

# Ex-ante publicity of contracts (€60 000.01 – Directive threshold) Provision of interim personnel services to the European Institute for Gender Equality

The European Institute for Gender Equality (EIGE) envisages awarding a medium value framework contract for the provision of interim personnel services to EIGE for a one year period.

## Description of the requested services

The scope of the provision of interim personnel services to EIGE covers support under supervision to EIGE's statutory staff in:

- carrying out, on a temporary basis, additional tasks to the ordinary ones resulting from specific projects;
- coping with peak work periods which require an additional workforce for a fixed period of time and where applicable, to
- reinforcing staff in case of absences of EIGE staff due to maternity/parental leaves, sickness or other reasons of absence.

The Contractor shall apply all relevant Lithuanian legislation and regulations in force relating to social security, labour law and tax. Interim personnel may be called upon to fulfil tasks which correspond to the following categories: Administrative Assistant, Financial Assistant, IT Assistant and Operational Assistant.

## Description of the procedure

This ex-ante publicity is the first stage of a 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 (400 words maximum), by e-mail, to [procurement@eige.europa.eu](mailto:procurement@eige.europa.eu) with the subject reference: EIGE/2020/ADM/03, before **03/11/2020, 12:00 Vilnius time**.

Economic operators who do not express their interest before the deadline and to the address above will not be invited to submit an offer. The latter restriction will not apply to the minimum five economic operators directly invited by EIGE.

Tender documents will be sent by e-mail.

This publication constitutes no obligation for EIGE to launch the mentioned procurement procedure.

We look forward to receiving your declaration of interest.

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## **Metadata**

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