

Helsinki, 23. 06. 2016

Ex-ante publicity notice for negotiated procurement procedure

Subject: **ECHA/2016/239** – Consultancy services – for facilitating improvement in readability of ECHA's General Report (annual corporate report) and coaching the internal drafters to prepare the next General Report.

Description of the contract:

The European Chemicals Agency (the Agency, <http://echa.europa.eu>) envisages awarding a service contract for Consultancy Services – to facilitate an improved readability of the Agency's annual corporate report and to train the internal drafters in applying a new agreed style for preparation of ECHA's next report in January 2017.

Description of the services:

The aim of the contract is to obtain assistance in improving readability of the Agency's annual corporate report and in training the internal drafters in applying the agreed approach. The consultancy will be delivered over the months of September 2016 – January 2017, in high quality English language (native or equivalent) and will consist of:

- redrafting part(s) of the existing report by focusing on high level content and impact of the Agency's activities (based on a benchmark example) and providing mock-up example of the new synthetic content style;
- proposing ways to visualise the key data;
- proposing template(s) to generate future reports;
- advising on the optimisation of the internal drafting process;
- coaching/training the in-house drafters to produce more synthetic content; and
- assisting and advising the drafting team during the preparation of the next report in January 2017.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below 135 000 Euros with a minimum of 5 candidates, through which the Agency may award the above-mentioned contract

The purpose of this notice is to support the Agency in the selection of the list of candidates to be invited to submit an offer for the contract. Please note that offers submitted in the subsequent negotiated procedure with a value above 135 000 EUR will be rejected.

All economic operators interested in providing the services described above should send a declaration of interest before **18/07/2016**, 16h00 Helsinki time, by e-mail to procurement@echa.europa.eu with the same subject reference as indicated above.

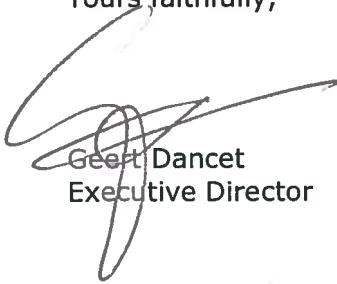
In their declaration of interest (300 words maximum) interested economic operators should demonstrate their ability to provide the relevant services. This information will be assessed by the Agency in order to select suitable candidates. All interested economic operators will be informed of the decision of the Agency.

The Request for Offers and related documents will be provided by e-mail only to the selected candidates.

Please note that the Agency reserves the right to modify the conditions or to cancel the negotiated procedure. In case of cancellation, all interested economic operators would be informed of this decision.

We look forward to receiving your declaration of interest.

Yours faithfully,



Geert Dancet
Executive Director