



Malta, 09/11/2012

**SUBJECT: EASO/2012/68 – Direct Contract for Interim agency services  
Ex ante Publicity**

**I. Description of the services**

The European Asylum Support Office (EASO) is planning to award a contract for provision of interim agency services for 7 interim Senior Office Assistants.

More in detail, the Senior Office Assistants will have the possible tasks of:

- Organise and implement office procedures, office logistics and supplies;
- Organise meetings and international events with internal and external partners;
- Organise and implement office procedures on reimbursements of experts participating in meetings or in EASO activities in and outside Malta;
- Support EASO procedures in human resources;
- Control and monitor EASO administrative work-flows;
- Control and monitor the general EASO mailboxes;
- Draft letters, internal documents, project plans;
- Provide secretarial and clerical support;
- Assisting in filing and archiving, data input;
- Organise missions for EASO staff members;
- Liaise with internal and external contacts;
- Provide assistance in any other administrative tasks he/she may be assigned.

**II. Description of the contract**

EASO envisages awarding a direct service contract. The duration of the procured services will be 4 months. The maximum budget for this contract will be € 60,000.

**III. Description of the procurement procedure**

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 5 tenderers through which EASO may award the above-mentioned contract.<sup>1</sup>

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<sup>1</sup> This publication is made pursuant to [Article 119\(3\)](#) of the Implementing Rules of the Financial Regulation that provides for ex ante publication on the Institutions' websites of contracts with a value up to € 60 000.

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 [home-easo-tenders@ec.europa.eu](mailto:home-easo-tenders@ec.europa.eu) before 20/11/2012.<sup>2</sup>



Dr Robert K. Visser  
Executive Director

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<sup>2</sup> 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 [home-easo-tenders@ec.europa.eu](mailto:home-easo-tenders@ec.europa.eu).