

Ref.: EDAC202001010Brussels, 15/01/2020

**Subject: Ex-ante publicity notice for the negotiated procedure 20.CSD-INF.NP3.059 -“Miscelaneous supplies for EDA premises (coffee/tea)”**

To whom it may concern

The European Defence Agency (EDA) will shortly launch a call for tenders for the award of the above mentioned low 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.

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| **Outline description of the envisaged contract** |
| Type of contract | Supply Framework contract |
| Lots | N/A |
| Maximum estimated budget available for the contract | EUR 138 500 |
| Duration of the contract | 4 years |
| Subject matter of the contract | Provision and delivery of miscellaneous supplies (related to coffee/tea), to EDA’s premises in Rue des Drapiers 17-23, Brussels. The standard product list shall include:* Ground Coffee (normal), in packages of 250/500 grams
* Tea bags (green or other types of tea), single-serve
* Wood Stirrers
* Paper napkins, 1-ply
* Paper napkins, 2-ply
* Coffee Creamer (Milk) in singleserve tubs (approx. 10 ml each)
* White (crystal) sugar sticks / packets (approx. 3 gr each)
* Brown (cane) sugar sticks / packets (approx. 3 gr each)
* Biscuits (individual packaging)

Similar items related to this scope of this call may be additionally requested by EDA through this call for tenders.  |
| 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, FYROM, 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**

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| **Criterion** | **Minimum capacity**  | **Evidence/supporting documents** |
| 1. Economic and financial capacity | The tenderer must have a minimum annual turnover of 30 000 EUR for the past three financial years. | The duly completed and signed Financial and Economic Capacity Overview Form which will be provided in annex to the tender specifications at a second stage of this procedure. |

**Technical and professional criteria**

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| **Criterion** | **Minimum capacity**  | **Evidence/supporting documents** |
| 2.1 The tenderer shall demonstrate experience in the delivery related supplies in Belgium.  | At least 3 examples of similar services provided for a total amount of 20 000.  | List of relevant services provided in the past three years, with sums, dates and recipients, describing the services provided with respect to the requirements laid out under this criterion. |

**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 **30/01/2020.** |
| Indicative time schedule for signing the contract | The envisaged contract will be signed indicatively by **24/02/2020.** |

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  **29/01/2020– 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:

20.CSD-INF.NP3.059 - Miscelaneous supplies for EDA premises (coffee/tea)

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| 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]](#footnote-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 2018/1725[[2]](#footnote-2), 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. [↑](#footnote-ref-1)
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). [↑](#footnote-ref-2)