



Vilnius, 17. 05. 2018
EIGE/rl D/2018/ 301

Subject: Ex-ante publicity notice for procurement procedure (€15 000.01-€ 60 000.00) Equipment for meetings and video conferences

Reference number: EIGE/2018/ADM/08

Description of the contract

The European Institute for Gender Equality (EIGE) envisages awarding a low-value contract for delivery, installation and setup of equipment and software for video conferencing and meetings.

Description of the requested services

EIGE is seeking to update the systems installed in its conference and meeting rooms and will purchase the following equipment and services:

1. Delivery, installation and setup of new integrated control system for the conference room to connect video/audio/PC equipment and control it locally and remotely.
2. Delivery, installation and setup of two touchscreen displays for the conference room.
3. Delivery, installation and setup of meeting room management system (software, screens outside the rooms) for meeting rooms.
4. Delivery, installation and setup of video conferencing endpoint.
5. Collaboration system (sharing the screens from various devices) in meetings rooms.

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/2018/ADM/08, before 06/06/2018, 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 three 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.