1. **Publication reference**
   Travel Agency - 09 - PRO165LAD-2018

2. **Procedure**
   Restricted

3. **Programme title**
   ENPI

4. **Financing**
   Financed through UfMS annual budget.

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

6. **Nature of contract**
   Fee-based

7. **Contract description**
   The purpose of this procurement procedure is to conclude a Framework Service contract with an experienced Travel Agency, able to provide travel arrangement services for the business trips of the Agency.

   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), etc.

8. **Indicative budget**
   The estimated total value for the entire duration of the multiple framework agreement: EUR 1,000,000.00 (VAT not included)

9. **Intended timing of publication of the contract notice**
   November 2018

10. **Additional information**
    This contract is subject to renewal: No

11. **Legal basis**
12. Date of Dispatch of this notice:
20/02/2018

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.