

**Title:** Relocation services

**Reference:** Negotiated procedure EEA/ADS/13/001

The European Environment Agency (EEA) seeks a service provider able to assist future staff members to smoothly relocate in Copenhagen where it has its headquarters.

**Type of contract:**

Framework service contract for duration of 24 months as from the date of its signature

**Estimated value:**

EUR 45'000 excluding VAT

**Place of delivery or of performance:**

At the contractor's premises

**Description of the services to be procured:**

The services shall include the following packages:

- Package 1 – Information pack and property search:
  - providing information pack on the city of Copenhagen including rent prices, public transports, shops and leisure possibilities
  - providing support in finding housing, organising visits of preselected properties and arranging related formalities
  - providing advice on lease contracts
  
- Package 2 – Operational services:
  - arranging for compulsory insurance, utilities, internet, telephone, etc...
  - providing support in difficulties occurring in daily life due to lack of CPR number
  
- Package 3 – Schooling and extra-school activities:
  - providing information about schools, pre-schools, nurseries, enrolment services and extra-school activities

**Scheduled starting date of contract (indicative):**

1.6.2013

**Registration of interest:**

Interested candidates shall register their interest by email to [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) by **5.5.2013** 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 external website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>

**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 three candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tender 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 required 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 tenders to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.