

Brussels, 11/03/2020

Ex-ante publicity notice - negotiated procurement procedure

Subject: Organisation of an event for the Single Resolution Board (SRB)

Ref: SRB/NEG/12/2020

The Single Resolution Board (“SRB”) will soon launch a call for tenders for a service contract of an estimated maximum amount of EUR **50 000 (fifty thousand euros)**. Please note that this figure is given for estimation purposes only and the actual value of the contract will be decided at a later stage.

Purpose of the Tender

The SRB intends to launch a negotiated call for tender for the organisation of a large scale event for approximately of 400 people. The full day event is scheduled to take place on Tuesday, 9 of June 2020 full day.

The contractor will be required to provide the following non-exhaustive list of services:

- Book a fully furnished venue (with tables and chairs, screen(s), beamer(s), flipchart(s) as well as microphone(s) etc). The proposed venue must be large enough to host approximately 400 people;
- Provide assistance during the event involving removal of furniture in case of need;
- Provide catering services (including a welcome coffee and breakfast, coffee breaks in the morning & afternoon, lunch and farewell drink) for approximately 400 people.

Regarding the catering services, the contractor will be required to provide a hot and cold buffet (with drinks and desserts) and should offer at least a vegetarian option as well the possibility to adapt the proposed menus to any food allergies or special dietary requirements of the participants.

The SRB would like to invite the interested economic operators to declare their interest in participating in this tender.

Description of the procedure

Interested economic operators can express their interest in participating in the call for tenders by completing Annex 1 to this ex-ante publicity until 23 March 2020, 12:00 Brussels time, in writing, by email to:

SRB-PROCUREMENT@srb.europa.eu

No evaluation is performed at this stage. All the economic operators who have expressed their interest in participating in this procurement procedure before the above-mentioned deadline will subsequently be invited to submit a tender. The SRB, as contracting authority, reserves the right to also invite additional economic operators not included on the list of interested economic operators who responded to this ex-ante publicity notice.



An economic operator may consider submitting a tender as a single entity or in collaboration with other service providers: either by submitting a joint tender with (a) partner(s) (assuming joint and several liability towards the contracting authority for the performance of the contract) and/or through subcontracting. In case of a joint tender with (a) partner(s), all partners must be identified in the expression of interest and cannot be modified at a later stage of the procurement procedure.

Only the economic operators invited by the contracting authority to submit a tender in this procurement procedure will be admissible.

It should be noted that the SRB reserves the right to decide not to launch the negotiated procedure. Such a decision will be communicated accordingly.

SRB Procurement