SERVICE PRIOR INFORMATION NOTICE
Travel Agency for the UfM staff - 02 - PRO379LAD-2022
Location - Barcelona /Spain – UfM Member States

1. Publication reference
   02 - PRO379LAD-2022

2. Procedure
   Restricted

3. Programme title
   ENPI

4. Financing
   Financed through UfM annual budget¹.

5. Contracting Authority
   Secretariat of the Union for the Mediterranean (UfM Secretariat)

6. Nature of contract
   Fee-based/Unit prices framework contract

7. Contract description
   The contract will provide assistance in the travel organisation for staff members' official duty trips including hotel reservation and all relevant services related to travel bookings (including airline, train, bus or ferry reservations).

   The minimum services to be provided are: Booking, issuing and delivery of flight/rail/bus/ship tickets; booking of accommodation (hotel rooms); changing or cancelling transport and accommodation reservations; providing assistance in obtaining visas; payment of expenses (per diem), registration fees for conferences/congresses, and any other individual assistance related services.

8. Indicative budget
   The estimated total value for the entire duration of the framework agreement: EUR 1,000,000 (VAT not included)

9. Intended timing of publication of the contract notice
   June 2022

10. Additional information
    Duration in months: 48 months

¹ Budget co-financed by EU funds
One lot only

All current available information regarding the contract is contained in this notice and interested parties should not contact the Contracting Authority for more information. Full details of the contract and how to apply will be published in the Contract Notice and tender dossier in the upcoming months.

11. Legal basis

12. Date of Dispatch of this notice
   23/03/2022

Remarks:
There must be a minimum period of 30 calendar days between the publication of this prior information notice and the publication of the corresponding contract notice.

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