

Ref.: EDAC201704004

Brussels, 4 April 2017

Subject: Ex-ante publicity notice for the negotiated procedure 17.CSD.NP3.059 “Service Framework Contract for the provision of CATERING SERVICES TO EDA”

To whom it may concern

The European Defence Agency (EDA) will shortly launch a call for tenders for the award of the above mentioned middle value contract.

Should you be interested in being invited in the above mentioned call for tenders, please follow the instructions below.

In order to help you assess whether the envisaged contract is of your interest, the following information is hereby communicated.

Outline description of the envisaged contract	
Type of contract	Framework Service Contract
Lots	2 Lots
Maximum estimated budget available for the contract	<ul style="list-style-type: none"> • Lot I – Breakfast services: EUR 6 000 • Lot II – Sandwich lunch services: EUR 129 000
Duration of the contract	Maximum 3 years
Subject matter of the contract	The specifications and requirements in this document constitute a call for tender for the provision of catering services in the context of multiple framework contracts in cascade to be concluded between the successful tenderers and EDA. These catering services refer to the provision of breakfast and sandwich lunch.

	<ul style="list-style-type: none"> ▪ Lot I: Breakfast services: <p>The successful tenderers have to offer the varieties of breakfast as indicated below:</p> <ul style="list-style-type: none"> • viennoiseries: a list of at least 6 (six) freshly made mini viennoiseries (; <ul style="list-style-type: none"> ▪ Lot II: Sandwich lunch services <p>The successful tenderers have to offer the varieties of lunch services below:</p> <ul style="list-style-type: none"> • sandwich lunch: a list of a minimum of 8 different types of sandwiches (. <u>If possible</u>, a variety of 3 fresh salads and 3 mini quiches/slices of quiche and 3 mini pizzas, including vegetarian options, should also be proposed, however it is not mandatory. • If possible, desserts should also be proposed, since the lunch could be accompanied by desserts. An example of such desserts could be fresh fruit salad, yoghurts, different varieties of cakes, puddings, etc. If possible, tenderers should present a minimum of: 3 (three) kinds of cakes; 4 kinds of fruit and fruit salad, 3 kinds of yoghurts (including one natural). The tenderer can also present other desserts besides the options mentioned above. It is not mandatory to include desserts in the offer, it is an option.
Participation in the negotiated procedure	<p>Participation in EDA’s public procurement procedures is open on equal terms to all natural and legal persons coming within the scope of the EU Treaties. When applying the rules of access to the market, it is the country where the tenderer is established which is to be considered. As regards a natural person, it is the State in which the person has his domicile. EDA procurement procedures are not covered by the WTO Multilateral Government Procurement Agreement (GPA). Tenderers established in third countries (non-EU countries) do not have the right to participate in procurement procedures unless international agreements in the field of public procurement grant them the right to do so. In case there is no such agreement, or the agreement does not apply to the kind of contracts put out to tender, tenderers of third countries are not entitled to participate.</p> <p>The relevant international agreements in the field of public procurement are the Stabilization and Association Agreements (SAA) and the European Economic Area Agreement (EEA). Currently, the following countries have</p>

	signed and ratified the above Agreements and therefore economic operators established in Iceland, Liechtenstein, Norway, FYROM, Albania, Montenegro, Serbia, Kosovo, Bosnia and Herzegovina also have the right to participate in EDA's public procurement procedures.		
Selection criteria: necessary capacity to implement the contract	Potentially interested economic operators are hereby informed that the following selection criteria will be assessed in the scope of the envisaged negotiated procedure:		
Technical and professional criteria			
Minimum capacity level relating to tenderers:	<ul style="list-style-type: none"> • must have at least 3 (one) year of professional experience in similar services for the breakfast and sandwich lunch services; • must have capacity in terms of personnel, resources, equipment, etc. to provide the services and goods; • must be compliant with the applicable sanitary and hygiene rules and regulations; • must have working processes according to HACCP food 	<ul style="list-style-type: none"> • a description of 3 (three) catering services, in which the tenderer has recently been involved, which are similar to the needs and volumes of the services requested in this call for tender; • a list of the main similar goods / services provided in the last year, including reference to the contracts, clients, etc. • indicate the main office(s), branch offices and/or partnerships that will be involved in the administration and performance of the contract; • official control certificates proving that the tenderer is compliant with the required sanitary and hygiene rules; • a document mentioning the reasons why subcontracting services are envisaged and stating clearly the names, roles, activities and responsibilities of subcontractor(s); the CVs of individuals or company details should then be provided; • any other document which could demonstrate the tenderer's technical and professional capacity according to the requirements set in this section. 	

		hygiene norms;	
	Minimum capacity level relating to the team delivering the service:	• must be proficient in English and in French;	CV of the Project Leader/Point of Contact proposed for the execution of the present Framework contract.
Economic and Financial criteria			
	Criterion	Minimum capacity	Evidence/supporting documents
	Minimum capacity level relating to tenderers:	• The tenderer must have a minimum annual turnover for the last financial year for which accounts have been closed of 60 000 EUR.	The duly completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications.
<p>NB Whilst no documents need to be submitted at this stage to prove that the above criteria are met, potentially interested economic operators are strongly advised to verify that they fully comply with the announced criteria.</p>			
Indicative date for launching the negotiated procedure	Invitation to submit tenders will be electronically sent to economic operators indicatively by in early May 2017		
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by Q3/2017		

If you are interested in being invited in the above mentioned call for tenders, please reply to this ex-ante publicity notice by sending via email the filled-in **Reply Form**. Such Reply Form shall be sent to no later than **28/04/2017 – at 17h00** (Brussels time) to the following EDA functional mail box:

procurement@eda.europa.eu

No evaluation is performed at this stage. All the economic operators who have expressed their interest to participate in this procurement procedure within the above-mentioned deadline will be subsequently invited to submit a tender. The contracting authority reserves the right to also invite economic operators not included in the list of interested economic operators who responded to this ex-ante publicity.

Only the candidates invited by the contracting authority to participate in this procurement procedure will be admissible.

This publicity is in no way binding for the EDA. The EDA's contractual obligation commences only upon signature of the contract with the successful tenderer.

Submission of an expression of interest implies acceptance of receiving the invitation to tender by electronic means. **It is the tenderer's responsibility to provide a valid e-mail address together with their contact details in the Reply Form and to check their e-mail regularly.**

We look forward to receiving your expression of interest.

Annex: Reply Form (Expression of interest)

REPLY FORM (Expression of interest)

Please return the present page duly filled in to the following e-mail:
procurement@eda.europa.eu

Please indicate in the subject line of the e-mail the title and number of the procedure:
Negotiated procedure 17.CSD.NP3.059 “Service Framework Contract for the provision of CATERING SERVICES TO EDA”

Name of the Company	
Title, first name and last name of contact person, and Function within the Company	
Address of the Company (including post code, town, country)	
Telephone: (with international prefix)	
E-mail of the contact person ¹	

Upon reception of your expression of interest, your personal data will be recorded and further processed by the responsible staff members of EDA for the sole purpose of drawing up list of interested economic operators that will be invited to take part in the present negotiated procedure. Such data will be processed by EDA in accordance with Article 31 of Council Decision (CSFP) 2015/1835 which establishes that the rules laid down in Regulation (EC) No 45/2001² shall apply to the processing of personal data by EDA.

Details concerning processing of your personal data are available in the privacy statement at the page:

<http://www.eda.europa.eu/docs/default-source/procurement/privacy-statement.pdf>

¹ Where the invitation to tender will be sent.

² 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.