**Ex-ante publicity notice for a middle-value negotiated procedure**

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Ref.: EDAC202403008 Brussels, 22 March 2024

**Subject: Ex-ante publicity notice**

**EDA Negotiated Procedure**

**24.CSD.NP3.110 - Service Framework Contract for the provision of Project Management Professional (PMP) Exam Preparation Courses and Project Management Trainings**

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 interest to you, the following information is hereby communicated.

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| **Outline description of the envisaged contract[[1]](#footnote-1)** | |
| Type of contract | * Service * Framework contract |
| Lots | n/a |
| Maximum estimated budget available for the framework contract | EUR 140,000.00 [one hundred and forty thousand euros] |
| Duration of the framework contract | 48 months |
| Subject matter of the framework contract | EDA requires:  • a training and certification programme for selected Project Officers and nominated staff against the standards defined in the Project Management Book of Knowledge (PMBOK; published by the Project Management Institute (PMI)), to enable them to qualify as Project Management Professional (PMP);  • a portfolio of short training sessions to familiarise EDA staff with specific project management best practices. |
| 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/her 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, North Macedonia, 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 framework 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**   |  |  |  | | --- | --- | --- | | **Criterion** | **Minimum capacity** | **Evidence/supporting documents** | | Economic and financial capacity | * 1. The tenderer must have a minimum annual turnover for the last three financial years for which accounts have been closed of EUR 50,000.00 [fifty thousand euros]. | Completed and signed Financial and Economic Capacity Overview Form in annex to the tender specifications. |   **Technical and professional criteria**   |  |  |  | | --- | --- | --- | | **Criterion** | **Minimum capacity** | **Evidence/supporting documents** | | Technical and professional capacity  Minimum capacity levels relating to tenderers: | 2.1 The tenderer shall demonstrate that they are a certified and current PMI accredited training provider for PMP programmes and capable of delivering training aligned to PMBOK Edition 7.  2.2 The tenderer shall demonstrate that it can provide the resources necessary to support the PMP programme, namely a pool of written questions and supporting answers plus an on-line question bank in English. | Submission of current certification, including registered provider number, by PMI for the delivery of PMP training.  Submission of a PDF (or equivalent) file containing training material (e.g. used in past PMP trainings) aligned to PMBOK Edition 7 and programme timetable with accompanying questions. | | Technical and professional capacity  Minimum capacity level relating to the team delivering the service(s): | 2.3 The tenderer shall demonstrate that instructor(s) assigned to each programme iteration have at least:  • 10 years’ experience in the field of project management,  • 3 years’ experience in project management training  • 5 PMP training programmes delivered in English in the last 12 months.  • Hold a current PMP qualification.  • Both oral and written fluency in English to allow effective training delivery. | The CVs of instructor(s) detailing the educational and professional qualifications and experience. |   **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 above announced criteria. |
| Indicative date for launch of the negotiated procedure | Invitations to submit tenders will be sent electronically to economic operators indicatively 2nd half of April 2024. |
| Indicative time schedule for signature of the service framework contract | The envisaged service framework contract will be signed indicatively mid-May 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 the EDA no later than **05/04/2024 @ 17:00** (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 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 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](mailto:procurement@eda.europa.eu)

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

**24.CSD.NP3.110 - Service Framework Contract for the provision of Project Management Professional (PMP) Exam Preparation Courses and Project Management Trainings**

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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[[2]](#footnote-2) |  |

Upon receipt of your expression of interest, your personal data will be recorded and further processed by the responsible staff members of 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 Article 31 of Council Decision (CSFP) 2015/1835 which establishes that the rules laid down in Regulation (EC) No 45/2001[[3]](#footnote-3) shall apply to the processing of personal data by EDA.

Details concerning processing of your personal data are available in the privacy statement:

<http://www.eda.europa.eu/docs/default-source/procurement/privacy-statement.pdf>

1. [↑](#footnote-ref-1)
2. Where the invitation to tender will be sent. [↑](#footnote-ref-2)
3. Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. [↑](#footnote-ref-3)