

**Title:**

Negotiated procedure for low value contract for organization of a one day event for a maximum of 450 participants

**Purpose:**

The European Commission is interested in acquiring services for organizing of a DIGIT DAY event. Following the rules laid down in the article 137 (1) of the Rules of Application of the Financial Regulation, the Commission is launching a negotiated procedure with several potential service providers in order to procure such services.

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**Access to market:**

Participation in the procurement procedure will be open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations. It will be also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement.

**Selection criteria:**

The candidates must have the necessary technical, professional, economic and financial capacity to execute the contract, and in particular:

- Experience in organising similar events in size during the last 3 years. The experience can refer to similar events organised for both the private and public sector, in particular for one of the European institutions and/or bodies. At least provide 2 references concerning two events similar in size.

**Estimated maximum amount:** up to 40,000 EUR all costs included. Tenders proposing a budget higher than the estimated maximum amount will be deemed unacceptable.

**Period of execution of the contract:** 1 calendar day from the start date

**Estimated launching date of the negotiated procedure:** 15/04/2017

**Contact information:**

Economic operators interested in participating in this negotiated procedure may express their interest by writing to [DIGIT-CONTRACTS-INFO-CENTRE@ec.europa.eu](mailto:DIGIT-CONTRACTS-INFO-CENTRE@ec.europa.eu) no later than 16:00 pm CET/Brussels time on 05/05/2017. It is strongly advised to verify that you fully comply with the access to market rules and selection criteria announced before contacting the Commission.

Please note that registration of interest to participate in the above-mentioned procedure does not give rise to any legitimate expectations to be invited. Only the candidates invited by the contracting authority will be admissible to participate in this procedure.