



Vilnius, 04.04.2012
EIGE/ML/np D/2012/158

Subject: Ex-ante publicity notice
Provision of training on Professional effectiveness to EIGE staff

Reference number: procurement procedure **EIGE/2012/ADM/11**

Description of the contract:

Provision of series of training sessions for EIGE staff in 2012.

Short description of the requested services:

Internal communication (giving/receiving feedback, constructive versus obstructive approach, stress/conflict management), discussing and developing together, team development (working in multicultural environment, leadership as team builder, motivation and delegation and organisational skills).

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 declare their interest (400 words maximum), by e-mail, to **procurement@eige.europa.eu** with the subject reference: **EIGE/2012/ADM/11, by 16 April 2012, 24:00.**

Tender documents will be sent by e-mail to a pre-selected list of the interested parties.

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 the contracting authority to negotiate in a tender procedure will be admissible.

We look forward to receiving your declaration of interest.