

**Title:** **Provision of Conference Services for the seminar on “Judicial Review of Administrative Disputes” for the judges of the administrative courts of Ukraine, carried out by the OSCE Project Co-ordinator in Ukraine in Kyiv oblast, 3 - 4 October 2011**

**Reference Number:** RFQ No. PR 242881

**Procurement Procedure:** Request for Quotation (RFQ)

**Programme / Project:** Rule of Law and Human Rights / Support to the Development of Administrative Justice in Ukraine

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**Issue date:** 26 August 2011

**Deadline:** 02 September 2011, 12:00 p.m. local Kyiv time (EET)

**Description of Services:** Within the framework of the project “Support to the Development of Administrative Justice in Ukraine”, the OSCE PCU will provide conducting focused trainings for the judges of administrative courts. The objective of the assignment of the successful conference company is to provide administrative and logistic support services of the highest quality for the seminar on “Judicial Review of Administrative Disputes” for the judges of the administrative courts of Ukraine, carried out in Kyiv oblast on 03 - 04 October 2011. The scope of services includes but is not limited by accommodating and registering participants throughout the event, disseminating participants` packs, distributing and gathering enquiries, providing catering services, equipment and technical support as well as event management.

**Expected Contract Duration:** One-off Purchase

RFQ documents are issued in the English language.