EX-Ante PUBLICITY FOR A LOW VALUE NEGOTIATED PROCEDURE

Subject: Organizing the meeting of Directors General of Industrial Relations on Working Time Directive (on-site physical meeting) – 3 June 2022, Prague, Czech Republic - Low value negotiated procedure

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 middle 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, Unit EMPL.C.1 (Labour law), unit organizes its next meeting in Prague, Czech Republic on 3 June 2022.

The target groups are:

- Representatives of national government of the Member States and EFTA countries

The event involves approximately +/- 60 participants form national governments excluding interpreters and staff.

The Unit EMPL.C.1 (Labour law), hereinafter referred to as the contracting authority, wishes to contract an external service provider to perform tasks linked to the organisation and logistics of the above mentioned event.

The tasks planned under the contract are (non-exhaustive list):

1. Block booking of 60 single rooms (minimum 4 star hotel) for one night.

   The contractor will not pay the accommodation of participants, only do the block-booking and ensure that the participants have access to a preferential rate.
2. Finding and booking the venue with facilities in Prague for the onsite meeting (preferably in the hotel where the block booking is made)

3. Setting up (and dismantling of) meeting room

4. Providing and managing the event’s registration platform

5. Managing participants onsite

6. Providing teams of interpreters for simultaneous interpretation in EN/DE/IT/PL/ES/FR.

7. Technical, audio-visual and interpretation equipment

8. Recording of the event

9. Local assistance and other event staff

10. Event’s materials such as badges, name plates, flags

11. Catering and meals (welcome coffee, 2 coffee breaks, one seated lunch (buffet style tbc)

2. PRICE

The maximum amount of the contract for the event organisation is EUR 58.000.

3. INDICATIVE TIME SCHEDULE AND CONTACT

The indicative time schedule for launching the negotiated procedure is Q1 2022. Interested economic operators can express their interest to participate in this negotiated procedure until 7 January 2022 (00.00 CET) in writing to EMPL-VT-2021-057@ec.europa.eu

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 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 G.4 - Financial Implementation and Procurement Centre, 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/procedures-guidelines-tenders/data-protection-
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:

https://ec.europa.eu/info/strategy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en