



## REQUEST FOR EXPRESSION OF INTEREST

Event Design and Production

### 1. Publication reference

PS/SRV/EDP/003/2023

### 2. Procedure

Middle value

### 3. Financing

Ordinary budget of the Transport Community

### 4. Contracting Authority

The Permanent Secretariat of Transport Community, Beogradjanka building, Masarikova 5/8, 11000 Belgrade

<https://www.transport-community.org/>

### 5. Type of contract

Services

### 6. Contract description

The Secretariat seeks to conclude a service contract for event management which will include event design solutions, concept proposal and production of visuals (event logo, event video, slogan, other graphic solutions such as backdrop, name tags, dedicated website for registration of participants, promotional materials etc.) and event logistic support (technical equipment and staff for hybrid and live streaming of the event, scene set-up such as backdrop, microphones, translation, organise welcoming and registration of participants, catering).

Event will take place by mid of May 2023 in Montenegro with approximately 200 participants.

### 7. Indicative budget

Maximum Budget: 25,000.00 EURO

### 8. Intended timing of launching the procurement

March 2023

### 9. Legal Basis

The Treaty establishing the Transport Community (European Union, 2017) Official Journal of the European Union L 278/3 of 27.10.2017.

### 10. Communication



Interested parties may express their interest in participation electronically at [procurement@transport-community.org](mailto:procurement@transport-community.org) latest by 09.03.2023 at 14:00h CET. Additional information can be obtained from the abovementioned address. The procurement documents shall be submitted free of charge to any interested economic operator.

All information regarding procurements is published on: <https://www.transport-community.org/procurements/#opentenders>