



Request for Offer - Green Leadership Council 2025

EGP is looking for a venue for the 13th of June 2025 between 9:00 and 18:00 for an event for 60 participants.

The maximum estimated value of the contract: 13.000 EUR including VAT. This is provided for reference purposes only and does not constitute an obligation for EGP to commit to these amounts.

1. EGP General Information

The European Green Party is a European political party that is also known as the European Greens or EGP.

2. Venue requirements

The venue should be in an easily accessible location, since the EGP will have international guests travelling specifically for this event. Ideally, the venue would be close to the European Parliament, Schuman roundabout, the EGP office located at the Rue du Taciturne 34, and – if located in other parts of the city – well connected by public transport.

The needs of persons with disabilities and/or reduced mobility must be considered by the venue and met in the required services. The venue should be compliant with the applicable legislation on safety.

2.1 Meeting rooms

The meeting room should fit approx. 50 participants in preferably a cabaret table setup, including a space in front for a presidium of 3 - 4 people. The main room should be setup so that all participants can see and hear each other (avoiding, for example, rooms that are very long and narrow). There should be another room available nearby with space for lunch and coffee breaks for networking. There should be two extra small meeting rooms. One should fit around 15 people in a class-room setup and the other around 10 people. They should be available throughout the day.

The main room should be well lit with natural lighting, have a professional and positive atmosphere to welcome high-level guests. The space should be well suited for visual photos and with a high ceiling. main room should have one or several screens that are easily visible to all participants in the meeting and besides having space for the 50 participants, there should be space for about 10 people to sit in the back, or on the side of the room to listen in to the meeting. The room should be sound-proof, so that there is privacy for the participants taking part in the event from any other people on the outside.

The venue should have easy access between all of the rooms to reduce the time required to coordinate the event.

2.2 AV requirements

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The meeting will be held in a stationary format, however, in order to ensure that all participants are easily able to communicate we would need to have at least one microphone per table and at least 2 microphones for the 3 main speakers – the presidium. The types of microphones (table-top, hand-held, wireless or wired) are of less importance as long as the quality is good and they can be easily passed around the table.

The room should also have a large (80 inches+) electronic screen, or a projector with a screen place in an area easily visible to all participants. In case the main screen would not be fully visible to all participants, the room should have additional smaller screens visible to participants not in the view of the main screen.

The press room (15 people in classroom setup) should have speakers and at least 3 microphones (preferably 2 table microphones for speakers and 1 wireless handheld microphone for questions from the room). The room should have at least 5 XLR outlets, 7 electricity outlets and USB outlets. The room should also have about 5 LAN cables for journalists to connect to.

2.3 Catering

Coffee breaks

Please add a quote for a continuous coffee break from 09:00 to 17:00 and for comparison an option of 3 separate coffee breaks at

- 9:00 - 9:30 (40 pax)
- 11:30 - 12:00 (40 pax)
- 15:15 - 15:45 (60 pax)

The following two coffee breaks should include vegan and vegetarian pastries:

- 09:00 to 12:00 (40 pax)
- 15:15 and 15:45 (60 pax)

Lunch

Lunch should be for 60 participants.

Lunch should be a buffet. The catering should be vegetarian with vegan options both the coffee break and lunch. The room for lunch should allow people to eat standing or sitting down to facilitate networking. Coffee break should include some pastries, with vegan options.

Single-use items (plastic bottles, plastic cutlery, plastic or paper plates etc.) are not permitted, 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 (wood, bamboo, metal and slate are good alternatives). Coffee machines should not use plastic or non-recyclable capsules. Beverages are to be served from glass bottles or via a water fountain, in glasses only.

2.4 Preliminary agenda of the event

08:00 – 09:00 Technical set-up

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09:00 – Arrival of guests
09:30 – 11.30 Opening and programme (*main room*)
11:30 – 12.00 Press moment (*larger meeting room*)
12:00 – – 12.50 Lunch
12:50 – 13.10 Green Family Picture
13.10 – 15:15 Programme
15:15 – 15:45 Break
15:45 – 17:00 Continued programme

3. How to submit an offer

3.1 Offer submission

The complete offer should include the following items:

- Price of the venue rental;
- Price of the lunch and coffee-break per person unless included in the price of the venue rental;
- Price for AV unless included in the price of the venue rental.

Please indicate in case there is a package price available for daily rent and its conditions.

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 have to be mentioned in the offer.

The offer should be submitted to Kuba Bilski, via tender@europeangreens.eu by the end of Thursday, the **22nd of May 2025**.

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

3.2 Exclusion criteria

Participation in this tender procedure is only open to tenderers (including subcontractors) that are not in the 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.

3.3 Selection criteria

- Capacity and number of meeting rooms in line with the criteria set out in 2.1.
- Possibility of providing vegetarian and vegan catering.

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- Accessibility of the location.
- Availability of AV setup.

3.4 Evaluation criteria

	Min Points	Max Points
Quantitative criteria		
Overall economic offer		50
Qualitative criteria		
Venue location and accessibility from the train stations and Brussels Zaventem Airport	0	10
Size and setup of the meeting rooms	0	15
Reliability of the AV setup	0	10
Placement of the meeting rooms within the venue	0	5
General atmosphere of the meeting rooms (natural light, soundproof, etc.)	0	5
Sustainability of the venue	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.

4. 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.

5. 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.

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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](#).

6. 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.

7. Questions

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

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