

Vilnius, 29/09/2010

**Subject: Ex-ante publicity in negotiated procurement procedure, reference number EIGE/2010/OPER/23**

**Provision of conference organising services for EIGE's international conference on gender stereotypes to be organised in Vilnius, on 29-30 November 2010**

Description of the contract:

The international conference to be organised under this contract is to contribute to the implementation of Annual Work Programme 2010 of the Institute and in particular to promotion of gender equality and raising gender awareness with young individuals as a primary target group for this activity. The conference will be attended by 80-100 participants who will exchange their expertise and views in an unconventional environment. The emphasis will be made on the visual information and effects.

Description of the products and related services:

- Service 1:** Creative solution for the conference
- Service 2:** Provision of a conference venue
- Service 3:** Provision of catering services
- Service 4:** Provision of audiovisual equipment and technical support required
- Service 5:** Provision of travel and accommodation for conference participants
- Service 6:** Conference branding
- Service 7:** Publicity and media
- Service 8:** Evaluation

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](mailto:procurement@eige.europa.eu) with the subject reference: **EIGE/2010/OPER/23** before **6/10/2010, 12h00 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.