

Ref.: EDAC202110047

Brussels, 03/11/2021

Subject: Ex-ante publicity notice for the negotiated procedure “21.ISE.NP3.635 – Accommodation venue in Grenoble (France) in frame of the EDA “Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) Phase III”

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.

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 Grenoble (France), at the [MINATEC Congress Centre](#). Participants are to be hosted in Grenoble, providing accommodation and catering services: the location and services must be of the highest standard and must be delivered with organisational professionalism.

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

CF SEDSS III – Grenoble (06-11/06/2022)					
Key requirements					
	Dates				
Type	Monday 06/06	Tuesday 07/06	Wednesday 08/06	Thursday 09/06	Friday 10/06
Accommodation Single rooms	10	150	150	180	120
Dinner	-	150	-	180	-

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 85 000
Duration of the contract	The performance of the tasks under the Consultation Forum will take place from 06 June to 11 June 2022 .
Subject matter of the contract	<p>EDA will organise a conference meeting 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 Grenoble (France), from 07 to 10 June 2022. The meetings of the conference will take place at the MINATEC Congress Centre (3 Parvis Louis Néel, 38054 Grenoble, France), as follows:</p> <ul style="list-style-type: none"> • On Wednesday 08th and Thursday 09th June 2022 the conference will host a minimum of 120 up to a maximum of 150 participants. • On Friday 10th June 2022 the conference will host between a minimum of 160 and a maximum of 180 participants. <p>Participants attending the conference are coming from the European Union (EU) Ministries of Defence, EU institutions, academia, industry and research technology organisations as well as other international entities.</p> <p>As a result of this procedure, EDA will select an accommodation venue that:</p> <ul style="list-style-type: none"> • is located within 1.5 kilometre distance from the MINATEC Congress Centre, to allow the delegates to reach the venue hosting the conference walking; <li style="text-align: center;">or • is located within 1.5 kilometre and 4.0 kilometres, and provides a shuttle bus service twice a day for all the delegates (to MINATEC and back to the hotel). <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 10 standard single rooms, including breakfast for 06 June 2022. • Up to 150 standard single rooms, including breakfast, for the following dates: 07 and 08 June 2022; • Up to 180 standard single rooms, including breakfast for 09 June 2022; • Up to 120 standard single rooms, including breakfast for 10 June 2022.

	<p><u>Full Catering Service:</u></p> <ul style="list-style-type: none">• 1 buffet dinner for up to 150 participants on 07 June 2022;• 1 buffet dinner for up to 180 participants on 09 June 2022.									
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	<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> <table><tr><th colspan="3">Economic and financial criteria</th></tr><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 70 000 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 and financial and technical and professional capacity that EDA considers necessary to perform its checks, within fifteen calendar days</td></tr></table>	Economic and financial criteria			Criterion	Minimum capacity	Evidence/supporting documents	Economic and financial capacity	Minimum annual turnover of 70 000 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 and financial and technical and professional capacity that EDA considers necessary to perform its checks, within fifteen calendar days
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			following the receipt of EDA's request).
Technical and professional criteria			
	Criterion	Minimum capacity	Evidence/supporting documents
	Minimum capacity level related to the tenderer	<p>To successfully conduct the contract the tenderer shall have:</p> <p>Minimum Capacity:</p> <ul style="list-style-type: none"> - Hotel Standard: Minimum 4* - Hotel Rooms available for the conference: Minimum 50 - Minimum of 2 years' experience in providing catering services for more than 100 participants with at least 2 events delivered in the last three years 	Declaration on honour (the tenderer must undertake to submit to EDA evidence of their economic and financial and technical and professional capacity 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 the end of November 2021.		
Indicative time schedule for signing the contract	The envisaged contract will be signed indicatively by mid- December 2021.		

If you are interested in being invited to 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 no later than 17/11/2021 – **at 12h00** (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.ISE.NP3.635 -Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) Phase III – Grenoble, France”

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)