



Ref.: EDAC202410017

Brussels, 26/03/2025

Subject: Call for Expression of Interest: ref. N° 24.CSD.NP3.452 - List of Vendors for the provision of "Catering Services for EDA"

To whom it may concern

The purpose of this Call for Expression of Interest (**CEI**) is to create a list of potential bidders – List of Vendors.

Any economic operator interested in participating may submit their application, including the required documents, at any time during the validity of this notice - up to four (4) years from the date on which the notice is published, except for the last three (3) months before its expiry.

Registration on the list does not imply any commitment from the Contracting Authority to award a contract. The Contracting Authority will notify economic operators once they have been included on the list, in accordance with relevant administrative practices.

Economic operators who are not selected shall be informed by the Contracting Authority within the same timeframe as the shortlisted candidates.

The List of Vendors resulting from this CEI will be used exclusively for public procurement contracts of the following types:

Outline description of the envisaged contract	
Type of contract	<p>Service contracts</p> <p>One Step procedure:</p> <p>When a contract is to be awarded, the Contracting Authority will invite the candidates included in the relevant list (min. three (3)) to submit an offer (within a min. of ten (10) calendar days), evaluate the offers received (including exclusion, selection and award criteria), award and send the contract documents. The max. value of each contract will be notified in the invitation.</p> <p>The supplier will attach to its offer a "technical sheet" preferably accompanied by a photo, listing all the ingredients that make up the proposed items (exact composition with allergens) as well as the dimensions and weight of each product.</p> <p>The amount of services requested may not exceed EUR 143,000 (excluding VAT) during the entire validity period of the list.</p>
Lots	N/A
Maximum estimated budget available for the contract	less than EUR 143,000.00 per contract.
Maximum estimated budget available for the contract	Negotiated Procedure Art. 167(1)(d) FR, Point 14.4 Annex I - Negotiated procedure (very low value) estimated volume up to EUR 15,000.00.
Maximum estimated budget available for the contract	Negotiated Procedure Art. 167(1)(d) FR, Points 14.2 & 14.3 Annex I - Negotiated procedure (low and middle value) estimated volume between EUR 15,000 and EUR 143,000.00.
Maximum duration of the contract	48 months
Subject matter of the contract	<p>Caterers shall be specialized in the preparation, presentation, and distribution of meals for various events and special occasions with convivial breaks accompanied by savory food.</p> <ul style="list-style-type: none"> • List - Catering Service: sandwiches/cold/hot dishes/prepared dishes, etc. where guests can serve themselves. Fresh, high-quality, seasonal products from short and ecological circuits are to be offered.

The services included in the "Catering" service correspond to prepared dishes, salads, drinks, etc.

Hot and cold buffets, sandwich buffets, are to be provided turnkey, including food, personnel, equipment (glasses, plates, cutlery, napkins) etc.

The contractor shall utilise exclusively high-quality raw materials.

Example of services to be provided (non-exhaustive list):

- Hot and cold buffet: The tenderer will communicate the list of all the varieties it can offer, and upon specific request/occasion of the EDA, it must be able to provide vegetarian/vegan, lactose and gluten free alternatives.

- Sandwich buffet:

- a) Mixed: American-style, cooked ham, raw ham, various cheeses, chicken curry, surimi, tuna mayonnaise, smoked salmon, etc.

- b) Cured meats: Cooked ham, Parma ham, salami, pâté, chorizo, turkey breast, etc.

- c) Cheeses: Sliced Gouda, Brie, fresh cheese, Mozzarella, goat cheese, etc.

- d) Luxury mix (VIP): Duck foie gras, marinated salmon, smoked duck breast, tuna tartare, beef carpaccio, San Daniele ham, Pata negra, truffle cheese, etc.

Upon request, vegetarian or vegan, lactose and gluten free alternatives, as well as ingredients from organic farming.

- A selection of hot soups

- A selection of salads

- A selection of desserts

Most services are requested during the time slot between 8:00 to 20:00hrs, Monday to Friday, and exceptionally on weekends. Occasionally, these hours may be extended.

For all packaged products, labeling must comply with current legislation, i.e., composition, best-before date and allergens.

All products offered must be of high quality (e.g., superior quality products, fresh, artisanal, etc.).

The use of high-quality frozen products is authorized. If necessary, the tenderer must clearly identify all frozen products it proposes in their offer.

	<p>Products will be prepared in accordance with the rules of the culinary art (e.g., buttered bread, garnishes, various decorations).</p> <p>Cardboard, PLA, bioplastic, or recyclable packaging is preferred.</p> <p>Place of Delivery: Rue des Drapiers 17-23, 1050 Brussels, Belgium (or another location in Brussels, as instructed by the contract manager).</p> <p>Throughout the execution period of the contract, the contractor must be in possession of the technical and sanitary approval certificates issued by the competent authorities for the refrigerated vehicles it will use to transport the products. They must be able to present these certificates to the contract manager upon request.</p> <p>Delivered goods must be transported in refrigerated vehicles that comply with Directive 92-1 of 13 January 1992 on temperature control.</p>						
<p>Participation in the 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 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>						
<p>Selection criteria: necessary capacity to implement the contract</p>	<p>Potentially interested economic operators are hereby informed that the following selection criteria will be assessed</p> <p style="text-align: center;">Economic and financial criteria</p> <table border="1" data-bbox="451 1727 1406 2009"> <thead> <tr> <th data-bbox="451 1727 767 1832">Criterion</th> <th data-bbox="767 1727 1094 1832">Minimum capacity</th> <th data-bbox="1094 1727 1406 1832">Evidence/supporting documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1832 767 2009">Economic and financial capacity</td> <td data-bbox="767 1832 1094 2009">The tenderer must have a minimum average annual turnover of EUR 50,000.00 for the last three financial years for</td> <td data-bbox="1094 1832 1406 2009">The duly completed and signed Financial and Economic Capacity Overview Form.</td> </tr> </tbody> </table>	Criterion	Minimum capacity	Evidence/supporting documents	Economic and financial capacity	The tenderer must have a minimum average annual turnover of EUR 50,000.00 for the last three financial years for	The duly completed and signed Financial and Economic Capacity Overview Form.
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Economic and financial capacity	The tenderer must have a minimum average annual turnover of EUR 50,000.00 for the last three financial years for	The duly completed and signed Financial and Economic Capacity Overview Form.					

		which accounts have been closed.	
Technical and professional criteria			
	Criterion	Minimum capacity	Evidence/supporting documents
	Minimum technical capacity level of tenderers	The tenderer must provide evidence of having successfully completed at least three catering service projects of a similar nature within the past three years.	Any document that proves the tenderer's experience in providing catering services within the past three years.
<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>			

Please reply to this CEI by sending via email the filled-in:

- 1. Reply Form**, as well as the duly filled in and signed **2. Declaration on honour**; **3.** the duly filled in and signed [Legal Entity](#);
- 4. An extract** from the professional or commercial register or equivalent proof indicating information on the entity and the name of the legal representative signing the declaration on honour, to the following EDA functional mail box:

24.CSD.NP3.452@eda.europa.eu

No evaluation is performed at this stage. The CEI is open, and the list of preselected suppliers is valid for a maximum period of four (4) years from the date of its publication.

Any interested economic operator may submit its application, including the required documents, at any time during the validity of this notice, via email to the above functional mailbox, except for the last three (3) months before the expiry of the notice.

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.**

Should interested economic operators have any questions, please send them to the above EDA functional mail box. Answers will be published regularly on EDA's website, under ref. 24.CSD.NP3.452.

We look forward to receiving your expression of interest.

Annex 1: Reply Form (as a separate attachment)

Annex 2: Declaration on Honour (as a separate attachment)