



Negotiated procedure on the organisation of a two-days team workshop for the Operational Unit of the Clean Sky 2 Joint Undertaking

Reference: **CSJU.2020.NP.01**

Deadline for requesting the Tender Specifications: 15/01/2020

Deadline to submit a tender: 20/01/2020

The Clean Sky 2 Joint Undertaking (“CSJU”) is planning to award a direct service contract referred to the negotiated procedure with objective to select a contractor, who will support the organisation of a two-days team workshop for the Operational Unit of the Clean Sky 2 Joint Undertaking in the area of Brussels (location to be defined) on the 18 and 19th March 2020 (unless otherwise advised) with the following objectives:

1. Come together to create a more cohesive organisation by increasing trust and self-confidence;
2. Share together perceptions and expectations so that the team can define a common vision, a posture and a transversal work needed for the team looking forward;
3. Agree on some key actions to implement to start the change journey towards a more self-confident organisation able to have more drive in the day-to-day business.

The contractor will be in charge to organise this event. This will consist of different phases:

- i. A preparatory phase that should include of series of meetings (combination of physical and conference call):
 - Between the Head of Unit and the service provider to understand the expectations in detail, to define the approach, and to agree upon the content of the team building;
 - Between the Head of Unit, its deputy and the service provider to assess the current practises and to better understand their way of working and how to prepare the ground for a fruitful teambuilding;
 - A series of online survey with staff members to capture their expectations and their way of working.
- ii. Physical meetings will take place in Brussels at Clean Sky 2 Joint Undertaking facility (unless otherwise advised). The dates will be proposed by the service provider and will be agreed with the Clean Sky 2 Joint Undertaking based upon the availability of the different parties.

- iii. The organisation of the workshop on the 18th and 19th March 2020 (unless otherwise advised) in the area of Brussels, Belgium (location to be defined)

The reservation of the meeting place selected for the workshop and the costs associated to, the catering and the accommodation of the entire staff are excluded from the tender. The cost for subsistence and accommodation of the service provider during the workshop will be borne by the Clean Sky 2 Joint Undertaking. The service provider will provide in its offer the number of persons participating in this event from its side.

- iv. A follow-up and feedback organised at the latest one month after completion of the team event either physically or on remote.

The maximum total budget for the services cannot exceed **15.000 €**.

The duration of the tasks shall not exceed 3 months.

Access to the market – Eligibility:

Participation in procurement procedures is open on equal terms to all natural and legal persons falling within the scope of the Treaties. This includes all legal entities registered in the EU and all natural persons having their domicile in the EU.

Notice:

- o For tenderers established in the United Kingdom:

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the United Kingdom depending on the terms of any Withdrawal Agreement.

In case such access is not provided by legal provisions in force, tenderers from the United Kingdom could be rejected from the procurement procedure.

Any interested candidate may request the CSJU for the Tender Specifications by 15/01/2020 at the latest. The request shall be sent electronically at the following email address: procurement@cleansky.eu.

Any interested candidate will be authorised to submit a tender complying with the requirements of the Technical Specifications by 20/01/2020 (deadline for submission of tenders in this tender procedure).