

Stockholm, August 7, 2018

Ex-ante publicity notice in negotiated procurement procedure

Subject: “ECDC Christmas Party 2018” NP/2018/DIR/10040

Short description

The purpose of this assignment is to provide catering, decoration and DJ service for ECDC Christmas Party 2018 for approximately 230 staff members. The event will take place at ECDC premises in Gustav III's Boulevard 40, in Solna on 19th of December 2018 between 16-22.00 hours. Some Christmas decoration including a Christmas tree should be brought to the event place already on 12th of December 2018. The catering will consist of buffet type of service with welcome drink, traditional Christmas meal and drinks with alternatives for special diets.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below EUR 60,000 with a minimum of 3 candidates, through which ECDC may award the above-mentioned contract. The maximum estimated amount of this procedure is EUR 28,000.

All economic operators interested in providing the services described above should express their interest before 24th August 2018, 16h00 (local time Sweden), by e-mail to **tenders@ecdc.europa.eu** with the same subject reference as indicated above.

In their expression of interest interested economic operators should demonstrate their ability to provide the relevant services and provide the following information:

- Name
- Address
- Contact person
- E-mail
- Description of main area of business/expertise (max 500 words)

This information will be taken into account by ECDC in order to identify potential candidates.

The Request for Offers and related documents will be provided by e-mail only to the identified candidates.

Please note that ECDC reserves the right not to launch the negotiated procedure.