

**Ex-ante advertisement**  
**of a low value procurement procedure for the organisation of**  
**the 3<sup>rd</sup> BEREC Stakeholder Forum meeting, 15 October 2015, Brussel**

The BEREC Office plans to launch a call for tenders for a low-value service contract of a maximum value of EUR 60 000 for the organisation of the 3<sup>rd</sup> BEREC Stakeholder Forum Meeting to take place in Brussels on 15 October 2015.

The BEREC Stakeholder Forum has been established with a view to providing a direct interactive platform for discussion between BEREC and its stakeholders. This platform supports the traditional consultation process taking place before the adoption of final versions of BEREC documents.

The meeting will be organised with the objective to strengthen the dialogue between BEREC and the relevant stakeholders on issues of strategic importance and will be fully open to the public. The expected number of participants is between 160 and 200. In order to stimulate greater interaction between the participants, the meeting participants will be seated around round tables for 10 persons with a maximum number of 6 or 7 participants per table in order to provide visibility from all seats at the presidium/speaker's desk.

The contract may include the following services:

- Selection and booking of suitable venue;
- Catering services (up to 3 coffee breaks, a cold or warm buffet lunch and/or a cocktail);
- Hiring of furniture, if not available at the venue;
- Provision of audio-visual equipment;
- Provision of IT services, including high-speed Wi-Fi for all meeting participants;
- Filming and live webcasting of the event;
- Hiring of Hostesses (up to 5) and Note takers;
- Moderators and/or speakers (to be confirmed in the tender specification);
- Florist decoration;
- Security and /or porter services;
- Other event related technical services (to be specified in the tender specification).

**Interested economic operators can express their interest to participate in the call for tender until 27.02.2015 in writing to [procurement@berec.europa.eu](mailto:procurement@berec.europa.eu).**

Please note that according to the EU Financial Rules the BEREC Office will not be able to provide pre-financing for the event.

Processing the expression of interests submitted as a reply to the current ex-ante advertisement may involve processing of personal data. Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. More information about the data protection policy applied to the personal data provided in the context of the current call for expression of interest can be consulted [here](#).

This publication is made pursuant to Article 124 (1) (b) of the Rules of Application of the Financial Regulation applicable to the BEREC Office in compliance with the provisions of Article 114 of the BEREC Office Financial Regulation ([MC/2014/1](#)).

*Riga, 13 February 2015*