

## Annex I, Lot 4 – Registration & Voting system

A) Maximum estimated value: 35.000 EUR HTVA (*please note that lots will be awarded to the most economically advantageous tender according to the 'best price-quality ratio' award method*)

B) Description and purpose of the lot

The subject of this call for tender is the provision of registration services and voting system in view of ALDE Party Campaign kick-off event, in Brussels, on 20-21 March 2024. We expect up to 650 participants.

C) Minimum requirements

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

### **Event registration online**

Online platform/system with the following commands:

- Creation of different participant profiles.
- Collection of all the event communications that participants have also received by email.
- Possibility to have access to the payment page to finalize the registration at the event.
- Creation of an approver module: tailored access to the platform to certain participants (International Officers) to approve and allocate voting rights to their Delegation (formed by certain number of delegates).
- Creation of a “Superadmin” module: tailored access for certain people of the ALDE Party Secretariat to modify participants’ profiles, creation of new profiles, validate categories, remove/allocate voting rights and dashboard control to modify information about the event if needed.
- Mobile friendly

### **Onsite services during the event**

- Registration onsite
- Print name badge with (or without) barcode.
- Real-time attendance statistics
- Self – registration booth
- Laptop(s) or desktop computer(s) with monitor and badges’ printers
- Installation, configuration, training of hostesses. Two different setups/build up might be required, if the event is organised in two different venues (for the first and second day)
- Onsite assistance

### Voting services

- Software for the voting sessions
- Delivering of the emails with voting credentials for all the registered delegates
- Software for online voting
- Onsite support for the voting procedures
- Onsite support for changing voting rights (allocated to the Delegations) if needed
- Mobile friendly
- Rapid system of votes' counting

### D) Award criteria

<b>Qualitative award criteria (60%)</b>	<b>Minimum points</b>	<b>Maximum points</b>
1. Proposed project implementation plan according to the requirements described in Annex I, Lot 4.	25	50
5. Quality of the voting system test (refer to Annex IV for more information)	10	25
6. Level of technical autonomy of the registration system (online and onsite), proposal with an innovative solution, efficient system to vote and easy access for participants.	10	25
<b>Total number of points</b>		<b>100</b>
<b>Quantitative award criteria (40%)</b>	<b>Minimum points</b>	<b>Maximum points</b>
Price of the offer submitted	50	100

### E) How to apply to Lot 4:

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 voting and registration solutions.

2. Submit your proposal for the project implementation plan according to the requirements described in section C.
3. Describe the approach and methods you use to ensure an accurate and smooth delivery of services onsite.
4. Annex II Price schedule Lot 4 – Registration & Voting system
5. Annex III Exclusion and selection criteria
6. Annex IV Voting test

Applications must be submitted by **15 January 2024** to Maria Claudia Pastena, Head of Events Unit, at [mcpastena@aldeparty.eu](mailto:mcpastena@aldeparty.eu). The deadline for the selection of the tenderer is set by 31 January 2024.