EUROJUST
European Union Agency for Criminal Justice Cooperation
P.O. Box 16183 – 2500 BD The Hague • The Netherlands

# Guidance on the submission of an expression of interest

For the provision of Basic First Aid, AED and Firefighting Training to Eurojust
Ref. No EUROJUST/HAG/2026/MVP/0003

## Introduction

This publication is made pursuant to point 3.1 of Annex I of the 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 (Financial Regulation)[1] which requires ex-ante advertisement of negotiated procedures for the award of middle and low value contracts.

Eurojust intends to launch a call for tenders for the award of a negotiated middle value contract.

The indicative launch of the procedure is 07/01/2026.

Eurojust reserves the right to extend the indicative launch of the procedure or to decide not to launch a procedure at all or cancel it, without thereby incurring any liability or any right to compensation to the affected economic operators.

## More details

In order to assess if you wish to express an interest to participate in this procedure please find below an overview of the envisaged contract and procedure:

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| **Subject** | Basic First Aid, AED and Firefighting Training to Eurojust |
| **Type of contract** | Single Framework Contract |
| **Maximum value** | 60 500.00 EUR |
| **Duration** | 48 months |
| **Exclusion criteria** | Economic operator must not be in any of the exclusion situations listed in Article 138(1) of the Financial Regulation |
| **Selection criteria** | The economic operator interested to participate in this planned procedure must have the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.<br>Selection criteria related to legal and regulatory capacity:<br>• Proof of enrolment in a relevant trade or professional register and,<br>• Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment<br>Selection criteria related to economic and financial capacity:<br>Economic operator(s) must have an average yearly turnover of the last two financial years above EUR 30 000.00 |

[1] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32024R2509&qid=1760356879991

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| | <u>Selection criteria related to technical and professional capacity:</u><br><br>Economic operator(s) must have a minimum relevant experience of at least 3 years with contracts of a combined value of at least 30 000.00 EUR, by the deadline for dispatching of tenders. |
| **Access to procurement** | Participation in Eurojust procurement procedures is open to economic operators established in an EU Member State or in a third country which has a special agreement with the European Union in the field of public procurement, based on the conditions laid down in that agreement.<br><br>This includes:<br>• All EU Member states and Overseas Countries and Territories.<br>• Parties to special or bilateral international agreement with the EU in the field of public procurement:<br>- European Economic Area agreement (EEA): Iceland, Norway and Liechtenstein.<br>- Stabilisation and Association Agreements (SAA): North Macedonia, Albania, Montenegro, Serbia, Bosnia and Herzegovina and Kosovo.<br>- Association Agreements: Georgia, Moldova and Ukraine have access to procurement procedures for supplies whose value is equal or above EUR 143 000.00 subject to general exceptions.<br><br>To enable the contracting authority to verify the access, each tenderer must indicate its country of establishment (in case of a joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country.<br><br>Please note that Eurojust cannot benefit from the Agreement on Government Procurement concluded within the World Trade Organisation (GPA) either, therefore this procedure will not be open to economic operators established is GPA countries who do not have access to procurement through other means.<br><br>The rules on access to procurement do not apply to subcontractors unless a specific provision to the contrary is included in the call for tenders. Subcontracting may not be used with the intent to circumvent the rules on access to procurement. |
| **Restrictive measures and rules on access to procurement** | Tenderers must ensure that no involved entities nor any subcontractors, including those which do not need to be identified in the tender, are subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU)[2], consisting of a prohibition to make available or transfer funds or economic resources or to provide financing or financial assistance |

[2] Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the EU Sanctions Map.

to them directly or indirectly, or of an asset freeze. The prohibition applies throughout the whole performance of the contract.

## How to express your interest

Please note that this is not a call for tenders but a publication announcing the contracting authority's intention to launch a negotiated procedure for the award of a negotiated middle value contract and allow interested economic operators to express their interest.

Entities established in a country that has access to the procurement who wish to be invited to tender for this negotiated procedure and receive the procurement documentation, can express the interest to participate via EU Funding & Tenders Portal by clicking on the link **'Express interest'** and inserting all the required information. It is possible to express interest as an individual organisation or a consortium (group of economic operators)[3].

The 'Express interest' form must be filled in and submitted before the 'deadline to express interest' published in the Portal.

Eurojust reserves the right to disregard expressions of interest with incomplete, incorrect or misguiding information. Eurojust also reserves the right to invite economic operators who did not express an interest following this ex-ante publicity.

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

## To be noted

Only invited candidates having received an invitation to tender from Eurojust may participate in the planned procedure. Any tender received from a legal or natural person not invited to tender, including in a joint tender with an invited candidate, will be rejected.

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 the Portal.

Eurojust will not invite economic operators that have expressed an interest, but do not have access to Eurojust procurement due to their place of establishment.

Receiving an invitation to tender does not automatically mean an economic operator is eligible to participate in the procedure. Eurojust will also reject at the tender evaluation stage all tenders that are not compliant with minimum requirements or do not meet the selection criteria or are in an exclusion situation.

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.

[3] If you wish to express interest as a group of economic operators, please insert in the Portal form names and addresses of the each member of the group of economic operators. Please note that all the members of the group must have access to procurement. Only if you expressed interest as a consortium, you may submit a joint tender together with other economic operators.

## Data protection

By expressing an interest, economic operators agree to processing of their personal data included in the expression of interest.

Personal data are processed in accordance with the requirements of the *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*.

Please refer to the Data Protection Notice published on Eurojust website for more information on data retention periods and how to exercise your rights as data subjects.