Subject: Ex-ante publicity notice for procurement procedure for Communication support activities

Reference number: EIGE/2015/OPER/26

Description of the contract:
The European Institute for Gender Equality (EIGE) envisages awarding a low-value contract covering a 4 year period for recurrent communication support activities as listed below.

Description of the requested services:
I. Production of annual media monitoring report (covering all EU member states, print, online and social media);
II. Verification and update of EIGE's media database (2 times per year);
III. Search of members and alternates for EIGE’s Journalist Thematic Network;
IV. Annual update and delivery of the JTN leaflet;
V. Management of EIGE's Newsletter contacts database (erasing errors, updating, etc.).

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 (400 words maximum), by e-mail, to procurement@eige.europa.eu with the subject reference: EIGE/2015/OPER/26, before 18 August 2014.

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.