



Ref.: EDAC201805002

Brussels,

Subject: Ex-ante publicity notice for the negotiated procedure 18.ESI.NP3.CF SEDSS II/Cyprus - “Consultation Forum for Sustainable Energy in the Defence and Security Sector”

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 having for object the “Hosting of Consultation Forum for Sustainable Energy in the Defence and Security Sector”.

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	Direct Service Contract (Purchase order)
Place of Performance	The Consultation Forum will take place in Larnaca, Republic of Cyprus .
Maximum estimated budget available for the contract	EUR 100 000
Duration of the contract	The consultation forum will take place from the 25th to the 28th of February 2019
	EDA intends to organise the second phase of a Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS II). The second phase of the CF SEDSS will be conducted in a series of four conferences in different European locations from March 2018 to June 2019. The third conference will take place in Larnaca (Cyprus) on the 26th and 27th of February 2019 . The number of delegates attending the conference is expected to be a minimum of 70 and a maximum of 120 coming from the European Union (EU) Ministries of Defence, EU institutions, academia, industry and research technology organisations as well as other

Subject matter
of the contract

international entities.

The contractor must be able to provide:

Accommodation:

- Up to **120** Standard Single Rooms for the following dates: **25th, 26th, 27th of February 2019**;
- Up to **20** Standard Single Rooms for the for the following date: **28 February 2019**.

Meeting Rooms:

- **1 plenary meeting room:** which can accommodate 120 participants, classroom style, for the **26th and 27th of February 2019** (from 07:00 to 19:00);
- **2 working (break-out) meeting rooms:** for a minimum of 40 participants each, round-table style, for the **26th and 27th of February 2019** (07:00-19:00);
- **2 working (break-out) meeting rooms:** for minimum of 30 participants each, round-table style, for the for the **26th and 27th of February 2019** (07:00-19:00);
- **1 secretariat meeting room/VIP room:** for up to 20 people from **25th of February 2019** (14:00 to 20:00), **26th and 27th of February 2019** (07:00-19:00) and **28 February 2019** (07:00-16:00).

In the **plenary and in the break-out meeting rooms** the following equipment shall be available:

- 2 x portable microphones;
- Top table for up to 6 people with the microphones;
- Podium with microphone and Laptop;
- Water, note pads, pens for all delegates and speakers;
- Free Wi-Fi;
- Networked computer, projector, large screen, audio;
- Phone;
- Flip chart and pens.

In the **secretariat meeting room**, the following equipment shall be available:

- ICT equipment including color printer and photocopying facility connected to conference center laptop;
- Networked computer, projector, screen.

A conference registration desk.

Full Catering Service:

- 2 buffet dinners for up to 120 participants (25th and 27th of February 2019);
- 1 high quality dinner (official) for up to 120 participants (26th February 2019) – to be confirmed if it will take place by the end of November 2018;
- 2 buffet lunches for up to 120 participants (26th and 27th of February 2019);
- 3 breakfasts for up to 120 participants (26th, 27th and 28th of February 2019);
- 1 breakfast for up to 20 participants (1st March 2019);
- 2 buffet lunches for up to 20 participants (25th and 28th February 2019);
- 4 coffee breaks for up to 120 participants (two for 26th February 2019 and two for 27th February 2019).

	<p><u>Additional Information:</u></p> <ul style="list-style-type: none"> The number of delegates attending the conference is expected to be a minimum of 70 and a maximum of 120.
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.</p> <p>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 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.</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>To successfully conduct the contract the tenderer shall have:</p> <p><u>Minimum Capacity</u></p> <ul style="list-style-type: none"> Hotel Standard: Minimum 4* Hotel Rooms:120 Meeting Rooms: 6, satisfying the capacity and facility requirements described above Minimum of 2 years' experience in organizing international events of more than 100 participants with at least 2 events delivered in the last three years. Minimum of 2 years' experience in providing catering services for more than 100 participants with at least 2 events delivered in the last three years. <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	<p>Invitation to submit tenders will be electronically sent to economic operators indicatively by 18/05/2018.</p>
Indicative time schedule for signing the contract	<p>The envisaged contract will be signed indicatively by 30/06/2018.</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 shall be sent to **no later than 17/05/2018– 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:

18.ESI.NP3.CF SEDSS II/Cyprus - "Consultation Forum for Sustainable Energy in the Defence and Security Sector"

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.