



Malta, 29/11/2019

**SUBJECT: PROCEDURE NUMBER EASO/2019/761– Framework supply contract for the Provision of Office Supplies and Stationery Products for the European Asylum Support Office in Cyprus**

### EX ANTE PUBLICITY

#### I. Description of the supplies and services

The European Asylum Support Office (EASO) is planning to purchase a variety of office supplies and stationary products for EASO offices and operations in Cyprus. The purpose is to ensure the day-to-day running of EASO in Cyprus by providing at its disposal office supplies and stationery products regularly used by business and other organisations. A detailed list of the most consumed items shall be provided in the tender documents of this procedure. However, this list shall not be exhaustive and the framework contract will cover similar supplies and miscellaneous items included in the catalogue of the contractor. It is expected that the contractor will be able to deliver these products to any location on the territory of Cyprus, as requested by EASO.

#### II. Description of the contract

EASO envisages awarding a single Framework contract with the economic operator fulfilling the exclusion, selection and award criteria of this procurement procedure. The duration of the contract will be for a period of twelve months and may be automatically renewed three times for twelve months each (maximum duration **48 months**). The estimated maximum amount for this contracts is: **34,560.00 EUR**.

#### III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 3 economic operators through which EASO may award the above-mentioned contract.<sup>1</sup>

This ex-ante publicity has an indicative value and is in no way binding on EASO. EASO may decide not to launch the procurement procedure without candidates being entitled to claim any compensation.

Only candidates invited by the contracting authority to take part in the procedure concerned can submit a tender.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to [CONTRACTS@easo.europa.eu](mailto:CONTRACTS@easo.europa.eu) by 13/12/2019, indicating the procedure reference number indicated above.<sup>2</sup>

EASO Contracts

<sup>1</sup> This publication is made pursuant to point 3 of Annex 1 to [EU Financial Regulation](#) that provides for ex ante publication on the Institutions' websites of middle value contracts.

<sup>2</sup> 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 to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. 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 to [contracts@easo.europa.eu](mailto:contracts@easo.europa.eu).