

ECMWF Copernicus Procurement

Request for Proposal



CLARIFICATIONS

Clarifications issued 17 April 2026

RFP Ref: CJS2_154d

ISSUED BY: ECMWF Administration Department Procurement Section



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We are pleased to provide the following clarification responses to questions received:

1 Ref: C1_CJS2_154d

Question:

Section 4.1 – Forms to complete: In case the Tenderer intends to rely on subcontractor(s), can you clarify which of the administrative documents listed in section 4.1. are expected from them?

Answer:

The RFP Questionnaire and the other administrative forms listed in Section 4.1 of the RFP document should be filled in by and for the lead entity submitting the response. No administrative documents need to be submitted by subcontractors. Information about subcontractors is to be provided as part of the Annex 2 – Template for Proposer and Annex 2 – Template Pricing tables and deliverables, as per instructions outlined in these documents.

2 Ref: C2_CJS2_154d

Question:

Section 4.2 – Response to the Specification of Requirements: In section 4.2, can you confirm that the item 'A description of your understanding of the requirements' refers to the Executive Summary section in the Annex 2 - Template for Proposer?

Answer:

Section 4.2 of the RFP document sets out the minimum information that Proposers are expected to include in their response to the Specification of Requirements. The bullet points in this section should not be interpreted as corresponding to specific sections of Annex 2 (Template for Proposer). Proposers have discretion in determining how best to structure their response and what information to include in the various sections and/or documents that form part of their Proposal. General guidance on preparing the Proposal is provided in Annex 2 (Template for Proposer), while more detailed requirements regarding Proposal preparation are set out in Section 6 (Proposal Format and Content) of Annex 1 to the RFP.

3 Ref: C3_CJS2_154d

Question:

Section 2.8 – Evaluation: In section 2.8, Evaluation, we understand that the item 'Proposer's Financial & Legal organisation (5%)' is covered in Annex 2 - Template Pricing tables and deliverables_final? Can you confirm our understanding?

Answer:

Section 2.8 of the RFP document sets out the evaluation criteria and their respective weightings. Each evaluation criterion may be informed by information drawn from multiple parts of the Proposal and supporting documents, rather than from a single annex or template.

With respect to the criterion "Proposer's Financial & Legal organisation (5%)", the evaluation is not limited to Annex 2 (Template Pricing tables and deliverables). This criterion is assessed based on information provided across the relevant administrative and contractual documentation, including, for example, evidence of the Proposer's financial strength and capacity, the level of acceptance of the contractual terms and conditions, and related legal disclosures. In addition, information submitted in Annex 2 (Template Pricing tables and deliverables) may be taken into account, in particular to assess risks and/or opportunities associated with the proposed use of subcontractors.

4 Ref: C4_CJS2_154d

Question:

On page 10, section 2.6, you indicate that “The Proposer must submit its response to RFP_CJS2_154d@ecmwf.int as an email with attachments containing its complete response to this RFP including templates provided in Annex 2.”

In case the tenderer is a group of companies (consortium) composed by a leader, partners and subcontractors:

- could you please clarify if the forms contained in annex 2 (i.e. COP restrictive measures form, Declaration for economic and financial capacity, legal entity form) as well as Annex 2 RFP questionnaire should be filled in ONLY by the leader? or should each partner and/or subcontractor in the consortium fill in their own form?
- could you please confirm that only the leader must submit the financial identification form?

Answer:

Please refer to Clarification ref. [C1_CJS2_154d](#) above.

In addition, we would like to draw your attention to Section 2.3.5 (Specific conditions) of the RFP document. In particular, ECMWF will enter into a contract with one single legal entity only, which will assume full responsibility for the delivery of the entire contract. This entity acts as the lead/prime contractor and may subcontract parts of the work, but remains fully accountable to ECMWF for performance and compliance.

Note that ECMWF will not enter into multiple contracts with individual members of consortia or groups of service providers.

5 Ref: C5_CJS2_154d

Question:

On page 19, section 6.2.3, you mention: “A team member with experience of managing projects and contracts of this type and size (referred to as Contract Manager). This person will be the main point of contact for administrative matters.”

- Could you please clarify which administrative tasks you refer to (e.g. invoicing, signature of the contract, etc)? If the tasks we provided as example are the ones between brackets, do we expect the tenderer to also budget days for the Contract Manager, even if it will not contribute to the implementation of the content of the project?
- Do we need to attach a CV and references for this person too?
- Would it be acceptable that the same person is both Contract and Service Manager?

Answer:

Section 6.2.3 of Annex 1 to the RFP document refers to an eventual distinction between the management of technical and the contractual aspects.

- The profile of Service Manager is mandatory within the proposed contract team. The Service Manager is primarily responsible for the leadership and coordination of the technical activities of the contract. This includes overseeing the delivery of services in line with the technical requirements specified in Annex 1 to the RFP.
- The profile of Contract Manager is optional and may be appointed in addition to the Service Manager, only if the Service Manager does not assume responsibility also for the management of contractual and administrative aspects (i.e. compliance with contractual obligations and processes, reporting, liaison with ECMWF on contractual matters...).

As such, it is acceptable if the same person covers both roles. Tenderers are expected to clearly describe as part of their Proposal the experience of the relevant profile(s) in both technical and contract management areas. A CV needs to be included in the Proposal for all profiles to be involved in the contract, which are listed under the direct costs included on the “Cost and Prices” sheet of Annex 2 (Template Pricing tables and deliverables). Associated costs may be included in the proposed budget, under WPO and within the limit mentioned in section 6.2.5 of Annex 1 to the RFP document.

6 Ref: C6_CJS2_154d

Question:

On page 19, section 6.2.3, there is a mention: *“These team members shall be involved in the activities of this RFP at a minimum level of 10% of their total working time.”*

Please confirm that:

1. this does not apply to the contract manager;
2. how these 10% should be measured during the lifetime of the project?

Answer:

This requirement applies to all key personnel proposed for the execution of the contract.

The 10% minimum involvement should be understood as an indicative average level of effort over the lifetime of the contract. The purpose of this requirement is twofold:

- (i) to ensure the meaningful and sustained involvement of the named key personnel, and
- (ii) to avoid an excessive fragmentation or scattering of the work across a large number of individuals with only marginal participation.

This requirement is not intended to be measured on a day-to-day basis, nor does it imply that detailed time-tracking records must be submitted. Compliance will be assessed based on the overall delivery of the services, the availability of the proposed team members, and their effective contribution to the project activities.