

Lot 2 – Audio-Video Services

A) Maximum estimated value of the contract: 250.000 EUR

B) Description and purpose of the lot

The purpose of this call for tender is to conclude a short-term contract for the provision of audio-visual services in the frame of our statutory Congress taking place from 4-6 October 2024 in Portugal. We expect up to 1.000 participants.

Please refer to the fields outlined in the tender's specifications for further details.

C) Services and Technical requirements

These services and equipment required include, but are not limited to, the following:

- Services for a livestream set-up
- Staff for set-up, show and set down included.
- A team capable of presenting a proposal that aligns with our creative concepts for the audiovisual elements. For confidentiality reasons, our creative proposal can't be shared in writing nor made public in this tender. The tenderers that show interest in participating in this call will be briefed on our creative requirements upon a meeting request.
- Capability to provide assistance throughout the event, including handling repairs, substitutions, acquiring last-minute additional materials, etc., and flexibility that suits the scale and requirements of the event.

Equipment in the main Auditorium for Plenary sessions (the minimum capacity of the room is 500 people)

- Equipment proposal for professional videoconferencing.
- Equipment proposal for a livestream set-up.
- Stage that can allow to host up to 6 people seated at the same time, including trussing screens and trussing lights.
- Equipment video and LED: availability of LED fractions, screen decoblack, printed banners, etc.
- Manned cameras + 2 PTZ, video recording (video art and production), and prompter
- Lighting system: moving heads, Chauvet sets
- Sound system: minimum 6 microphones. Headsets, wireless and lavalier.
- Sound table, control room, amplifier, and antenna.

Equipment in the fringe meeting rooms for fringe sessions (the capacity of the rooms can vary between 10 to 200 people):

- Equipment proposal for live streaming and videoconferencing, if required by programme's needs. The proposal should include cameras for online participants and recordings of the sessions, if required by the programme.
- Stage for speakers, according to the size of the rooms
- Sound system: minimum 3 microphones, headsets, lavalier and wireless
- Technical equipment to allow speakers to connect their PCs to main screens and sound system

The list is not exhaustive, however and may be adjusted at any point to conform to the Events' evolving structure and work programme.

D) Exclusion and selection criteria

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.

Selection criteria

- Availability to set-up the AV system within limited number of hours before the beginning of the event (before afternoon of 4th October)
- Adequately staffed and technically equipped for a smooth and efficient performance of the tasks required in the purpose of the contract.
- At least 2 similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline, with a minimum value for each of them of 100.000€.
- Excellent knowledge of English or French.

E) 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.

Qualitative award criteria (weight: 50%)	Minimum and maximum points	
Quality of the methodological approach, measured as follows:		
Quality, and adaptability of the proposal to our creative and technical requirements, as well as to the nature and scope of the event.	50	100
Quantitative award criteria (weight 50%)		
Overall economic offer as stipulated in Appendix 1	50	100

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, addressing the below elements:

1. Overview of your company, including its background, experience, and expertise in providing the required services (include 2 examples of previous similar projects developed by your company)
2. Annex I - Pricing Template, Lot II
3. Annex II – Selection and exclusion criteria

Tenders must be submitted by 9 August 2024 to Maria Claudia Pastena, Head of Unit of the Events unit (mcpastena@aldeparty.eu). The deadline for the selection of the tenderer is set by 19 August 2024.