



Malta, 04/07/2017

**SUBJECT: EASO/2017/538 – Framework Contract – Removal and Porter Services
EX ANTE PUBLICITY**

i. Description of the services/supplies

The European Asylum Support Office (EASO) is planning to purchase removal and porter services for its headquarters in Valletta, Malta.

More in detail, the requested services/supplies will include:

- Carry out the removal of staff from different blocks of the Agency and move them to the new designated areas;
- Provide removal insurance;
- Pack, move and unpack various kitchenette equipment such as fridges and microwaves.
- Pack, move and unpack various IT items (LCD screens in various sizes, printers, Desktop PC's, and IT peripherals such as keyboards/mouse);
- Move furniture, including dismantling and assembling back when necessary;
- Move plants, safes and other office items;
- Provide post move support to attend the day following each move for snagging and overall assistance;
- Provide move management services, for the coordination between EASO and removal team;
- Provide crates and other items needed for the good performance of removal services, such as cable ties, bubble wrap, protective materials for walls and floors;
- Provide a furniture lifter, able to lift up to 6 floor high
- Provide porter services for any miscellaneous removal services on ad hoc basis.

ii. Description of the contract

EASO envisages awarding a framework contract. The duration of the contract will be 4 years. The estimated maximum amount for this contract is € 90 000.

iii. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 5 economic operators through which EASO may award the above-mentioned contract.¹

This publication has an indicative value and constitutes no obligation to award a contract for EASO nor to invite to tender for low value contracts procedures any economic operator having expressed its interest in participating.

¹ This publication is made pursuant to Article 124 of the Rules of Application of the Financial Regulation that provides for ex ante publication on the Institutions' websites of contracts with a value up to € 60 000.

Only the tenderers invited by the contracting authority to participate in a procedure for awarding low value contracts will be admissible.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to CONTRACTS@easo.europa.eu before 19/07/2017.²

EASO Contracts

² The personal data collected in relation to this prior information notice shall be made available on request to the various services of EASO and will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any entity having expressed its interest shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should you have any queries concerning the processing of your personal data, they should be addressed contracts@easo.europa.eu.