



Date: 15/09/2016

Ex-ante publicity notice in negotiated procurement procedure

Subject: "Counselling services for ECDC staff" NP/2016/RMC/5761/01

Short description

The purpose of the assignment is to provide counselling services to ECDC staff members through an external expert provider. The main aim is to support ECDC staff by means of individual confidential counselling. Additionally, ECDC endeavours to provide counselling for teams, should it be deemed necessary from the organizational perspective to enhance wellbeing of teams and team members.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below 60,000 with a minimum of 3 candidates, through which ECDC may award the above-mentioned contract.

All economic operators interested in providing the services described above should express their interest before **30/09/2016**, 16h00 CET, by e-mail to **tenders@ecdc.europa.eu** with the same subject reference as indicated above.

In their expression of interest interested economic operators should demonstrate their ability to provide the relevant services and provide the following information:

- Name
- Address
- Contact person
- E-mail
- Description of main area of business/expertise (max 500 words)

This information will be taken into account by ECDC in order to identify potential candidates.

The Request for Offers and related documents will be provided by e-mail only to the identified candidates.

Please note that ECDC reserves the right not to launch the negotiated procedure.