



**SERVICE PRIOR INFORMATION NOTICE**  
**Event Support Services - 01 - PRO129CPA-2017**

**1. Publication reference**

01 - PRO129CPA-2017

**2. Procedure**

Restricted

**3. Programme title**

ENPI

**4. Financing**

Financed through UfMS annual budget. This tender procedure will be launched under suspensive clause, i.e. provision of the services concerned is subject to availability of the budget funds.

**5. Contracting Authority**

Secretariat of the Union for the Mediterranean (UfMS)

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**6. Nature of contract**

Fee-based

**7. Contract description**

Service Framework contract for the provision of services of event organisers capable of providing a large range of services on the organisation of 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 4,000,000.00 (VAT not included)

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

October 2017

**10. Additional information**

The aim of this international restricted invitation to tender is to identify 3 companies which, in response to specific requests for services, may draw up and carry out visibility, communication and information activities of the UfMS. The contracting authority may, at its own discretion, extend the contract in duration and/or scope, subject to the availability of funding, up to a



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maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the contractor.

Numbers and titles of Lots

No, one lot only

**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:**

08/09/2017

**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.