

Annex I, Lot 5 – Tool for text amendments and resolutions

A) Maximum estimated value: 25.000 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 a tool for text amendments and resolutions 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:

- Online platform available and hosted for three-month period (January until end March).
- Creation of at least 100 user accounts. These include admin whose rights on the platform to edit, amend and export are tailored
- Ability to submit motions in text format and for the admin user to be able to export submitted motions in PDF and DOC/Microsoft formats
- Submitted motions should be displayed visually on the platform, and users able to submit “amendments” to specific points within the text displayed. These “amendments” must be able to be exported by the admin into PDF and DOC/Microsoft document formats, with the amendments arranged in chronological order based on location within the text and sub-sorted by length of characters in the amendment – e.g. if two amendments are made addressing the same passage, and one applies to four words and the other applies to more than four words, the longer is sorted and displayed first in the table. The admin should be able to manually order and sort the amendments in the running order prior to export.
- Platform should be able to be bespoke tailored to use the workflow and able to be tailored with in-house terminologies for field labels
- User account list should be able to be updated quickly and easily by admins.
- Ideally, emails generated by the platform (ie password reset) should be able to be sent via an external email masking to avoid spam filters (eg @aldeparty.eu)
- Mobile friendly, English-language
- Easy to use user experience
- At least one project manager in support during the uploading period of the platform + at least one person on site for the whole duration of the working groups and the voting system

D) Award criteria

Qualitative award criteria (60%)	Minimum points	Maximum points
1. Proposed project implementation plan according to the requirements described in Annex I, Lot 5.	25	50
2. Efficient and fast solution for the creation of the tool/platform	10	25
3. Previous experience of the technical-support staff in large scale conferences using the tool	10	25
Total number of points		100
Quantitative award criteria (40%)	Minimum points	Maximum points
Price of the offer submitted	50	100

E) How to apply to Lot 5:

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 5 – Platform for Resolutions
5. Annex III Exclusion and selection criteria

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