

EX-ANTE PUBLICITY OF A NEGOTIATED PROCEDURE FOR THE AWARD OF A LOW VALUE CONTRACT

I. GENERAL INFORMATION

1. What is this publicity about?

Economic operators interested in the subject of this publicity should note that this is **not a call for tenders**. It is a publication to announce the Contracting authority's intention to launch a negotiated procedure for the award of a low or middle value contract and allow interested economic operators to express their interest.

⚡ This publication is made pursuant to point 3.1 of Annex I to 2024/2059 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (the EU Financial Regulation) which requires ex-ante advertising of negotiated procedures for the award of middle and low value contracts (below the Directive threshold).

2. Who has access to SRB negotiated low or middle value calls for tenders?

Participation is open on equal terms to all natural and legal persons coming within the scope of the EU treaties, as well as to international organisations. Persons established in third countries (non-EU countries) do not have the right to participate in procurement procedures (unless international agreements in the field of public procurement grant them the right to do so).

⚡ The rules on access to procurement do not apply to subcontractors unless a specific provision to the contrary is included in the planned call for tenders details. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

3. How to express interest?

Entities established in a country that has access to the procurement can express interest to participate in the planned procedure by sending an e-mail to SRB-PROCUREMENT@srb.europa.eu.

⚡ An expression of interest shall not convey any legal right or create a legitimate expectation of award of contract.

4. Where can the call for tenders' specifications be consulted?

All the information available about the planned procedure at this stage can be found below in the Ex-ante publicity notice.

The documentation of the actual call for tenders (invitation letter, tender specifications and draft contract) will be provided only to invited candidates when the procedure is launched.

⚡ The Contracting authority reserves the right not to launch the planned procedure or to cancel or abandon it, without any right to compensation.

5. What are the next steps following the ex-ante publicity?

The procurement procedure is launched by sending an invitation to tender to all persons who expressed interest, if any, as well as to any other economic operator that the Contracting authority wishes to invite.

Only invited candidates having received an invitation to tender from the Contracting authority may participate in the planned procedure.

Consequently, any tender received from a legal or natural person not invited to tender, even if in a consortium with an invited candidate, will be rejected. Therefore, if it is the case, please express your interest as a consortium. As an alternative, you may freely use subcontracting when submitting an offer.

If you have expressed interest in this publicity and you have access to the procurement (see § 2), you will be invited to submit a tender.

The Contracting authority reserves the right to invite also other economic operators than those having expressed interest following this ex-ante publicity.

Invited candidates can submit a joint tender with other economic operators only if they have expressed interest in the planned procedure as a consortium.
Subcontracting is permitted.

6. How is your personal data protected?

If processing your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Any personal data will be processed solely for the purposes of the future invitation to tender.

Details concerning the processing of personal data are available in the privacy statement below:
<https://www.srb.europa.eu/en/procurement>.

II. EX-ANTE PUBLICITY NOTICE - NEGOTIATED PROCUREMENT PROCEDURE

Subject: Catering services for SRB events on 07/10/2026, 05/11/2026, 24/11/2026 and 25/11/2026
Ref: SRB/NEG/14/2026

Purpose of the tender

The SRB intends to award a single service contract for the provision of catering services for the following 4 events, all to be delivered by one single contractor:

- Wednesday, 7 October 2026 – approximately 50 participants;
- Thursday, 5 November – approximately 25 participants;
- Tuesday, 24 November 2026 – approximately 50 participants;
- Wednesday, 25 November 2026 – approximately 50 participants.

The successful tenderer shall be required to provide the catering services for all four events. Partial offers covering only some of the events will not be considered.

All events will take place at the SRB's premises located Rue Treurenberg 22, 1000 Brussels.

Scope & description of the tender

The contractor shall provide catering services for both breakfast and lunch for the events dated 7/10, 5/11 (plus morning coffee break), 24/11 and 25/11/2026.

1. Events on 07/10/2026, 24 and 25/11/2026

The breakfast service shall include:

- mini pastries;
- coffee and tea;
- flat and sparkling water (to be placed in the meeting room);
- fruit juices and other soft drinks.

The lunch service shall include:

- a buffet with a selection of hot and cold dishes;
- vegetarian options;

- flat and sparkling water;
- fruit juices and other soft drinks;
- coffee and tea;
- desserts.

2. Event on 05/11/2026

The breakfast service shall include:

- mini pastries;
- coffee and tea;
- flat and sparkling water (to be placed in the meeting room);
- fruit juices and other soft drinks.

The Coffee break shall include coffee and tea.

The lunch service shall include:

- a buffet with a selection of hot and cold dishes;
- vegetarian options;
- flat and sparkling water;
- fruit juices and other soft drinks;
- coffee and tea;
- desserts.

2. For all of the above, the contractor shall also provide all equipment and materials necessary for the catering services (except high cocktail tables, which will be provided by the SRB), together with sufficient staff to ensure the set-up, service, replenishment, dismantling and clean-up of the catering areas.

The contractor must have the operational capacity to provide the required catering services for the estimated number of participants on each event date.

The exact number of participants and the exact timing of the breakfasts and lunches will be communicated 5 working days prior to the events, meaning:

- for the Plenary Session of 7/10 – on 30/09
- for the event of 5/11 – on 28/10

-for the Plenary Session of 24/11 – on 17/11

-for the Plenary Session of 25/11 – on 18/11

Description of the procedure

This ex-ante publicity is published prior to the launch of a procurement procedure to inform economic operators of the SRB's intention to launch negotiated procedure for the award of a single service contract for the above-mentioned catering services.

The purpose of this notice is to identify interested economic operators and support the SRB in selecting the economic operator(s) to be invited to submit a tender. The maximum value of the contract is EUR 20.000,00 EUR (excluding VAT,).

Interested economic operators are invited to express their interest by sending an email to SRB-PROCUREMENT@srb.europa.eu no later **than 24 August 2026, 12:00 (noon) Brussels time.**

The SRB reserves the right not to launch the negotiated procedure.

SRB Procurement