

Prior Information in relation to low value contracts < €60,000

Title: RTD-E-Teambuilding-2014

This publication is made pursuant to Article 124 of the Rules for Applications of the Financial Regulation that provides for ex ante publication on the Institutions' websites of contracts with a value up to €60 000.

DG Research and Innovation is launching a low value contract in relation to the following subject:
"RTD-E-Teambuilding-2014"

Summary

The Health directorate of the Directorate General for Research and Innovation of the European Commission invites expressions of interest for the organisation of a team-building day, the purpose of which will be to improve our team-working skills. The Directorate supports the research community in pursuit of the goals of improving European and global health, and the competitiveness of European health-related industries and businesses.

The directorate comprises approximately 150 people organised into 6 units and a small team around the Director; staff in 4 units have a scientific background, with the other 2 composed of legal, financial and administrative staff. The staff is diverse in terms of nationality, language and age, and the structure, both organisational and physical, of the workplace can inhibit informal contact and thus reduce effective team-working. The team building event will address this issue. Applicants should demonstrate recent, proven experience of coaching professional groups of appropriate size.

The teambuilding organisation will include organisational/logistical tasks such as catering, transport, provision of technical equipment, but also the coaching of interactive team activities. These activities should preferably include some light exercise/physical activity adapted to a mixed group of people 25-60 years of age and be entertaining.

Date: To maximise the impact and to encourage participation of all staff, we would like the event to take place Mid June 2014.

Place: The venue should be located outside Brussels but not too far (≤ 30 km), with convenient access by car and public transport. The activities should preferably take place outdoors.

Estimated amount: 27.000 EUR

Estimated launch date: 16/04/2014

Economic operators interested in participating in this call for tenders may express their interest by writing to **RTD-HEALTH-TENDERS@ec.europa.eu** not later than 15/04/2014. Please indicate in the Subject "**RTD-E-Teambuilding-2014**". An acknowledgement of receipt will be sent to interested bodies by the EC services in charge of the procedure.

Only the candidates invited by the contracting authority will be admissible to participate in this procedure. The personal data collected in relation to this prior information notice shall be made available on request to the various services of DG RTD and will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any entity having expressed its interest shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should you have any queries concerning the processing of your personal data, they should be addressed to **RTD-HEALTH-TENDERS@ec.europa.eu**.

Any entity shall have right of recourse at any time to the European Data Protection Supervisor.