Vilnius, 29.02.2012

Subject: Ex-ante publicity notice for procurement procedure
Reference number: EIGE/2012/OPER/05

Description of the contract:

The European Institute for Gender Equality (EIGE) envisages awarding a contract for the **Design, production, printing and distribution of the "Women Inspiring Europe Calendar 2013" and related services -** EIGE/2012/OPER/05**.**

Description of the requested services:

The following services are to be provided:

Design, produce, print and distribute 9500 "Women Inspiring Europe -calendar 2013" and related services, such as:

- Writing 12 text blocks about the 12 women selected for the calendar, as well as research including, facts and figures related to of gender equality and the specific areas of women's work;
- Producing photographs of each selected woman;
- Producing 12 mini-videos of the selected women and designing proposals for a video collage on EIGE's web.

Description of the procedure:

This ex-ante publicity is the first stage of the negotiated procurement procedure through which EIGE may award the above-mentioned contract.

All parties interested in providing the services described above should express their interest by e-mail, (a message of 400 words maximum), to **procurement@eige.europa.eu** with the subject reference: **EIGE/2012/OPER/05, before 09.03.2012, 12:00 Vilnius time (EET).**

Tender documents will be sent by e-mail to the pre-selected (shortlisted) interested parties. Please note, however, that EIGE reserves the right to decide not to proceed with the negotiated procedure.

This publication constitutes no obligation for EIGE to invite to tender any interested parties having expressed their interest in participating, nor to launch the mentioned procurement procedure. Only the candidates invited by EIGE to negotiate in a tender procedure will be admissible.

We look forward to receiving your declaration of interest.