

Issue date: 06.08.2026
Closing date: 16.08.2026

Call for offers – Event management services for the Donau Soja Congress 2027

The Donau Soja Organisation hereby invites organisations (hereafter: the service providers/tenderers) to send in their proposal for the provision of the services described in this call for offers.

1. Background

The Donau Soja Organisation

Donau Soja Organisation is an independent, international, non-profit, multi-stakeholder organisation aiming to effectively meet protein market demand and to provide a baseline for the development of high-quality soy cultivation in the Danube Region. The Organisation's seat is in Vienna, Austria with regional offices in Novi Sad Serbia, Kiev Ukraine and Chisinau Moldova.

The mission of the Association is to increase Europe's self-sufficiency in soybean production, to promote sustainable agricultural practices and to contribute to the development of rural areas. Its members are representatives from the entire value chain who combine efforts to change the way soya is produced and used in Europe.

More about Donau Soja here: <http://www.donausoja.org/en/home/>

Strategic Partnership Programme

Donau Soja has a long-lasting cooperation with Austrian Development Agency (ADA) within Strategic Partnership Programme. This service will be related to implementation of this Programme as the Congress will strengthen crop producers' position in the market system through improved market access, regional cooperation and diversified opportunities. Dedicated sessions on the Black Sea Gateway – Ukraine and Regional Market Integration and the Adriatic–Danube–Balkan Gateway – Production and Regional Processing will connect participants from the target countries with potential partners and investors, while addressing production, infrastructure, processing, standards, traceability and cross-border market integration. In this way, the Congress will help identify practical pathways for producers and other value-chain actors to contribute to a more resilient and integrated European protein market.

Please find more about the Programme here <https://www.donausoja.org/projects/ada/>

2. Objective of the assignment

Donau Soja is looking for an experienced event management service provider to plan and deliver the Donau Soja Congress 2027.

The Congress will take place on **12–13 May 2027 in Warsaw, Poland**, with approximately **400–500 participants** from across Europe. It will bring together representatives from business, agriculture, policy, research and civil society to discuss sustainable protein supply, resilient agri-food value chains and Europe's future protein security.

The service provider will support Donau Soja with the planning, coordination and delivery of the Congress. The assignment includes venue sourcing, supplier coordination, technical and audio-visual planning, registration and participant management, catering coordination, hotel room block management, on-site staffing and overall event management.

The service provider may submit an offer for the complete scope of services or for clearly defined individual service areas. The offer must clearly indicate which services it covers.

The assignment will contribute to the successful delivery of a well-organised, inclusive and sustainable Congress that supports dialogue and cooperation across the European protein value chain, with a particular focus on the Three Seas Region.

3. Scope of services

Service providers are invited to submit an offer covering the following service areas. Offers may cover all or a defined subset, provided clearly marked:

Venue Sourcing & Comparison

- Research and comparison of minimum **three suitable conference venues** in Warsaw
- Assessment criteria: room capacities, technical conditions, catering options, hotel room block options, cancellation conditions, indicative price ranges, accessibility (see event specifications)
- Recommendation with justification

Venue & Supplier Coordination

- Contract negotiation and liaison with the selected venue
- Coordination of local suppliers (catering, AV, transport, decoration)
- Management of cancellation and contingency planning

Technical Planning & AV Coordination

- Full conference AV setup for plenary and breakout rooms
- Microphones, screens, and presentation equipment
- Hybrid/streaming elements (optional, to be priced separately)
- Simultaneous interpretation infrastructure (optional, to be priced separately)

Registration & Participant Management

- Online registration/ticketing system
- Participant communication and support
- On-site registration desk management

Catering Coordination

- Day 1: lunch, coffee break, gala dinner
- Day 2: breakfast/coffee, lunch
- Dietary requirements management

On-site Staffing & Event Management

- Registration support
- Room coordination and speaker support
- Technical coordination
- General event management during both congress days

Hotel Room Block Management

- Securing approximately **30 rooms for Donau Soja staff** for two nights
- Participants will book and pay independently

Event Specifications

Parameter	Specification
Dates	12–13 May 2027
Location	Warsaw, Poland
Expected participants	400–500
Plenary room	1 × large hall (min. 500 pax, theatre or mixed seating)
Breakout rooms	3 × smaller rooms (50-100 pax each)
Exhibition/networking area	Required (size to be proposed)
Staff accommodation	approx. 30 rooms, 2 nights
Participant accommodation	Self-organised; block rate offers welcome
AV	Full conference setup; hybrid/streaming optional
Simultaneous interpretation	Optional; to be priced as add-on
Catering Day 1	Lunch, Afternoon coffee break, Gala dinner
Catering Day 2	Morning coffee break, Lunch

4. Time frame and organisation

The assignment will start once the contract is signed and will continue until the completion and acceptance of the final activity report after the Congress.

The Congress will take place on 12–13 May 2027 in Warsaw, Poland.

The service provider will work from its own office and remain in regular contact with the designated Donau Soja contact person. Donau Soja will provide the necessary content, programme information and decisions related to the Congress. The service provider will coordinate the operational planning, provide regular progress updates and promptly inform Donau Soja of any risks, delays or decisions requiring approval.

A detailed work plan and timeline will be agreed between Donau Soja and the selected service provider after contract signature.

5. Reporting

The service provider will provide regular operational updates to the designated Donau Soja contact person throughout the planning and delivery of the Congress.

No separate narrative report is required. The proof of work will consist of the agreed deliverables, planning and coordination records, supplier and venue confirmations, registration information, invoices and evidence of the successful delivery of the Congress.

6. Requirements/ Key qualifications

The service provider must have proven experience in planning and delivering conferences or comparable events with at least 300 participants. Experience in Poland and knowledge of the local event services market are required.

The service provider must demonstrate the capacity to coordinate venues, suppliers, technical services, registration, catering, accommodation and on-site event management. The proposed team must include sufficient organisational capacity and relevant local expertise to deliver the Congress in Warsaw.

The offer must clearly describe the service provider's relevant experience, proposed team, local partners or suppliers, approach to sustainability and the services covered by the offer. Tenderers must provide evidence through references to comparable events, short team profiles and, where relevant, examples of previous work.

The service provider must be able to work in English and communicate effectively with Donau Soja and international participants. The service provider must also be able to manage several service areas in parallel and respond promptly to operational issues during the planning phase and the Congress.

The requirements should remain aligned with the evaluation criteria in the tender document: relevant experience, quality and completeness of the offer, venue sourcing, team profile and local expertise, and sustainability considerations.

7. Payments

The service provider will work under a framework agreement.

Remuneration instalments will be based on an offer and agreement between Donau Soja and the service provider. The detailed remuneration plan will be defined in the framework agreement.

Payments will be made based on issued invoices.

8. Selection/ award criteria

Offers will be evaluated based on the following criteria:

Criteria	Maximum Points
<i>Price</i>	30
<i>Relevant experience (comparable events)</i>	20
<i>Scope and quality of agency services provided</i>	15
<i>Venue sourcing quality</i>	15
<i>Team profile & local expertise</i>	10
<i>Sustainability considerations</i>	5
TOTAL	100

Price Scoring will be calculated using the following formula: (Lowest offered price / Offered price) \times 30. The lowest valid offer receives the maximum score of 30 points. All other offers are scored proportionally lower. This ensures full transparency and equal treatment in price comparison.

The contract will be awarded to the tenderer achieving the highest overall score based on the weighted evaluation criteria.

Donau Soja reserves the right not to award the contract if no proposal sufficiently meets the requirements.

9. Documents to be provided

Please send the required documents in an email, in English.

- A profile of the agency, including the proposed team, relevant experience and references for comparable events
- A description of the proposed hotels and venues, including available event spaces, room capacities, layouts, photographs and relevant technical information
- Information on potential external venues, where relevant
- A clear description of the services covered by the offer, including any optional services
- A completed financial offer, with prices stated in euro and VAT indicated separately

Please submit your offer by e-mail to event@donausoja.org no later than **16 August 2026** using the subject line:

"Offer – Donau Soja Congress 2027 / [Your Agency Name]"

Should you have questions please contact: marx@donausoja.org

Donau Soja is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply.