

Title: Provision of training services on first aid and fire-fighting

Reference: Negotiated procedure EEA/ADS/14/001

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

Type of contract:

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

Estimated value:

EUR 40000 excluding VAT

Place of delivery or of performance:

At the EEA's premises in Copenhagen or at the contractor's premises depending on the category of service to be provided

Description of the services to be procured:

The services to be provided are distributed in 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 and fire-fighting	Up to 2 days at the contractor's premises	Evacuation team members, approx. 15 pers.

The provision of the training sessions shall comprise the following:

- **Preparation**, including exchange of information with the EEA, agreement on the details of the training course, number and profile of participants, location and logistics, etc...
- The **training** itself, which normally shall combine (a) a theory session with illustrated talks and audio-visual presentations on all aspects of first aid and fire-fighting prevention; and (b) a practical session where participants learn how to use various kind of first aid or fire-fighting equipment
- Provision of all **educational and support materials** required for training

All communication with the EEA, the training sessions themselves, as well as materials and documentation used for and during the training sessions must be conducted and written in English.

Service will be ordered as required and reasonable notice will be provided for the planning and organisation of the training.

The approximate number of training sessions per year expected under this framework contract is:

- 4 sessions under category A, i.e. training on first aid at the EEA premises
- 2 sessions under category B, i.e. training on fire-fighting at the EEA premises
- 1 session under category C, i.e. training on first aid and fire fighting for the EEA evacuation team members at the contractor's premises

Expertise:

The required expertise of the contractor's trainers shall include:

- Be certified as first aid and fire-fighting trainer
- At least 3 years of professional experience in the field
- Good command of English (both written and spoken)

Scheduled starting date of contract (indicative):

15.7.2014

Registration of interest:

Interested candidates shall register their interest by email to procurement@eea.europa.eu by **3.6.2014** at the latest, quoting the title and reference No 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 external website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>

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 tender 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 required 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 tender to candidates or to award them a contract.

Please note that no replies will be sent to unselected candidates.