

Ref.: EDAC202202021/CSD-PCU/AR

Brussels, 03/03/2022

**Subject: Ex-ante publicity notice for the negotiated procedure 22.CSD-INF.NP3.170 & “Coffee Machines & Coffee 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	Supply Framework contract
Maximum estimated budget available for the contract	EUR 80 000
Duration of the contract	48 Months
Subject matter of the contract	<p>EDA intends to launch a call for tender in view of concluding a contract for the provision of an estimated 8 (eight) “bean-to-cup” coffee machines and coffee supplies “beans” for its offices in Brussels.</p> <p>To that end, the present notifications, to which interested economic operators are invited to respond, is published.</p>

	<p>The so called “bean-to-cup” coffee machines are the coffee machines with incorporated coffee grinder, so that they grind the beans and dispense the fresh coffee at the touch of a button.</p> <p>By the provision of 8 bean-to-cup coffee machines machines and coffee supplies “beans”, EDA understands: The <u>leasing</u> of “bean-to-cup” coffee machines and the <u>supply</u> of coffee beans.</p> <p>1. The supply of 8 bean-to-cup coffee machines including six (6) bean-to-cup coffee machines (with integrated water tanks) and two (2) bean-to-cup coffee machine which with direct water supply.</p> <p>2. The supply of coffee beans, including the supply and delivery of at least 4 (four) types of coffee (including standard, decaffeinated as well as ecoLabel).</p> <p>3. The necessary preventive and corrective maintenance including all products necessary for the proper and continuous functioning of the machines.</p>						
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, North Macedonia, 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 style="text-align: center;"><b>Economic and Financial criteria</b></p> <table><tr><td>Criterion</td><td>Minimum capacity</td><td>Evidence/supporting documents</td></tr><tr><td></td><td></td><td></td></tr></table>	Criterion	Minimum capacity	Evidence/supporting documents			
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	Minimum capacity level relating to tenderers:	<ul style="list-style-type: none"> <li>The tenderer must have a minimum annual turnover for the last financial year for which accounts have been closed of 40 000 EUR.</li> </ul>	The duly completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications.
	<b>Technical and professional criteria</b>		
	<b>Criterion</b>	<b>Minimum capacity</b>	<b>Evidence/supporting documents</b>
	Minimum capacity level relating to tenderers:	<ul style="list-style-type: none"> <li>must have at least 3 year of professional experience in the field coffee machines/automatic distribution services to the B2B sector ;</li> <li>must have capacity in terms of personnel, resources, equipment, etc. to provide the supplies, services and goods;</li> <li>must be compliant with the applicable sanitary and hygiene rules;</li> </ul>	<ul style="list-style-type: none"> <li>a description of 3 (three) similar 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;</li> <li>a list of the main similar goods / services provided in the last year, including reference to the contracts, clients, etc.</li> <li>indicate the main office(s), branch offices and/or partnerships that will be involved in the administration and performance of the contract;</li> <li>official control certificates proving that the tenderer is compliant with the required sanitary and hygiene rules;</li> <li>must have working procedures based on the Hazard Analysis and Critical Control Points principles (HACCP);</li> <li>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</li> </ul>

			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.
	Minimum capacity level relating to the team delivering the service:	•must be proficient in English and either French or Dutch	•CV of the Project Leader/Point of Contact proposed for the execution of the present Framework contract.
	<b>NB</b> 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.		
Indicative date for launching the negotiated procedure	Invitation to submit tenders will be electronically sent to economic operators indicatively by 01/04/2022.		
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by 30/06/2022.		

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 **24/03/2022 – at 17h00** (Brussels time) to the following EDA functional mail box:

[procurement@eda.europa.eu](mailto: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](mailto:procurement@eda.europa.eu)

Please indicate in the subject line of the e-mail the title and number of the procedure:

**22.CSD-INF.NP3.170 & "Coffee Machines & Coffee 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 <sup>1</sup>	

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) No 2018/1725<sup>2</sup>, 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>

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<sup>1</sup> Where the invitation to tender will be sent.

<sup>2</sup> Regulation (EU) No 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)