

EUROPEAN INSTITUTE FOR GENDER EQUALITY

EIGE

Vilnius, 22/10/2010

Subject: Ex-ante publicity in negotiated procurement procedure, reference number EIGE/2010/OPER/37
"Organisation of events management services related to EIGE Journalists' Taskforce meetings in four major EU cities, in 2011"

Description of the contract:

The European Institute for Gender Equality (EIGE) envisages awarding a contract for the provision of events management services.

Description of the products and related services:

The contractor will be required to assist in the overall preparation of four (4) regional Journalists' Taskforce meetings in the same number of major EU cities (during the second quarter of 2011); to provide events management support services and to perform a feedback 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 send a declaration of interest by e-mail to **procurement@eige.europa.eu** before **05/11/2010**.

The interested parties should clearly demonstrate their ability to provide the services required above in their declaration of interest (400 words maximum). 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 procedure. This publication constitutes no obligation for EIGE to invite to tender all interested parties having expressed their interest in participating.

We look forward to receiving your declaration of interest.