

Dear Sir or Madam,

Please find below a Request for Proposal (“RfP”). The deadline for submission of proposals is **5 June 2026**, in accordance with the terms and conditions set out below.

1. Background

Federale Participatie- en Investeringsmaatschappij / Société Fédérale de Participations et d'Investissement (“**SFPIM**”) is a public limited company of public interest, whose registered office is located at 1050 Brussels, Avenue Louise - Louizalaan 32, box 4, and registered with the Crossroads Bank for Enterprises under number 0253.445.063 (RLP Brussels) (VAT BE 0253.445.063).

SFPIM was established on 1 November 2006, following the merger of the Federale Participatiemaatschappij / Société fédérale de Participations and the Federale investeringsmaatschappij / Société fédérale d'Investissement. Since then, SFPIM has acquired a central role in federal investment policy and in anchoring the strategic assets of our country. It manages over 200 participations and investments.

SFPIM is governed by the Law of 2 April 1962 relating to SFPIM and the regional investment companies. The Belgian State is the sole shareholder of SFPIM.

SFPIM aims to shape public ownership and federal investment policy by serving the financial interests of the State, while also promoting the prosperity of the Belgian economy and employment. This is pursued in line with the principles of sound management, sustainability, socially responsible entrepreneurship, and good corporate governance.

SFPIM pursues this objective by operating both as a public holding company and as an investment company. SFPIM is also mandated to carry out delegated missions, contributing to the implementation of the State’s industrial policy and to the resolution of financial institutions. Additionally, it may be entrusted with specific advisory roles for the Government.

Further information about SFPIM and its subsidiaries is available on the website www.sfpim.be

2. Purpose of the RfP

SFPIM intends to organise an event in the framework of the celebration of its 20th anniversary.

The purpose of this RfP is to select one event agency for the provision of event organisation and coordination services relating to this event (the “Services”).

The event will aim at celebrating the 20 years of SFPIM, while also highlighting its evolution, achievements, contribution to the Belgian economy and perspectives for the future, in a professional but convivial and festive atmosphere.

The event is expected to take place in autumn 2026 (November or December 2026) in Brussels. The selected agency will be expected to support SFPIM in the conception, preparation, coordination and operational execution of the event.

SFPIM expects the event to remain elegant, institutional and professional, while avoiding an excessively formal or overly expensive approach, taking into account the public nature of SFPIM and the need for budgetary moderation.

The concept: to formally celebrate the event: alongside the video, speeches, and "fun" in the atmosphere, particularly with the interlude and the artistic performance to be found.

3. Scope of services

Agencies receiving this RfP are invited to submit their best proposal ("Proposal") for the conclusion of an Agreement relating to the provision of event organisation services as further described below.

The selected agency will be expected to provide support and coordination services in relation to the preparation and organisation of the event, including in particular:

- Assistance with the conception and coordination of the event;
- Assistance with the selection and coordination of the venue;
- Coordination with the different service providers involved in the event;
- Support regarding the preparation and coordination of the event program;
- Support regarding bilingual communication (French/Dutch and where appropriate English);
- Preparation and/or coordination of invitation materials;
- Sending invitations and managing registrations and RSVP follow-up;
- Preparation of welcome badges;
- Provision and/or coordination of hostesses and cloakroom services where applicable;
- Coordination of catering services;
- Coordination of the technical setup on site (including microphones, screens, WiFi, podium, sound and lighting where applicable);
- Coordination of a photographer and aftermovie;
- Support regarding presentation materials and PowerPoint support;
- Coordination of musical and/or artistic entertainment;
- General on-site coordination on the day of the event.

The event is expected to include in particular:

- A short welcome speech by the Chairman;
- A video presenting the 20-year history and evolution of SFPI M, it being understood that the production of such video will be handled separately by SFPI M and that the agency will only be expected to coordinate its integration and broadcasting during the event;
- A short artistic or musical interlude;
- A speech by the CEO regarding the history and future perspectives of SFPI M;
- A short concert or musical performance;
- A cocktail reception;
- Light and dynamic entertainment elements contributing to a convivial and elegant atmosphere;
- Possibility for the agency to propose original but appropriate festive concepts or animations consistent with SFPI M's institutional profile and budgetary constraints;
- Possibility to include live music, acoustic performances, young artists and/or short contemporary artistic performances;
- Possibility to include networking and interactive moments encouraging exchanges between guests;
- Subtle visual or scenographic elements highlighting the 20-year anniversary celebration;
- Any additional creative suggestions from the agency aimed at creating a memorable, warm and modern event experience while maintaining an appropriate level of professionalism and moderation.

The audience is expected to include in particular:

- CEOs and representatives of SFPI M portfolio companies (220 companies);

- Business partners;
- Regional partners (PMV, Wallonie Entreprendre and Finance Brussels);
- Current and former members of SFPI M boards;
- Selected journalists (selection by SFPI M);
- Representatives of ministerial cabinets and public authorities;
- SFPI M's team (50).
- Eventual coming of His Majesty the King of the President of the Belgian foreign trade agency (Queen of Princess Astrid)

The event should remain dynamic, “fun”, elegant and engaging, with limited formal speeches and a convivial atmosphere.

Candidate agencies are requested to submit:

- One proposal assuming that the venue will be directly contracted by SFPI M;
- One proposal including the management and contracting of the venue by the agency.

As regards the venue, agencies are requested to consider in priority venues such as **Bozar, Flagey, Square Brussels Convention Centre / Palais des Congrès, Palais d’Egmont, Bibliotheque Solvay** and **Cercle Gaulois**, without prejudice to the possibility to propose alternative venues.

4. Content of the Proposal

The proposal must contain a presentation of no more than 15 pages explaining, point by point and in the order shown below, the aspects described below.

4.1 Quality of services and methodology

- Overall understanding of SFPI M's objectives and expectations regarding the event;
- Proposed methodology and organisation for the preparation and execution of the event;
- Experience in organising institutional and/or corporate events of similar scale and standing;
- Creativity and capacity to propose elegant and original concepts while maintaining budgetary moderation;
- Proposed approach regarding bilingual communication and guest management;
- Proposed approach regarding coordination of suppliers and technical aspects;
- Confidentiality and management of conflicts of interests.

4.2 Pricing

- Detailed pricing proposal in EUR (exclusive of VAT);
- Clear breakdown of fees and costs per category of services;
- Separate indication of estimated third-party costs where applicable;
- Separate pricing for:
 - option with venue and video contracted directly by SFPI M;
 - option with venue and video contracted by the agency;
- Description of any costs not included in the pricing proposal;
- Any exceptions or specific billing terms.

4.3 Relevant experience and references

- Presentation of the team members who would be assigned to the event;
- Relevant references for institutional, corporate and/or public sector events organised within the last five years.

4.4 Diversity and gender balance

- Meaningful steps toward achieving, maintaining, and promoting diversity & gender balance in the staffing of the agency.

4.5 CSR profile

- The way social, environmental and governance criteria are integrated into the agency's operations, in particular measures taken in relation to the following topics: (a) employee well-being, (b) the environment, and (c) ethics. Providing a carbon footprint disclosure will be considered an advantage.

4.6 Information to be included in and/or documents to be attached to the Proposal

- A representation confirming that to its best knowledge, the agency has no conflict of interests preventing it from submitting the Proposal;
- Any information in the Proposal that is confidential and/or relates to technical or commercial secrets and may therefore not be disclosed by SFPI M;
- If possible, carbon footprint disclosure;
- Evidence of compliance with fiscal obligations (Certificate relating to the payment of taxes);
- Evidence of absence of conviction (Criminal record extract);
- Any other information deemed useful for the purposes of entering into an Agreement.

5. Binding period

Each agency submitting a Proposal shall remain bound by the terms of its Proposal for a minimum period of ninety (90) days starting from the first business day following the submission deadline.

6. Language of the Proposal

The Proposal and the documents that are required to be attached to it must be drafted in French, Dutch and/or English. They may be drafted in part of one of these languages, and in part in another of these languages.

7. Terms of the Agreement

a. Subject of the Agreement

The Agreement relates to the provision of event organisation and coordination services by the selected agency for the organisation of SFPI M's 20th anniversary event.

It will be deemed to be entered into between SFPI M and the selected agency on the date on which SFPI M accepts the Proposal by way of an acceptance letter signed by SFPI M and countersigned by the selected agency.

b. Invoicing and payment modalities

The agency shall send its invoices electronically via Peppol to SFPI M, in accordance with the Belgian e-invoicing requirements.

Instructions for Peppol invoicing:

- PDF copies of invoices must not be sent separately by email, but included as an attachment in the XML Peppol file.
- After the start of Peppol invoicing, no invoices may be sent via other channels.
- Supporting annexes that cannot be included in the Peppol XML must be sent by email to accounting@sfpim.be.

All invoices must include at least a detailed description of the services provided.

The fees charged must be as set forth in accordance with the Agreement, unless otherwise agreed in writing between the parties.

Only services that have been duly performed and approved by SFPI M may be invoiced.

Payment shall be made by SFPI M within fifty (50) calendar days from the date of receipt of a duly issued invoice.

In the event of a dispute, SFPI M shall not be required to pay the disputed amounts until the dispute has been resolved. In the event of a dispute concerning a payment, the company shall continue to provide its services without interruption.

All invoices must be denominated in EUR.

c. Intellectual property.

Any intellectual property rights generated in connection with the performance of the Agreement shall become and remain the exclusive property of SFPI M.

d. Confidentiality.

Without prejudice to the legal obligation to observe professional secrecy, the agency undertakes to ensure the strict confidentiality of any information communicated by SFPI M for the purposes of the (performance of) the Agreement, any such information being the property of SFPI M, and in particular:

- not to disclose it or otherwise make it accessible, in whole or in part, to any third party without the prior written consent of SFPI M;
- not to use it for its own purposes or for purposes other than those covered by the Agreement;
- to immediately notify SFPI M in the event of any misuse or unauthorised disclosure of such information.

SFPI M reserves the right to require the conclusion of a separate confidentiality agreement in connection with the opening of any specific file.

e. Cybersecurity.

At any time, the agency must be able, upon request, to demonstrate the existence of appropriate policies, procedures and safeguards in place to prevent, detect, and respond to cyber threats and data breaches, in accordance with applicable standards and legislation (including, without limitation, the GDPR and the NIS II Directive).

SFPI M reserves the right to audit or request evidence of such measures throughout the duration of a contract.

f. Insurance

The professional liability of the agency must be covered throughout the term of the Agreement by an insurance policy taken out with a reputable insurance company.

g. Social responsibility

SFPIM believes that taking social, environmental, and governance issues into account contributes significantly to economic progress and long-term value creation. SFPIM expects its partners and suppliers to demonstrate impeccable ethics and to comply with the highest social, environmental, and governance standards. It encourages them to work in conditions that combine economic interest and corporate social responsibility.

h. Diversity and inclusion

SFPIM expects its partners and external advisors to be strongly committed to an inclusive and respectful work environment, free from any form of discrimination or harassment. The agency undertakes to promote workplace diversity at all levels of its organisation and a balanced representation of men and women.

i. General terms and conditions

The agency's general terms and conditions (if applicable) shall only apply to the services provided under the Agreement on a subsidiary basis, provided that no contrary provision exists in the Agreement and that they have been explicitly submitted for approval and accepted by SFPIM.

j. Applicable law and competent courts

The Agreement shall be governed by Belgian law. In the event of a dispute between the parties concerning the validity, interpretation, performance, or termination of the Agreement, the parties undertake to negotiate in good faith in order to settle their dispute amicably. If no amicable settlement can be reached, the dispute shall be brought before Belgian courts.

8. Criteria

11.1 Selection criteria

Unless otherwise agreed by SFPIM, a Proposal will only be considered by SFPIM if it complies with the requirements of this RfP.

11.2 Evaluation criteria

Proposals will be evaluated based on the following evaluation criteria:

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| • Quality of services and methodology | 30 points |
| • Pricing: competitive and transparent fee structures | 30 points |
| • Experience and references | 20 points |
| • Creativity and relevance of the proposed concept | 15 points |
| • CSR profile (including carbon footprint disclosure) | 5 points |

SFPIM may, as the case may be, invite candidate agencies to present and/or provide additional explanations regarding their Proposal.

The scores for all evaluation criteria will be added together. SFPIM will select the agency that has obtained the highest total scores.

On the basis of such selection, SFPIM reserves the right to enter into negotiations with the agencies whose Proposals will be deemed the most interesting. Such negotiations may involve a meeting in the offices of SFPIM.

The entering into any such negotiations does not give rise to any obligation for SFPIM to enter into a Agreement with the agency.

9. Questions and Answers

Any candidate who has questions regarding this RfP may submit them in writing to the following email address: k.onderbeke@sfpim.be. To ensure fairness and transparency in the process, all questions will be anonymized, collected and answered centrally. The answers will be sent to all candidates simultaneously and will be visible to all, ensuring that everyone has access to the same information in real-time.

Candidates must take this rule into account and ensure that all their questions are submitted within the specified deadlines.

Deadline for submitting questions: 27 May 2026.

Date when the answers will be sent to all candidates: 29 May 2026.

10. Proposal submission deadline

Please submit your complete Proposal by 5 June 2026 to:

Katrien Onderbeke

Legal Operations Officer

k.onderbeke@sfpim.be

11. Confidentiality

By responding to this RfP, you agree to:

- treat all RfP documentation and related information provided by SFPIM (collectively, "Information") as strictly confidential,
- not share any Information with third parties, except on a need-to-know basis, and
- use the Information solely to evaluate this RfP and prepare your response.

12. No contract

You further understand and agree that SFPIM reserves the right at any time (i) to reject any, or all, of the candidates' Proposals and to possibly decide not to award the contract, (ii) to invite or not any candidate to negotiate, at any time, or to interrupt negotiations with any candidate at any time.

The issuance of this RfP does not imply any obligation for SFPIM to invite the candidate to negotiate nor to enter into any Agreement with the same. No legal relationship or other obligation shall arise



between any candidate and SFPI M unless and until a Agreement for the services which are the subject of this RfP has been formally executed in writing by SFPI M and the awarded candidate.