



12th Procura+ Conference

BIDDING PACKAGE

INCLUDES:

1. Bid Submission Format
2. Conference Outline
3. Conference Requirements

Please carefully check and consider all information before confirming in writing your commitment to meet all requirements, including all budget elements, on official letter headed paper stating the organisation's interest and readiness to host the conference.

Prepared by the Events and Project Communications and Sustainable and Innovation Procurement Teams at ICLEI's European Secretariat

Please direct all questions and bid to:

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1. BID SUBMISSION FORMAT/ EVALUATION

Bid submission format

The bid submission should include the following sections:

1. **Details of contact persons**
2. **A letter of commitment** on letter headed paper stating the organisation's interest and readiness to host the conference. This letter should include a formal commitment to cover the requested budget.
3. The **main body** of the submission should contain:
 - 3.1 **An executive summary (max. one page), including:**
 - Reasons for interest in hosting the conference
 - Foreseen benefits for the host city
 - Interests and activities related to SPP and IP
 - Examples of key events organised by the host city
 - 3.2 **An explanation** of how the host city intends to meet the requirements listed under section 3. Conference requirements (see pages 8-10), i.e.:
 - summary of **funding sources** and, if applicable, an indication of **local, national and other partners/ sponsors** (max. half page)
 - available budget; indicate available budget by completing the relevant cells of the budget excel template; see also section 3.1; pages 7 and 8
 - **short description of potential venue(s)** including aspects that will make the conference sustainable (max. one page)
 - **first ideas for exhibition, catering, evening events** (max one page)
 - **accommodation facilities** (max. half page)
 - 3.3 An indication of the **host's staff capacity** regarding the host's responsibilities as listed under 2.4. (max. one page)

Supporting documents such as venue leaflets, transport connections and maps can be included in Annexes.

Evaluation

The commitment of the potential host and their ability to carry out a venture of this size will matter most in the evaluation.

Details and modes of cooperation can be discussed jointly once a host has been selected.

We hope this information helps you in preparing the bid, and we look forward to receiving your bidding documents and to see how we could potentially cooperate on the 12th Procura+ conference in 2027.

Deadline for submission of bids: 31 October 2025



2. CONFERENCE OUTLINE

2.1 Conference framework

Title	12 th Procura+ (<i>Thematic title to be determined</i>)
Host and Place	TBD, based on bidding.
Date	2027 (exact date <i>subject to discussion with host</i>)
Elements	The 12th Procura+ in 2027 will consist of a “core event” and additional pre- and post-conference elements. An exhibition and Meet Your Buyer event can also be considered.
Duration	Maximum of 2,5 days
Background	<p>Every two-three years, ICLEI holds the Procura+ conference. The Procura+ conference series is the only international forum to promote exchange and dialogue amongst purchasers from all levels of governments, suppliers, policy-makers and multipliers on strategies and the latest practical solutions on SPP and IP.</p> <p>Previous Procura+ conferences were held in Hannover 1998, Bilbao 1999, Lyon 2000, Brussels 2001, Göteborg 2003, Barcelona 2006, Reykjavik 2009, Malmö 2012, Ghent 2014, Nijmegen 2018 and Lisbon 2024. See https://procuraplus.org/events for more information.</p>
Exhibition	Procura+ can be combined with a Sustainable Product Exhibition or Meet Your Buyer event/ Business Forum and linked to other national initiatives related to SPP and IP.
Languages	English will be the main language during the conference. Simultaneous interpretation into other languages for plenary sessions and at least one programme line during the entire conference is possible if requested by the host.



2.2 Benefits to the local host

By hosting the 12th Procura+ Conference, the host city will:

- Showcase their activities on Sustainable Public Procurement (SPP) and Innovation Procurement (IP) internationally;
- Raise the profile and importance of SPP and IP within the host and partner organisations;
- Generate local, national and international media attention for their initiatives;
- Gain international exposure for their government and city amongst international organisations and governments across Europe;
- Share experiences with local, regional and national governments, European and international organisations and members of the business community from other countries;
- Benefit from the tourism related revenue of hosting 250-350 participants throughout the duration of the conference;
- Create, improve or strengthen relationships with stakeholders in their city, region and country by involving them in the local organising committee;
- Improve or strengthen the application of sustainability principles amongst local businesses by organising a sustainable event according to the “sustainable events” principles; and
- Show leadership by supporting the worldwide movement towards SPP and IP.

Bidders are invited to list expected additional benefits gained by hosting the conference in their bidding proposal.

2.3 Purpose, character, outcomes, sustainable event

Purpose

Procura+ conferences seek to generate greater awareness, motivate and encourage people, both from a practical and policy perspective, to move forward on the issue of SPP and IP at the local, national, European and international level. The conference series thereby contributes to the mainstreaming and development of SPP and IP.

Character

An open and informal atmosphere allowing for exchange between participants.

A venue allowing for informal interaction, exchange and a friendly atmosphere is considered more relevant than a luxurious environment.



Expected outcomes

Expected results are, among others:

- Highlighting the strategic potential of SPP and IP at a European and international level;
- Harnessing the immense capacity of the public sector to foster sustainable and innovative solutions;
- Making a positive impact on the SPP and IP activities of the local host by motivating and encouraging people, from both a practical and political perspective;
- Improving knowledge and building capacity of conference participants;
- Discussing better policy processes, strategies and techniques for implementing SPP and IP and informing influencers at the local, national, European and international level;;
- Generating more awareness of the issue at a local, national and international level and thereby contribute to the world-wide movement of mainstreaming SPP and IP;
- Strengthening the relationship between ICLEI and the host city;
- Forging new partnerships with the business community and contribute to making the markets for products and services more sustainable and innovative.

Additional elements

- Celebrate the 12th edition of the Procura+ conference
- Celebrate the Procura+ Awards Winners

Sustainable event

The conference is organised in such a way that sustainability concerns are duly considered. Potential host cities should outline how they intend to ensure the event to be sustainable, including among others the approach to CO₂ compensation to offset participants' air travel.

2.4 Roles & Cooperation

Partnership

The 12th Procura+ shall be organised in cooperation with various partners:

- ICLEI Europe
- Host city
- Additional regional and national partners, which could be proposed by the host city
- Any other additional partners, which will be jointly considered

Organisation

ICLEI Europe and the host city will organise the 12th Procura+ conference in close cooperation. ICLEI Europe's Events and Project Communications team has over 25 years of experience in organising events. An experienced multi-lingual and multi-cultural team ensures professional delivery of the event and appropriate linkages with other ICLEI staff. The Sustainable and Innovation Procurement team has more



than 20 years of experience on the topic and will ensure a state-of-the-art programme in terms of topics and political relevance.

Overall responsibility

Overall the local host will be responsible for the local organisation of the conference and act as a link to all partners in the host country. ICLEI will be responsible for the conference programme, participants and speakers management, media and PR, communications and advising the host on logistics.

It is important that the local host acknowledges that ICLEI is an organisation representing a great variety of members and fully respects ICLEI's diversity and political independence, especially pertaining to the design of the programme and choice of speakers.

Important decisions regarding the course of the conference will be discussed jointly by ICLEI and the host and taken in mutual agreement. Coordination and reporting of tasks will be described and the share of tasks will be defined and agreed on by all the partners (ICLEI, local host, and if appropriate others).

ICLEI and the local host will sign a contract. This contract will include annexed documents such as the budget, share of tasks, timing and payment conditions.

Responsibilities of the local host team

Apart from joining ICLEI in developing the overall conference strategy and preparing the conference programme, the main tasks for the host are expected to be:

- Overall local management
- Provision of budget, contacts to co-funders and sponsors
- Provision of local staff
- Input into the programme
- Organisation of the Exhibition, in coordination with ICLEI
- Collection, invoicing and administration of participant fees
- Organisation of site visits and evening events
- Conduct press work at local, regional and/ or national levels
- Organise the local logistics (e.g. venue, catering, accommodation, greening concept) in coordination with ICLEI
- Conference implementation support (e.g. Reception & Information Desk, establishment of IT-services at the venue)
- Documentation (photographer, audio and/or Audio-video archiving)

2.5 Participants

Number of participants

250-350

Target groups

The target group consists of:

- Public Sector Procurement Personnel: Directors, Heads of Purchasing, Supply Managers and Tender Coordinators



- Senior Officers, General Managers and decision-makers from public authorities (e.g. Mayors, Councillors, Commissioners)
- Public Sector Facilities Managers, Department Heads, Finance Managers, Project Managers, Construction Managers
- Procurement Legal Professionals, Policy Specialists and Consultants
- Trade Unions
- SMEs, CEOs
- Local government associations and networks,
- European Commission (relevant DGs) and European Parliament,
- Business sector representatives (e.g. suppliers, product designers)
- NGOs,
- International organisations, funders and donors,
- Media.

Participation fee

The participant registration fee will be agreed on between the organising partners. It should be an amount that is affordable to participants from all countries. The host should be ready to administer the participant fees, i.e. have a bank account available to which participants can transfer the fees and together with ICLEI have a system in place to monitor the paid fees. Subject to available funding.

Several fee categories will be implemented as an instrument for negotiation with participants and speakers.

The proposed fee categories are:

- Full fee for private sector
- Full fee for public sector / NGO / non-profit
- Reduced fee for ICLEI Members
- Reduced fee for Procura+ Network participant and national partner
- Reduced fee for parallel session speakers, market lounge speakers
- Reduced fee for accompanying procurer
- No fee for host city staff, ICLEI staff, ICLEI Regional and Global Executive Committee members, VIP invitees, plenary and key speakers.



3. CONFERENCE REQUIREMENTS

3.1. Financial aspects

Financial support

The host city should secure funding through its own efforts. Funding sources may include a variety of local, national and other sponsors.

Budget

The budget estimation is based on information from previous similar events. The budget to be covered by the host city consists of:

a. Costs administered directly by ICLEI to cover:

- ICLEI conference and procurement teams
- Office and Communication (IT services: installation of conference website, conference database, mailing of invitation, specific dissemination costs)
- Conference material (graphics, printing of invitation material and announcements (letters, leaflets, forms), material for participants, media, facilitation material, badges, translation of documents)
- Professional facilitator and speakers reimbursement
- Travel budget for the ICLEI conference team (both for preparation and for the actual conference)
- Financial support for participants (optional)

The contribution of the local host to these costs are expected to be around 150,000 EUR. The host can cover this through a number of public and private sources (e.g. national and local government and corporate sponsorship).

b. Local costs which may be covered and administered directly by the host include:

- Conference venue, including all equipment, e.g. for sound, IT support and signage
- Interpretation facilities (interpreters and equipment)
- Catering (lunches, welcoming reception, dinner and social arrangements, coffee breaks, other)
- Documentation (photographer, audio and/or Audio-video archiving)
- Study visits if required
- Administration of participant fee payments

These costs depend on local circumstances.

Subcontractors

ICLEI and the local host will mutually agree on subcontracts with third party providers for certain conference elements (e.g. venue, hotels, etc.).



3.2. Logistics

Venue

The venue should offer a friendly, informal atmosphere, including possibilities for small-group meetings and exchange. Luxury and formalities are not a priority. Those responsible for management of the venue should agree to make all possible efforts towards greening the event.

English-speaking staff should be available at all times throughout the event.

Both a plenary room (for a minimum of 250 participants in a set up of round tables) and at least 6 additional rooms (of mixed size, each accommodating 30 to 50 people) should be offered. The chosen venue will have abundant daylight in the rooms and in the outside spaces used by the delegates (lunch area, hallways, etc.). Venue rooms should have good acoustics and be flexible in their structure in order to allow creative set ups (where necessary).

A space must be reserved for ICLEI's conference secretariat (more details will be provided at a later time) and working or storage space.

Ample space between meeting rooms is important to provide for a central registration area, coffee breaks, spontaneous meetings and areas for the dissemination of materials.

Should more than one facility be used, these should be very close to one another in order to avoid transportation problems.

Exhibition

As part of the venue, an exhibition space will be required in the space where coffee breaks take place.

Catering

Lunches should be provided for the duration of the conference and should be served within the conference venue.

Menus must accommodate the variety of participants and their cultural as well as religious backgrounds. Vegetarian dishes should take precedence over meat.

Food provided should come from local producers and include Fair Trade and organic products whenever possible.

Coffee breaks should take place close to the meeting rooms; high flexibility for breaks is required.

Evening Events

An organised social programme element should be held on 2 evenings. The first evening ideally includes a welcoming reception and the second evening a dinner.

Cultural Element

Throughout the conference, the host is encouraged to provide short cultural entertainment (opening ceremony, coffee breaks, lunches, etc.).

Technical equipment

All rooms must be equipped with a LCD projector, a computer (to connect to the LCD projector), projection screen and sound system.

The ICLEI conference secretariat will require five fully equipped workstations, a shared fax, phone and high-volume photocopier.

The venue of choice should offer wireless internet access in all rooms and provide at least five internet connected computers for delegates. Technical support should be provided for IT services and audio-visual operations.



Transport

The conference area (venue and hotels) should be connected to the train station, airport and the city centre by an efficient and reliable public transport system. Should this not be the case, transport will need to be organised from and to the train station or airport on the arrival and departure days. Additionally, transport to the city centre should be facilitated at certain times.

Accommodation

All participants should be able to choose between a small number of hotels that are closely situated to the convention venue (ideally 5-15 minutes walking distance).

Hotels will need to be of various 'star' categories with varying price ranges that are affordable to participants travelling with a limited budget.

Hotels should have accepted ecological standards and be ISO 14000 (or similar) certified. Hotels and booking procedures should be approved by ICLEI.