

**EX ANTE PUBLICITY (POINT 2 OF ANNEX I OF GFR):**

**NEGOTIATED PROCEDURE TO BE LAUNCHED BY FUSION FOR ENERGY  
FOR A VALUE BETWEEN EUR 15 000 AND EUR 140 000**

Procedure reference:	F4E-AMF-1462
Title of the procedure:	Relocation Services
Scope of the procurement:	<p>The scope of this call is to conclude a framework service contract to provide Fusion for Energy's Staff with relocation services related to moving to and from Barcelona.</p> <p>Relocation services to be provided under the contract resulting from this call are divided in different packages:</p> <ul style="list-style-type: none"> <li>• A Welcome Pack (information on Barcelona services, utilities, infrastructure and housing situation to be provided to the relocating person);</li> <li>• Home Search services, including legal assistance;</li> <li>• Helpdesk services;</li> <li>• School search services;</li> <li>• Departure assistance (when moving to another F4E premises).</li> </ul> <p>A more detailed description of the scope will be provided with the tender documents which will be sent to those candidates that will have shown interest within the below deadline.</p>
Activity code or CPV:	98392000
Minimum number of Candidates to be invited:	5 (five)
Exclusion criteria:	The exclusion criteria are listed under Art. 136 of the General Financial Regulation (GFR), which is consultable at <a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32012R0136">IP_PAGES - keyreference (europa.eu)</a> .
Indicative Selection criteria: (only the final selection criteria indicated in the Invitation to tender will be taken into account for the selection of successful tenderers)	<p>Successful candidates shall:</p> <ol style="list-style-type: none"> <li>(1) Have at least 3 (three) years of experience in providing relocation services to public or private entities based in Spain.</li> <li>(2) Have provided services to at least 3 (three) entities with a size of at least 300 (three hundred) employees during the past 3 (three) years (2020, 2021, 2022).</li> <li>(3) Have provided a minimum of 20 (twenty) relocation packages per year (similar to the ones mentioned in the scope) to each mentioned client.</li> <li>(4) have an average consolidated turnover for the last two financial years (2021 and 2022) equal to or larger than 60,000 EUR.</li> </ol> <p>More detailed information on selection criteria and on the evidence to be provided in relations to them will be sent to interested candidates who have shown interest within the deadline below.</p>

Indicative schedule for the procedure	Launch of the call: April 2023 Indicative date for contract signature: June 2023
Procurement documents:	The set of tender documents will be sent to the interested candidates who have shown interest and provided the below information within the below deadline.
Deadline to submit interest to participate:	19 <sup>th</sup> April
Address to submit interest to participate:	<a href="mailto:tenders-adm@f4e.europa.eu">tenders-adm@f4e.europa.eu</a>
Participation:	Only candidates from F4E Member States will be invited.
Questions and answers:	Questions concerning the submission of an interest to participate shall be sent by email to <a href="mailto:tenders-adm@f4e.europa.eu">tenders-adm@f4e.europa.eu</a>
Submission of Interest minimum requirements:	Your interest to participate should include as a minimum the name and registered address of your company, the details of the contact person(s) and a brief description of the experience of your company related to the above-mentioned scope and indicative selection criteria.