



Malta, 07/02/2018

EX ANTE PUBLICITY

SUBJECT: EASO/2018/636 – Framework service contract for the provision of services for maintenance and administration of Audio-Video (A/V) Conferencing facilities at EASO premises in Malta

I. Description of the services

European Asylum Support Office (EASO) is planning to purchase maintenance and administration services for its Audio and Video (A/V) Conferencing facilities in EASO premises in Malta. More in detail, the requested services will include mainly:

1. Ensure good working condition of the A/V systems by carrying out regular maintenance services of the equipment every 6 months or when required by EASO;
2. Assure the provision of A/V spare parts to maintain continuity of the service;
3. Provide periodical and accident based technical support either on-site or by phone/email;
4. Provide A/V related ad-hoc consultancy to ensure state of the art status of EASO's A/V facilities.

II. Description of the contract

EASO envisages awarding a framework service contract. The duration of the contract will be 2 years with two possible renewal of 1 year each. The estimated maximum amount for this contract is € 60 000.

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.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.

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

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.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to CONTRACTS@easo.europa.eu before **23/02/2018**.²
They should provide us with the following information: tenderer name and contact person; address; telephone and e-mail.

EASO Procurement sector

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.