



Malta, 13/05/2016

SUBJECT: EASO/2016/413 – FRAMEWORK CONTRACT – PROVISION OF EVENT ORGANISATION SERVICES FOR EASO EVENTS HELD IN MALTA EX ANTE PUBLICITY

I. Description of the services

The European Asylum Support Office (EASO) is planning to purchase event organisation services for EASO events held in Malta.

More in detail, the requested services will include:

- The provision of high quality **conference venues;**
- The provision of the necessary **technical assistance and equipment;**
- The provision of the **catering requirements**
- The provision of **accommodation services** for event participants.

II. Description of the contract

EASO envisages awarding up to three Framework Contracts in cascade provided that there is a sufficient number of economic operators that satisfy the criteria.

The duration of the contract will be a maximum of 18 months. The estimated maximum amount for this contract is €55,000.

III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 3 economic operators through which EASO may award the above-mentioned contract.¹

This publication has an indicative value and constitutes no obligation on EASO to award a contract.

Only the tenderers invited by the contracting authority to participate in a procedure for awarding low value contracts will be admissible.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to CONTRACTS@easo.europa.eu before **03/06/2016 12:00 PM Malta time.**²

EASO Contracts

¹ This publication is made pursuant to Article 124 of the Rules of Application of the Financial Regulation that provides for ex ante publication on the Institutions' websites of contracts with a value up to € 135 000.

² 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 Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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 contracts@easo.europa.eu.