



Valletta Harbour,

Ex-ante publicity

EUAA/2024/208 – Single Framework Contract

Consultancy services to assist in the design and implementation of the EUAA Consultative Forum activities

I. Description of the services

The European Union Agency for Asylum (the EUAA) is planning to purchase consultancy services to assist in the design and implementation of the EUAA Consultative Forum activities.

More in detail, the requested services will include:

- Provision of process consultancy services to advise EUAA on the best way to consult with the Members of the Consultative Forum;
- Provision of facilitation/moderation services to help implement Consultative Forum activities;
- Provision of required special material and relevant IT tools/programmes;
- Provision of visual work and (digital) graphic recording for the implementation of CF activities.

II. Description of the contract

The EUAA envisages awarding a single framework contract. The maximum estimated duration of the contract will be 48 months. The estimated total value for the whole framework contract duration is € 142,500.00.

III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 5 economic operators through which the EUAA may award the above-mentioned contract.¹

This ex-ante publicity has an indicative value and is in no way binding on the EUAA. The EUAA may decide not to launch the procurement procedure without candidates being entitled to claim any compensation.

Only candidates invited by the contracting authority to take part in the procedure concerned can submit a tender.

¹ This publication is made pursuant to point 3 of Annex 1 to [EU Financial Regulation](#) that provides for ex ante publication on the Institutions' websites of middle value contracts.





Economic operators interested in being invited to participate in this procedure may express their interest by writing to CONTRACTS@euaa.europa.eu not later than 16/08/2024.²

² The personal data collected in relation to this prior information notice shall be made available on request to the various services of the EUAA and will be processed in accordance with (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Any entity having expressed its interest shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should you have any queries concerning the processing of your personal data, they should be addressed to contracts@euaa.europa.eu.