



Hotel Services – CALL FOR TENDER

03/07/2023

FEPS – GENERAL INFORMATION

The Foundation for European Progressive Studies (FEPS) is the leading think tank of the European progressive political family. It works with almost 50 Member political Foundations and think-tanks across Europe. It embodies a new way of thinking on the social democratic, socialist, and progressive scene in Europe. It seeks to serve as a platform for innovative research, policy advice, training, and debates to tackle the long- and short-term challenges that Europe and European integration face today. It strives for more and better-quality democracy in Europe.

To do so, it forges connections and coherence among stakeholders from local, regional, national, European, and global levels and fosters dialogue between diverse stakeholders from the world of politics, academia, and civil society.

FEPS' work is, in most cases, carried out in the form of projects with its members and partners. The outputs of said projects feed into the work of the broader progressive family – starting with the Party of European Socialists (PES), the Group of the Progressive Alliance of Socialists and Democrats (S&D), their constituents and Member parties, as well as in the broader public debate.

PURPOSE OF THE PRESENT TENDER

The purpose of this tender is to select a company that provides hotel services. (Accommodation, meals, conference facilities...).

If selected through the present call for tender, FEPS offers the possibility of signing a five-year contract with no exclusivity and no minimum billing amount between July 2023 and July 2028 for providing hotel services.

MAIN NEEDS AND PLANNING

A non-exhaustive list of indicative needs and preferences would be the following:

Indicative list of services required.

- Provide quality accommodation services.
- Meals (breakfast, lunch, dinner)
- Provide different food options for different dietary requirements (vegan, vegetarian, lactose-free, gluten-free...)
- Provide conference and meeting facilities.
- Free Wi-Fi Internet access in hotel rooms and public areas.

PARTICIPATION IN THE TENDERING PROCEDURE

Tender Process

FEPS reserves the right to conduct the tender process and select the successful tender. FEPS is not bound contractually or in any way to a bidder to this request for tender until FEPS and the successful winner have entered a written contract.

The key dates of this call for tender are the following:

- Deadline for the submission of applications: receive the offer in writing via email by 08/08/2023.
- Candidate(s) selection: 15/08/2023
- Start of the contract: as soon as possible once selected.

The offer must contain the total cost of VAT included. Any other costs or additional fees that may be charged in exceptional situations should be detailed and include applicable conditions (e.g., premium fee for urgency...).

ASSESSMENT

In non-preferential order, the evaluation criteria used to assess the quality of the applications are the following:

Criteria 1: A cost proposal – value for money offered by the applicant.

Criteria 2: Quality of the service and capacity to accommodate at least 40 people.



Criteria 3: Use of products.

Criteria 4: The provider is based in Brussels, Belgium.

Criteria 5: Quality and variety of food options (meat-fish-vegan-vegetarian...)

Criteria 6: Proximity to the city center and/or European area.

Criteria 7: Provision of conference and meeting facilities (THIS IS AN ADVANTAGE).

Criteria 8: Possibility of paying by bank transfer (after the stay).

The cost of providing the following services:

Fee for single room accommodation, breakfast included	
Fee for dinners per person	
Conference venue rental costs	

Applicants must be able to work in English language.

Contacts

If the above request is of interest to your company, we invite you to liaise with Hidaya AHMEDI (FEPS Finance and Administrative Assistant) hidaya.ahmedi@feeps-europe.eu to request further information and submit your application.

All written offers must be submitted to hidaya.ahmedi@feeps-europe.eu (FEPS Finance and Administrative Assistant) and put in copy to phan.robberrecht@feeps-europe.eu (FEPS Director of Operations) and accountancy@feeps-europe.eu

Offers must be provided in writing via email to be considered.

TERMS OF PAYMENT

Prices must be fixed amounts in Euro.

The amount of VAT must be disclosed on the price offer and invoice.

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

QUALITY ISSUES

In delivering the service, the tenderer shall ensure the highest quality standards, of

which FEPS shall be the sole judge.

CONFIDENTIALITY AND CONFLICT OF INTEREST

The Tenderer undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of FEPS.

This restriction shall continue to apply after the termination of the service without limit in point of time.

To ensure the independence of the terms of their contract, the winning tenderer will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform FEPS' Director of Operations should this status change.

TERMS AND CONDITIONS

FEPS 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 contract. FEPS reserves the right to waive any formalities in the call for tender process. FEPS may respond to questions or provide information from tenderers and is under no obligation to provide such responses or information to all other tenderers.

By submitting a proposal, the tenderer agrees to:

- FEPS may copy the proposal for the purpose of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- It will not bring any claim or have any cause of action against FEPS based on any misunderstanding concerning the information provided or concerning FEPS' failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.

The accomplishment of a tendering procedure imposes no obligation on the FEPS to award the contract. Should the invitation to tender cover several items or lots, FEPS reserves the right to award a contract for only some of them. FEPS shall not be liable for any compensation with respect to tenders whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

CONTRACTING AUTHORITY

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