



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

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)

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.