

Title: Provision of moving services to the European Environment Agency

Reference: Negotiated procedure EEA/ADS/17/002

Description of the services to be procured:

The EEA wishes to award a framework service contract, covering moving services, in particular for internal moves, scheduled and/or ad-hoc. The EEA premises, located at Kongens Nytorv 6 and 8, 1050, Copenhagen are covering approximately 9.900 square meters, and hosting around 200 staff in total.

Type of contract:

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

Estimated value:

EUR 60 000 excluding VAT.

Place of delivery or of performance:

At the EEA premises, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

Scheduled starting date of contract (indicative):

April 2017

Registration of interest:

Interested candidates shall register their interest **by email to:** procurement@eea.europa.eu **by 9 March 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.