



Ref.: EDAC202202004

Brussels, 07/02/2022

Subject: Ex-ante publicity notice for the negotiated procedure 22.ISE.NP3.135 - Service Direct Contract "Organisation of First General Conference of the Incubation Forum for Circular Economy in European Defence – Luxembourg"

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 **Incubation Forum for Circular Economy in European Defence**, EDA will **organise a conference at the European Convention Center**, 4 Pl. de l'Europe, 1499 Luxembourg, Luxembourg. Participants are to be hosted in Luxembourg, providing accommodation and catering services: 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:

IF CEED – Luxembourg (04-07/09/2022) Key requirements				
	Dates			
Type	04/09/2022 (Arrival of EDA staff)	05/09/2022 (Arrival of participants)	06/09/2022 (Conference – first day)	07/09/2022 (Conference – Second day)
Accommodation Single rooms	6	100-140	100-140	Check-out NOT before h. 14:30
Breakfast	-	6	100-140	100-140
Lunch	-	30-80	-	-
Dinner	6	100-140	-	-
Meeting rooms	-	1 management meeting room for at least 35 people & 1 VIP room for 10 people	1 management meeting room for at least 35 people & 1 VIP room for 10 people *	1 management meeting room for at least 35 people & 1 VIP room for 10 people *

** To be confirmed in the tender specifications, if these rooms have to be provided by the contractor.*

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
Lots	N/A
Maximum estimated budget available for the contract	EUR 70 000
Duration of the contract	The performance of the tasks under the contract will take place from 04 to 07 September 2022.
Subject matter of the contract	EDA will organise a conference in the context of the Incubation Forum for Circular Economy in European Defence in Luxembourg on 06 and 07 September 2022 . All the sessions of the conference will take place at the European Convention Center (4 Pl. de l'Europe, 1499 Luxembourg, Luxembourg).

	<p>The number of delegates attending the conference is expected to be a minimum of 100 and a maximum of 140 coming from the European Union (EU) Ministries of Defence, European institutions, academia, industry and research technology organisations as well as other international entities.</p> <p>A management team meeting comprising of at least 35 persons may be held at the contractor's venue on 05, 06 and 07 September 2022.</p> <p>As a result of this procedure, EDA will select an accommodation venue that is located within 1.5-kilometre distance from the European Convention Center, to allow the delegates to reach the venue hosting the conference by walking (or, for attendees needing special assistance, via transportation provided by the hotel, free of charge).</p> <p>Additionally, EDA will select an accommodation venue that must be able to provide:</p> <p><u>Accommodation:</u></p> <ul style="list-style-type: none"> • Up to 6 standard single rooms, including breakfast, for 04 September 2022; • Up to 140 standard single rooms, including breakfast, for 05 and 06 September 2022 [N.B.: check-out on 07 September 2022 is NOT before h. 14:30]. <p><u>Required meeting rooms:</u></p> <ul style="list-style-type: none"> ➤ 1 management meeting room: for at least 35 participants, conference table style, for 05/09/2022 (full day), 06/09/2022 (full day) and 07/09/2022 (morning). ➤ 1 VIP meeting room: for 10 people for 05/09/2022 (afternoon), 06/09/2022 (full day) and 07/09/2022 (morning). <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>
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</p>

	<p>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>Minimum annual turnover of 140 000 EUR for the last three financial years for which accounts have been closed.</td><td>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).</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 related to the tenderer</td><td>To successfully conduct the contract the tenderer shall have: Minimum Capacity - Hotel Standard: 4-star or equivalent - Hotel Rooms: 140 - Meeting Rooms: minimum 2, satisfying the above stated</td><td>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</td></tr></table>	Criterion	Minimum capacity	Evidence/supporting documents	Economic and financial capacity	Minimum annual turnover of 140 000 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).	Criterion	Minimum capacity	Evidence/supporting documents	Minimum capacity level related to the tenderer	To successfully conduct the contract the tenderer shall have: Minimum Capacity - Hotel Standard: 4-star or equivalent - Hotel Rooms: 140 - Meeting Rooms: minimum 2, satisfying the above stated	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
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		capacity and facility requirements	following the receipt of EDA's request).
	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 end of February 2022.		
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by mid-March 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 22/02/2022 – at **17h00** (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 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:

“22.ISE.NP3.135 - Organisation of First General Conference of the Incubation Forum for Circular Economy in European Defence – Luxembourg”

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)