

Helsinki, 9 June 2017

**Ex-ante publicity notice for negotiated procurement procedure**

**Subject:** **ECHA/2017/239** – Consultancy services – to facilitate improvement in readability of ECHA's next General Report (annual corporate report) by coaching internal drafters and providing advice and assistance during the next report preparation.

**Description of the contract:**

The European Chemicals Agency (the Agency, <http://echa.europa.eu>) envisages awarding a service contract for Consultancy Services – to facilitate improvement in readability of the Agency's annual corporate report by coaching the internal drafters and providing advice and assistance during the preparation of ECHA's next report between September 2017 and February 2018.

**Description of the services:**

The aim of the contract is to obtain advice and assistance in improving readability of the Agency's annual corporate report and to coach the internal drafters in concise, impactful writing. The consultancy will be delivered over the months of September 2017 – February 2018, in high quality English language (native or equivalent) and will consist of:

- analysing ECHA's previous General Report and providing feedback on potential improvement regarding its content, format and style;
- coaching/training the in-house drafters to produce more synthetic content;
- advising on the optimisation of the internal drafting process;
- proposing template(s) to generate future reports;
- proposing ways to visualise the key data;
- assisting and advising the drafting team during preparation of the next report;
- providing proposals and recommendations for content revisions
- provide assistance and editing support to drafters during the finalisation stage of the report

**Description of the procedure:**

This ex-ante publicity is the first stage of a negotiated procurement procedure below 60 000 Euros with a minimum of 3 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 60 000 EUR will be rejected.

All economic operators interested in providing the services described above should send a declaration of interest before **30/06/2017**, 16h00 Helsinki time, by e-mail to [procurement@echa.europa.eu](mailto: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