

Ref.: EDAC202508004

Brussels, 21/08/2025

Subject: Ex-ante publicity notice for the negotiated procedure No 25.CAP.NP3.319
Service Direct Contract for the provision of
Core Task 4 “Aggregation of demand towards Joint Procurement” Support

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	• Service • Direct contract
Lots	N/A
Maximum estimated budget available for the contract	EUR 70,000 [seventy thousand euros]
Duration of the Direct contract	12 months
Subject matter of the contract	The contractor will support the European Defence Agency in strengthening the implementation of its Core Task 4 (aggregation of demand towards joint procurement). The work will include analysing current CT4-related activities and governance, designing improved workflows and tools, developing an operational handbook, and facilitating integration through workshops, training and change management support.
Participation in the negotiated procedure	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. 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. 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.												
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 <table><tr><th>Criterion</th><th>Minimum capacity</th><th>Evidence/supporting documents</th></tr><tr><td>Economic and financial capacity</td><td>1.1 The tenderer must have a minimum annual turnover for the last three financial years for which accounts have been closed of EUR 70,000.00 [seventy thousand euros].</td><td>Completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications.</td></tr></table> Technical and professional criteria <table><tr><th>Criterion</th><th>Minimum capacity</th><th>Evidence/supporting documents</th></tr><tr><td>Technical and professional capacity Minimum capacity levels relating to tenderers:</td><td>2.1 Demonstrated experience in process and organisational design, particularly within EU institutions or public-sector contexts.</td><td>A description of at least two relevant projects delivered in the last five years, including name of client, summary of objectives and results, applied methodologies and tools, duration and contract value.</td></tr></table>	Criterion	Minimum capacity	Evidence/supporting documents	Economic and financial capacity	1.1 The tenderer must have a minimum annual turnover for the last three financial years for which accounts have been closed of EUR 70,000.00 [seventy thousand euros].	Completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications.	Criterion	Minimum capacity	Evidence/supporting documents	Technical and professional capacity Minimum capacity levels relating to tenderers:	2.1 Demonstrated experience in process and organisational design, particularly within EU institutions or public-sector contexts.	A description of at least two relevant projects delivered in the last five years, including name of client, summary of objectives and results, applied methodologies and tools, duration and contract value.
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	Technical and professional capacity Minimum capacity levels relating to tenderers:	2.2 Familiarity with defence organisation or equivalent and procurement frameworks.	Evidence from one project example or assignments that illustrate familiarity with defence-related organisational structures, EU procurement principles, or comparable institutional frameworks.
	Technical and professional capacity Minimum capacity level relating to the team delivering the service(s):	2.3 At least one proposed team member with: •A minimum of 3 years' relevant consulting experience; •Experience in facilitating workshops and stakeholder engagement; •Proven ability to produce high-quality procedural documentation (e.g. SoPs, handbooks).	Curriculum Vitae (CVs) of the proposed staff, clearly highlighting: Years of relevant professional experience, examples of workshops facilitation and stakeholders engagement
	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 19/09/2025.		
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by 01/11/2025.		

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 **05/09/2025– at 17:00** (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:

Ex-ante publicity notice for the negotiated procedure No 25.CAP.NP3.319 Service Direct Contract for the provision of Core Task 4 “Aggregation of demand towards Joint Procurement” Support

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)