



Ref.: EDAC202308023

Brussels, 18/08/2023

Subject: Ex-ante publicity notice for the negotiated procedure "23.RTI.NP3.298 - Service contract for the provision of "Hotel services for the organisation of Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) Phase III, Dissemination Event – Brussels (Belgium)""

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 dissemination event (final conference), to be held on **24-25 April 2024, in Brussels (Belgium)**. 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 event per date:

CF SEDSS III – Dissemination Event (24-25/04/2024)		
Key requirements		
Dates		
Type	Wednesday 24/04	Thursday 25/04
Accommodation Single rooms	90	90
Lunch	-	120 (buffet-seated)
Reception	-	120 (afternoon reception)
Coffee breaks	-	120 X 2 breaks
Main meeting rooms	1 meeting room up to 120 people & 1 foyer space for exhibition	1 meeting room up to 120 people & 1 foyer space for exhibition

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 70 000
Duration of the contract	The performance of the tasks under the Consultation Forum will take place from 24 April 2024 to 25 April 2024.
Subject matter of the contract	<p>EDA will organise a dissemination event in the context of the third phase of the <u>Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS III)</u> in Brussels (Belgium) on Wednesday, 24 April and Thursday, 25 April 2024, hosted by the Ministry of Defence of Belgium and under the auspices of the Belgian Presidency of the Council of the EU.</p> <p>The number of delegates attending the conference on 25 April 2024 is expected to be a minimum of 90 and a maximum of 120, coming from the EU Ministries of Defence, European institutions, academia, industry, research technology organisations as well as other international entities.</p> <p>As a result of this procedure, EDA will select a contractor who must be able to provide:</p> <p><u>Accommodation:</u></p> <ul style="list-style-type: none"> • Up to 90 standard single rooms for respectively 24 and 25 April 2024, including breakfast;

	<p><u>Required meeting rooms:</u></p> <ul style="list-style-type: none"> ➤ 1 meeting room for up to 120 delegates: <ul style="list-style-type: none"> • <u>for 25 April 2024 (from 07:00 to 19:00) the set-up will be:</u> <ul style="list-style-type: none"> ▪ 1 table top for 6 speakers and a speaking podium; ▪ the rest classroom style. • EDA will need to access the meeting room for the preparation from <u>12:00 to 20:00 (exact time TBC), on 24 April 2024.</u> ➤ 1 foyer area or meeting room for exhibition: <ul style="list-style-type: none"> • <u>for 25 April 2024 (from 07:00 to 19:00) the area should have:</u> <ul style="list-style-type: none"> ▪ space for 120 people standing and promotional material to be set (banners, posters, screens) ▪ 4-5 panels to hang posters ▪ 6-7 cocktail tables (high-tables) ▪ multi-socket plugs ▪ 1 big screen connected to a laptop. • EDA will need to access this area for the preparation from <u>12:00 to 20:00 (exact time TBC), on 24 April 2024.</u> ➤ 1 secretariat office: up to 6-8 people for 24 April (12:00-20:00), and for 25 April (07:00-19:00). ➤ 1 conference registration desk and chairs for 25 April 2024 (07:30-09:00). <p>Further details on the equipment of the meeting rooms (especially IT-related, such as projectors, laptops, cameras, screens, audio systems and microphones, etc.) will be provided to those economic operators who express their interest to this call.</p> <p><u>Full Catering Service:</u></p> <ul style="list-style-type: none"> • 1 buffet lunch (seated) for up to 120 persons on 25 April 2024; • 1 afternoon reception (drinks and bites) for up to 120 persons on 25 April 2024; • 2 coffee breaks for up to 120 persons on 25 April 2024. <p><u>Note:</u> A minimum of 90 and a maximum of 120 delegates is expected to attend the event.</p>
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.

	<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;">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 50 000 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: at least 4 star or equivalent</td><td>Declaration on honour (the tenderer must undertake to submit to EDA evidence of their economic, financial, technical and professional capacity</td></tr></table>	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).	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: at least 4 star or equivalent	Declaration on honour (the tenderer must undertake to submit to EDA evidence of their economic, financial, technical and professional capacity
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		<ul style="list-style-type: none"> - Hotel Rooms: at least 90 - Meeting Rooms: minimum three (3), satisfying the capacity and facility requirements above - Minimum of two years' experience in organising international events of more than 80 participants with at least two events delivered in the last three years - Minimum of two years' experience in providing catering services for more than 80 participants with at least two events delivered in the last three years. 	that EDA considers necessary to perform its checks, within fifteen calendar days following the receipt of EDA's request).
	<p>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.</p>		
Indicative date for launching the negotiated procedure	Invitation to submit tenders will be electronically sent to economic operators indicatively by beginning of September 2023 .		
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by mid October 2023 .		

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 **01/09/2023 – at 14h00** (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 “23.RTI.NP3.298 - Service contract for the provision of “Hotel services for the organisation of Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) Phase III, Dissemination Event – Brussels (Belgium)””

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)