



Vilnius, 14. 02. 2011  
EIGE/VL/as D/2011/794

**Subject: Ex-ante publicity in negotiated procurement procedure, reference number EIGE/2011/OPER/01**  
**Provision of services (meeting rooms, catering, technical equipment and accommodation) for organising technical meetings in 2011**

**Description of the contract**

The European Institute for Gender Equality (EIGE) will organise several technical meetings in 2011. Therefore, it requires a hotel located in Vilnius that can provide accommodation for guests and different services related to the organisation of technical meetings.

**Description of the products and related services**

**Service 1:** Provision of meeting rooms

**Service 2:** Provision of catering services

**Service 3:** Provision of interpretation facilities, audiovisual equipment and technical support

**Service 4:** Provision of accommodation

**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 reference n°. in the subject: **EIGE/2011/OPER/01 by 25/02/2011, 17h00 EET.**

Tender documents shall be sent by e-mail to a pre-selected list of 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.