



CALL FOR TENDERS: FRAMEWORK AGREEMENT FOR STAGE & PROGRAMME MANAGEMENT SERVICES

Party of European Socialists (PES) AISBL
Finance Department
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Table of contents

1. Purpose of the Tender
2. Scope of Work
3. Contract Duration
4. Legal Mentions & Exclusions
5. Competence and Exclusions
6. Deadlines, Conditions & Submission
7. Evaluation Criteria & Scoring
8. Promotion of Equal Opportunities

1. Purpose of the Tender

The **Party of European Socialists** (PES) is seeking a qualified stage and programme management agency to provide comprehensive editorial, artistic, and live stage management services for upcoming PES events such as congresses, councils, conferences and rallies.

The PES is the second-biggest European political party, bringing together 33 full member parties from all EU countries, Norway and the UK, alongside associated and observer members across Europe and beyond. Represented in the European Parliament by the Group of the Progressive Alliance of Socialists & Democrats, the PES organises high-level events to promote progressive policies across the EU, Europe and beyond.

The selected partner will lead on programme flow, line of show architecture, live stage direction, scriptwriting, and speaker/VIP management. Technical production (sound, lighting, stage construction, LED/AV) is handled under separate arrangements; the contractor selected under this framework will interface with technical crews to ensure seamless programme delivery.

Important: This document does not intend to cover in a comprehensive manner all the issues that may arise in the context of tendering and procurement procedures.



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Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

2. Scope of Work

2.1 Line of Show & Programme Architecture:

- Build and maintain the master Line of Show (Run of Show) and minute-by-minute stage timeline.
- Structure session flows, panel handovers, keynote transitions, and stage choreography.
- Curate, schedule, and direct musical performances, cultural interludes, and creative moments during breaks.

2.2 Scriptwriting & Editorial Coordination:

- Draft comprehensive master scripts, including Master of Ceremonies (MC) speeches, housekeeping notes, speaker introductions, and transition links.
- Coordinate with PES political and communications teams to ensure all stage content aligns with progressive political messaging and institutional protocol.

2.3 Speaker, VIP, and Guest Handling:

- Manage green room operations, holding areas, and arrival timings for high-level political guests, party leaders, moderators, and panellists.
- Brief all stage participants on timings, cues, teleprompters, and confidence monitors.
- Direct stage entries, seating logistics, handoffs, and exits.

2.4 Live Show Calling & Stage Direction:

- Provide the lead Show Caller and Floor Manager on-site to cue MCs, speakers, and performers in real time.
- Coordinate cue execution directly with technical teams (video playback, walk-up stingers, holding graphics, lighting cues).

2.5 Artistic Booking & Curation:

- Identify, contact, contract, and coordinate creative entertainers (singers, dancers, choirs, small orchestras/bands) for event breaks and openings.
- Provide hospitality services for the entertainers selected for the respective events.

3. Contract Duration

The framework contract awarded through this tender shall remain in effect from **2026 until the end of June 2029**, with an option to extend for additional 6 months by the end of year **2029**, if required.

4. Legal Mentions & Exclusions

- The purpose of this document remains strictly advisory, does not constitute a commitment for the PES, does not grant any rights to tenderers or third parties, and cannot replace or modify the legal obligations of economic operators or European institutions.
- This invitation to tender sets out the conditions applicable to the present procurement procedure. It does not constitute a commitment by PES AISBL to award a contract.

- This tender will result in a single-operator framework agreement. Specific services may be requested through ad hoc, event-based assignments in accordance with the scope set out in Section 2.

5. Competence and exclusions

- The tenderer 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 tenderer must not be in bankruptcy, insolvency, winding-up, liquidation, administration, arrangement with creditors or any analogous situation under applicable national law.
- Tenderers shall comply with all applicable laws, regulations, tax obligations, employment obligations and social security obligations applicable in the country where they operate.
- Tenderers shall be subject to mandatory obligations regarding confidentiality and the protection of personal data in accordance with applicable regulations (including the GDPR). The comprehensive terms, conditions, and liability provisions related to data processing and confidentiality will be formally detailed in the framework agreement.
- The tenderer states that no judicial court decision has been made final against it, during a labour and social security infringement procedure.
- The tenderer 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 of connection that could lead to a conflict of interest.
- Tenderers shall disclose any actual, potential or perceived conflict of interest that could affect the procurement procedure or the performance of the contract. PES AISBL reserves the right to exclude a tenderer where such conflict cannot be adequately mitigated.

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 with this procedure, PES AISBL does not request proof of status and legal capacity at this stage of engagement but reserves the right to request at any time during the procedure evidence supporting any declaration, statement or information submitted by the tenderers.

By submitting an offer, the tenderer confirms being in accordance with all conditions specified in sections 4 and 5.

PES AISBL reserves the right to reject a tenderer, withdraw an award decision or terminate a contract if it subsequently becomes aware that a tenderer did not comply with the conditions set out in section 4 and 5 at the time of submission.

Any material misrepresentation, omission or false declaration may result in exclusion from the procedure, withdrawal of an award decision or termination of the contract.

6. Deadlines, Conditions & Submission

6.1 A written confirmation for the intention of the tenderer to participate in this tender should be sent via email to: tenders@pes.eu with PES.Communication@pes.eu in cc by **Friday, 4 September 2026 by 18:00 CET**.

6.2 Required documents to bid in the tender: A company presentation, a showreel of events organised by the agency and a price offer must be submitted in English and sent in PDF format as an attachment or download link to tenders@pes.eu with PES.Communication@pes.eu in cc by **Tuesday, 15 October 2026, by 18:00 CET**.

6.3 Evaluation will be held between 20 and 30 of October 2026.

6.4 **Submission Addresses:** Confirmations, bids and written clarification requests must be sent via email to: tenders@pes.eu and PES.Communication@pes.eu.

6.5 Bids received after the submission deadline may be rejected and need not be evaluated.

6.6 Tenderers may modify or withdraw their submission prior to the submission deadline. No modification shall be accepted after the deadline.

6.7 Should a tenderer require additional information, for the purpose of clarifying the nature of the contract or its technical details, it can be obtained to: tenders@pes.eu with PES.Communication@pes.eu in cc by **Friday, 2 October 2026, by 18:00 CET**.

6.8 No individual clarification shall modify the terms of the procurement procedure. Any information affecting the preparation of tenders shall be communicated simultaneously to all invited tenderers.

7. Evaluation Criteria & Scoring (100-Point Scale)

The contract shall be awarded to the tender offering the best price-quality ratio based on the award criteria and weightings specified below.

Each criterion shall be assessed based on evidence provided in the tender. Self-declarations without supporting information may receive a lower score.

Proposals will be evaluated based on Quality (70 %) and Price (30 %) to guarantee the best value for money and price-quality ratio.

7a. Quality Criteria (Maximum points 70 points)

The qualitative assessment is divided into five distinct pillars:

ID	Criterion	Description	Points
Q1	Relevant Experience	Proven track record in providing programme and stage management services for high-profile institutional, international, or party conventions.	30
Q2	Scriptwriting & Narrative Flow	Demonstrated ability to produce detailed Lines of Show, master event scripts, MC remarks, and ensure	20

		strong message coherence throughout all stage elements.	
Q3	Speaker & Backstage Coordination	Methodology for managing VIP guests, heads of state/party leaders, green room flows, briefing protocols, and live on-stage transitions.	10
Q4	Political Stage Direction	Demonstrated experience with real-time programme flow, live floor management, and show-calling for large-scale political events with high-level speakers and delegates.	5
Q5	Artistic Booking & Curation	Experience in contacting, booking, and managing entertainers (singers, dancers, choirs, small orchestras/bands) for political event interludes.	5

Each quality criterion is evaluated against an objective scale

Zero points - Requirement not addressed.

25% of maximum points - Requirement addressed inadequately.

50% of maximum points - Requirement partially met.

60% of maximum points - Requirement met.

75% of maximum points - Requirement exceeded.

Maximum points - Requirement significantly exceeded.

7b. Pricing Framework - Sample rates for Scaled Event Packages (Maximum 30 Points)

To receive price offers that reflect real event costs as accurately as possible, the PES implements a "scaled event pricing" system based on the party's three most common formats: a two-day congress, a one-day conference, and a half-day panel.

Tenderers must submit fixed, all-inclusive package fees for three defined event scales (all prices excluding VAT) in the table below:

Scale / Package	Scope & Specifications	Price offer (€ Excl. VAT)
Scale A: Major Convention / Rally (2-Day Event)	Full turn-key programme & stage delivery: master scriptwriting, minute-by-minute Line of Show, lead show-caller, floor management, VIP green room coordination, and direction of 2+ artistic acts.	
Scale B: Standard Conference (1-Day Event)	Programme & stage management: full master script, Line of Show, on-site show-caller, floor management, speaker briefings, and 1 artistic act integration.	
Scale C: High-Level Panel / Executive Forum (Half-Day Event)	Compact delivery: basic Line of Show, MC remarks, live floor coordination, and VIP speaker stage management.	

Staffing notes for tenderers: Tenderers are entirely free to determine the size, composition, and

specific roles of their on-site and remote team as they see fit to guarantee flawless execution for each event tier. The quoted package prices must be fully inclusive of all necessary personnel, preparation days, script revisions, and on-site delivery.

7c. Financial evaluation mechanism (Maximum points 30)

The lowest compliant price offer for each event scale in section **7b.** shall receive the maximum financial score - 30.

The financial score of all other tenderers shall be calculated using the following formula: *(Lowest compliant price ÷ Tenderer's price) × Maximum financial points (30)*

The total price score for each tenderer will be calculated by summing the scores in each of the three scale events (A, B and C) and dividing the sum by three. e.g. Scale A - 70 points, scale B - 55 points, Scale C – 55 points equals $180 \div 3 = 60$ points total pricing score.

In the event of a tie in the final score, the contract shall be awarded to the tenderer with the highest quality score.

If the quality scores are also identical, the contract shall be awarded to the tenderer submitting the lower financial offer.

PES AISBL will evaluate offers in accordance with the principles of equal treatment, transparency, avoidance of conflicts of interest and sound financial management, with the objective of identifying the best price-quality ratio.

PES AISBL reserves the right not to award the contract and to discontinue the procedure without compensation to participating tenderers.

8. 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.

PES Secretary General
Giacomo Filibeck