

Call for tender: European Green Party Congress in Lisbon, Portugal

1. EGP General Information

The [European Green Party](#) is a European political party, also known as the European Greens or EGP.

2. Purpose of the contract

The 40th European Greens Congress will take place in Lisbon, Portugal. This annual statutory Congress will bring together around 400 to 500 Green delegates, leaders, activists, and supporters from across Europe to discuss politics, network, and follow sessions and workshops. Congress delegates will also adopt political resolutions.

For this occasion, the European Green Party is seeking:

Lot I:

- A venue in Lisbon to host the Congress
- AV and furniture
- Catering

Lot II:

- Accommodation

You are invited to submit an offer **for both OR individual lots** of services.

Date of the Congress: 5-7 December 2025 (approx. Friday 8:00 – Sunday 13:00).

Estimated maximum value of the contract for all services required: €270,000 (including VAT). This is provided for reference purposes only and does not constitute an obligation for EGP to commit to these amounts.

3. Services required

3.1 Rooms overview and requirements

See annex 1 for detailed description of room requirements, including technical requirements, furniture requirements and dates needed.

Approximate timeframe of the event (for rental periods):

- Friday: 08:00 – 21:30 (incl. dinner)
- Saturday: 08:00 – 02:00 (incl. party)
- Sunday: 08:00 - 13:00

3.2 Catering requirements

Essential catering criteria during the event:

- All food (lunch, dinner, coffee breaks, snacks):
 - 50% vegan, 50% vegetarian
 - Gluten free options
 - Plant based milk options
- Lunches and dinners: Warm and cold buffet
- Sustainable, local (if possible)
- No commercial brands (eg Coca Cola or Pepsi)
- No single-use items (plastic bottles, plastic cutlery, plastic or paper plates etc.), unless biodegradable or in duly justified cases, accepted in writing by the Party.
- Plates, glasses, cups and tableware must be of reusable (porcelain, glass, metal, etc.) or sustainable material (eg wood or bamboo are good alternatives).
- Coffee machines should not use plastic or non-recyclable capsules.

See Annex 1 for detailed description of catering requirements per day.

3.3 Accommodation requirements

If the venue offers accommodation for participants on site, please submit an offer for:

Room type	Dates	Amount
Single rooms	Wednesday 3 December – Sunday 7 December	37
	Friday 5 December – Sunday 7 December	32
Single or Twin rooms If available, please submit an offer for both single and twin rooms in this category. For twin rooms: please specify the distance between the beds.	Thursday 4 December - Sunday 7 December	108 single, or 54 twin
	Friday 5 December – Sunday 7 December	126 single, or 63 twin

4. Participation in tendering procedure

4.1 Tender submission

The complete offer for venue rental (Lot I) should include:

- Price and availability of the venue rental, (additional) furniture, AV, catering, and other costs submitted in the Annex 1.
- General terms and conditions (including cancelation policy).
- Information whether VAT is included and if so, what the VAT percentage is.

The complete offer for accommodation (Lot II) should include:

- Price and availability of the single and twin rooms (where applicable), breakfast price (if additional cost).
- General terms and conditions (including cancelation policy).
- Information whether VAT is included, and if so, what the VAT percentage is.

Please fill in the provided templates *LOT I - Quote* and *LOT II - Quote* in Annex 1.

Kindly include any additional charges, conditions and relevant terms in your offer. Please note that if there is an automatic price adjustment clause based on annual inflation foreseen in the contract, its conditions must be mentioned in the offer.

The offer should be submitted to Joline Suijkerbuijk, via tender@europeangreens.eu **Monday 16 June 2025 EOB.**

Costs incurred in preparing and submitting offers are borne by the tenderers and cannot be reimbursed.

4.2 Exclusion criteria

Participation in this tender procedure is only open to tenderers (including subcontractors) that are not in a situation of exclusion as specified in the general conditions below, which includes:

- Bankruptcy and insolvency situations.
- Non-payment of taxes or social security contributions.
- Grave professional misconduct.
- Fraud, corruption, participation in a criminal organisation, or other serious criminal offences.
- Serious breach of contract.

4.3. Selection and Evaluation criteria

You are invited to submit an offer **for one OR for both Lots** of these services.

Lot I – Congress Venue

Selection Criteria

- Submission of complete offer, tailored to the specifications of the tender (not a generic price list).
- Availability and capacity of Plenary room in line with the criteria set out in Annex I.
- Accessibility of the location.

Evaluation criteria

		Minimum points	Maximum points
	Quantitative criteria (70%)		
Price	Overall economic offer	0	70
	Qualitative criteria (30%)		
Venue and technical requirements	The availability of all requested rooms, facilities and the technical requirements on the requested days.	0	5
	The venue provides full AV service or collaborates with an external provider.	0	5
Location	The venue is centrally located.	0	3
	The venue is easy to reach by public transport and well connected with the airport/main train station.	0	5
Catering	Onsite catering with vegan and vegetarian options.	0	5
Offer	Filled in <i>LOT I - Quote</i> in Annex 1.	0	2
	Flexible cancellation policy.	0	5

The selection procedure will be based on the principles of equal treatment, fairness and transparency.

All applicants will be informed of the outcomes of the selection process once The European Green Party has selected the winner of this procedure.

Lot II - Accommodation

Selection Criteria

- Submission of complete offer tailored to the specifications of the tender.
- Accessibility of the accommodation

Evaluation criteria

		Minimum points	Maximum points
	Quantitative criteria (70%)		
Price	Price per room and breakfast price (if at additional cost)	0	70
	Qualitative criteria (30%)		
Availability	Availability and number of single and twin rooms	0	15
Location	Located close to the event venue	0	5
F&B	Availability of vegan options for breakfast	0	2
Rooms	Distance between beds (twin rooms)	0	3
Offer	Flexible cancellation policy	0	5

The selection procedure will be based on the principles of equal treatment, fairness and transparency.

All applicants will be informed of the outcomes of the selection process once the European Green Party has selected the winner of this procedure.

5. General conditions

The participating candidates (or their subcontractors) have to comply with the following provisions:

- the candidate is not in one of the situations referred to in Article 136(1) and 141 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council ('Financial Regulation') (<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:L:2018:193:FULL>),
- the candidate commits to comply with the provisions of Council Regulation (EU) No 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine and Council Decision 2014/512/CFSP of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine.

6. Confidentiality and conflict of interest

Compliance with GDPR is a requirement and the tenderer undertakes that they will not at any time, either before or after the termination of this service, use, disclose or communicate confidential information relating to the affairs of the European Green

Party. This restriction shall continue to apply after the termination of the service without limit in point of time.

The participating candidates are obliged to alert the European Green Party of any potential conflict of interest with the [European Green Party Committee](#).

7. Terms and conditions

The European Green Party reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written and signed contract.

The accomplishment of the tendering procedure imposes no obligation on the European Green Party to award the contract. Should the invitation to tender cover several items or lots, the European Green Party reserves the right to award a contract for only some of them. The European Green Party shall not be liable for any compensation with respect to tenderers whose offers have not been accepted, nor shall it be liable if it decides not to award the contract.

By submitting a proposal, the tenderer agrees that:

- The tenderer complies with the general conditions as outlined above.
- The European Green Party may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- The European Green Party may safely and privately archive the offers received for auditing purposes.
- It will not bring any claim or have any cause of action against the European Green Party based on any misunderstanding concerning the information provided or concerning the European Green Party's failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.

8. Questions

In case you have questions please contact tender@europeangreens.eu.