



Party of European Socialists AISBL
Finance Department

Company XXX

Email: XXX

Brussels, 14 November 2024

Subject: call for tender for services related to business travel

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1. Introduction and presentation

1.1. Foreword:

This document does not intend to cover in a comprehensive manner all the issues that may arise in the context of public procurement procedures. Given their number and diversity, the public market generates specific questions that cannot all be considered in a guide necessarily of a general nature.

1.2. Legal mentions

The purpose of this document remains strictly advisory, does not constitute a commitment for the PES AISBL, does not grant any rights to bidders or third parties and cannot under any circumstances replace or modify the legal obligations of economic operators, European institutions or other parties as provided for by the legal texts currently in effect.

1.3. Presentation

The Party of European Socialists (PES) brings together the socialist, social democratic, labor and democratic parties from across the European Union, the United Kingdom and Norway. With 33 full member parties and 13 associated parties, 16 observer parties, we are fighting for a better and more progressive Europe.

Our mission is to shape progressive European policies and ensure that Europe works for its citizens. As a major political force in Europe, we define and adopt common policies to promote economic and social justice, fundamental rights and a better life for all in Europe.

2. Key features (non-exhaustive):

After looking at the wants and needs of PES following services have been identified as being ideal to have with a new Travel Agency

- Full-service package; flights, train, ferry, hotel, car rental, taxi, meeting rooms etc
- Booking online/offline + group bookings
- Complete portfolio of flight companies (full and low cost), train (Thalys, Eurostar, ICE, TGV), hotels and rental cars agencies;
- 24/7 availability;
- Efficient online booking tool;
- Dedicated booking team for complex routing;
- Intelligent reporting and travel risk management;



3. Tender conditions

3.1. Deadline and format

The deadline for bid submission is December 20th, 2024, 13:59 p.m.
Bids can be sent in English or any of the three official Belgian languages.
Bids must be sent electronically, in PDF format to the following email addresses:

- financedirector@pes.eu

Should the tenderer require additional information, for the purpose of clarifying the nature of the contract or its technical details, it can be obtained as follows:

- via email: financedirector@pes.eu, until December 15th, 2024

3.2 Competence and exclusions

The bidder states that he has the technical ability to carry out the entirety of the requested professional activities, including the official registration requirements for its business or profession.

The bidder declares that he is not bankrupt, in liquidation or judicial redress, as well as in a debt collection situation.

The bidder states that no judicial court decision has been made final against it, during a labor and social security infringement procedure.

The bidder and members of its management state that they have no business connection or degree of kinship or alliance with PES AISBL management or employees, nor any kind connection that could lead to a conflict of interest.

As transparency aid, please consult these links:

<https://www.pes.eu/en/about-us/the-party/team/>
<https://www.pes.eu/en/about-us/the-party/president/>
<https://www.pes.eu/en/about-us/the-party/vice-presidents/>

Associated to this procedure, the tenderer PES AISBL does not request a proof of status and legal capacity at this stage of engagement but reserves the right to do so at a later stage, if it deems it required.

By submitting an offer, the bidder hence confirms being in accordance with all conditions specified in point 3.2, at the time of submission.
Contrarily, the tenderer can reserve the right to either refuse acceptance of bid submission, revoke contract allocation, as well as retroactively annul all eventually signed contracts with liable party, with the latter accepting denial of any kind of compensation for contract termination.



3.3 Promotion of equal opportunities

Tenderers shall undertake to observe a policy on the promotion of equality and diversity in the execution of the contract, should it be awarded to them, by applying the principles of non-discrimination and equality set out in the European Union Treaties in full and in their entirety.

More particularly, the tenderer awarded the contract shall undertake to establish, maintain and promote an open and inclusive working environment which respects human dignity and the principles of equal opportunities and the removal of all obstacles to recruitment and all potential discrimination based on sex, race or ethnic origin, religion or convictions, disability, age or sexual orientation.

4. Tender and financial offer details

Bidder may add its company's general presentation and endorsements or referrals, in no more than 4 pages.

The bid's financial offer consists of detailed information about the prices of the different service and tools part

4.1. Overview of services to be rendered

A description of the services to be provided, as mentioned in point 2, also including but not limited to:

- Looking for the most economical solution available before booking.
- Optimize travelling time
- **Clear pricing structure**
- Streamlined invoicing process preferable by digital means
- Access to a platform for our accounting department to retrieve invoices, purchase orders and other accounting-related information. Automatic upload of invoices/credit notes in our ERP system Exact global will be an asset
- At the request of the Finance Director, be able to give clear and structured management information regarding travel that has taken place or will take place or then make it possible to retrieve this information directly from a platform



5. Contract award criteria for financial offer

The objective of the award criteria is to evaluate each tender's quality and the "best value for money" ratio, as to better discern the optimal solution for the tenderer.

Tenders are evaluated based on a "point system" award criteria as defined in the below categories.

Assessment grid	Points (max.)
Content of service package & global presence	2 points
Dedicated team/emergency service team	2 points
Value for money pricing	2 points
Detailed and transparent pricing system. (= absence of hidden costs)	2 points
Availability and user friendliness of tool(s) for accounting and reporting	2 points

6. Notifications of results and suspension of proceedings

6.1. Notifications and information

The decision and award of the contract will be notified to all bidders, by email, latest by end of January 2025.

The contract will be awarded for 4 years with the possibility of a 1-year renewal maximum. Cancellation can be done at any time, following an agreed procedure between the parties.

Please mention clearly your company's cancellation procedure if one exists.

6.2. Suspension of proceedings

In the event of force majeure, at any time prior to the signing of the contract by both parties, the PES/PES AISBL may decide to suspend the proceedings and postpone the contract's award decision at a later date, without any of the parties being able to request any form of compensation.

By force majeure, one can understand, but not limited to, any circumstance that may prevent the decision-makers from being able to finalize the procedure, independently of their will

Giacomo Filibeck
Secretary General

