



Bruxelles, 17/01/2024

## EX-ANTE PUBLICITY OF A NEGOTIATED PROCEDURE FOR THE AWARD OF A MIDDLE VALUE CONTRACT UNDER THE EU FINANCIAL REGULATION

### I. Description of the service

The European Data Protection Supervisor (EDPS) is planning to purchase Event Organisation Services for a summit in Brussels.

These services will include, but are not limited to, the following:

- Conference Venue Rental, Audio Visual (AV) Equipment Rental, Catering Services;

### II. Description of the contract

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. The EDPS is currently planning to launch the following negotiated procedure for middle value contract:

Call title	2024-021-EDPS- European Data Protection Summit 2024 - Venue rental and associated services
Subject	Venue Rental and Associated Services
Estimated Value (EUR)	85.000,00€
Date of event	20th of June 2024
Launch date of procedure (indicative)	February 2024
Start date of contract (indicative)	June 2024
Deadline for expression of interest	24/01/2024

Selection criteria	<p>Criteria F1: the tenderer must prove experience in the field of hosting past in-person events for EU Institutions or events of similar level of prestige.</p> <p>Criteria F2: the tenderer must prove experience in the field of hosting virtual or hybrid summits regarding the fact that such format provides a similar experience for remote attendees to that of those at the venue. In particular, the ability to provide good quality audio-visual streaming and ensure remote participation of speakers and attendees.</p>
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### III. Description of the procurement procedure

All the information available about the planned procedure at this stage can be found in the EDPS web-site Public procurement page. The documentation of the actual call for tenders (invitation letter, tender specifications and draft contract) will be provided only to invited candidates when the procedure is launched. The contracting authority reserves the right not to launch the planned procedure or to cancel or abandon it, without any right to compensation.

Interested economic operators can express their interest to participate in this negotiated procedure until the deadline by sending an Email to: [EDPS-Procurement@edps.europa.eu](mailto:EDPS-Procurement@edps.europa.eu)

Interested candidates are invited to provide the following information: subject of the tender, name of the company, address, email and contact details of your company.

Only the candidates invited by the contracting authority to the present procedure for awarding this middle value contract will be admissible.

### IV. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 of 23 October 2018 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. Any personal data will be processed solely for the purposes of the future invitation to tender. Details concerning the processing of personal data are available in the at the link below:

[https://edps.europa.eu/about-edps/data-protection-edps\\_en](https://edps.europa.eu/about-edps/data-protection-edps_en)