



Calls for tenders **above €15,000 to €139,000** are advertised in advance of their launch on the EDPS website. The EDPS is currently planning to launch the following low to middle value procedures:

|                                     |   |
|-------------------------------------|---|
| Call title                          | EDPS 2022 Conference  |
| Subject                             | Venue Hire  |
| Estimated Value (EUR)               | <b>€60,000</b>  |
| Duration of the contract            | 15/16/17 June 2022  |
| Launch date of procedure            | 22 September 2021   |
| Start date of contract              | 15 June 2022  |
| Deadline for expression of interest | <b>5 October 2021</b>   |
| Selection criteria                  | <ol style="list-style-type: none"> <li>1. Located in Brussels or within 20 minutes driving of Brussels</li> <li>2. Experience with hosting past events for EU Institutions or events of similar prestige</li> <li>3. Availability of auditorium for 200-300 persons.</li> <li>4. Availability of two meeting rooms for 20-30 persons and four or five breakout space for 80-120 persons.</li> <li>5. Availability of catering spaces for 200-300 persons.</li> <li>6. Ability to accommodate hybrid conference, including appropriate AV setup, along with past experience running hybrid conferences.</li> <li>7. Ability to assist in contracting with smaller venues for side events (e.g. gala dinner)</li> <li>8. Adequate Covid-19 measures in place (e.g. ventilation of venues, etc.)</li> <li>9. Possibility for flexibility in case of change in COVID-19 restrictions, including, but not limited to: <ul style="list-style-type: none"> <li>• Possibility of shifting to smaller rooms in case of change in capacity</li> <li>• Possibility of adapting catering quote in case of change in capacity</li> <li>• Possibility of cancelling side events organized</li> <li>• Possibility of cancelling event in case of lockdown</li> </ul> </li> </ol> |



If you are interested in the procedure mentioned above, please send an Email before the deadline for expression of interest to: [EDPS-Procurement@edps.europa.eu](mailto:EDPS-Procurement@edps.europa.eu) providing the following information: subject of the tender, name, address and contact details of your company.