



Malta, 18/06/2015

SUBJECT: EX ANTE PUBLICITY NOTICE for procurement procedure "Open office area improvements"

Reference: EASO/2015/335

I. Description of the services/supplies

The European Asylum Support Office (EASO) envisages awarding a low value service/supply contract for improving of an existing open area on level 3 of the premises.

The works are to include design, detailed drawings, concept drawings and images, workings, manufacture, supply, installation and finishing of the partitions and supervision of the ongoing works up to handover stage. The duration of works is estimated at 12 weeks. A visit to the site will be organised.

II. Description of the works

Summary of required services are as follows:

- design and recommendations for the partitions required
- Placing of partitioning in an open plan area, to be fixed to existing walls, leaving space between the soffit ceiling and the top of the partitioning for circulation of the HVAC air conditioning system
- placing of sound absorbing partitions to create enclosed areas for photocopy machines, meeting room and storage rooms
- provide suitable suggested materials for partitioning
- the works are to be carried out in the least disruptive manner possible due to the fact that is a working office environment
- no damage is to be done to the existing structures when the partitions are fixed in place and partitions are to be fixed in a way that when removed there is no evidence of residual damage

III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure (with consultation of at least 3 economic operators) through which EASO may award the above-mentioned framework contract.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to:

CONTRACTS@easo.europa.eu.

with subject reference **EASO/2015/335 by 03/07/2015**

This publication constitutes no obligation to award a contract for EASO nor to invite to tender all economic operator having expressed its interest in participating.

Only the tenderers, invited by the contracting authority to participate in a procedure, will be sent the tender documentation.

We look forward receiving your declarations of interest.

EASO contracts