

Tender Procedure - General Assembly 2025

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1. Description and purpose of the tender

The General Assembly of the European Free Alliance is an event that will bring together members, delegates, and participants from various territories in Europe for a 3-day event. The purpose of this tender is to identify a suitable hotel venue capable of providing accommodation for the expected number of attendees.

The General Assembly of the European Free Alliance will be organised at the Cité des Congrès, Nantes from 8th to 10th May 2025. It is an event that happens simultaneously to the General Assembly of its Foundation, the Coppieters Foundation, and its youth branch, EFA Youth.

The selected hotel will play a crucial role in ensuring the success of the assembly by offering comfortable and convenient lodging facilities and services for delegates from the European Free Alliance and the Coppieters Foundation.

2. Basic Tendering Rules

When launching a tender procedure, the European Free Alliance follows the obligations and guidelines of tendering as governed by the Financial Regulation applicable to the general budget of the Union, the Regulation [EU, Euratom] No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations, the decision of the Bureau of the European Parliament of 1 July 2019 laying down the procedures for implementing Regulation [EU, Euratom] No 1141/2014 of the European Parliament and of the Council and the recommendations made available to European Political Parties by the Directorate-General for Finance of the European Parliament. In particular,

- a. EFA shall ensure that there will be no conflict of interest when the contract is awarded.
- b. EFA shall collect at least 3 offers in response to a written invitation.
- c. EFA shall detail the requirements for the procurement.
- d. The duration of the contract shall not exceed 5 years.
- e. EFA shall keep a record of the evaluation of the offers and shall justify in writing its choice of the final supplier.

3. Maximum Estimated Value

The contract value is estimated to exceed 60.000 EUR HTVA. The estimated maximum value amounts 120.000 EUR HTVA. The contract will however be awarded to the most economically advantageous tender according to the 'best price-quality ratio' award method, which may include a visual inspection of the bidding hotels.

4. Minimum Requirements

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

Accommodation and Room Availability

- i. 7 May, Wednesday – 120 rooms
- ii. 8 May, Thursday – 120 rooms
- iii. 9 May, Friday – 120 Rooms
- iv. 10 May, Saturday – 110 rooms

5. Award criteria

Qualitative Award Criteria [65%]	Minimum points	Maximum points
Visual inspection of the facilities (hotel rooms)	40	80
Proximity to Cité des Congrès, Nantes (by foot, or public transport)	10	20
Total Qualitative	50	100
Quantitative Award Criteria [35%]		
Price of the offer submitted	25	50
Flexibility in the cancellation policy. Economic Impact of Room Cancellation.	25	50
Total Quantitative	50	100
Total Score	100	200

6. How to apply

Please apply by sending a detailed proposal in English, addressing the below elements:

1. Capacity and availability of the hotel
2. Price offer or quotation
3. Cancellation Policy, if not included in the price offer submitted

Applications must be submitted by 17 January 2025 to Mr. Liÿr Williams at lwilliams@e-f-a.org. Please mention 'Tender Hotel GA25' as the subject line of your email. The deadline for the selection of the tenderer is set by 7 February 2025.