

Brussels, 05/03/2020

Ex-ante publicity notice - negotiated procurement procedure

Subject : Event & Coaching at the Single Resolution Board (SRB)

Ref: SRB/NEG/9/2020

The Single Resolution Board (“SRB”) will soon launch a call for tenders for a service contract of an estimated total amount of EUR 25 000 (twenty five thousand euros). Please note that this figure is given for estimation purposes only and the actual value of the contract will be decided at a later stage.

Purpose of the Tender

The SRB is looking for an economic operator to carry out tasks related to re-designing elements of its visual identity and producing corporate imagery and graphics, templates and an event visual identity.

The SRB would like to invite the interested economic operators to declare their interest in participating in this tender, as specified below.

Description of services

The contractor will be required to provide the SRB with the following:

- Facilitation of the SRM Communications Forum Event. Services should include the facilitation on the days of the event (estimated 18 & 19 November 2020); related research and preparation, including the agenda; meetings and telephone briefings; a report on the event’s outcomes of not more than two pages.
- 13.5 hours of high-level executive presentation skills coaching for Board Members (three session of three hours and three follow-up sessions of 1.5 hours).
- One-day tailored media training for up to 12 SRB experts who are required to give technical briefings to the press.

Location of the event and coaching services: SRB premises, 22 Treurenberg, 1000 Brussels.

Estimated date and time of the event: 18 & 19 November 2020, 08.15 to 17:30.

Estimated date and time of the coaching services: between April and October 2020, depending on the availability of the Board Members.

Estimated date and time of the media training: between April and June 2020, depending on the availability of the contractor and SRB staff members.

Description of the procedure

Interested economic operators can express their interest in participating in the call for tenders until 19/03/2020, 16:00 Brussels time, in writing, by email to:

SRB-PROCUREMENT@srb.europa.eu



No evaluation is performed at this stage. All the economic operators who have expressed their interest in participating in this procurement procedure before the above-mentioned deadline will subsequently be invited to submit a tender. The SRB, as contracting authority, reserves the right to also invite additional economic operators not included on the list of interested economic operators who responded to this ex-ante publicity notice.

An economic operator may consider submitting a tender as a single entity or in collaboration with other service providers: either by submitting a joint tender with (a) partner(s) (assuming joint and several liability towards the contracting authority for the performance of the contract) and/or through subcontracting. In case of a joint tender with (a) partner(s), all partners must be identified in the expression of interest and cannot be modified at a later stage of the procurement procedure.

Only the economic operators invited by the contracting authority to submit a tender in this procurement procedure will be admissible.

It should be noted that the SRB reserves the right to decide not to launch the negotiated procedure. Such a decision will be communicated accordingly.

SRB Procurement

ANNEX 1

EXPRESSION OF INTEREST TO PARTICIPATE

Subject : SRB/NEG/9/2020 - Event & Coaching at the Single Resolution Board (SRB)

Company information :

| Company Name |
|--------------|
| |

Contact Person :

| Contact | Details |
|--------------|---------|
| Name | |
| Organization | |
| Address | |
| Telephone | |
| Fax | |
| E-mail | |

On behalf of the [company I represent][on behalf of the consortium comprising of [names of parties in consortium] ("Consortium"), I hereby submit this expression of interest (which is not an offer) and would like to participate in the procurement procedure. I acknowledge that the Single Resolution Board (SRB) may cancel the process at any time and that the SRB reserves the right to also invite economic operators not included in the list of interested economic operators who responded to this ex-ante advertisement

Name:

Function: