



Call for Tenders – Framework contract

Post title: **Framework contract organization of Digital Conferences and Events**

Location: EU

Starting date: As Soon as possible and for a period of 2 years

ABOUT THE ORGANISATION

The Institute of European Democrats (IED) - ASBL, is a non-profit association based in Brussels and has been established in September 2007 as an independent Research Institute. The Institute of European Democrats is an innovative European political and cultural Research Institute that offers fresh political ideas as well as a strong and respected cultural background to the European Democratic Party (EDP) to which it is formally affiliated.

ABOUT THE CALL FOR TENDERS

The IED is seeking to engage in a long-term partnership for the **organization of Digital Conferences and Events**, including broadcasting services, remote interpretation, pre-and post event communication, secured registration platform, participants interaction platform, video recording and post event video production.

A framework contract establishes a mechanism for future repetitive purchases by the IED to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the IED to conclude specific contracts with a framework contractor and to purchase up to the established following ceiling. The framework contract will be concluded with one contractor.

The framework contract concerns up to, yearly:

- 15 Public Digital Conferences (as defined in the following “tender requirements”)
- 5 Internal meetings (technical support and interpretation only)

The offer is for a framework contract. Based on this contract, specific contracts will define precisely quantities and times for deliveries when required. IED will contact the contractor at least two weeks before the event.

The IED is funded by the European Parliament and is being regulated under the Regulation (EU, Euratom) No 1141/2014.

This call is also regulated under Article II.9 of the Funding Agreement between political parties and foundations and the European Parliament.



TENDER REQUIREMENTS

- definition of the Event concept and best suited format
- branded communication (pre-and post event) including planning
- technical support and management of the event
- audiovisual & Social Media broadcasting
- remote interpretation (original English + 1 other language),
- secured registration platform,
- participants interaction platform,
- video recording and post event video production.

EVALUATION CRITERIA

The elements we will consider determining the best value for money are:

1. Contractor's references
2. Technical and professional capacity
3. Contractor's availability and technical capacity to react timely to requests
4. Ability to communicate using different languages, especially English and French
5. Time needed to provide requested deliverables
6. Legal and regulatory capacity (Proof of enrolment in a relevant trade or professional register)

TENDERING PROCESS

Interested contractors/suppliers should submit their offer, together with their portfolio to show eligibility to the tender requirements and its Annex, no later than midnight (CET) on 31 March 2021 to:

procurements@iedonline.eu

with the subject line "**Proposal_IED Call for tenders digital events**".

Your personal data will be processed solely by IED and only for the purpose specified in this call. It will be stored safely and securely following the GDPR laws. To ensure GDPR compliance please include the following sentence to the body of your email confirming your consent: "I agree to the IED processing my data for the purpose of the Call for Tenders procedure".

Review of the offers and tenders is scheduled to take place during the first week of April 2021.