



Valletta Harbour, 03/07/2017

EX ANTE PUBLICITY

SUBJECT: No EASO/2017/531 - Negotiated Procedure for the provision of confidential waste management

I. Description of the services

The European Asylum Support Office (EASO) is planning to procure a confidential waste collection and disposal for the confidential documents on both paper and other formats it produces.

More in detail, the requested services will include:

- Collection and destruction of various confidential documents which may be stored either on paper or on either types of support such as digital format (CD's, pen drives etc.); we envisage that the majority of the needs would be for paper documents and these need to be shredded on-site;
- Document destruction must cover all types of paper, storage boxes and archival boxes; the on-site mobile destruction unit must be able to tolerate staples, paper clips, metal binders, etc.;
- Manpower for collecting the waste from the designated spaces within the premises.

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 €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 **18/07/2017**.²

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 € 135 000.

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.