



Malta, 13/11/2023

Procedure reference number EUAA/2023/177 – bridging Framework Contract for the Provision of Event Organisation Services for EUAA Operational Meetings and Events held in EUROPE (Incl. Iceland, Liechtenstein, Norway, Switzerland and United Kingdom but Excl. MALTA + BELGIUM + ITALY + GREECE)

EX ANTE PUBLICITY

I. Description of the services

The European Union Agency for Asylum (EUAA) is planning to purchase Event Organisation Services for Operational Meetings and Events organised in EUROPE (Incl Iceland, Liechtenstein, Norway, Switzerland and United Kingdom but Excl. MALTA + BELGIUM + ITALY + GREECE).

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

- Conference Venue Rental, Audio Visual (AV) Equipment Rental, Catering Services, Event Assistant 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 Days and other events for EUAA Staff;
- Organisation of Lunches and Dinners in restaurants and other venues in Europe;
- Reservation of good quality Accommodation compliant with EUAA security requirements and respecting Hotel ceiling prices unless otherwise specifically requested/approved¹;
- Organisation, provision and supervision of Transportation Services;
- Processing and payment of Travel, Accommodation and/or subsistence allowances for the Event Participants in exceptional circumstances.

II. Description of the contract

¹ In case the cost of hotel accommodation is above the ceiling as listed in European Commission Decision C(2002)98, the EUAA might grant a derogation of the ceiling which should be duly communicated to the contractor.





EUAA envisages awarding a single Framework Service Contract. The duration of the contract will be for a period of 6 months. The estimated total value for the whole framework contract duration is € 139.000,00.

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 EUAA may award the above-mentioned contract.²

This ex-ante publicity has an indicative value and is in no way binding on EUAA. EUAA 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@euaa.europa.eu by **27/11/2023**.

² 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.