



Ref.: EDAC202108003

Brussels, 24/11/2021

Subject: Ex-ante publicity notice for the negotiated procedure "21.RTI.NP3.649 - Service Contract "Organisation of Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) Phase III – Prague, Czech Republic"

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 read and follow the instructions below.

Background information:

In the frame of the **Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS)**, EDA will organise a conference in Prague (Czech Republic). For the conference to be successful, the location and services provided must be of the highest standard and must contribute to the smooth running of the event and organisational professionalism.

The following table summarises the key requirements of the conference per date:

CF SEDSS III – Prague conference (28/11/2022-02/12/2022) Key requirements					
Type	Dates				
	Monday 28/11	Tuesday 29/11	Wednesday 30/11	Thursday 01/12	Friday 02/12
Accommodation Single rooms	6	150	150	150	30
Lunch	-	30	150	150	30
Dinner	-	150	TBC*	150	-
Coffee breaks	-	-	150 X 2 breaks	150 X 2 breaks	-
Main meeting rooms	-	1 management meeting room up to 30 people	1 meeting room up to 150 people & 4 breakout meeting rooms up to 40 people	1 meeting room up to 150 people & 4 breakout meeting rooms up to 40 people	1 management meeting room up to 30 people

* To be confirmed by the end of October 2022 if this dinner will take place at the hotel.

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)
Lots	N/A
Maximum estimated budget available for the contract	EUR 120 000
Duration of the contract	The performance of the tasks under the Consultation Forum will take place from 28 November 2022 to 2 December 2022.
Subject matter of the contract	EDA will organise a conference in the context of the third phase of the Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS III) in Prague (Czech Republic) on Wednesday 30 November and Thursday 1 December 2022. The number of delegates attending the conference is expected to be a minimum of 120 and a maximum of 150 coming from the European Union (EU) Ministries of Defence, European institutions, academia, industry and research technology organisations as well as other international entities.

A **management team meeting** comprising of up to 30 persons will be held at the contractor's venue on **Tuesday 29 November and Friday 02 December 2022.**

As a result of this procedure, EDA will select a contractor who must be able to provide:

Accommodation:

- **Up to 6 standard single rooms**, including breakfast, for 28 November 2022;
- **Up to 150 standard single rooms**, including breakfast, for the following dates: 29th and 30th November 2022 and 01 December 2022;
- **Up to 30 standard single rooms**, including breakfast, for 02 December 2022.

Required meeting rooms:

- **1 meeting room for up to 150 delegates:**
 - for 30th November 2022 (from 07:00 to 19:00) and 01st December 2022 (from 07:00 to 19:00) the set-up will be:
 - 1 table top for 6 speakers and a speaking podium;
 - the rest in classroom style table and chairs;
 - EDA will need to access the meeting room for the preparation of the conference from 10:00 to 19:00 on 29 November 2022.
- **4 breakout meeting rooms for up to 40 delegates each:**
 - for 30th November 2022 (from 07:00 to 19:00) and 01st December 2022 (from 07:00 to 19:00) the set-up will be:
 - 1 table top for 4 speakers;
 - the rest (up to 36 people) in cabaret or banquet rounds (max 8 persons per table).
 - EDA will need to access the meeting room for the preparation of the conference from 10:00 to 19:00 on 29 November 2022.
- **1 management meeting room:** for up to 30 participants, conference table style, for 29 November 2022 (from 15:00 to 17:30) and 02 December 2022 (from 10:30 to 13:00).
- **1 secretariat office:** up to 10 people for 29 November (10:00-19:00), and for 30 November 2022 (07:00-19:00) and 01 December 2022 (07:00-19:00).
- **1 meeting room for bilateral meetings:** for 8-10 persons for 30 November (07:00 – 19:00) and 01 December 2022 (07:00 – 19:00).
- **1 VIP meeting room:** for 6-8 persons for 30 November (07:00– 19:00) and 01 December 2022 (07:00 – 19:00).

	<ul style="list-style-type: none"> ➤ 1 conference registration desk and chairs for 29 November 2022 (18:00-20:00) and 30 November 2022 (08:00-09:45). ➤ 1x cloakroom / luggage storage room with secure facilities for delegates to hang coats and leave bags during the conference on 30 November 2022 (from 07:00 to 19:00) and 01 December 2021 (from 07:00 to 19:00). <p>Further details on the equipment of the meeting rooms (especially IT-related, such as projectors, laptops, cameras, etc) will be provided to those economic operators who express their interest to this call.</p> <p>Full Catering Service:</p> <ul style="list-style-type: none"> • 2 buffet dinners for up to 150 participants (29 November 2022 and 01 December 2022); • 1 high-quality (networking) dinner for up to 150 participants (30 November 2022 – <i>to be confirmed by end of October 2022 if this service will take place at the hotel</i>); • 2 buffet lunches for up to 150 participants (30 November 2022 and 01 December 2022); • 2 buffet lunches for up to 30 participants (29 November 2022 and 02 December 2022); • 4 coffee breaks for up to 150 participants (2 for 30 November 2022 and 2 for 01 December 2022). <p>Note: A minimum of 120 and a maximum of 150 delegates is expected to attend the conference.</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

Potentially interested economic operators are hereby informed that the following selection criteria will be assessed in the scope of the envisaged negotiated procedure:

Economic and financial criteria

Criterion	Minimum capacity	Evidence/supporting documents
Economic and financial capacity	Minimum annual turnover of 50 000 EUR for the last three financial years for which accounts have been closed.	Declaration on honour (the tenderer must undertake to submit to EDA evidence of their economic, financial, technical and professional capacity that EDA considers necessary to perform its checks, within fifteen calendar days following the receipt of EDA's request).

Technical and professional criteria

Criterion	Minimum capacity	Evidence/supporting documents
Minimum capacity level related to the tenderer	To successfully conduct the contract the tenderer shall have: Minimum Capacity <ul style="list-style-type: none"> - Hotel Standard: 5-star or equivalent - Hotel Rooms: 150 - Meeting Rooms: minimum 8, satisfying the capacity and facility requirements 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 	Declaration on honour (the tenderer must undertake to submit to EDA evidence of their economic, financial, technical and professional capacity that EDA considers necessary to perform its checks, within fifteen calendar days following the receipt of EDA's request).

	participants with at least 2 events delivered in the last three years
	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 mid-December 2021
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by the end of 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 10/12/2021 – **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:
“21.RTI.NP3.649 - Service Contract “Organisation of Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) Phase III – Prague, Czech Republic”

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 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 2018/1725², 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) 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)