

Helsinki, - 2. 05. 2016

Ex-ante publicity notice in negotiated procurement procedure

Subject: **ECHA/2016/137** - Assistance for selection of senior and middle management staff services

Description of the contract:

The European Chemicals Agency (the Agency, <http://echa.europa.eu>) envisages awarding a framework service contract Assistance for selection of senior and middle management staff services.

Description of the services:

The aim of the contract is to obtain assistance in the selection of senior and middle management staff for ECHA. The assistance involves screening of the candidates CVs based on prior agreement with the ECHA Selection Committee, performing reference checks prior to the telephone interviews, conducting telephone interviews and making a comprehensive reports to the ECHA Selection Committee, conducting assessment centres and psychological tests and assisting and advising the Selection Committee during the final interviews.

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 **01/06/2016**, 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 not to launch the negotiated procedure. If

that were the case, 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