



Ref.: EDAC202605003

Brussels, 12/05/2026

Subject: Ex-ante publicity notice for the negotiated procedure CF SEDSS IV 26.RTI.NP3.190

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 read and follow the instructions below.

Background information:

In the frame of the fourth phase of the **European Defence Agency Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS IV)**, EDA will organise **4th CF SEDSS IV Conference to be held on 17-18 November 2026, in Dublin (Ireland)**. The number of delegates attending the conference is expected to be a minimum of 120 and a maximum of 150 coming from the European Union ministries of defence, European institutions, academia, industry and research technology organisations as well as other international entities. To have a successful conference, the location and services provided must be of the highest standard and must contribute to the smooth running of the event and ensure organisational professionalism.

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

Type	CF SEDSS IV – Ireland conference (17-18 November 2026)				
	Key requirements				
	Dates				
	Sunday 15/11	Monday 16/11	Tuesday 17/11	Wednesday 18/11	Thursday 19/11
Standard single rooms	6	140	140	140	0
Lunch	-	20	145	145	20
Dinner	-	145	150 TBC*	135	
Coffee breaks	-	-	145 x 2 breaks	145 x 2 breaks	
Main meeting rooms	-	1 management meeting room up to 25 people (set up in one of the breakout rooms booked for pre-event preparation)	1 meeting room up to 150 people as a plenary (cabaret style), to be split into 2 breakout (cabaret style) rooms for 2 parallel sessions, and 2 additional breakout meeting rooms for up to 40 people (cabaret style)**	1 meeting room up to 150 people as a plenary (cabaret style), to be split into 2 breakout (cabaret style) rooms for 2 parallel sessions, and 2 additional breakout meeting rooms for up to 40 people (cabaret style)	1 management meeting room up to 25 people

* To be confirmed by beginning of October 2026 if this dinner will take place at the hotel.

** The hotel may offer at the same cost 4 separate breakout rooms if the plenary room cannot be split in

2

Economic operators who are interested in being invited to participate in this procedure are invited to express their interest by following the instructions set out below.

To facilitate your assessment of whether the envisaged contract aligns with your interests and capabilities, the following preliminary information is provided.

Outline description of the envisaged contract	
Type of contract	<ul style="list-style-type: none"> • Service contract • Direct contract
Lots	N/A
Maximum estimated budget available for the contract	EUR 140 000
Duration of the contract	The performance of the tasks under the Consultation Forum will take place from 15 to 19 November 2026.

<p>Subject matter of the contract</p>	<p>The European Defence Agency (EDA) governed by Council Decision (CFSP) 2015/1835 was established to “support the Member States and the Council in their effort to improve European defence capabilities in the field of crisis management and to sustain the European Security and Defence Policy as it stands now and develops in the future”.</p> <p>EDA manages the Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS IV). CF SEDSS IV is a European Commission-funded initiative managed by the European Defence Agency. It supports EU defence ministries and armed forces in transitioning to greener, more resilient, and efficient energy models. The Forum promotes energy efficiency and energy performance of buildings, the use of renewable energy and strengthening the protection of critical energy infrastructure by fostering collaboration and research, supporting the implementation of the EU energy legislation and policy in defence and integrating and promoting innovative energy technology solutions within the European defence sector. More information here: Consultation Forum Sustainable Energy (europa.eu)</p> <p>European Defence Agency (EDA) wishes to organise a conference in the context of the fourth phase of the CF SEDSS IV in Dublin (Ireland) on Tuesday 17 November and Wednesday 18 November 2026. The number of delegates attending the conference is expected to be a minimum of 120 and a maximum of 150 coming from the European Union ministries of defence, European institutions, academia, industry and research technology organisations as well as other international entities. A management team meeting comprising of up to 25 persons will be held at the contractor’s venue on Monday 16 November and Thursday 19 November 2026.</p> <p>As a result of this procedure, EDA will select a contractor who must be able to provide:</p> <p><u>Accommodation:</u></p> <p>The supplier is to provide <u>standard single rooms</u> with breakfast as below:</p> <ul style="list-style-type: none"> • For up to 6 persons for 15 November 2026; • For up to 140 persons for 16-18 November 2026. <p><u>Required meeting rooms:</u></p> <ul style="list-style-type: none"> ➤ 1 plenary meeting room for up to 150 delegates: <ul style="list-style-type: none"> • Setup on 16 November 2026, plenary meeting on 17 November morning and 18 November afternoon and split to create 2 separate breakout meeting rooms for 17 November afternoon and 18 November until 16.00;
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- The setup will be: 6 armchairs for speakers (with coffee tables) and a speaking podium;
- The rest in cabaret style.

EDA will need to access the meeting room for the preparation on 16 November.

- **2 breakout meeting rooms for up to 40 delegates each**, for the parallel sessions (setup on 16 November, parallel sessions on 17-18 November):

- The set-up will be:

- 1 head table for 4 speakers;
 - the rest (up to 36 people) in cabaret or banquet rounds (max 8 persons per table).

EDA will need to access the meeting rooms for the preparation on 16 November.

- **1 x management meeting room for 25 persons** (16 November afternoon and 19 November morning). On 16 November, one of the breakout meeting rooms from the previous point will be used for this;
- **1 x secretariat office** for 8 persons (16-19 November) – boardroom setup;
- **1 x conference registration desk and chairs** (16 November from 18:00-20:00, and 17 November from 08:30 to 09:30);
- **1 VIP meeting room/private area:** for 6-8 persons for 17 November (07:00 – 19:00)
- **1x cloakroom / luggage storage room** with secure facilities for delegates to hang coats and leave bags during the conference on 17-18 November.

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 dinner for up to 145 participants** (16 November 2026);
- **1 buffet dinner for up to 135 participants** (18 November 2026);
- **1 high-quality, seated (networking) dinner** (service at the table) for up to 150 participants (17 November 2026 – ***to be confirmed by beginning of October 2026 if this service will take place at the hotel***);

	<ul style="list-style-type: none"> • 2 buffet lunches for up to 145 participants (17 November 2026 and 18 November 2026); • 2 buffet lunches for up to 20 participants (16 and 19 November 2026); • 4 coffee breaks for up to 145 participants (2 for 17 November 2026 and 2 for 18 November 2026). <p>Note: A minimum of 120 and a maximum of 150 delegates is expected to attend the conference.</p>						
<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 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 in the scope of the envisaged negotiated procedure:</p> <p style="text-align: center;">Economic and financial criteria</p> <table border="1" data-bbox="451 1487 1406 2065"> <thead> <tr> <th data-bbox="451 1487 767 1599">Criterion</th> <th data-bbox="767 1487 1094 1599">Minimum capacity</th> <th data-bbox="1094 1487 1406 1599">Evidence/supporting documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1599 767 2065">Economic and financial capacity</td> <td data-bbox="767 1599 1094 2065">Minimum annual turnover of 50 000 EUR for the last three financial years for which accounts have been closed.</td> <td data-bbox="1094 1599 1406 2065">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</td> </tr> </tbody> </table>	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
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			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: at least 140 - Meeting Rooms: minimum six (6), satisfying the capacity and facility requirements above - Minimum of two years' experience in organising international events of more than 100 participants with at least two events delivered in the last three years - Minimum of two years' experience in providing catering services for more than 100 participants with at least two events 	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).

		delivered in the last 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>		
Indicative date for launching the negotiated procedure	<p>Invitation to submit tenders will be electronically sent to economic operators indicatively late May 2026.</p>		
Indicative time schedule for signing the contract	<p>The envisaged contract will be signed indicatively in early August 2026.</p>		

If you are interested in being invited in the above-mentioned call for tenders, please reply to this ex-ante publicity notice by sending the filled-in **Reply Form** via email. Such Reply Form shall be sent no later than **27/05/2026 – at 14h00** (Brussels time) to the following EDA functional mailbox:

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)