

Call for Tender for venue and audio-video services in the frame of our Congress in Portugal

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 and audio-video services for our Congress in Portugal

Description and purpose of the contract

The purpose of this call for tender is to conclude two short term contracts for the provision of venue and audio-video services in the frame of our statutory Congress taking place on 4-6 October 2024 in Portugal.

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 services. The total estimated value of the contract is 100.000€.
- Lot 2: Audio-video services. The total estimated value of the contract is 250.000€.

The specific services required per lot are detailed in the different Annexes. The list is not exhaustive, however and may be adjusted at any point to conform to the Organisation's evolving needs. Tenderers may submit a tender for one or more lots. The lots are independent of each other.

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

The selection criteria for each lot can be found in the respective Annexes.

If the same supplier applies to more than one lot, Annex II should only be submitted once.

Award criteria

All the lots will be awarded to the most economically advantageous tender according to the '*best price-quality ratio*' award method. The established criteria for each lot can be found in the respective Annexes.

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

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.