



## 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<sup>1</sup>.

**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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<sup>1</sup> 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**

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:**

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.