



PROCUREMENT PROCEDURES AND UPCOMING BUSINESS OPPORTUNITIES

13 February 2020

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Deputy Head of Contracts



Procurement Principles (I)

Article 26 (“Contracts”) of the Financial Rules approved by EUMETSAT Council foresees:

- Procurements are achieved through maximum use of open competition;
- Contracts are awarded to the contractor whose offer meets the requirements and is regarded the most advantageous as regards price, quality, running costs, technical/schedule performance and guarantees:

BEST VALUE FOR MONEY

- This applies also to Copernicus procurements undertaken on behalf of the European Commission

Procurement Principles (II)

OPEN COMPETITION

- For procurements of value above 100,000 Euro (with possibility of exceptions as defined in the Financial Rules);
- Is performed **within EUMETSAT Member States**, if there are sufficient bidders to respond to the tender action
- The clear majority of the scope of work is performed in Member States
- There are no geographical or industrial return rules
- Open competition at lower tiers is healthy and encouraged by EUMETSAT
- For Copernicus procurements, open competition is restricted to EU Member States and countries participating in the Copernicus programme through an Agreement with the Commission

Exception: procurement of space segment through ESA

- ESA funds a major part of the development of the first satellite in a series under an ESA optional programme and procures recurrent satellites on behalf of EUMETSAT
- EUMETSAT financially contributes a fixed-share (30%) to development costs
- EUMETSAT funds fully the costs of the remaining satellites, procured under the same ESA contract as the development (block procurement)
- Space segment contractors are selected by ESA in line with the ESA Procurement Rules, and contracts are managed by ESA

Industrial Focal Point (IFP) Initiative

IFPs

- Each Member State has the opportunity to appoint one or more IFP Representative(s) to attend annual discussions and briefings held at EUMETSAT on procurement matters; the Croatian IFP is Mr. Davor Tomsic, Croatian Meteorological and Hydrological Service (DHMZ).
- The IFP's role is to act as the liaison between EUMETSAT and their National industries to increase awareness of EUMETSAT procurement opportunities.

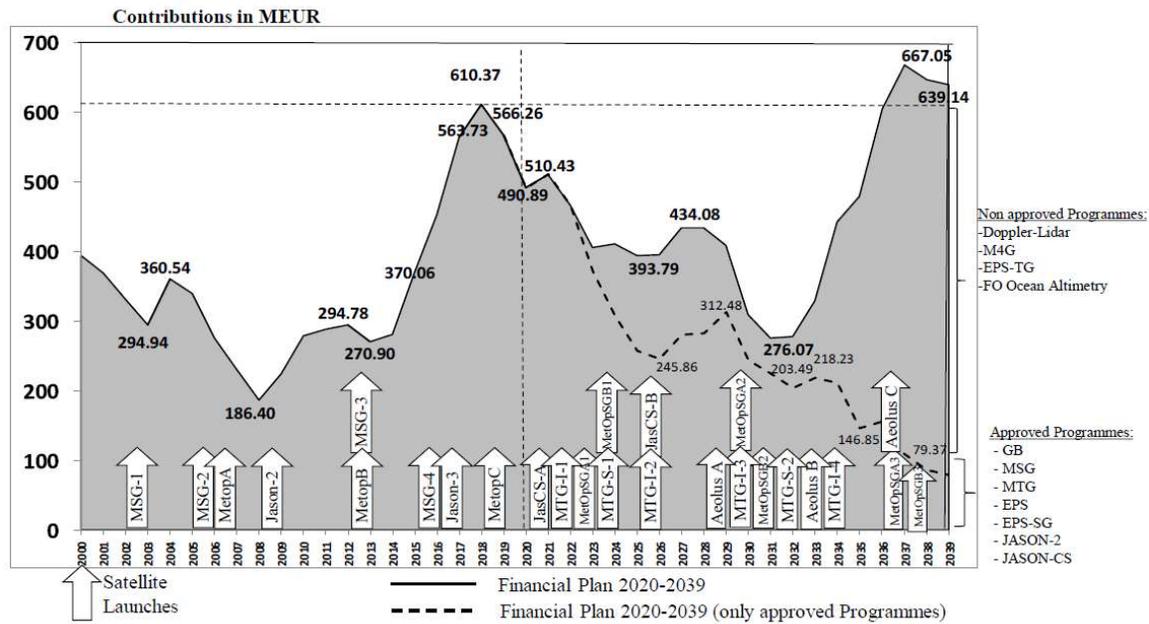
Scope of EUMETSAT Procurements (I)

In recent years, EUMETSAT Budgets have been broadly spread as follows:

- Up to 20% allocated to EUMETSAT Internal costs
- Over 80% dedicated to procurement activities – substantially targeted at procurements from industry.

Scope of EUMETSAT Procurements (II)

Budgets 2000-2019 & Financial Plan 2020-2039
 Contributions at 2020 economic conditions (MEUR)
 (Approved Programmes, Doppler-Lidar, M4G, EPS-TG and FO Ocean Altimetry)



Scope of EUMETSAT Procurements (III)

ACTIVITIES COVERED (1/2)

- Development of ground segments:
 - satellite monitoring and control
 - meteorological products processing
 - ground stations

Scope of EUMETSAT Procurements (IV)

ACTIVITIES COVERED (2/2)

- Services incl. frame contracts:
 - satellite operations engineering
 - software, telecommunications engineering
 - training, communication and PR support
 - UNIX, SAP support
 - operations of satellites
 - telecommunications
 - site infrastructure
 - software maintenance
- Scientific studies
- Hardware

Upcoming Business Opportunities- EUMETSAT funded activities (I)

➤ Support service procurements, up to 5 years, subject to Council approval if of value above 5 MEUR, in Operations:

- flight dynamics engineering,
- data processing,
- products dissemination,
- Metop operations,
- mission control,
- mission planning,
- ground stations and external interface,
- system,
- new EUMETSAT user portal,
- data services user training and support

Upcoming Business Opportunities in Open Competition- EUMETSAT funded activities (II)

Support service procurements in Technical and Scientific Support:

- software engineering,
- multi-mission MCS maintenance,
- MCS verification,
- operations preparations (OpsPrep),
- multi-mission communications infrastructure,
- software engineering,
- security engineering,
- Java applications,
- tools support (e.g. document management, review management),
- frameworks for cloud and aerosol,
- frameworks for aerosol fiducial reference,
- frameworks for atmospheric fiducial reference,
- frameworks for passive microwave processing.

Upcoming Business Opportunities in Open Competition- Copernicus funded activities (I)

➤ Copernicus

- Support services for data processing
- User Training – Online learning tools
- MOOC user training for WEkEO DIAS
- Scientific support and technical studies:
 - ocean colour vicarious calibration infrastructure, technical design
 - fiducial reference measurements of ocean colour
 - Sentinel-3 mission
 - CO2 monitoring mission.
 - synergy products using Ka and Ku SAR altimetry acquisitions.

Selecting Contractors

- All Invitations to Tender (ITTs) for the EUMETSAT procurements are published electronically on EUMITS;
- Use of standard Purchase or Contract General Conditions;
- Use of Fixed Prices in Euro (Firm Fixed or Variation Formula);
- Special Tender Conditions (STCs) including evaluation criteria and weighting factors published in each ITT;
- Bids submitted electronically on EUMITS for Consultancy services if activated for online bidding;
- Bids evaluated by a Tender Evaluation Board (TEB);
- Adjective Criteria (Perfect, Excellent, Very Good, Good, Fair, Recoverable, Irrecoverable);
- Selection on the basis of Best Value For Money (BVFM).

EUMITS - The gateway to EUMETSAT's ITTs

The screenshot displays the EUMETSAT website interface. At the top, the EUMETSAT logo is on the left, followed by the tagline "MONITORING WEATHER AND CLIMATE FROM SPACE". A search bar and a "REGISTER/SIGN IN" link are on the right. Below this is a navigation menu with links for HOME, IMAGES, ABOUT US, SATELLITES, DATA, NEWS, and QUICK LINKS. A banner below the menu reads "WELCOME TO EUMETSAT".

The main content area features a large satellite image background. On the left, a sidebar contains navigation options: LOG IN, CURRENT INVITATIONS TO TENDER, INTENDED INVITATIONS TO TENDER, REGISTER, HELP/DOCUMENTATION, EUMETSAT USER GUIDE, and DOING BUSINESS WITH EUMETSAT VIA EUMITS. The central focus is the "Register" form, which includes sections for "USER DETAILS" and "COMPANY DETAILS".

The "USER DETAILS" section contains fields for Username (*), Title (*), First Name (*), Last Name (*), and E-mail (*). A note specifies: "Username* must contain only alphanumeric characters without spaces or special characters. Minimum 8 and maximum 16 characters long." The "COMPANY DETAILS" section includes fields for Individual (*), Company Name (*), and Specialisations (*). A note states: "Company is mandatory in conjunction with 'Individual' equals No." Specialisations options include "other", "Consultancy Support", "Data Processing", "Flight Dynamics", and "Hardware".

A callout bubble with the text "Business with EUMETSAT" and an arrow points to the "REGISTER" button in the sidebar. Below the registration form, there is a link: "Click here to see case study".

On the right side of the page, there is a vertical menu titled "EUMETSAT FOR:" with categories: EVERYONE, ACCESS OUR DATA, SEARCH OUR PRODUCTS, BROWSE OUR DOCUMENTS, VIEW TRAINING, MONITORING CLIMATE, SAFS, BASIC DOCUMENTS, BUSINESS WITH EUMETSAT, PRESS AND MEDIA, JOB SEEKERS, and YOUTH. Below this is another section titled "COPERNICUS" with links for "METEOALARM - WEATHER WARNINGS IN EUROPE".

How to bid for EUMETSAT's ITTs

Creation of account (I)

Currently, it not possible for users to create accounts online. In order to have an account created, please send an e-mail to eumits@eumetat.int including the following mandatory information:

Title
First name
Last name
Email address
Company name (if applicable)
Specialisation
Address
Post code
City
Country
Phone number

After the account has been created, you will receive the necessary log in details. After the first login you have access to EUMITS and you can modify the account details if needed.

How to bid for EUMETSAT's ITTs

Creation of account (II)

E-MAIL NOTIFICATIONS

E-mail Notifications:

- Upon Release of New ITT
- Upon Closure of ITT
- Upon Registration & De-registration of Intention to Bid
- Upon Question & Answer
- Upon Extension of ITT Closing Date
- Upon Release of Prerelease/Additional Information

▶ SUBMIT

In order to modify your account details select the “My account” link.

You will see a section called “E-mail Notifications”. In this section, e-mail notifications can be requested, e.g. upon release or closure of ITT, or in case of new questions & answers posted on EUMITS (for further details on this service, please see the EUMITS User Guide).

By default, all boxes are checked at the time of creation of account. Should you not wish to receive notifications, please un-tick the boxes accordingly.

Current ITTs

Current Invitations to Tender

 [Subscribe RSS](#)

Reference	Title	Opening Date	Closing Date
19/218405	Copernicus - Sentinel-3 Mission Planning Facility Maintenance Service	21 Jan 2020	31 Mar 2020 15:00
19/224	Betrieb einer betriebseigenen Kindertagesstätte/Childcare Service Provider	07 Feb 2020	27 Mar 2020 15:00
19/218425	Framework for non-exclusive provision of multimedia and video systems installation, integration and maintenance services	05 Feb 2020	18 Mar 2020 12:00
19/219112	Data Services Training Service	29 Jan 2020	13 Mar 2020 14:00
19/219453	Scientific Service Support for Level-1 Processing Requirements for the CO2 Monitoring Mission	15 Jan 2020	11 Mar 2020 15:00
19/219291	Scientific Service for Hyperspectral IR Level 1 Performances and Monitoring	07 Jan 2020	03 Mar 2020 15:00
19/219338	Software Build and Deployment Service	19 Dec 2019	28 Feb 2020 14:00
19/218930	Satellite Imager Offline Tool Development Service	23 Dec 2019	25 Feb 2020 15:00
19/219	EPS & EPS-SG Analyst and Controller Team	20 Dec 2019	20 Feb 2020 15:00
19/218415	Framework for Cabling Provision and Installation Services including related Electrical and Support Service	07 Jan 2020	18 Feb 2020 12:00
19/219647	Configuration Management Tool Support Service	02 Jan 2020	13 Feb 2020 14:00

ITT Details

ITT Details

[General Info](#) | [Specific Docs](#) | [General Docs](#) | [Additional Info](#) | [Questions](#) | [Intention To Bid](#)

GENERAL INFORMATION

ITT No.: 17/214061
Title: Quality Assurance Consultancy
Summary: Please see specific document section of this ITT on EUMITS.
For any document(s) not attached to a specific ITT, please refer to the list of General Documents in the main menu on EUMITS.
Contracts Officer: Christopher Green
Opening Date: 06 Mar 2017
Closing Date: 28 Apr 2017 15:00
Extended Date: 05 Jun 2017 15:00 [E](#)

[General Info](#) | [Specific Docs](#) | [General Docs](#) | [Additional Info](#) | [Questions](#) | [Intention To Bid](#)

SPECIFIC DOCUMENTS

PDF	ITT 17_214061 - Cover Letter	80 KB
PDF	Statement of Work for Quality Assurance (QA) consultancy in LEO Division	161 KB
PDF	ITT 17_214061 - STC	210 KB
PDF	ITT 17_214061 - Draft Contract	285 KB
ZIP	ITT17214061_ZIP_S	660 KB

[General Info](#) | [Specific Docs](#) | [General Docs](#) | [Additional Info](#) | [Questions](#) | [Intention To Bid](#)

GENERAL DOCUMENTS

PDF	General Conditions of Contract (current)	695 KB
PDF	General Conditions of Tender (Current)	458 KB
PDF	VAT Exemption Form (current)	93 KB
PDF	Confidentiality Undertaking	28 KB
PDF	Safety and Security Manual	90 KB
PDF	compliance statement - safety and security	49 KB
PDF	Volume 7, Section 14 - Anti-Fraud Policy	37 KB
ZIP	ITT17214061_ZIP_G	1188 KB

[General Info](#) | [Specific Docs](#) | [General Docs](#) | [Additional Info](#) | [Questions](#) | [Intention To Bid](#)

ADDITIONAL INFORMATION

No information provided.

[General Info](#) | [Specific Docs](#) | [General Docs](#) | [Additional Info](#) | [Questions](#) | [Intention To Bid](#)

QUESTIONS AND ANSWERS

Deadline for Questions: 22 May 2017
No questions have been raised for this ITT.

Standard EUMETSAT services ITTs consist of a Cover Letter, a Draft Contract, Special Tender Conditions and one or more Statement(s) of Work.

These documents can be found in the “Specific Documents” section of the relevant ITT.

Further, general documents, which apply to the ITT are listed in the “General Documents” section of the relevant ITT.

Specific Documents (examples)

All Potential Bidders

Subject: **EUMETSAT INVITATION TO TENDER**
Engineering services in the area of Ground Stations

Dear Sir/Madam,

EUMETSAT invites competitive tenders for the above

All applicable documents are listed under Specific Documents

Clicking on the hyperlink "Register Intention to Bid" administrator that you intend to bid for this ITT.

Any questions concerning this ITT should be addressed to the "Question and Answer" administrator, noting that each question should be submitted by 2015. All relevant questions and answers will be published on the ITT website.

Your offer and all supporting documents must reach Sandrine Foster at the following address no later than 15:00 hours on 26 November 2014:

EUMETSAT
Contracts Division
Sandrine Foster (ITT No. 14/20)
Eumetsat-Allee 1
64295 Darmstadt
Germany

Tenderers shall provide 1 original and 5 paper copies

Issued on 1 December 2014 by the authority of:

Eleni Katsampani
Head of Contracts

Contract ref: ITT 14/20/0747

CONTRACT EUM/COS/DOC/09

Between

The European Organisation for the
Exploitation of Meteorological Satellites
(EUMETSAT)
Eumetsat-Allee 1
D-64295 Darmstadt
Federal Republic of Germany

represented by

and

<Company>

represented by
(hereafter called "the Contractor")

the following has been agreed:

Article 1
Subject, Applicable Documents:

- This contract sets up the framework for the Contractor's work with respect to Engineering services in the area of Ground Stations.
- The Contractor shall execute the work to be performed in accordance with the documents listed in order of precedence in case of conflict:

- This contract
- EUMETSAT General Conditions of Contract (EUM/COS/DOC/09)
- EUMETSAT Statement of Work EUM/TSS/SOW/14/780228 date 2014 (Amex II)
- Each work package released
- EUMETSAT anti-fraud policy EUM/LAD/DI/14/750905 v.1, 13 M
- Safety and Security Manual ref. EUM/GES/MAN/03/0535v2 dated 2014
- The Contractor's proposal ref. <...> not assessed hereto, but known and an integral part of this contract.



SPECIAL TENDER CONDITIONS
Engineering services in the area of Ground Stations

Contents of the Proposal

1. Introduction

The following special conditions apply complementarily to EUMETSAT's Tender. In case of conflict between the General Conditions of Tender and these Special Conditions (STC), the latter shall prevail.

The activities are expected to start in April 2015 for a duration of 2 years, evened the activities for a further period of one year shall form part of the offer.

The offer shall be written in English and shall be presented in 2 separate parts:

- Part one – technical/managerial proposal
- Part two – financial contractual proposal

Bidders' attention is drawn to the requirement in the General Conditions of Tender to present the Financial and Contract Proposal separately from the Management Proposal. This requirement applies to both paper and e-bid proposals. No financial information shall be stated in the technical/managerial proposal. The Technical and Management Proposal shall contain the technical/managerial information necessary for the evaluation of the proposal.

2. General Information

The major purpose of this ITT is to provide support in the area of Ground Stations.

For the Bidder's information only, the estimation of future potential support for the first year is presented in Appendix A of the SoW. A similar volume of activity each subsequent year of the contract duration including option. The effort is estimated at a maximum of 0.25 man per year for the antenna service packs of 0.25 man per year for the Base band and software systems service packs of 0.25 man per year.

The Bidder is invited to note the already identified WP that is part of the offer performed (not optional) (see Appendix C of the Statements of Work). It has once the Bidder is selected for the contract, the procedure to approve the WP described in the SoW section 2.1.

EUM/COS/STC/14/780228
v1, 30 October 2014
ITT 14_20/0747 - STC



**Statement of Work for the provision of
engineering services in the area of
Ground Stations**

Doc.No. : EUM/TSS/SOW/14/780228
ISSUE : v1B
Date : 26 November 2014

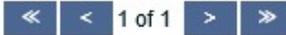
EUMETSAT
EUMETSAT Allee 1, D-64295 Darmstadt, Germany
Tel: +49 6151 807-2
Fax: +49 6151 807-955
http://www.eumetsat.int

Intended ITTs

Intended Invitations to Tender

 [Subscribe RSS](#)

Reference	Title	Opening Date
20225	Framework Contract for Office Furniture	1st Quarter 2020
19219854	Extension of the UPS system capacity for EUMETSAT Technical Infrastructure Building (TIB)	1st Quarter 2020

 1 of 1 ROWS

EUMITS – Who to contact in case of technical questions

Should you have any technical questions or should you experience any problems with EUMITS, please contact

eumits@eumetsat.int

EUMETSAT Tender Conditions

- The EUMETSAT General Conditions of Tender are published on EUMITS under the field “General Documents”;
- The EUMETSAT Special Conditions of Tender are published with each ITT on EUMITS to reflect the special tender requirements for the specific procurement action;
- The Special Conditions of Tender prevail over the General Conditions of Tender in case of conflict;
- Indicative examples of Special Conditions of Tender are contained in the following slides.

EUMETSAT General Conditions of Tender – Structure of proposal

- Structure of proposal:
 - Cover letter
 - Technical and Management proposal
 - Financial and Contractual proposal.

- The offer package shall consist of two separate sealed envelopes, one containing the technical and management proposal and the other the financial proposal and shall be marked with the reference number of the ITT

- Exception to the above rule: off-the-shelf hardware or software procurements which may allow submission of the technical and management proposal together with the financial and contractual proposal

- The offer package has to reach EUMETSAT by the closing date and time

EUMETSAT General Conditions of Tender – Contents of Cover Letter

- Identification of the Prime Contractor and lower-tier contractors
- Validity of the offer (usually 90 calendar days but it can be longer depending on the complexity of the procurement)
- Statement of compliance to the Statement of Work and the technical requirements
- Statement of compliance to the ITT draft contract conditions and the General Conditions of Contract
- No financial information shall be contained in the cover letter
- The cover letter shall be signed by an authorized legal representative of the Bidder

EUMETSAT Special Conditions of Tender – Contents of Cover Letter (1/2)

- The Bidders shall confirm in their offers at all levels of contracting (Prime and Sub-contractors) that:
 - the Bidder has the legal capacity to enter into the procurement contract
 - the Bidder is not bankrupt or being wound up, is not having its affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations
 - the Bidder has not been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata
 - the Bidder has not been found guilty of grave professional misconduct

EUMETSAT Special Conditions of Tender – Contents of Cover Letter (2/2)

- The Bidders shall confirm in their offers at all levels of contracting (Prime and Sub-contractors) that:
 - the Bidder has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the contract is to be performed
 - the Bidder has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity; and,
 - the Bidder is not currently subject to a suspension having been found guilty of misrepresentation in supplying the information required under the bullets hereinabove, or having failed to supply this information

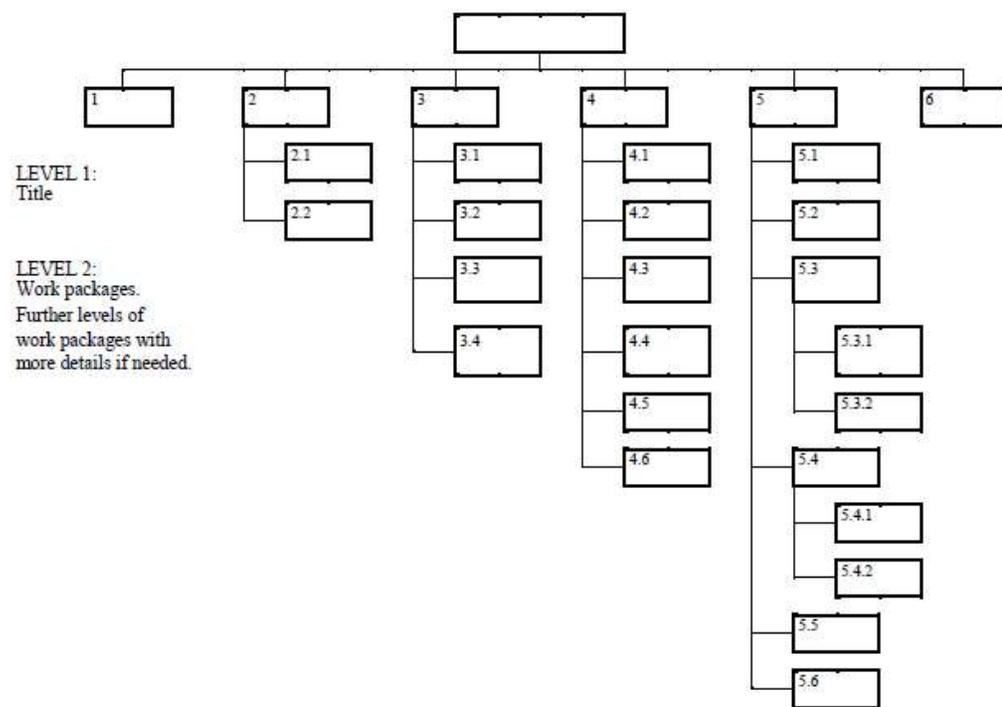
EUMETSAT General Conditions of Tender – Contents of Technical/Management Proposal

- Compliance matrix with the SoW and technical requirements of the ITT
- Initial analysis of the objectives, requirements and main tasks to be performed, demonstrating the bidder's understanding
- Work Breakdown structure
- Work Package descriptions
- Project schedule

EUMETSAT General Conditions of Tender – Contents of Technical/Management Proposal

ATTACHMENT A

WORK BREAKDOWN STRUCTURE



EUMETSAT General Conditions of Tender – Contents of Technical/Management Proposal

ATTACHMENT B

WORK PACKAGE DESCRIPTION

PROJECT	PHASE	WP REF.
WP TITLE:		SHEET OF
CONTRACTOR:		
MAJOR CONSTITUENT: (e.g. Subsystem)		ISSUE REF.
START EVENT:	PLANNED DATE:	
END EVENT:	PLANNED DATE:	ISSUE DATE:
WP MANAGER:		
EFFORT:		
INPUTS:		
TASKS:		
OUTPUTS:		

EUMETSAT General Conditions of Tender – Contents of Technical/Management Proposal

- Structure of the industrial team (role and responsibilities of the each proposed Sub-contractor);
- Structure of the project team (key persons) and project organigram;
- Experience of the bidders in the field of the ITT (at all levels of contracting)
– References;
- CVs of the proposed key persons.

EUMETSAT Special Conditions of Tender- Contents of Technical/Management Proposal

- Where software is proposed to be re-used, the Bidder shall, in each case, describe their origin (e.g. internal, third-party, Commercial Off-The-Shelf (COTS), open-source).
- Quality Assurance requirements:
 - The Bidder's attention is drawn to the fact that the Contractor is expected to be certified to ISO 9001.
 - However, should any Bidder not be registered to ISO 9001, then such Bidder may propose to follow its own Quality Assurance System explaining how this operates and demonstrating in its proposal that it can meet the same requirements.
 - In any event, the proposal shall concisely describe the Quality Assurance System operated by the Bidder. EUMETSAT reserves the right to carry out an audit of a proposed Contractor that is not registered to ISO 9001.

EUMETSAT Special Conditions of Tender- Contents of Technical/Management Proposal

- Pre-requisite conditions to bid for service contract ITTs:

EUMETSAT places contracts with legal entities (companies and/or public bodies). Bidders have to confirm in their offers that the proposed Key Persons are or will be employees of the Bidder during the performance of the contract under a valid employment contract and a valid work permit if applicable, should EUMETSAT award a contract to the Bidder under this ITT. The Bidders shall also confirm that the proposed Key persons do not/will not own the majority of the shares of the bidding company and is not/will not be part of the management of the bidding company during the contract duration.

Freelancers are therefore excluded from bidding for service procurements.

EUMETSAT General Conditions of Tender – Contents of Financial/Contractual Proposal

- The price type to be quoted by the tenderer shall be determined in the ITT (firm fixed price, fixed price with variation, firm fixed daily fee)

- Price breakdown shall be provided as per slides.

EUMETSAT General Conditions of Tender – Contents of Financial/Contractual Proposal

ATTACHMENT D

COMPANY PRICE BREAKDOWN FORM		Issue 2			
ITT No.		Page No. No. of pages			
Tender No. doc		COMPANY NAME:			
Economic Condition:		Name & Title:			
Type of Price		Signature:			
Please refer to GENERAL NOTES of the instructions to Attachment E to this ITT		SUPPLIES AND/OR SERVICES TO BE FURNISHED			
LABOUR		Manpower effort in manhours	Gross hourly rates in NC	National Currency (NC)	Euros
Direct labour cost centres or categories					
TOTAL				A	
DIRECT LABOUR HOURS AND COST					
INTERNAL SPECIAL FACILITIES	Type of Unit	No. of Units	Unit rates in NC	National Currency (NC)	Euros
TOTAL				B	
INTERNAL SPECIAL FACILITIES COST					

EUMETSAT General Conditions of Tender – Contents of Financial/Contractual Proposal

ATTACHMENT D (cont)

OTHER COST ELEMENTS	Amounts in NC	OHF%	X Amounts =	National Currency (NC)	Euros
3.1 Raw materials					
3.2 Mechanical parts					
3.3 Semi-finished products					
3.4 Electr. & electron components					
3.5 Hired parts					
a) procured company					
b) procured by third party	() per				
3.6 External major products					
3.7 External services					
3.8 Transport insurance					
3.9 Travel					
3.10 Miscellaneous					
3 TOTAL					
OTHER DIRECT COSTS	C _____		D _____	E _____	
4 SUB-TOTAL COST			(A+B+E)	F _____	
GENERAL EXPENSES	Cost items to	Base in NC to	%		
	which % applies	which % applies			
5 GENERAL & ADMIN. EXPENSES				G _____	
6 RESEARCH & DVPT EXPENSES				H _____	
7 OTHER				J _____	
(to specify)					
8 TOTAL COST OF ALL WORKPACKAGES			(F+G+H+J)	K _____	
9 OVERHEADS ON SUBCONTRACTS (Base in NC on which % applies: %)				L _____	
10 SUB-TOTAL				M _____	
11 PROFIT (% on item(s))				N _____	
12 COST WITHOUT ADDITIONAL CHARGE (itemize in Attachment F)				P _____	
13 TOTAL COMPANY PRICE			(M+N+P)	R _____	

If insufficient space is available to identify all of the respective information, use additional sheets.

EUMETSAT General Conditions of Tender – Contents of Financial/Contractual Proposal

- Compliance matrix with the ITT draft contract and the General Conditions of Contract published on EUMITS under the field “General Documents”;
- The ITT draft contract conditions prevail over the General Conditions of Contract in case of conflict.
- For service contracts: A service level agreement shall be provided by the Bidder on the basis of the key performance indicators contained in the ITT.

EUMETSAT Special Conditions of Tender – Contents of Financial/Contractual Proposal

- Price break-down per phase (if applicable);
- Licenses terms/fees for pre-existing intellectual property, COTS, open source software;
- Proposed payment plan linked to delivery milestones;
- Price quotation on mandatory options.

EUMETSAT Special Conditions of Tender- Evaluation criteria and weighting factors

- The Bidders' attention is drawn to the evaluation criteria and weighting factors of the ITT published as part of the Special Tender Conditions;
- Example of evaluation criteria:

Evaluation Criteria	Weighting factor
Understanding of the technical requirements and objectives of the ITT	
Quality, completeness and management of the proposed activities;	
Qualifications and relevant experience of the company and the proposed subcontractors,	
Acceptance of contract conditions;	
Pricing including options	

Call for Offers

- For procurements of value below EUR 100,000 restricted competition via a Call for Offers addressed to three relevant bidders applies;
- The principles presented for the procurements in open competition apply also to the evaluation of the offers in restricted competition (best value for money evaluation);
- In order to be included in the bidders' list for a procurement in restricted competition, a company needs first to present its scope of activities to the EUMETSAT technical divisions;
- Such presentation is coordinated through the Head of Contracts (email: Eleni.Katsampani@eumetsat.int);
- If the scope of activities of the company match the business needs of the technical divisions for procurements of value below EUR 100,000, the company may be included in the bidders' list for such procurement.

Thank you for your attention!

ANY QUESTIONS?