

Ref.: EDAC202109013

Brussels,

Subject: Ex-ante publicity notice for the negotiated procedure 21.CSD-HR.OP.563 - Assessment centres for managerial positions

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 contract
Maximum estimated budget available for the contract	EUR 139 000 (<i>one hundred thirty-nine thousand euro</i>)
Duration of the contract	48 months
Subject matter of the contract	<u>Background</u> The European Defence Agency (EDA) governed by Council Decision (CFSP) 2015/1835 ¹ was established to “support the Member States and the Council in their effort to improve European defence capabilities in the field of crisis management and to sustain the European Security and Defence Policy as it stands now and develops in the future”.

¹ Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency (Recast)

	<p>The European Defence Agency, within the overall mission set out in the aforementioned Council Decision, has three main missions:</p> <ul style="list-style-type: none"> ➤ supporting the development of European defence capabilities and military cooperation; ➤ stimulating defence Research and Technology (R&T) and strengthening the European defence industry; ➤ acting as a military interface to EU policies. <p>EDA acts as a catalyst, promotes collaborations, launches new initiatives and introduces solutions to improve defence capabilities. It is the place where Member States willing to develop capabilities in cooperation do so. It is also a key facilitator in developing the capabilities necessary to underpin the Common Security and Defence Policy of the Union. Further information can be found on the Agency's web site at http://www.eda.europa.eu.</p> <p><u>Main objective of the procurement</u></p> <p>EDA is hereby launching a procurement (negotiated) procedure for the provision of assessment-related services for its managerial positions. The assessment centres will have to take place remotely or in Brussels. The aim is to objectify the selection process and use scientific relevant tools to map the strengths, competencies and areas for development of the candidates, allowing EDA to make substantiated decisions as to the appointment for these key positions.</p> <p>In particular the contractor will be requested:</p> <ul style="list-style-type: none"> - To organise and run assessment centres for management positions in EDA; - To deliver psychometric testing of candidates in view of measuring the knowledge, abilities (e.g. competency: cognitive, reasoning abilities: verbal, numerical, abstract), attitudes, motivation, organisational fit and personality traits of candidates. <p>The assessment shall be conducted in English.</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</p>

	<p>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;">Economic and financial criteria</p> <table><tr><th>Criterion</th><th>Minimum capacity</th><th>Evidence/supporting documents</th></tr><tr><td>Economic and Financial capacity.</td><td>The tender must have a minimum annual turnover of EUR 100 000 for each of the last three financial years for which accounts have been closed.</td><td>The duly completed and signed Financial and Economic Capacity Overview Form that will be annexed 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>The tenderer shall demonstrate to have the following minimum professional capacity to perform the contract</td><td>a) The tenderer must have at least 5 years’ experience in providing and managing assessment centre, psychometric tests administration. In particular, the tenderer must have the ability to organise and provide at least the following</td><td>Requirements a) A list of at least three (3) projects carried out in the course of the last 5 years. Each project can cover one or more of the listed exercises. Cumulatively, the submitted projects (at least 3) must cover all the exercises listed. Each of the assessment exercises has to be</td></tr></table>	Criterion	Minimum capacity	Evidence/supporting documents	Economic and Financial capacity.	The tender must have a minimum annual turnover of EUR 100 000 for each of the last three financial years for which accounts have been closed.	The duly completed and signed Financial and Economic Capacity Overview Form that will be annexed to the tender specifications.	Criterion	Minimum capacity	Evidence/supporting documents	The tenderer shall demonstrate to have the following minimum professional capacity to perform the contract	a) The tenderer must have at least 5 years’ experience in providing and managing assessment centre, psychometric tests administration. In particular, the tenderer must have the ability to organise and provide at least the following	Requirements a) A list of at least three (3) projects carried out in the course of the last 5 years. Each project can cover one or more of the listed exercises. Cumulatively, the submitted projects (at least 3) must cover all the exercises listed. Each of the assessment exercises has to be
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		assessment exercises and services: group exercises, role play, bespoke exercises (tailor-made exercises), case studies, psychometric tests (reasoning ability, personality tests, etc.).	clearly described, from the way they are performed to their evaluation.
	The tenderer shall demonstrate its capacity to provide a qualified team	<p>b) Ability to provide a team of experts compliant with these specific expertise requirements:</p> <ul style="list-style-type: none"> - 2 experts in organising and running assessment centres with experience of at least 4 years; - 2 experts in psychometric tests administration with experience of at least 4 years. <p>c) Each proposed expert must have an excellent level of spoken and written standard English.</p> <p>d) The tenderer must have the ability to provide the services in compliance with the legal framework regarding personal</p>	<p>Requirements b) Detailed CVs of the Project team members proposed for the assignment.</p> <p>Requirements c) For non-native speakers, this shall be demonstrated by an Official certificate of English proving a C1 level, OR the degree run in English, OR at least 3 years of work in an English-speaking environment, and a university degree awarded in an English speaking country.</p> <p>Requirements d) A statement confirming that the tenderer fulfils the general requirements of Regulation (EU)</p>

		data protection applicable in the EU and to EDA.	2016/679 ('the GDPR') and that in particular it will comply with the specific requirements of Regulation (EU) 2018/1725 (the EDPR) in its service provision to EDA and to the EU contracting authorities with reference to the obligations on personal data protection.
	The tenderer must have the following minimum technical capacity to perform the contract:	e) The tenderer must have technical equipment and premises compatible with the execution of the framework contract (health and safety compliance, quality assurance, tests licenses).	Requirements e) A statement confirming that the tenderer has the technical equipment to perform the framework contract.
	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.		
Indicative date for launching the negotiated procedure	Invitation to submit tenders will be electronically sent to economic operators indicatively by 01/11/2021		
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by January 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 **18/10/2021, 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:

21.CSD-HR.OP.563 -Assessment centres for management positions

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 ²	

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 2018/1725³, 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>

² Where the invitation to tender will be sent.

³ 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).