SERVICE PRIOR INFORMATION NOTICE
Organization of workshops, meetings & conferences
Main site or location of works, place of delivery or of performance: Barcelona /Spain – UfMS
Member States

1. Publication reference
   04 - PRO259LAD-2020

2. Procedure
   Restricted

3. Programme title
   ENPI

4. Financing
   Financed through UfMS annual budget.

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

6. Nature of contract
   Fee-based

7. Contract description
   Service Framework contract for the provision of services of event organisation capable of providing a large range of services on the organisation of workshops, regional platforms, meetings and conferences (referred to as 'events') at the UfMS premises or elsewhere. The arrangements to be organised will include overall preparation, coordination and follow-up of the events, flight booking, assistance for issuing visas, hotel booking, airport and hotel transfers, booking of conference facilities and technical equipment, hiring of interpreters, catering, secretarial support, conference kits, production of brochures, etc. This list is not exhaustive.

8. Indicative budget
   The estimated total value for the entire duration of the multiple framework agreement: EUR 8,000,000.00 (VAT not included)

9. Intended timing of publication of the contract notice
   February 2020

10. Additional information
    The aim of this international restricted invitation to tender is to identify 3 to 5 companies which, in response to specific requests for services, may draw up and carry out the organization of the

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1 Budget co-financed by EU funds
UfMS' events.

Duration in months: 48 months

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:
   21/01/2020

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.