



SUBJECT: EX ANTE PUBLICITY- MID VALUE CONTRACT (€ 135 000) - EVENT VENUE & SUPPORTING SERVICES

Description of the contract: The Bio-based Industries Joint Undertaking (BBI JU) envisages awarding a service contract for the procurement of suitable accommodation & integrated event-related services for its two-day Stakeholder Forum on 6 & 7 December 2017 in central Brussels. The contractor must be able to provide conference & exhibition space for up to 800 participants and all event-related services including security, hostess services, badges, catering, concept development, exhibition build up and tear down, signage, AV and web streaming, an event-branded registration platform and other technical services during the event. The venue accommodation should include a directly connected exhibition area with space for at least sixty-five (65) 3m x 2m exhibition stands, and suitable private speaker & press rooms close to the main conference rooms. In addition the accommodation should include up to four break out rooms, sufficient in size and suitable placed close to the main conference room. The contractor must be able to provide event concept and branding development and execution. The contractor is expected to work with and advise BBI JU on choices of specialist techniques to be employed to ensure full and professional execution of this key event for the BBI JU.

Description of the procedure: This ex-ante publicity is the first stage of a negotiated procurement procedure below 135 000 Euros with a minimum of 3 candidates, through which the BBI JU may award the above-mentioned contract. The purpose of this notice is to support the BBI JU in the selection of the list of candidates to be invited to submit an offer for the contract. Please note that



offers submitted in the subsequent negotiated procedure with a value above 135 000 EUR will be rejected. All economic operators interested in providing the services described above should send a declaration of interest before 20/05/2017, 16h00 Brussels time, by e-mail to procurement@bbi.ju.eu with the same subject reference as indicated above. In their declaration of interest (300 words maximum) interested economic operators should demonstrate their ability to provide the relevant services. This information will be assessed in order to select suitable candidates. All interested economic operators will be informed of the decision of the BBI JU. The Request for Offers and related documents will be provided by e-mail only to the selected candidates.

Please note that the BBI Joint Undertaking reserves the right to modify the conditions or to cancel the negotiated procedure. In case of cancellation, all interested economic operators would be informed of this decision. We look forward to receiving your declaration of interest

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 economic operators directly invited by the BBI Joint Undertaking.

Indicative date for launching the procedure (sending out the invitations): 24 May 2017