

EX-ANTE NOTICE

Provision of reception services to the European Institute of Innovation and Technology Budapest, Hungary

1. Tender reference

17/2019/NP/EITPROC

2. Procedure

Middle value negotiated procedure without a contract notice

3. Contracting Authority

European Institute of Innovation and Technology

4. Type of contract

Direct service contact with an estimated duration of four years

5. Contract description

The purpose of this tender is to establish a service contract for reception services, including but not limited to: receiving visitors, answering phone calls, mail management, assisting in event/meeting organisation, support to the general administrative function of the office as needed etc.

6. Indicative budget

EUR 64 500 for four years

8. Eligibility criteria

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties of the European Union , and to all natural and legal persons in a third country which has a special agreement with the European Union on the conditions laid down in that agreement as well as to international organisation.

It is also open to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Where the Agreement on Government Procurement concluded within the World Trade Organisation applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.

After the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the UK depending on the terms of any Withdrawal Agreement. In case such access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.



9. Submission of expression of interest

All interested economic operators satisfying the eligibility criteria indicated above are invited to submit an expression of interest indicating the tender reference number, their identity (legal entity name) and the contact person including its contact details. The Expression of Interest shall be sent to the following email address: EIT-PROCUREMENT@eit.europa.eu

10. Deadline for submission of expression of interest

07/06/2019

11. Additional information

Joint tenders or subcontracting is allowed

Remarks:

No applications or requests for information should be sent at this stage.