

3 APRIL 2025

INVITATION TO TENDER // CALLS FOR HOTEL VENUE

New Direction – The Foundation for European Reform publishes reports, scientific analysis, economic studies, policy briefings and discussions papers each year and is hosting debates and events to participate to the EU debate.

On May 20 and 21st, the Foundation will host an event called Think Tank central and will therefore need a venue that can host our event and our guests for 2 nights.

We are seeking for an hotel providing the following services:

- 40 standards/classic bedrooms (Single occupancy) on the night of May 19th including breakfast – please give the price per night per pax.
- 40 standards/classic bedrooms (Single occupancy) on the night of May 20th including breakfast – please give the price per night per pax.
- City tax for all guests and both nights
- A meeting room with a capacity of 100 guests in theatre style for May 20th in the morning until lunch;
- 2 meeting rooms in U-shape for a capacity of 40 guests each from after lunch time on May 20th to Lunch time on May 21st;
- Welcome coffee, Morning coffee break, Lunch (Hot and Cold Buffet) including beverage (excluding alcohol) and afternoon coffee on May 20th for 80 Pax;
- Welcome coffee, Morning coffee break, Lunch (Hot and Cold Buffet) including beverage (excluding alcohol) on May 21st for 80 Pax;
- Stage for the meeting room in theatre style;
- Sound system and a lectern for the meeting room in theatre style;
- 4 microphones for the entire conference;
- Cocktail for 80 pax including sparkling wine, wine, soft, 3 hot & 3 cold canapés + 2 sweet canapés, salted crackers, nuts and olives.

EXCLUSION CRITERIA

- If the bidder has ever made a donation to New Direction or the ECR party, the offer will be excluded from the selection;
- If there is any conflict of interest with other bidders, the offer will not be selected for the evaluation;
- If the bidder attempts to influence the decision-making process of the contracting authority during the award procedure.

SELECTION CRITERIA

- The bidder should have the legal capacity to pursue the professional activity needed for performing the contract as required in the tender specification;

AWARD CRITERIA

New Direction will select a supplier based on:

- The overall cost and value for money (40%)
- The ability to meet our expectations in terms of capacity and nature of the event (30%)
- Distance from the European Parliament seat in Brussels (30%)

Each criteria will be evaluated from 0 to 4 and then weight accordingly with each category as described here above (0=unacceptable, 1= Poor, 2= Acceptable 3=Good 4= Excellent)

All prices quoted must be exclusive of VAT, fixed and shall cover all costs borne in performance.

SUBMISSION PROVISIONS

Submission of a proposal implies that the candidate accepts all the terms and conditions set out in these specifications and in the contract.

RESERVATIONS

Withdrawal from Process – New Direction reserves the right to withdraw from the tender process described in this document for whatever reason, prior to the signing of any Agreement/Contract with any party for the delivery of goods or services described in this document.

Lowest Cost Proposal – The lowest cost proposal, or any proposal, will not necessarily be accepted.

Negotiation – New Direction reserves the right to negotiate with short-listed tenderers after the nominated closing date for tender submission.

Part Offers – New Direction reserves the right to accept tenders in relation to some and not all of the scope of activity described, or appoint one, more than one or no organization on the basis of the tenders received.

Costs - All costs incurred in the preparation of the proposal are the supplier's responsibility and New Direction is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage.

CONFLICTS OF INTEREST DECLARATION

Tenderers (including their officers, employees, contractors, partners and consultants) must declare to New Direction any matter or issue which is, may be perceived to be or may lead to, a conflict of interest regarding their proposal or participation in supply of the services described. Tenderers must describe a strategy so that any conflict of interest will be avoided.

FINANCIAL AND ECONOMIC CAPACITY

By responding to this call, candidates declare on honour that they have the financial and economic capacity to deliver the services.

SUBMISSION OF TENDER

Tenders should be returned no later than midnight on **17 April 2025**. Tenders received after this time will not be considered. Where possible, the template for tender can be found on <https://newdirection.online/about/privacy-policy-legal>.



Tendering 04/2025

The tender submission must be completed as directed and returned via email to contact@newdirection.online.

The tender submission can be submitted at any time before the submission deadline specified within the document. Submissions can be re-submitted any time before the submission deadline.

Please be advised that incomplete submissions may be rejected.

New Direction cannot accept responsibility for transmission delays. It is the responsibility of the supplier to ensure that its tender response has been submitted in the prescribed manner and in accordance with the specified deadline.

All submissions must be in English or French and prices in Euro exclusive of VAT.

FURTHER INFORMATION

Information of a clarifying nature can be requested solely by email on admin@newdirection.online

This document does not constitute an offer to provide goods and/or services to New Direction.

New Direction reserves the rights to allocate all the reports to only one supplier or to allocate the reports among different providers in order to give equal chances to all bidders.

DATA PROTECTION

If processing a reply to this invitation to tender involves the recording and processing of personal data (such as name, address, and CV), such data will be processed pursuant to the General Data Protection Regulation (EU) 2016/679 and all other applicable provisions.