



**Negotiated procedure to conclude a middle value contract: Organisation of the virtual meeting of the 34th Plenary meeting of the Advisory Committee on Safety and Health at Work, 9 & 10/12/2020**

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## **1. Purpose of the request for services**

To achieve its objectives and promote its activities, EMPL.B.3 unit organizes one of its upcoming committee meeting virtually.

The Unit EMPL.B.3 (Health and Safety), 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.

At the request of the contracting authority, the contractor will have to perform the following tasks.

1. Management of participants
2. Local assistance and other events staff
3. Provision of teams of interpreters
4. Technical, audio-visual and interpretation equipment

## **2. Price**

The maximum amount for this contract is EUR 45.000€

## **3. Indicative time schedule and contact point**

The indicative time schedule for launching the negotiated procedure is 9–10 December 2020. Interested economic operators can express their interest to participate in this negotiated procedure until **9 November 2020** in writing to [EMPL-B3-ACSH@ec.europa.eu](mailto:EMPL-B3-ACSH@ec.europa.eu)

The indicative date to sign the contract is 23 November 2020.

The estimated performance period of the resulting contract is 2 months.

## **4. 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. 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. 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. For more information, see the privacy statement.