

Helsinki,

23/3/2015

**Ex-ante publicity notice in negotiated procurement procedure****Subject: ECHA/2015/38 - Support to develop a training programme on Chesar****Description of the contract:**

The European Chemicals Agency (the Agency, <http://echa.europa.eu>) envisages awarding a service contract to external expert(s) to support ECHA in designing a training programme on Chesar including the identification of training tools and methods to be used in the delivery of the programme.

**Description of the services:**

The requested services are expected to be performed in two phases:

The aim of the **Phase I** is to identify the training needs of (potential) Chesar users, map each training need with the corresponding target audiences, and design effective training methods and tools to meet these needs .

In the **Optional Phase II** the contractor is expected to develop a methodology to collect feedback and assess the success of the training strategy. This phase also includes the review of the training material developed as identified in Phase I.

**Description of the deliverables**

The deliverables of the service will be for **Phase I** a set of documents describing the mapping between training needs – target audience, the training tools and methods to cover each training need and a set of training packages to be used in future courses. For **Optional Phase II** a document describing how to assess the success of the training strategy and input to the training material.

**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 **20/04/2015, 17h00 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 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,



Christel Schilliger-Musset  
Director of Registration