



Malta, 13/10/2021

**Procedure reference number EASO/2021/922 – bridging Framework Contract for the Provision of Provision of Event Organisation Services for EASO’s Administrative and Operational Meetings and Events held in the Maltese Islands**

**EX ANTE PUBLICITY**

**I. Description of the services**

The European Asylum Support Office (EASO) is planning to purchase Event Organisation Services for Administrative and Operational Meetings and Events organised in Malta, Gozo and exceptionally in Comino.

These services will include, but are not limited to, the following:

- Conference Venue Rental, Audio Visual (AV) Equipment Rental, Catering Services, Coordination of Tasks allocated to third parties, management of the Logistics on site and Delivery of all Original Invoices;
- Organisation of Other Events such as Team Building and Staff Away Events and the provision of Animation, Entertainment or customised Cultural, Educational or Sports Activities during any of EASO’s Events;
- Organisation of Lunches and Dinners in restaurants and other venues around the Maltese Islands;
- Reservation of good quality Accommodation respecting Hotel ceiling prices for Malta unless otherwise specifically requested/approved;
- Organisation, provision and supervision of Transportation Services.

**II. Description of the contract**

EASO envisages awarding a single Framework Service Contract. The duration of the contract will be for a period of 12 months. The estimated total value for the whole framework contract duration is **€ 138.500,00**.

### III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 5 economic operators through which EASO may award the above-mentioned contract.<sup>1</sup>

This ex-ante publicity has an indicative value and is in no way binding on EASO. EASO may decide not to launch the procurement procedure without candidates being entitled to claim any compensation.

Only candidates invited by the contracting authority to take part in the procedure concerned can submit a tender.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to [CONTRACTS@easo.europa.eu](mailto:CONTRACTS@easo.europa.eu) by the **23<sup>rd</sup> of October 2021**.<sup>2</sup>

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<sup>1</sup> This publication is made pursuant to point 3 of Annex 1 to [EU Financial Regulation](#) that provides for ex ante publication on the Institutions' websites of middle value contracts.

<sup>2</sup> The personal data collected in relation to this prior information notice shall be made available on request to the various services of EASO and will be processed in accordance with (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Any entity having expressed its interest shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should you have any queries concerning the processing of your personal data, they should be addressed to [contracts@easo.europa.eu](mailto:contracts@easo.europa.eu).