descriptions and picture/videos of 3 events of similar size and nature organized in the venue.
- Venue should allow to host, at least, 300 participants. Evidence requested: provide the floor plans of all meeting rooms and spaces.
- The venue should be entirely wheelchair accessible (accessible to mobility devices of all sizes, including high-capacity and motorized wheelchairs including restroom and all meeting rooms). Evidence requested: provide accessibility plan or map of the venue.
- Availability to celebrate the event from 13-14 November including the 12 for the set-up of the event. Evidence requested: signed declaration of availability (Annex III).

6.2.2 Lot 2 - Accommodation services

- Availability on the dates mentioned in section 1 of the call for tender (12-15 November 2026). Evidence requested: confirmation of availability for the required dates.
- Public transportation accessibility: The Contractor shall be conveniently accessible by public transport and/or road. Evidence requested: address, and available public transport connections description.
- Rating of accommodation of +8.0 on Booking.com.

- The venue should be entirely wheelchair accessible (accessible to mobility devices of all sizes, including high-capacity and motorized wheelchairs including restroom and all meeting rooms). Evidence requested: provide accessibility plan and number of available accessible rooms.

7. Award criteria

7.1 Lot 1 – Panel and associated services

The contracts 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.

Award criterion	Weight	Evidence requested
1) Functional suitability of the venue: The extent to which the venue is suitable for the functional and logistical needs of the Event. Evaluation shall take into account: • 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;	55%	• Floor plans, technical descriptions, photos of previous events, and any other type of supporting documentation provided by the tenderer.

2) Proposal for catering services: measures the quality and (dietary) flexibility of the catering provided.	15%	1 menu option for the coffee breaks 2 menu options for the lunch buffet - Clear photos of the food as served to demonstrate visual presentation, portioning, and overall aesthetic quality
3) Price	30%	Annex 1 (pricing offer) template filled out

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

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

7.2 Lot 2 – Accommodation services

The contracts 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.

Award criterion	Weight	Evidence requested
1) Quality and suitability of accommodation: quality of the proposed rooms, facilities and breakfast option.	60%	Presentation and description of the rooms proposed, breakfast option and facilities (include pictures accompanying a description of the services)
3) Price	40%	Annex 1 (pricing offer) template filled out,

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

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

8. Legal effects of the invitation to tender and submission of a tender

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only when the contract with the successful tenderer is signed by both parties. Up to the signature of the contract the contracting authority may cancel the procurement procedure without tenderers being entitled to claim any compensation. Any such decision must be substantiated and tenderers notified.

9. How to apply

For Lot 1:

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. Financial form (Annex I) filled out and signed.
3. Selection and exclusion criteria (Annex II) filled out and signed.
4. Evidence requested for selection criterion 1.
5. Evidence requested for selection criterion 2.
6. Evidence requested for selection criterion 3.
7. Evidence requested for award criterion 1.
8. Evidence requested for award criterion 2.
9. Annex III filled out

For Lot 2:

1. Overview of your entity addressing among other elements its background, experience, outreach and expertise in providing the required services.
2. Financial form (Annex I) filled out and signed.
3. Selection and exclusion criteria (Annex II) filled out and signed.
4. Evidence requested for selection criterion 1.
5. Evidence requested for selection criterion 2.
6. Evidence requested for selection criterion 4.
7. Evidence requested for award criterion 1.

Clearly indicate the lot(s) you are applying to, and structure your offer per lot, if you apply to both of them.

If you apply to both lots, please note that point 1 and Annex II only have to be submitted once.

Applications without all the requested information and documentation before the deadline of 11 September 2026 at 23:59 CET will not be considered.

10. Deadlines

Tenders must be submitted filled in and signed, by **11 September 2026** at 23:59 CET to Gisela Ducaille Sinués, Compliance and Finance Manager, at compliance@aldeparty.eu. The deadline for the selection of the tenderer is set by 25 September 2026.

For any questions regarding this call for tender, please contact Gisela Ducaille Sinués, Compliance and Finance Manager at compliance@aldeparty.eu. No questions will be replied after the 4 September 2026.