SUBJECT: EASO/2013/98 – Direct Service – Cleaning Services
EX ANTE PUBLICITY

I. Description of the services

The European Asylum Support Office (EASO) is planning to purchase cleaning services for its
premises (MTC Block A, Winemaker’s Wharf, Valletta Harbour, MRS 1917). EASO’s building is
comprised of 4 floors with a total area of around 3,200 square metres. There are approximately 70
staff members and daily visitors.
The requested services will include:
- Cleaning every business day (Monday-Friday) EASO’s premises, including offices, kitchenettes
  and toilets.

II. Description of the contract

EASO envisages awarding a direct services contract. The duration of the contract will be 6
months. The estimated maximum amount for this contract is € 20,000

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.

Economic operators interested in being invited to participate in this procedure may express their
interest by writing to CONTRACTS@easo.europa.eu before 3 May 2013.²

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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 €6,000.
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.