

Lot 1 – Venue

A) Maximum estimated value of the contract: 100.000 EUR

B) Description and purpose of the lot

The subject of this lot of the call for tender is the provision of an event venue for our statutory Congress taking place from 4-6 October 2024 in Portugal. We expect up to 1.000 participants. The venue should be located within 50km of the airport in Lisbon.

C) Technical requirements

Main event venue space:

- Including meeting room that can host a minimum of 500 participants in theatre style, podium with room for projection/screens.
- Minimum 10 smaller meeting rooms
- Including space for coffee breaks and lunch for up to 1000 participants
- Including space for a (AV) control room
- Space for registration

Extra services provided by the venue, if required:

- Lighting system and accessories
- Furniture for all meeting rooms
- Internet connectivity
- Power supply and electrical boards
- Parking space. E.g: access points for loading and unloading equipment, staff
- Storage room for materials and equipment before-after building up
- Extra cleaning services
- Façade decoration
- Printing services and equipment
- Layout changes during the day
- Loading/lift equipment and personnel
- Cloakroom

Event staff:

- Event steward
- Security agent(s) if necessary
- IT/Audiovisual engineer/technician
- Technical support
- Venue assigned manager for the event
- Staff support extra hours

D) Selection criteria

- Experience of more than 5 years in events organisation.
- Adequately staffed and technically equipped for a smooth and efficient performance of the tasks required in the purpose of the contract.

- The venue must be located within 50km of the airport in Lisbon.
- Venue should allow to host up to 1.200 participants.
- The venue should be wheelchair accessible (including restroom).
- 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 50.000€.
- Excellent knowledge of English.
- Availability to celebrate the event in the dates indicated on section B.

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 (70%)	Minimum points	Maximum points
Proposed project implementation plan according to the requirements described	25	50
Proposed location fit with the event	25	50
Quantitative award criteria (30%)	Minimum points	Maximum points
Overall economic offer as indicated in Annex I	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:

- An overview of your venue, including an overview of all available relevant event spaces and capacity with different types of seating plans (including theatre style for the main plenary room), a brochure/pictures.
- Portfolio with 2 examples of previous events.
- Annex I Price schedule, Lot I
- Annex II Exclusion and selection criteria.

Tenders must be submitted together with Annexes I and II, filled in and signed, by 9 August 2024 to Maria Claudia Pastena, Head of the Events unit at the ALDE party (mcpastena@aldeparty.eu). The deadline for the selection of the tenderer(s) is set by 19 August 2024.