

## Important notice concerning the Opening Committee

PO/2015-05/A4

### Open procedure for the provision of professional audio, video and photographic equipment and accessories and services related to this equipment

**The public opening of tenders will take place on Monday, 15 June, from 10.00 CET, at the European Commission headquarters – the Berlaymont building, Rue de la Loi 200, in Brussels.**

Representatives of tenderers may attend the opening of tenders; only one person per company/consortium and they must show a valid ID card.

In compliance with the security rules governing access to the Commission's buildings, registration of visitors is mandatory.

Therefore, we kindly ask you to fill in the template provided with the following information\* :

- Name
- First name
- Date of birth
- Nationality
- ID document number
- ID validity date

Please note that no parking space will be made available, and that visitors should present their identity card to the guard who will check it against the information registered and provide the visitor with the appropriate visitor sticker.

Attendees should arrive no later than 09.40 to proceed with the security procedures; i.e. register at the reception desk to get their access badge, wait for an official of the Audiovisual Services to accompany them to the meeting room and pass through the security gates.

Their credentials will be checked by the Opening Committee. An attendance list will be open for signature.

If you wish one of your representatives to attend, please send an email to [COMM-AV-EQUIPMENT-TENDER@ec.europa.eu](mailto:COMM-AV-EQUIPMENT-TENDER@ec.europa.eu) by Friday 12 June at 12.00 at the latest, together with the template provided duly filled in with the requested information.

---

\* *The personal data collected with the registration of visitors in the Commission buildings is handled with accordance to the rules of regulation (EC) n° 45/2001 of the European Parliament and the Council on the protection of personal data.*