



Date: 15/05/2018

Ex-ante publicity notice in negotiated procurement procedure

Subject: “Legal Services for ECDC HR staff matters” NP/2018/RMC/10008

Short description

ECDC would like to establish a framework contract to receive legal advice and support on staff matters. This relates in particular to all matters concerning the application of the *Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union (hereafter: Staff Regulations)*, but extends to all other legal issues concerning staff matters.

ECDC requires long-term legal support in the area mentioned. This encompasses legal advice and support in a variety of general and individual staff issues as well as legal advice and support in drafting responses to staff complaint. This contract does not include representation in litigation relating to staff matters.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure up to 60,000 Euros 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 **01/06/2018**, 16h00 (local time Sweden), 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.