

**Title:** Provision of training services on first aid and fire-fighting to EEA staff members

**Reference:** Negotiated procedure EEA/ADS/18/007

**Description of the services to be procured:**

The European Environment Agency (EEA) envisages awarding a contract to a service provider for the provision of training services on first aid, fire-fighting and evacuation of its staff members, organised under the following three categories:

Category	Service	Duration	Target group
A	Training on first aid	6 hours at the EEA	All EEA staff/up to 15 pers.
B	Training on fire-fighting	3 hours at the EEA	All EEA staff/up to 15 pers.
C	Training on first aid <b>and</b> fire-fighting	Up to 2 days at the contractor's premises	Evacuation team members, approx. 15 pers.

The provision of these training sessions shall comprise the following:

- Preparation including exchange of information with the EEA seeking to agree on the details of the course, number and profile of the participants, location, logistics, etc...
- The training itself which shall normally combine (a) a theory session with illustrated talks and audio-visual presentations aiming at familiarising the participants with all aspects of first aid or fire-fighting prevention; and (b) a practical session where participants learn how to use the various kind of first aid or fire-fighting equipment available.  
Training under Category C addressed to the evacuation team allocates a greater part of the time to practical exercises.
- Provision of all educational and support materials for the training

**Type of contract:**

Framework service contract for a total duration of 48 months as from the date of signature.

**Estimated value:**

EUR 32 000 excluding VAT.

**Place of delivery or of performance:**

At the EEA premises, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

**Scheduled starting date of contract (indicative):**

December 2018

**Registration of interest:**

Interested candidates shall register their interest **by e-mail to: [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) by 12<sup>th</sup> of November 2018** at the latest, quoting the title and reference number of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person
- E-mail
- Description of main area of business / expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8/1 of 12.1.2001). For further detailed information please refer to the privacy statement available on the EEA website at the following address: <http://www.eea.europa.eu/about-us/tenders/index>.

**Description of the tendering procedure:**

On the basis of the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least three candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tenders submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be requested to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.