

Vilnius, 16 April 2021  
EIGE/ap D/2021/292

**Subject: Ex-ante publicity of very low value contract (€1 000.01- € 15 000.00) for Provision of internal catering services for the European Institute for Gender Equality (EIGE)**

**Reference number: FWC EIGE/2021/ADM/04**

#### Description of the framework service contract

The European Institute for Gender Equality (EIGE) envisages awarding a very low-value framework contract for provision of internal catering services.

#### Description of the requested services

EIGE seeks to conclude a framework contract with professional company capable of providing a wide range of catering services for internal and/or external events.

The Contractor will be requested to ensure overall high quality catering services to be provided primarily at EIGE's premises and/or outside within the area of Vilnius city. The Contractor shall provide catering services on any requested date (in exceptional cases, including weekends and public holidays).

The catering services are foreseen for various external and internal meetings, and events including coffee breaks, lunches, dinners. The Contractor will be expected to provide a freshly made, nutritious and wide range of food consistent with the various cultural tastes due to the majority of EIGE's guests coming from important institutions located in all Member States of the European Union and in other countries. The contractor must be able to provide food that meets the requirements of people with specific food intolerances or allergies including lactose-intolerance, celiac diseases and nut allergies.

The food should be sufficient in quantity for the estimated number of people to be fed. The number of participants for the above catering provision vary based on the specific meetings. The Contractor will be obliged to provide the catering services for meetings for from 5 up to 100 people.

The estimated number of meetings within the yearly duration of the contract will be around 15.

### 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/2021/ADM/04, before 04 May 2021, 10:00 Vilnius time.**

Economic operators who do not express their interest before the deadline and to the address above will not be invited to submit an offer. The latter restriction will not apply to the minimum three economic operators directly invited by EIGE.

Tender documents will be sent by e-mail.

This publication constitutes no obligation for EIGE to launch the mentioned procurement procedure.

We look forward to receiving your declaration of interest.