



Brussels,  
EMPL.B.2/RED/secr. (2020) save number

## **EX-ANTE PUBLICITY FOR A LOW VALUE NEGOTIATED PROCEDURE**

**Subject:** **Low value negotiated procedure – *Organizing the meeting of Directors General of Industrial Relations in Lisbon, Portugal on 27th November 2020***

This publication is made pursuant to Annex I.14 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, to award a low value contract as a result of a negotiated procedure.

Interested economic operators, with a proven experience in the field of international event management should express their interest.

Only the candidates invited by the contracting authority to participate in the second phase of the present procedure for awarding this low value contract will be admissible.

### **1. PURPOSE OF THE REQUEST**

To achieve its objectives and promote its activities, EMPL.B.2 unit organizes its upcoming meeting in Lisbon (Portugal) on 27<sup>th</sup> November 2020. The event involves approximately 60 participants.

The target groups are, in particular:

1. Representatives of national government of the Member States and EFTA countries
2. The other EU institutions or related bodies (European Parliament, Council of the EU, Committee of the Regions, European Economic and Social Committee) and Agencies;

The Unit EMPL.B.2 (Working conditions), hereinafter referred to as the contracting authority, wishes to appoint external contracting services to perform tasks linked to the organisation and logistics of the above mentioned event

### **2. THE TASKS FORESEEN UNDER THE CONTRACT ARE TO ORGANISE AND PROVIDE:**

- (1) Conference/meeting rooms and facilities

- (2) Pre-booking of accommodation
- (3) Management of participants
- (4) Conference material
- (5) Local assistance and other events staff
- (6) Catering and meals
- (7) Provision of teams of interpreters
- (8) Technical, audio-visual and interpretation equipment

### **3. PRICE**

The maximum amount of the contract for the event organisation is **EUR 50.000**.

### **4. INDICATIVE TIME SCHEDULE AND CONTACT**

The indicative time schedule for launching the negotiated procedure is **Q1/2020**. Interested economic operators can express their interest to participate in this negotiated procedure until **29 February 2020 (00.00 CET)** in writing to [EMPL-VT-2020-004@ec.europa.eu](mailto:EMPL-VT-2020-004@ec.europa.eu)

### **5. PROTECTION OF PERSONAL DATA**

If processing a tender involves the recording and processing of personal data (such as name, address and CV), this data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies, and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the negotiated procedure by the Head of Unit of Unit F4 - Programme Management & Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of personal data are available in the privacy statement at:

[https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en)

The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 136 of the Financial Regulation<sup>1</sup>.

For more information, see the privacy statement:

[https://ec.europa.eu/info/strategy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes\\_en](https://ec.europa.eu/info/strategy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en)