

Ref.: EDAC202309011

Brussels, 18/09/2023

Subject: Ex-ante publicity notice for the negotiated procedure “23.RTI.NP3.320 - 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, Thematic Workshop and ad-hoc meeting – Munich, Germany”

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 the above-mentioned call for tenders, please read and follow the instructions below.

Background information:

In the framework of the **Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS)**, EDA will organise the following meetings in Munich (Germany):

- a thematic workshop, to be held on 30-31 January 2024;
- an ad-hoc experts group meeting, to be held on 01-02 February 2024.

For the events to be successful, the location and services provided must be of the highest standard and must contribute to the smooth running of the events and organisational professionalism.

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

	CF SEDSS III – Thematic Workshop and ad-hoc (28/01-02/02/2024)					
	Key requirements					
	Dates					
Type	Sunday 28/01	Monday 29/01	Tuesday 30/01	Wednesday 31/01	Thursday 01/02	Friday 02/02
Accommodation Single rooms	10	80	80	75	15	15
Lunch	-	10 (buffet-seated)	85 (finger food)	85 (buffet-seated)	15	15
Dinner	-	85 (buffet-seated)	85 (traditional menu seated)	85 (buffet reception standing)	-	-
Coffee breaks	-	-	85 x 2 breaks	85 X 2 breaks	15 X 2 breaks	15 X 2 breaks
Main meeting rooms	-	-	1 meeting room up to 85 people & 1 breakout meeting room up to 35 people	1 meeting room up to 85 people & 1 breakout meeting room up to 35 people	1 meeting room up to 15 people	1 meeting room up to 15 people

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 94 000
Duration of the contract	The performance of the tasks under the Consultation Forum will take place from 28 January to 02 February 2024.
Subject matter of the contract	<p>EDA will organise meetings 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 Munich (Germany), as below:</p> <ul style="list-style-type: none"> • a thematic workshop, to be held on 30-31 January 2024: <ul style="list-style-type: none"> ○ Between 60 and 85 participants, coming from the EU Ministries of Defence, European institutions, academia, industry, research technology organisations as well as other international entities. • an ad-hoc experts group meeting, to be held on 01-02 February 2024:

- up to 15 participants.

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

Accommodation:

- **Up to 10 standard single rooms** for 28 January 2024, including breakfast;
- **Up to 80 standard single rooms** for respectively 29 and 30 January 2024, including breakfast;
- **Up to 75 standard single rooms** for 31 January 2024, including breakfast;
- **Up to 15 standard single rooms** for respectively 01 and 02 February 2024, including breakfast.

Required meeting rooms:

- **1 meeting room for up to 85 delegates:**
 - for 30 and 31 January 2024 (from 07:00 to 18:00) the set-up will be:
 - 1 table top for 6 speakers and a speaking podium;
 - the rest cabaret (round tables).
 - EDA will need to access the meeting room for the preparation from 10:00 to 18:00 (exact time TBC), on 29 January 2024.
- **1 breakout meeting room for up to 35 delegates:**
 - for 30 and 31 January 2024 (from 07:00 to 18:00) the set-up will be:
 - 1 table top for 4 speakers;
 - the rest in cabaret (round tables with 5-6 persons per table).
 - EDA will need to access the meeting rooms for the preparation from 10:00 to 18:00 (exact time TBC), on 29 January 2024.
- **1 secretariat office:** up to 6-8 people for 29 January (10:00-18:00), and for 30 and 31 January 2024 (07:00-18:00).
- **1 conference registration desk and chairs** for 29 January (18:30-20:00) and 30 January 2024 (08:00-09:00).
- **1 meeting room for up to 15 delegates:**
 - for 01 and 02 February 2024 (from 07:00 to 18:00) the set-up will be:
 - U-shape.

Further details on the equipment of the meeting rooms (especially IT-related, such as projectors, laptops, screens, audio systems and microphones, etc.) will be provided to those economic operators who express their interest to this call.

Full Catering Service:

- **1 buffet lunch (seated)** for up to 10 persons on 29 January 2024;
- **1 buffet dinner (seated)** for up to 80 persons on 29 January 2024;

	<ul style="list-style-type: none">• 1 buffet lunch (finger food) for up to 85 persons on 30 January 2024;• 1 high quality dinner (traditional menu) for up to 85 persons on 30 January 2024;• 1 buffet lunch (seated) for up to 85 persons on 31 January 2024;• 1 reception (standing) for up to 85 persons on 31 January 2024;• 4 coffee breaks for up to 85 persons (2 for 30 January and 2 for 31 January 2024);• 4 coffee breaks for up to 15 persons (2 for 01 February and 2 for 02 February 2024);• 2 buffet lunch (seated) for up to 15 persons (1 for 01 February and 1 for 02 February 2024).									
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 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</td></tr></table>	Economic and financial criteria			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
Economic and financial criteria										
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).
	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: at least 4 star or equivalent- Hotel Rooms: 85- Meeting Rooms: minimum three (3), satisfying the capacity and facility requirements above- Minimum of two years' experience in organizing international events of more than 70 participants with at least two events delivered in the last three years- Minimum of two years' experience in providing catering services for more than 70 participants with at least two events delivered in the last three years.	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).
	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 beginning of October 2023		
Indicative time schedule for signing the contract	The envisaged contract will be signed, indicatively, by beginning of November 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 **26/09/2023 – 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:

Ex-ante publicity notice for the negotiated procedure “23.RTI.NP3.320- 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, Thematic Workshop and ad-hoc meeting – Munich, Germany”

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) .