



Valletta, 19 December 2013

**SUBJECT: EASO/2013/155 – IT CONSULTANCY SERVICES
EX ANTE PUBLICITY**

I. Description of the services

The European Asylum Support Office (EASO) is planning to purchase IT consultancy services for the provision of business needs analysis and functional requirements for the development of a training database to collect, store and process information on the use of the EASO Training Curriculum.

More in detail, the requested services will include:

- Business and functional requirements for a training database in line with objectives for the EASO Training strategy;
- a recommendation on whether this tool should be custom-developed or acquired through a commercially available database solution, including a market research.

II. Description of the contract

EASO envisages awarding a service contract. The duration of the contract will be 5 months. The estimated maximum amount for this contract is € 50.000.

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 15/01/2014.²

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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 € 60 000.

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.