



Secretariat of the Union for the Mediterranean
Secr tariat de l'Union pour la M diterran e

INDIVIDUAL SERVICE CONTRACT FORECAST

EVENT SUPPORT AND TRAVEL AGENCY SERVICES

Location - Barcelona /Spain – Mediterranean partners

Common procurement vocabulary (CPV)

Main object:

79952000 - Event services

Additional object(s):

63510000 - Travel agency and similar services

1. Publication reference

UfMS/iRP/0002/2013

2. Procedure

Restricted

3. Programme

ENPI

4. Financing

This tender procedure will be launched under suspensive clause, i.e. provision of the services concerned is subject to availability of the budget funds.

5. Contracting Authority

Secretariat of the Union for the Mediterranean

6. Nature of contract

Fee-based

7. Contract description

The subject of the contract is the provision of event support and travel agency services. The activities include, among other things, logistics support, catering services, interpretation services, travel agency services for the Secretariat staff, organization of conferences, forums, seminars, workshops and travel for attendance and speakers, purchase and payment of tickets, payment of expenses (per diem), hotels, suppliers in general (for example, stationary and equipment, photocopies, book binding).

8. Numbers and titles of Lots

The contract is divided into 3 lots.

- LOT 1.- EVENT SUPPORT SERVICES WITHIN THE BARCELONA AREA



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- LOT 2.- EVENT SUPPORT SERVICES OUTSIDE THE BARCELONA AREA
- LOT 3.- TRAVEL AGENCY SERVICES FOR THE SECRETARIAT STAFF

9. Indicative budget

Maximum budget per initial period: EUR 3.000.000,00 (VAT not included)

10. Intended timing of publication of the procurement notice

July 2012

11. Additional information

The contracting authority may, at its own discretion, extend the contract in duration and/or scope, subject to the availability of funding, up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the contractor.

12. Legal basis

European Neighbourhood and Partnership instrument (Regulation (EC) N° 1638/2006 of the EP and of the Council - OJ L 310/1 of 9.11.2006)

13. Date of Dispatch of this notice:

18.06.2012

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Remarks:

There must be a minimum period of 30 calendar days between the publication of this contract forecast and the publication of the corresponding procurement notice.

No applications or requests for information should be sent at this stage.