

Please note that this is not a call for tenders but a publication announcing ECDC's intention to publish a future negotiated low/middle value procedure. Click on "Express interest" if you are interested in participating (see below).

Title:

External meeting facilities for staff events.

Contracting authority:

[European Centre for Disease Prevention and Control \(ECDC\)](#)

Start date:

08/04/2022

Deadline to express interest:

22/04/2022

Status:

Open

Tender

**reference
number**

NP/2022/RMS/24413 - ex-ante publicity

Title

External meeting facilities for staff events.

Description

The European Centre for Disease Prevention and Control (ECDC) is an European Agency located in Solna with circa 400 staff members divided in six units ranging from 30 to 80 people. The Centre is considering organising up to 7 team events, of maximum 1-day each, per year. Those events can take the form of groups (between 30 and 80 participants) and/or whole staff events (between 300 and 400 participants) and requiring the provision of external meeting facilities (incl. catering) in Stockholm. The anticipated service requires the arrangement of: - Main room (aula type) – accommodating between 30 to 400 people - Break out rooms – accommodating 10 to 30 people per room - Wardrobe access for storage of personal items (coats and bags) - Catering service in the form of coffee breaks and lunch buffet including serving space - Audiovisual and stationary equipments (screens, projectors, microphones and flip chart including marker or equivalent) The number of rooms required will depend on the size of the groups to be accommodated for the event. It is currently anticipated that events will be organised separately unless the contractor has the capacity to organise several events at the same time and is in line with ECDC planning. The location of the event place should be within the boundaries of the Stockholm region, as defined by Stockholm Lokaltrafik map[1]. It is required that venues are easily accessible by public transport and held within a maximum of 20 km of the ECDC office (Gustav III:s Boulevard 40, 169 73 Solna). [1] <https://sl.se/globalassets/sl-spartrafik.pdf>
Indicative Maximum Amount: 130,000 EUR

**Contract
type**

Services

**Procedure
type**

Planned negotiated procedure for middle/low value contracts

Status

Open

**Published
on TED**



**Award
method**

N/A