



SERVICE PRIOR INFORMATION NOTICE

Event support services

**Main site or location of works, place of delivery or of performance: Barcelona /Spain – UfMS
Member States**

Common procurement vocabulary (CPV)

Main object:

79952000 - Event services

Additional object(s):

63510000 - Travel agency and similar services

79951000 - Seminar organisation services

1. Publication reference

UfMS/iRP/0002/2016

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)

6. Nature of contract

Fee-based

7. Contract description

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 framework agreement: EUR 2,250,000.00 (VAT not included) per 3 years

9. Intended timing of publication of the contract notice

August 2015

10. Additional information

The aim of this international restricted invitation to tender is to identify 3 companies that, in response to specific requests for services, may draw up and carry out the organization of the UfMS' events.

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:

01/07/2015

2

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.