

Ref.: EDAC202111007

Brussels, 05/11/2021

Subject: Ex-ante publicity notice for the negotiated procedure 21.CSD-INF.NP3.634
“Framework Contract for Office Real Estate Consultancy Services”

To whom it may concern

The contracting authority, 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 Contract for Services
Maximum estimated budget available for the contract	EUR 139 000
Duration of the contract	12 months, renewable up to 3 times under the same conditions
Subject matter of the contract	<p>The objective of this framework contract is availability of timely and comprehensive expert support to EDA concerning decision-making related to the Agency's acquisition of new offices and meeting space capacity.</p> <p>The framework contract will entail provision of the following types of Office Real Estate services:</p> <ul style="list-style-type: none"> ➤ Assessment of EDA requirements ➤ Market analysis ➤ Market monitoring ➤ Transaction strategy (e.g. buying vs. leasing) ➤ Architectural and technical analysis support ➤ Acquisition support ➤ Due diligence
Participation in the negotiated procedure	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 legal person is established which is to be considered. As regards a natural person, it is the State in which the person has his domicile.

	<p>EDA procurement procedures are not covered by the WTO Multilateral Government Procurement Agreement (GPA). Natural and legal persons 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 signed and ratified the above Agreements and therefore economic operators established in Iceland, Liechtenstein, Norway, North Macedonia, Albania, Montenegro, Serbia, Kosovo, Bosnia and Herzegovina also have the right to participate in EDA's public procurement procedures.</p> <p>In compliance with article 176 of Regulation (EU, Euratom) N° 2018/1046 of the European Parliament and the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, and subject to the general security based restrictions, tenderers can select as subcontractors all natural or legal persons within the scope of the Treaties or established in a third country which has a special agreement with the Union in the field of procurement under the conditions laid down in such an agreement.</p>												
Selection criteria: necessary capacity to implement the contract	<p>Potentially interested economic operators are hereby informed that the following selection criteria will be assessed in the scope of the envisaged negotiated procedure:</p> <p style="text-align: center;">Economic and financial criteria</p> <table><tr><th>Criterion</th><th>Minimum capacity</th><th>Evidence/supporting documents</th></tr><tr><td>Economical and financial capacity</td><td>1.1. The tenderer must have a minimum annual turnover of 500 000 EUR in each of the last three financial years, for which accounts have been closed.</td><td>1.1. The duly completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications.</td></tr></table> <p style="text-align: center;">Technical and professional criteria</p> <table><tr><th>Criterion</th><th>Minimum capacity</th><th>Evidence/supporting documents</th></tr><tr><td>Minimum capacity level relating to tenderers</td><td>2.1. The tenderer must demonstrate knowledge and expertise in all the following types of office real estate services in the Brussels-Capital Region (for office premises of min. capacity of 200 workplaces):<ul style="list-style-type: none">• Assessment of requirements• Market analysis• Market monitoring• Transaction strategy (e.g. buying vs. leasing)• Architectural and technical analysis support• Acquisition support• Due diligence</td><td>2.1. The tenderer must provide references of at least two distinct and significant cases over the past three years, for at least two different clients, demonstrating provision of all seven types of required office real estate services in the Brussels-Capital Region (for office premises of min. capacity of 200 workplaces).</td></tr></table>	Criterion	Minimum capacity	Evidence/supporting documents	Economical and financial capacity	1.1. The tenderer must have a minimum annual turnover of 500 000 EUR in each of the last three financial years, for which accounts have been closed.	1.1. The duly completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications.	Criterion	Minimum capacity	Evidence/supporting documents	Minimum capacity level relating to tenderers	2.1. The tenderer must demonstrate knowledge and expertise in all the following types of office real estate services in the Brussels-Capital Region (for office premises of min. capacity of 200 workplaces): <ul style="list-style-type: none">• Assessment of requirements• Market analysis• Market monitoring• Transaction strategy (e.g. buying vs. leasing)• Architectural and technical analysis support• Acquisition support• Due diligence	2.1. The tenderer must provide references of at least two distinct and significant cases over the past three years, for at least two different clients, demonstrating provision of all seven types of required office real estate services in the Brussels-Capital Region (for office premises of min. capacity of 200 workplaces).
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	<p>All team members must have at least excellent proficiency in English and / or French, and good proficiency in the other of these two languages (written and oral, including office real estate technical terminology).</p> <p>The Project Manager may also act as Expert, but this has no impact on the overall requirement for the qualified team to comprise at least three (3) persons.</p>	
	<p>NB: Whilst <u>no documents need to be submitted at this stage to prove that the above criteria are met</u>, 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	<p>Invitation to submit tenders will be electronically sent to economic operators indicatively by 30/11/2021.</p>	
Indicative time schedule for signing the contract	<p>The envisaged contract will be signed, indicatively, in February 2022.</p>	

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 must be sent to no later than **Monday 22/11/2021 at 17:00** (Brussels time) to the following EDA functional mailbox:

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 EDA. 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 completed 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:

21.CSD-INF.NP3.634

“Framework Contract for Office Real Estate Consultancy Services”

Name of the Economic Operator	
Title, first name and last name of Contact Person, and function within the Economic Operator	
Address of the Economic Operator (including post code, town, country)	
Telephone of the Contact Person (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 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 Regulation (EU) 2018/1725², pursuant to Article 31 of Council Decision (CSFP) 2015/1835.

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 (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p.39)