

Invitation to tender - Regional Seminar

ECHO-B3-NP-2018-09

DG ECHO - DIRECTORATE B is organising its Annual Regional Seminar that will take place in Brussels end of May 2018. The duration of the seminar will be confirmed soon (either 2 days, 29-30 May or 3 days, between 28 and 30 May).

DG ECHO is currently looking for a venue with the following characteristics:

- 1 Plenary Room able to seat up to 110 attendees, with chairs, a beamer, a podium able to seat up to three people, one fixed microphone and two roving microphones and speakers.
- 4 Break out rooms able to seat up to 25 attendees with the possibility of a flipchart (no beamer).
- Wifi must be available throughout the premises. The presence of a technician for the whole duration must be foreseen.

The catering services should comprise for 110 attendees for each day:

- 1 Welcome coffee in the morning: Coffee , Tea , Juices , croissants ,yogurts, fruit
- 1 Coffee break (AM): Coffee , Tea , Juices , fruit
- 1 Coffee break (PM): Coffee , Tea , Juices , fruit
- 1 Seated lunch including: cold buffet & salads, hot buffet (or alternatively a choice of two dishes of which one vegetarian), desserts, drinks, water, Coffee & Tea (No alcohol).

The maximum price is €33.000 for 3 days.

All economic operators wishing to participate in this negotiated procedure please express your interest to Jacopo.Lombardi@ec.europa.eu or Vanessa.KABUTA@ext.ec.europa.eu by **21 February 2018 12:00 CET**.

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 3 economic operators directly invited by the Commission.

Indicative date for sending out the invitations: **22 February 2018**