



Title: Negotiated procedure for the provision of relocation services to the staff of the European Environment Agency

Reference: EEA/PROC/2017/004

The European Environment Agency (EEA) is constantly recruiting new staff from various places within and/or outside Europe. Many of the newcomers will move to Denmark with their families. The EEA does not provide housing to its staff. Instead, the staff members choose themselves the type of accommodation, budget and the area to live.

The purpose of this contract is to identify and select a relocation agency that can provide support and assistance to the future EEA staff members in settling and relocating smoothly to their new place of employment.

Type of contract:

A framework service contract for a total duration of up to 48 months as from the date of signature, with an initial duration of 24 months and possibility of up to two renewals of 12 months each.

Estimated value:

EUR 135 000 excluding VAT.

Place of delivery or of performance:

All the required services must be delivered at the EEA premises – Kongens Nytorv 6, 1050 Copenhagen K, Denmark – and around the “Great Copenhagen” (Storkøbenhavn) area.

Description of the services to be procured:

The services shall include the provision of a welcome information package, registration service with CPR, the assessment of accommodation/property needs together with the staff member, the actual property search and accompanied site visits, assistance with contractual matters, as needed operational assistance in settling in and assistance with registration and integration of family members (spouse/partner and children).

Scheduled starting date of contract (indicative):

1 February 2018

Registration of interest:

Interested candidates shall register their interest **by email to: procurement@eea.europa.eu by 22/11/2017** at the latest, quoting the title and reference No of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)

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

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8/1 of 12.1.2001). For further detailed information, please refer to the privacy statement available on the EEA website at the following address: <http://www.eea.europa.eu/about-us/tenders/index>.

Description of the tendering procedure:

On the basis of the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least five candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tenders submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be requested to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.