



## EX-ANTE PUBLICITY NOTICE

### Negotiated Procurement Procedure for the award of a contract under the EU Financial Regulation

REFERENCE: CEDEFOP/2024/LVP/Furniture

#### 1. WHAT IS THIS PUBLICITY ABOUT?

Economic operators interested in the subject of this publicity are asked to note that this is **not a call for tenders**. It is a publication to announce Cedefop's intention to launch a negotiated procedure for the award of a contract and allow interested economic operators to express their interest.

ⓘ This publication is made pursuant to point 3.1 of Annex I to [Regulation \(EU, Euratom\) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union \(recast\), \("the EU Financial Regulation" or "FR"\)](#) which requires ex-ante advertising of negotiated procedures for the award of contracts (for Cedefop, between 15 000 € and 60 000 €).

#### 2. WHO HAS ACCESS TO THESE CEDEFOP NEGOTIATED PROCEDURES?

Pursuant to Article 179 of the Financial Regulation, participation in this call for tenders is open on equal terms to all natural and legal persons coming within the scope of the Treaties.

It is also open to all natural and legal persons established in a third country, provided that it has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

Cedefop can therefore accept offers from and sign contracts with tenderers from the following countries: the 27 EU Member States (excluding the UK), 3 EEA Countries (Liechtenstein, Norway, Iceland) and 6 SAA Countries (North Macedonia, Albania, Serbia, Montenegro, Bosnia & Herzegovina and Kosovo).

Cedefop procurement procedures are also open to international organisations provided they comply with the requirements of Article 159 of the Financial Regulation on 'Indirect management with international organisations'. The statute or the act of establishment of the international organisation should specify whether the entity can participate in such procurement procedures or not.

The procurement (tender) procedures of Cedefop are not open to tenderers from GPA countries, except the above-mentioned countries.

The rules on access to procurement do not apply to entities on whose capacity tenderers rely to fulfil the selection criteria nor to subcontractors. Subcontracting may not be used with the intent or effect to circumvent the rules on access to procurement.

### 3. How to express interest?

**Entities established in a country that has access to the procurement (see §2)** can express interest to participate in the planned procedure.

If you are interested in applying for this contract, please send an email, together with the filled-in reply form converted into a pdf file, in one of the official languages of the European Union (preferably in English) by no later than **20/11/2024, 23h59** Greek local time to the following functional mail box:

[Tenders@cedefop.europa.eu](mailto:Tenders@cedefop.europa.eu)

Cedefop will send out the invitation to tender and related documents on 21 or 22/11/2024, aiming to award a contract in December 2024.

It is possible to express interest as an individual organisation or a consortium.

⚠ An expression of interest shall not convey any legal right or create a legitimate expectation of award of contract.

### 4. Where can the call for tenders' specifications be consulted?

All the information available about the planned procedure at this stage can be found in the annexes published on Cedefop website.

The documentation of the actual call for tenders (invitation letter, tender specifications and draft contract) will be provided only to invited candidates when the procedure is launched (**in November 2024**).

⚠ Cedefop reserves the right not to launch the planned procedure or to cancel or abandon it, without any right to compensation,

**Questions** in relation to this expression of interest must be submitted via e-mail to [Tenders@cedefop.europa.eu](mailto:Tenders@cedefop.europa.eu). Answers to such questions will be published on Cedefop website.

### 5. Who will be invited to submit a tender?

Only invited candidates having received an invitation to tender from Cedefop may participate in the planned procedure. Invited tenderers will receive an email with the tender documents. This email will be sent to the e-mail address that tenderers will declare in their expression of interest.

Consequently, any tender received from a legal or natural person not invited to tender, even if in a consortium with an invited candidate, will be rejected. Therefore, if it is the case, please express your interest as a consortium. As an alternative, you may freely use subcontracting when submitting an offer.

If you have expressed interest in this publicity and you have access to the procurement (see § 2), you will be invited to submit a tender. Cedefop reserves the right to invite also other economic operators than those having expressed interest following this ex-ante publicity.

↳ Invited candidates can submit a joint tender with other economic operators only if they have expressed interest in the planned procedure as a consortium.  
Subcontracting is permitted.

## **6. How is your personal data protected?**

If processing your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 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. Any personal data will be processed solely for the purposes of the future invitation to tender. Details concerning the processing of personal data are available in the privacy statement below:

[https://www.cedefop.europa.eu/files/privacy\\_statement\\_on\\_the\\_protection\\_of\\_personal\\_data\\_in\\_relation\\_to\\_public\\_procurement.pdf](https://www.cedefop.europa.eu/files/privacy_statement_on_the_protection_of_personal_data_in_relation_to_public_procurement.pdf)

We look forward receiving your declarations of Interest.

CEDEFOP Procurement Service