

Call for Tender

European Green Party Congress

11-13 December 2026, Warsaw, Poland

1. EGP General Information

The [European Green Party](#) is a European political party, also known as the European Greens or EGP, VAT number: BE 0872 183 517

2. Purpose of the contract

The 41st European Greens Congress will take place in Warsaw, Poland. This annual statutory Congress will bring together around 500 - 600 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.

Date of the Congress: 11 - 13 December 2026 (approx. Friday 8:00 – Sunday 13:00).

For this occasion, the European Green Party is seeking:

Lot I (required):

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

Lot II (optional):

- Accommodation

Lot III (optional):

- Additional services

You are invited to submit an offer **for all OR individual lots** of services. The only required Lot is number 1.

Budget estimation

Lot I (venue, A/V and catering) : estimated maximum value of the contract is **EUR 260.000** (including VAT).

Lot II (accommodation): estimated maximum value of the contract for is **EUR 48,000** (including VAT).

Lot III (optional services and facilities): estimated maximum value of the contract for is **EUR 50.000** (including VAT).

All estimates are provided for reference purposes only and do not constitute an obligation for EGP to commit to these amounts.

3. Services required

3.1 Meeting rooms overview and requirements (LOT I)

See **Annex, tab 1** for detailed description of room requirements, including technical and AV requirements, furniture requirements and dates needed.

All rented rooms need to allow EGP to display promotional materials like roll-ups, banners and others.

Approximate timeframe of the event (for rental periods):

- Friday: 08:00 – 23:00 (incl. dinner)
- Saturday: 08:00 – 23:00 (incl. dinner) and optional: 23:00-02:00 (party)
- Sunday: 08:00 - 13:00

3.2 Catering requirements (LOT I)

Essential catering criteria during the event:

- All food (lunch, dinner, coffee breaks, snacks):
 - Minimum 50% vegan, otherwise vegetarian (no meat, no fish, and no seafood)
 - Gluten free options
 - No nuts used as ingredients; cross-contamination to be minimised and clearly communicated.
 - Plant-based milk options
- Lunches and dinners: Warm and cold buffet
- Sustainable, local (if possible)
- No commercial brands (e.g. 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.
- All food items must be clearly and visibly labelled at the buffet. The labelling must indicate whether the food is vegan or vegetarian and identify the presence of gluten, nuts and any other allergens, based on a list provided by the organiser. All allergen information must be accurate, easy to understand

and visible at the point of service, in line with applicable food safety regulations.

- Set up for lunches and dinner: 2/3 standing tables, 1/3 normal sitting tables and chairs

See **Annex, tab 2** for detailed description of catering requirements per day.

3.3 Accommodation requirements (LOT II, optional)

If the venue offers accommodation for participants on site, or has one partner hotel please submit an offer for:

Room type	Dates	Amount
Single rooms	Wednesday 9 December – Sunday 13 December	17
	Thursday 10 December – Sunday 13 December	53
	Friday 11 December – Sunday 13 December	82
Twin rooms For twin rooms: please specify the distance between the beds.	Thursday 10 December - Sunday 13 December	69 twin rooms
	Friday 11 December – Sunday 13 December	98 twin rooms
	Until Monday 14 th	11 twin rooms

Twin room must be a room with two separate beds, with approximately 50 cm between the beds.

Twin rooms can be turned into single but single rooms cannot be used as twin rooms. The split and number of rooms is indicative and subject to change based on the number of participants.

The European Green Party reserves the right to increase or decrease the number of rooms and room nights ordered, including the right to order none of the rooms indicated. No minimum quantity is guaranteed, and the European Green Party shall have no obligation to purchase any minimum number of rooms under Lot 2.

3.4 Optional services and facilities (LOT III, nice-to-have)

Tenderers are invited to **indicate the availability** and **provide separate pricing** for the optional services and facilities listed below. These elements are **not part of the mandatory requirements** and will **not form part of the minimum selection criteria**.

However, the European Green Party reserves the right to request one or more of these optional services at a later stage, subject to operational needs and budget availability.

All optional services should be clearly itemised and **priced separately** in the offer. Where an exact price cannot be provided at this stage, an indicative cost range and applicable conditions should be indicated.

A. Additional spaces and capacity

- Possibility to accommodate 50-100 more participants than originally requested. This refers to additional maximum capacity of the venue and does not alter the minimum required capacity set out in the annex.
- Green room or speaker preparation space

B. Screens and visual infrastructure

- Additional screens beyond the main screen
- Large-format screens or LED wall solutions
- Displays showing the current agenda
- Flexible screen positioning (mobile or ceiling-mounted)
- Technical support for multi-screen setups

C. Connectivity and power

- Additional power points near stage, DJ or band, and catering areas
- On-site technical support for connectivity

D. Media and press facilities

- Designated media or interview corner or a room
- Press riser or reserved filming area
- Place for backdrop for photos or media interviews

E. Accessibility-enhancing facilities

- Additional accessibility support services on request

F. Sustainability-related options

- Energy-efficient or low-consumption lighting solutions
- Use of local and seasonal products beyond catering
- Availability of environmental or carbon footprint information

G. Security and crowd management

- Security personnel (internal or external)
- Bag checks or access control measures
- Support with emergency and evacuation procedures

H. Timing and logistical flexibility

- Earlier access to the venue than foreseen in the agenda

- Extended breakdown time after the event
- A few days of storage of materials and equipment before and after the event.

I. Contractual and financial conditions

- Cancellation conditions
- Force majeure provisions
- Payment schedule and deposit requirements
- Any applicable price adjustment clauses

J. Furniture and branding

- In case the venue can supply or has a partner company that can supply furniture and branding we would ask to send us a catalogue and prices.

4. Participation in tendering procedure

4.1 Tender submission

You are invited to submit an offer **for LOT I (required) and LOTs II and III (optional)**.

The complete offer for LOT I venue rental and catering should include:

- The price and availability of the venue rental, furniture, audiovisual services (AV), catering, and other associated costs (Annex, tab 1). Catering should be filled in tab 2 of the Annex.
- General terms and conditions (including cancelation policy).
- Information whether VAT is included and if so, what the VAT percentage is.
- Validity period of the offer (must be valid at minimum until 4 weeks after the tender deadline)

OPTIONAL: The complete offer for LOT II accommodation should include:

- The price and availability of the single and twin rooms (where applicable), breakfast price (if additional cost) to be submitted by filling in the provided **Excel sheet template to fill in** - Annex, Tab 3
- All mandatory taxes, fees and charges (including city tax where applicable), and any mandatory service charges must be included in the prices
- General terms and conditions (including cancelation policy).
- Information whether VAT is included, and if so, what the VAT percentage is.
- Validity period of the offer (must be valid at minimum until 4 weeks after the tender deadline)

OPTIONAL: Lot III Optional services and facilities

Optional services listed in Section 3.4 must be clearly itemised and priced separately in the offer.

Kindly include any additional charges, conditions and relevant terms in your offer.

The prices must be fixed for the contract duration. The only permitted price adjustment is where it results directly from a change in statutory VAT rates or other

mandatory legal charges introduced by public authorities after the submission deadline. Any such adjustment must be evidenced and limited strictly to the affected item.

The offer should be submitted to Kuba Bilski, via tender@europeangreens.eu by **27 March 2026 at noon CEST**.

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

Required templates and annexes:

- Annex - Tab 2 completed (Catering)
- If applicable: Annex - Tab 3 completed (Accommodation)

Required documents:

- Venue offer or quote with a clear breakdown
- AV offer or quote with a clear breakdown
- Cancellation policy (deadlines and fees) for venue, AV, catering
- Floor plans or room dimensions and capacity chart
- Catering sample menus and per-person pricing for the requested meals and coffee breaks (Lot I)
- If applicable: Accommodation cancellation policy and block terms: release schedule, payment schedule, name list deadlines, no-show or early departure, attrition (Lot II)

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.
- Conflict of interest.
- Non-compliance with the general conditions of the tender (see point 5).

4.3. Selection and Evaluation criteria

Lot I – Congress Venue, AV and catering

Selection Criteria

- Submission of complete offer, tailored to the specifications of the tender (not a generic price list).

- Availability and capacity of all requested rooms in line with the criteria set out in Annex, tab 1 and for the full rental period.
- Onsite catering with vegan and vegetarian options.
- The venue provides full AV service or collaborates with an external provider. All AV must be quoted as a complete package incl. Technicians and setup.
- Wheelchair accessibility of the location and the venue.
- Offer submitted in English

The venue should be available for an **EGP Team visit of 2-3 hours on 30–31 March.**

Evaluation criteria

		Minimum points	Maximum points
	Quantitative criteria (40%)		
Price	Overall economic offer, cost transparency	0	40
	Qualitative criteria (60%)		
Venue and technical requirements	Venue suitability and operations: logistics, access, room flexibility, security, accessibility	0	12
	Look and feel of the venue.	0	7
	Sustainability and social value	0	5
Location	The venue is centrally located and easily accessible by public transport, with straightforward connections to the airport and the main train and bus stations.	0	10
Catering	Catering quality and service plan	0	10
	Clarity and completeness of offer	0	7
Offer	Annex completion, catering quote (tab 2)	0	4
	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.

AV and meeting room quote format

Please include a detailed quote for meeting rooms and AV, clearly distinguishing what is included in the venue/room rental package and what is charged as an extra. The quote must specify:

- included setup, rehearsal, on-site technical support during sessions, and hours and number of technicians,
- a full equipment list (item, quantity),
- unit prices and totals (per day / per room / per technician-hour), and
- overtime rates and any other surcharges

Venue hire and mandatory venue charges quote format

Please include a detailed venue cost breakdown, clearly distinguishing what is included in the venue hire package and what is charged as a mandatory extra. The quote must specify, per day and per space, at minimum:

- room hire fees (common areas, plenary, breakout rooms, offices, storage)
- mandatory staffing required by the venue (roles, hours, hourly rates and totals)
- mandatory service charges, venue fees, taxes, cleaning, security, cloakroom and waste
- load-in, set-up and breakdown rules and any mandatory associated costs
- internet and network provision (dedicated lines, bandwidth, number of networks), including any mandatory support fees
- power, rigging and any other mandatory technical infrastructure charges

Lot II - Accommodation

Selection Criteria (eligibility)

- Submission of complete offer tailored to the specifications of the tender.
- Accessibility of the accommodation
- Offer submitted in English

Evaluation criteria

		Minimum points	Maximum points
	Quantitative criteria (40%)		
Price	Price per room (including breakfast and all mandatory additional charges)	0	40
	Qualitative criteria (60%)		
Availability	Availability of all the requested rooms	0	10
Location	Located close to the event venue	0	20
F&B	Availability of vegan options for breakfast	0	8
Rooms	Room suitability for sharing (adequate separation and comfort)	0	6
Offer	Block terms (release schedule, no-show policy, name list deadlines)	0	10

	Contract flexibility and cancellation	0	6
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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 a part or all 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.

Questions must be submitted by email no later than 24 March at noon.