

EUROPEAN INSTITUTE FOR GENDER EQUALITY

EIGE

Vilnius, 12/08/2010

Subject: Ex-ante publicity in negotiated procurement procedure, reference number EIGE/2010/OPER/14

Provision of services (meeting rooms, catering, technical equipment and accommodation) for organizing meetings and events in 2010

Description of the contract:

The European Institute for Gender Equality (EIGE) will organize several events this year, therefore requires a hotel located in Vilnius, that can provide accommodation for guests and different services related to the organization of the meetings and events.

Description of the products and related services:

Service 1: Provision of meeting rooms according to the type of meetings and events, the number of participants estimated until the end of the year 2010

Service 2: Provision of catering services for the meetings and events EIGE organizes

Service 3: Provision of interpretation facilities and audiovisual equipment and technical support required on the occasion of the meetings and events

Service 4: Provision of accommodation for all EIGE' s guests.

Description of the procedure:

This ex-ante publicity is the first stage of the negotiated procurement procedure through which EIGE may award the above-mentioned contract.

All parties interested in providing the services described above should express their interest (400 words maximum), by e-mail, to **procurement@eige.europa.eu** with the subject reference: **EIGE/2010/OPER/14** before **20/08/2010, 17h00 EET**.

Tender documents will be sent by e-mail to a pre-selected list of the interested parties. Please note, however, that EIGE reserves the right to decide not to proceed with the negotiated procedure.

This publication constitutes no obligation for EIGE to invite to tender any interested parties having expressed their interest in participating. Only the candidates invited by the contracting authority to negotiate in a tender procedure will be admissible.

We look forward to receiving your declaration of interest.