



Malta, 05/08/2015

SUBJECT: EX ANTE PUBLICITY NOTICE for procurement procedure "Service contract for provision of conference services for EASO External Dimension Regional Workshop and Training in Istanbul"

Reference: EASO/2015/345

I. Description of the contract

The European Asylum Support Office (EASO) envisages awarding a low value service contract for purchase services of a travel agency or of a hotel to assist in the organization of one meeting package.

The indicative duration of 6 months, subject to the timing in organization of the event. The specific location is in Turkey, Istanbul, during the period November 2015.

II. Description of the services

The services of a travel agency shall include the assistance in the organization and procurement of a meetings packages:

- of maximum 10 calendar days of which 7 event days,
- with maximum 25 participants,
- in at least four stars hotels, including accommodation with breakfast, conference venue,
- simultaneous interpretation service English<>Arabic and/or French<>Arabic including equipment,
- catering (buffet lunch; seated dinner; two coffee breaks) and
- airport transport A/R.



III. Description of the procurement procedure

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

Economic operators interested in being invited to participate in this procedure may express their interest by writing to:

CONTRACTS@easo.europa.eu.

With subject reference **EASO/2015/345** before **28/08/2015**.

This publication has an indicative value and constitutes no obligation to award a contract for EASO nor to invite to tender all economic operators having expressed its interest in participating. Only the tenderers, invited by the contracting authority to participate in a procedure, will be sent the tender documentation.

We look forward receiving your declarations of interest.

EASO Contracts