

Ref.: EDAC202211012/CSD/PCU/AT

Brussels, 11/11/2022

**Subject: Ex-ante publicity notice for the negotiated procedure 22.ISE.NP3.395 - Service Contract for the provision of "Hotel services for the organisation of the 2nd Conference of the Incubation Forum for Circular Economy in European Defence (IF CEED) - IFEMA area, Madrid, Spain"**

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 to this call for tenders, please read and follow the instructions below.

Background information:

In frame of the **Incubation Forum for Circular Economy in European Defence (IF CEED)**, EDA will **organise a conference in the IFEMA area, Madrid (Spain)**. 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 with organisational professionalism. **The following table summarises the key requirements of the conference per date:**

IF CEED - Madrid conference (14-17/05/2022)				
Key requirements				
Type	Dates			
	Sunday 14/05	Monday 15/05	Tuesday 16/05 (with late check-out on 17/05, h. 14:30)	Wednesday 17/05
Accommodation Single rooms (bed & breakfast)	5	135	135	50
Lunch	-	100	150	-

<b>Dinner</b>	-	150	150	-
<b>Coffee breaks</b>	-	50 x 1 breaks	150 x 2 breaks	
<b>Main meeting rooms</b>	-	1 management meeting room with a printer up to 50 people + 1 conference room up to 150 people + 2 breakout meeting rooms up to 70 people	1 management meeting room with a printer up to 50 people + 1 conference room up to 150 people + 2 breakout meeting rooms up to 70 people	1 management meeting room with a printer up to 50 people
<b>Transfer *</b>	-	-	-	150 people from the hotel to Fiera de Madrid and return

*\* To be confirmed by 15 April 2023 whether this service will be needed, based on the distance of the hotel from the FEINDEF Exhibition. This may be still needed for people with physical limitations.*

Please consider the below information (indicative) when assessing whether the envisaged contract is of your interest.

<b>Outline description of the envisaged contract</b>	
Type of contract	Direct Service contract (purchase order)
Lots	N/A
Maximum estimated budget available for the contract	EUR 75 000
Duration of the contract	The performance of the tasks under the Incubation Forum will take place <b>from 14 May 2023 to 17 May 2023.</b>
Subject matter of the contract	EDA will organise a <b>conference</b> in the context of the <b>Incubation Forum for Circular Economy in European Defence (IF CEED) in the IFEMA area of Madrid (Spain) from Monday 15 November 2023, afternoon, to Tuesday 16 November 2023, late evening.</b>  The number of delegates attending the conference is expected to be a <b>minimum of 100 and a maximum of 150</b> coming from the European Union (EU) Ministries of Defence, European institutions, academia, industry and research-and-technology-organisations, as well as other international entities.

A **National Contact Point meeting** comprising of up to 50 persons will be held at the contractor's venue on **Monday 15 May** and **Wednesday 17 November 2023**.

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

**Accommodation:**

- **Up to 5 standard single rooms**, including breakfast, for the 14 May 2023;
- **Up to 135 standard single rooms**, including breakfast, for 15 and 16 May 2023;
- **Up to 50 standard single rooms**, including breakfast, for 17 November 2023.

**Required meeting rooms:**

- **1 management meeting room for up to 50 delegates:**
  - for 15, 16 and 17 May 2023 (all days from 07:00 to 21:00). The set-up will be:
    - 1 table for 6 speakers and a speaking podium;
    - the rest (44 people) in seated configuration (theatre, banquet...).
- **1 conference room for up to 150 delegates:**
  - for 15 May (from 07:00 to 21:00) and 16 May 2023 (from 07:00 to 21:00). The set-up will be:
    - 1 table for 6 speakers and a speaking podium;
    - the rest (144 people) seated configuration (theatre, banquet...).
- **2 breakout meeting rooms for up to 70 delegates each:**
  - for 15 May 2023 (from 07:00 to 21:00) and 16 May 2023 (from 07:00 to 21:00). The set up will be:
    - 1 table for 4 speakers;
    - the rest (66 people) in seated configuration (theatre, banquet...).
- **2 meeting rooms for bilateral meetings:** for 15 May 2023 (from 07:00 to 21:00) and 16 May 2023 (from 07:00 to 21:00).
- **1 conference registration desk and chairs** for 15 May (15:00-20:30) and 16 May 2023 (07:30-16:00).
- **1x cloakroom / luggage storage room** with secure facilities for delegates to hang coats and leave bags during the conference on 16 May (from 08:00 to 23:30) and 17 May 2023 (from 07:00 to 14:30).

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.

**Full Catering Service:**

- **1 buffet dinner** for up to 150 participants (15 May 2023);

	<ul style="list-style-type: none"> <li>• <b>1 high-quality</b> (networking) <b>dinner</b> for up to 150 participants (16 May 2023);</li> <li>• <b>1 buffet lunch</b> for up to 100 participants (15 May 2023);</li> <li>• <b>1 buffet lunch</b> for up to 150 participants (16 May 2023) ;</li> <li>• <b>2 coffee breaks</b> for up to 50 participants (15 May 2023, afternoon, and 17 May 2023, afternoon);</li> <li>• <b>2 coffee breaks</b> for up to 150 participants (16 May 2023, one in the morning and one in the afternoon).</li> </ul> <p><b>Note:</b> A minimum of 100 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	<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;"><b>Economic and financial criteria</b></p> <table border="1" data-bbox="448 1570 1428 2063"> <thead> <tr> <th data-bbox="454 1570 683 1675">Criterion</th> <th data-bbox="683 1570 1139 1675">Minimum capacity</th> <th data-bbox="1139 1570 1422 1675">Evidence/supporting documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="454 1675 683 2063">Economic and financial capacity</td> <td data-bbox="683 1675 1139 2063">Minimum annual turnover of 100 000 EUR for the last three financial years for which accounts have been closed.</td> <td data-bbox="1139 1675 1422 2063">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</td> </tr> </tbody> </table>	Criterion	Minimum capacity	Evidence/supporting documents	Economic and financial capacity	Minimum annual turnover of 100 000 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
Criterion	Minimum capacity	Evidence/supporting documents					
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			checks, within fifteen calendar days following the receipt of EDA's request).
<b>Technical and professional criteria</b>			
	<b>Criterion</b>	<b>Minimum capacity</b>	<b>Evidence/supporting documents</b>
	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"> <li>- Hotel Standard: Minimum 4 star, preferably 5*</li> <li>- Hotel Rooms: 150</li> <li>- Meeting Rooms: 7, satisfying the capacity and facility requirements above</li> <li>- 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</li> <li>- 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</li> </ul>	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).
	<p><b>NB</b> 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 <b>mid-January 2023</b> .		
Indicative time schedule for signing the contract	The envisaged contract will be concluded indicatively by <b>end of February 2023</b>		

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 **09/12/2022 – at 12h00** (Brussels time) to the following EDA functional mailbox:

[procurement@eda.europa.eu](mailto: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 completed to the following e-mail:

[procurement@eda.europa.eu](mailto:procurement@eda.europa.eu)

Please indicate in the subject line of the e-mail the title and number of the procedure:

**22.ISE.NP3.395 - Service Contract for the provision of "Hotel services for the organisation of the 2nd Conference of the Incubation Forum for Circular Economy in European Defence (IF CEED) - IFEMA area, Madrid, Spain"**

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 <sup>1</sup>	

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 2018/1725<sup>2</sup>, 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>

<sup>1</sup> Where the invitation to tender will be sent.

<sup>2</sup> 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)