

**Ex-ante publicity of a future call for tenders for LVP**

Title:	<b>EU Careers Student Ambassadors Conference – Travel Management</b>
Reference:	EPSO.04.01
Type of call for tenders:	Negotiated procedure for a low value contract
Subject:	Services
Estimated total value of the contract:	EUR 45.000,-
Indicative date of the launch of the procedure:	3 March 2023
Duration of the contract:	8 months

**Description of the services to be purchased**

- Booking of travel journeys of 150 persons (plane or train) from various destinations in Europe to Luxembourg (inbound 5 or 6 Oct 2023 and outbound 8 or 9 Oct 2023, depending on availabilities and schedule)
- Managing the contacts with the travellers and issuing the tickets
- Issuing 150 tickets
- Explanation of Managing fee
- Bookings should be made in May-June 2023
- Electronic tickets to be sent to travellers by email

**Exclusion criteria****1. Technical and professional capacity**

The tenderer must have

- at least three projects delivered, similar to the description above.
- at least one project manager with minimum 5-year experience in the field of project management or coordination of projects related to travel management and booking.

**2. Economic and financial capacity**

The tenderer must have the average annual turnover exceeding EUR 200 000 in the last two financial years closed.

- 3. No documents proving the fulfilment of these criteria are requested at this stage.**

**Selection criteria****1. Price**

Lowest management fee.

**Award criteria**

- 1. Exclusion criteria must be met.**
- 2. Price must be the lowest.**

If you are interested in participating in this call for tenders and you fulfil the selection criteria as outlined above, please send an e-mail to the following address:

**epso-eucareers@ec.europa.eu** and indicate your contact details (name, organisation, address, country and email address) no later than **2/03/2023**.

Only expressions of interest sent within the time limit to the above email address will be taken into consideration. The economic operators having sent an expression of interest will be invited to submit an offer and receive the terms of reference.