



ANNEX I

Categories of goods and services of the list of economic operators for the provision of goods and services of the Executive Secretariat of the Central European Initiative

PAYABLE OR RENTING GOODS

CATEGORY	DESCRIPTION
1a	Devices, tools and office equipment (i.e. calculators, bookbinders, staplers, cutters, franking machines)
2a	Data processing devices (i.e. plm, computer, notebook, printers, scanner, monitor) and software
3a	Photo-reproduction devices
4a	Devices for radio and television broadcasting, communication and telecommunication
5a	Photographic devices and materials for photos' storing and maintenance
6a	Video surveillance devices and security devices
7a	Conference equipment, electronic voting and simultaneous interpreting
8a	Air conditioning
9a	Shelving, archive systems and relevant devices
10a	Furniture, office equipment, including curtains, carpets, flags and stands
11a	Stationery for printing (i.e. envelopes, notepaper, business cards)
12a	Office equipment, including registers, account books, files, index books, agendas, stamps and plates
13a	Printing and photographic paper
14a	Spare replacement parts for devices, equipment, office machines and data processing devices
15a	Ornamental plants
16a	Gift and fancy goods for official events (i.e. cups and medals)
17a	Promotional items
18a	Books, publications, magazines, newspapers, journals and multimedia items
19a	Official clothing and uniforms
20a	Kitchen and restoration tools, equipment
21a	Water dispensers

SERVICES

CATEGORY	DESCRIPTION
1b	Insurance service
2b	Organization and set up of exhibitions, conferences, seminars, events
3b	Translation (<i>please enclose a CV indicating the language combinations offered</i>)
3b-bis	Interpreting (<i>please enclose a CV indicating the language combinations offered</i>)
4b	Photo service
5b	Radio and tv broadcasting
6b	Typographic and photographic printing
7b	Graphic composition and multimedia realization
8b	Archiving and cataloguing
9b	Advertisement service
10b	Binding
11b	Data processing technical assistance and maintenance (hardware and software)
12b	Planning and development of software
13b	Maintenance and technical assistance on office devices and equipment
14b	Maintenance and technical assistance on radio devices, televisions, communication and telecommunication
15b	Maintenance and technical assistance on video surveillance and security systems
16b	Restoration services and catering
17b	Professional and updating training for the Central European Initiative staff
18b	Cleaning
19b	Surveillance
20b	Joinery, maintenance and installation of locks, automatic opening systems and similar
21b	Financial reporting and smart transcription of events and conferences
22b	Communication and press office services
23b	Car rental with driver
24	Consulting (specify which field)
25	Audit of EU-funded projects