

**Subject: Ex-ante publicity notice for a middle-value negotiated procedure
ref. 24.CSD-IT.NP3.294 “IT Consultancy”**

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 service framework contract.

Should you be interested in being invited to the above mentioned call for tenders, please follow the instructions below.

In order to help you assess whether the envisaged service framework contract is of your interest, the following information is hereby communicated.

Outline description of the envisaged service framework contract	
Type of contract	<ul style="list-style-type: none">• Services• Framework contract
Lots	n/a
Maximum estimated budget available for the service framework contract	EUR 143,000.00 (one-hundred and forty-three thousand euros)
Duration of the service framework contract	Forty-eight (48) months

<p>Subject matter of service framework the contract</p>	<p>The service framework Contractor shall render the following services (off-site and on-site, as needed):</p> <ul style="list-style-type: none"> • provision of support in the following areas of priority (non-exhaustive list): <ul style="list-style-type: none"> - mapping and supporting the drafting of EDA IT processes and procedures (check-lists, IT contracts project management guidelines etc.), - supporting the drafting of Standard Operating Procedures, - supporting the drafting of key policies (e.g., cybersecurity, EUCI, AI), - supporting the drafting of key strategies (e.g., IT, cybersecurity, EUCI, AI), - supporting the drafting of governance documents, etc.
<p>Participation in the negotiated procedure</p>	<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 their 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>

<p>Selection criteria: necessary capacity to implement the service framework contract</p>	<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>Economic and financial criteria</p>		
	<p>Criterion</p>	<p>Minimum capacity</p>	<p>Evidence/supporting documents</p>
	<p>Economic and financial capacity</p>	<p>1.1 The tenderer must have a minimum annual turnover for the last three financial years (2023, 2022 & 2021) for which accounts have been closed of EUR 35,000.00 [thirty-five thousand euros].</p>	<p>Completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications.</p>
<p>Technical and professional criteria</p>			
<p>Criterion</p>	<p>Minimum capacity</p>	<p>Evidence/supporting documents</p>	
<p>Technical and professional capacity</p> <p>Minimum capacity levels relating to the team delivering the services:</p>	<p><u>2.2 Two Experts:</u></p> <ul style="list-style-type: none"> • <u>Professional Qualifications</u> <ul style="list-style-type: none"> ○ Working Experience of more than 10 years; ○ At least one of the team of two experts shall have at least 2 years of working experience in cybersecurity. • The rest of the team shall have at least 3 years of experience in the required fields (see above). ○ The team of experts shall have, either each one individually or combined as a team, expertise in the required fields (see above). • <u>Academic Qualifications</u> <ul style="list-style-type: none"> ○ Bachelor’s degree/Diploma in IT or related field/area • <u>Other Skills</u> <ul style="list-style-type: none"> ○ Very good knowledge of English (C level); ○ Communication skills: The ability to communicate IT 	<p>The CVs of two experts detailing the professional experience and educational qualifications.</p>	

	<table border="1"> <tr> <td></td> <td>security risks and solutions to technical and non-technical audiences.</td> <td></td> </tr> </table> <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>		security risks and solutions to technical and non-technical audiences.	
	security risks and solutions to technical and non-technical audiences.			
Indicative date for launch of the negotiated procedure	Invitation to submit tenders will be sent electronically to economic operators indicatively by 24/05/2024			
Indicative time schedule for signature of the service framework contract	The envisaged service framework contract will be signed indicatively by 30/06/2024			

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 to no later than **17/05/2024 @ 17:00** (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 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 service framework 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:

ref. 24.CSD-IT.NP3.294 “IT Consultancy”

Name of the Company	
Title, first 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 receipt of your expression of interest, your personal data will be recorded and further processed by EDA for the sole purpose of drawing up a list of interested economic operators who 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)