

Ref.: EDAC201906011] Brussels, 19 June 2019

**Subject: Ex-ante publicity notice for the negotiated procedure 19.CAP.NP3.236 “Defence Policy Database Adaptation”**

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 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.

|  |  |
| --- | --- |
| **Outline description of the envisaged contract** | |
| Type of contract | Service Framework contract |
| Lots | N/A |
| Maximum estimated budget available for the framework contract | 80 000 EUR |
| Maximum estimated budget available for the first specific contract | 20 000 EUR |
| Duration of the framework contract | Up to a maximum of 4 years (1+1+1+1). |
| Duration of the first specific contract | 11 months |
| Subject matter of the contract | In order to support EDA's work on the Capability Development Plan, the reporting on Pooling & Sharing in the annual state of play and the European Defence Industrial Base, EDA has developed the Defence Policy (DPOL) Database with the objective to share information on Member States’ defence policies. The DPOL Database contains documents from EU Member States and Third States with an Administrative Arrangement as well as the EU and NATO providing a comprehensive overview of national and intergovernmental positions on a wide spectrum of issues related to security and defence.  In order to make the DPOL a more analytical tool for the benefit of pMS and EDA by making it more useful and versatile, the DPOL will be further improved. This adaptation will consist broadly of the following elements: increasing the content by including a larger number of documents; applying a new tagging taxonomy to all documents (existing and new); creating a means of generating two types of reports and performing regular maintenance tasks.  Upon signature of the framework and first specific contract, the following tasks are foreseen for the first year:  • A thorough search for additional Participating Member States (pMS) English language documents to be performed using all available tools such as pMS official websites and EU websites;  • Create a repository of main EU documents related to the new initiatives (EUGS, PESCO, CARD, EDF, NATO-EU cooperation).  • Review all documents to apply revised tag list, which was updated to include recent EU initiatives;  • Review categories to ensure documents are correctly labelled and deconflict where required;  • Introduce tags to be able to generate reports defined by users;  • Conduct data management tasks including scheduled document updates, regular monitoring and updating of database content as well as response to ad hoc requests (adding information or correcting where needed). |
| 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**   |  |  |  | | --- | --- | --- | | **Criterion** | **Minimum capacity** | **Evidence/supporting documents** | | 1. Economic and financial capacity | The tenderer must have a minimum annual turnover of 80 000 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. |   **Technical and professional criteria**   |  |  |  | | --- | --- | --- | | **Criterion** | **Minimum capacity** | **Evidence/supporting documents** | | 2.1 The tenderer shall demonstrate expertise and knowledge in content update in the defence domain | 2 projects of a minimum value of 20 000 EUR each. | List of relevant services provided in the past three years, with sums, dates and recipients, public or private describing the services provided with respect to the requirements laid out in criterion 2.1 | | 2.2 The tenderer is to demonstrate its capacity to provide a qualified team for delivering the service. | Team should consist of at least:  Project manager: At least 5 years’ experience in activities such as project coordination, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size.  Technical Expert: Relevant higher education degree and at least 3 years' professional experience in the field of defence | The CVs of experts detailing the educational and professional qualifications and experience. The Europass curriculum vitae format shall be filled-in. Each CV provided shall indicate the intended function in the delivery of the service. The precise contractual link with the tenderer has also to be described. |   An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In that case, evidence shall be provided that it will have at its disposal the resources necessary for performance of the contract, for example by producing a clear undertaking on the part of those entities to place those resources at its disposal.  If the economic and financial selection criteria are fulfilled by relying on a third party, the contracting authority may demand, if that tender wins the contract, that this third party signs the contract (becomes a contractor) or, alternatively, provides a joint and several first-call guarantee.  **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 05/07/2019. |
| Indicative time schedule for signing the contract | The envisaged contract will be signed indicatively by **15/08/2019.** |

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 **04/07/2019 – at 14h00** (Brussels time) to the following EDA functional mail box:

procurement[@eda.europa.eu](mailto: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](mailto:procurement@eda.europa.eu)

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

19.CAP.NP3.236 “Defence Policy Database Adaptation”

|  |  |
| --- | --- |
| 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)