



Malta, 13/11/2014

**SUBJECT: EASO/2014/275 – Event organization services in Istanbul
EX ANTE PUBLICITY**

I. Description of the services

The European Asylum Support Office (EASO) is planning to purchase services of a travel agency to assist in the organization and procurement of a meeting package, including accommodation, venue, catering and meals for the training event in Istanbul, Turkey from Sunday, 7 December to Friday, 12 December 2014.

More in detail, the requested services will include:

- book and pay for accommodation, training venue, catering and meals for up to 38 persons in a four star hotel in central Istanbul, Turkey from 7-12 December, 2014

II. Description of the contract

EASO envisages awarding a direct contract. The duration of the contract will be end of November to middle of December 2014. The estimated maximum amount for this contract is 60.000 EUR.

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 to award a contract for EASO nor to invite to tender for low value contracts procedures any economic operator having expressed its interest in participating.

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 18/11/2014.²


Dr. Robert K. Visser
Executive Director

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 € 60 000.

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.