

Date: 09/11/2017

Ex-ante publicity notice in negotiated procurement procedure

Subject: Employment and Workplace Mediation training NP/2017/RMC/7108

Short description

This particular training shall provide in depth knowledge and skills in Workplace Mediation and also accreditation in the same.

ECDC has a group of trained internal confidential counsellors. As an extension of their current capabilities, ECDC would like to organise training in mediation.

The course will be attended by 6 staff members, 4 confidential counsellors and 2 HR professionals.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below 60,000 with a minimum of 3 candidates, through which ECDC may award the above-mentioned contract.

All economic operators interested in providing the services described above should express their interest before **26/11/2017**, 16h00 CET, by e-mail to **tenders@ecdc.europa.eu** with the same subject reference as indicated above.

In their expression of interest interested economic operators should demonstrate their ability to provide the relevant services and provide the following information:

- Name
- Address
- Contact person
- E-mail
- Description of main area of business/expertise (max 500 words)

This information will be taken into account by ECDC in order to identify potential candidates.

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

Please note that ECDC reserves the right not to launch the negotiated procedure.