PROCUREMENT OF ATLASSIAN SOFTWARE SOLUTIONS

ECMWF/ITT/2026/417

AMENDED#2 26/10/2026 :Instructions for Tenderers and Conditions of Tender

1.2 Introduction : Contract duration

1.5 Timetable for this ITT

The amended information supersedes and replaces the corresponding information in the previous version. In the event of any discrepancy, the amended version shall prevail.

Ref: ECMWF/ITT/2026/417
ISSUED BY: ECMWF Administration Department Procurement Section
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1 BACKGROUND

1.1 Definitions

Definitions used in this Invitation to Tender (ITT) are listed here:

"ECMWF"	means European Centre for Medium-Range Weather Forecasts;
"Centre"	means ECMWF;
"ITT"	means this invitation to tender;
"Tender"	means a response to this ITT;
"Tenderer"	means a Tenderer to this ITT;
"You"	the recipient of this ITT, a prospective "Tenderer".

1.2 Introduction

This Invitation to Tender (ITT) has been prepared by the European Centre for Medium-Range Weather Forecasts, (governed by its Convention and associated Protocol on Privileges and Immunities which came into force on 1 November 1975, and was amended on 6 June 2010) ("ECMWF") for the purposes of obtaining proposals from the tenderers for provision of Atlassian software solutions.

ECMWF is an independent intergovernmental organisation supported by 35 States. Information on ECMWF's activities can be found at https://www.ecmwf.int/en/about .

ECMWF has headquarters in Reading, UK, with additional sites in Bologna, Italy, and Bonn, Germany.

ECMWF invites the tenderers to submit their proposals for the provision of the services described in Annex 1 Specification of Requirements.

This ITT will result in the setting up of one contract for an initial period of one year, with the possibility of two extensions, one for one year and one for three months.

The ultimate purpose of this ITT is to secure the best value for money in the provision of Atlassian Licenses to ECMWF. To this end, Tenderers should make it clear in their response how they ensure that this is achieved.

Tenderers should note that value for money is a prime consideration for this contract and will form part of the overall evaluation.

1.3 Background to the project

See Annex 1.

1.4 Structure of this ITT

This ITT document: contains an introduction, provides instructions on how to respond and what information is required, provides a listing of the events and their dates for this ITT and provides:

- This ITT instructions document contains an introduction to the ECMWF including background, instructions on how to respond and what information is required and a listing of the events and their dates for this ITT,
- Amended Annex 1 : Specification of Requirements (SoR)
- Annex 2 : Tender format and content
- Amended Annex 3 : Pricing Tables

- Terms and conditions
- Request for clarification form
- Legal Entity form
- Financial Identification
- eProcurement Portal online questionnaire: refer to section below

1.5 Timetable for this ITT

ECMWF envisages the following timetable for this procurement exercise (all times are CET local unless otherwise stated):

Publication of ITT	18th September 2026
Last date for submission of clarification questions	~~15th October 2026 at 23:59 CET~~ 29th October 2026 at 23:59 CET
Last date for clarification answered	~~23rd October 2026~~ 6th November 2026
Closing date/time	~~30th October 2026 at 14:00 CET~~ 13rd November 2026 at 14:00 CET
Evaluation by ECMWF	November 2026
Final negotiation with preferred Tenderer(s)	End November 2026
Sign contract by	16th December 2026
Services start	1st January 2027

Table 1: Timetable

The Tenderer's response shall remain valid for a period of not less than six (6) months after the Closing Date.

ECMWF reserves the right to postpone the dates from those published in this document.

1.6 ECMWF eProcurement portal and submission of tenders

Responses to this ITT must be submitted via ECMWF's eProcurement Portal no later than the closing date/time specified in section 1.4.

(a) Supplier registration on the eProcurement Portal

Tenderers who have registered an interest in this ITT using the eProcurement Portal will be kept informed of any developments including any updates to the ITT documentation and any clarifications that are issued. Tenderers must read all ITT documents and comply with ECMWF's instructions with regard to the submission of their proposals. ECMWF reserves the right to reject a proposal that does not substantially comply with the conditions that are part of the ITT.

Further guidance for suppliers is available at https://supplierhelp.due-north.com

eProcurement Portal can be accessed from one of the following links: https://procontract.due-north.com or https://procurement.ecmwf.int (the latter redirects to the ProContract Opportunities page).

ECMWF has also developed a document, providing step-by-step guidance to suppliers about how to navigate the eProcurement Portal for:

- finding an opportunity launched by ECMWF (RFPs, ITTs);
- accessing the RFP/ITT documents on the Portal;
- submitting a response to an ITT on the Portal;
- accessing the messaging board of an ITT/RFP.

The guidance document can be found at the following link: https://www.ecmwf.int/en/about/suppliers

(b) Online questionnaire for preparation of responses on the portal

The online questionnaire of the ITT in the portal is where tenderers prepare their responses by answering questions about their organisations and proposals and uploading documents for their responses in accordance with the instructions therein. It must be answered online. You can download it to look at the questions but you cannot complete the questionnaire offline and upload it back to the portal. It does not have to be answered completely in one session. You can start to answer it, then save it and complete it later.

The portal will remember your responses to questions in the questionnaire so that if you respond to more than one ITT and any questions are the same you will not have to respond to those questions again (though you are able to change your answer). Having completed the questionnaire online you can either save it for later submission or submit it straight away. Once you complete your response, **you must click the "Submit response" button and the status of your response should read "Submitted".** Until the closing date you can change answers to the questionnaire and submit a new version. ECMWF is able to see only the version of the answers that is current at the closing date.

(c) Clarification questions

All correspondence is conducted via the e-Procurement Portal. No other form of communication will be accepted.

Any questions concerning this ITT ("Clarification Questions") must be submitted via the eProcurement Portal by completing the Excel form **"ITT_417 Request for clarification form.xlsx"** and must be received by ECMWF no later than the clarification deadline date specified in Section 1.4. ECMWF will respond via the portal by the date specified in Section 1.4 and will send the question and answer to all suppliers who have expressed an interest in the ITT unless the question is specific to a supplier's proprietary solution. The identity of the questioner will not be revealed.

Please note that ECMWF reserves the right to contact Tenderers during the evaluation process in order to clarify points in their response, therefore the contact point should be monitored during this period.

1.7 Timeliness of response

ECMWF will not consider any late or partial responses to this ITT (unless this is due to a technical issue caused by either ECMWF or their e-portal) nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, at its own absolute discretion extend the time or date fixed for submission and in such an event ECMWF will notify all Tenderers who have expressed interest. It is important that you do not leave the submission of your response to the last minute.

1.8 Costs of preparation of response

Recipients of this ITT will be responsible for and bear all their own costs, liabilities and expenses which may be incurred in the preparation of their responses to this ITT.

1.9 Diversity and inclusion

At ECMWF, we believe that scientific progress thrives in an environment that values diversity and inclusion. We are committed to fostering an organisation that is equitable, diverse, and inclusive, and to promoting gender balance in all aspects of our operations. We recognise that diversity and collaborative environment are essential for advancing scientific discovery and innovation, and we are dedicated to creating a culture that encourages and supports the contributions of individuals from all backgrounds. As part of this commitment, we encourage responses from companies who share our values and demonstrate a commitment to diversity and inclusion in their own organisations. In the event that multiple Tenderers present equally qualified proposals (discrepancy lower than 1%), ECMWF will take into consideration the diversity and gender balance of each Tenderer's organisation as a tiebreaker when making the final decision. Therefore, we invite all

Tenderers to provide details on their policies, programs, and practices related to diversity and inclusion, including gender balance and any initiatives or activities that they have implemented to support underrepresented groups in their organisation.

1.10 Evaluation method and selection criteria

Tenderers will be evaluated, in accordance with the high-level evaluation criteria and weighting factors detailed in Table [2] below. ECMWF reserves the right to use information other than that provided by the Tenderers in its evaluation.

As a result of the second stage, Preferred Tenderer(s) will be established with whom final contract negotiations will be opened.

Evaluation criteria	Weighting
Administrative, Legal and financial status	5
Tenderer's credentials: • Relevant experience • Partnership & Certifications • Customer references	10
Service Quality & Technical Capability : • Support services • Account management • Deployment & Migration • Security and Compliance Advisory • Training	10
Price	75

Table 2: Evaluation criteria

ECMWF reserves the right to negotiate with one or more Tenderers before taking a decision on the placing of a contract.

Following notification of the result of your tender you may request feedback on the evaluation from ECMWF.

1.11 Confidentiality

Except where ECMWF has made its documents publicly available, the contents of this ITT together with all other information, materials, specifications, or other documents provided by ECMWF, or prepared by Tenderers specifically for ECMWF, shall be always treated as confidential by the recipients. You shall not disclose any such information, materials, specifications, or other documents to any third parties or to any other part of your group or use them for any purpose other than for the preparation and submission of a response to this ITT nor shall You publicise ECMWF's name or the project without the prior written consent of ECMWF. ECMWF in turn confirms that it shall treat all information provided to it by the Tenderer as confidential and further confirms that such information will not be disclosed by ECMWF to any third parties, other than its advisers and consultants.

You shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications, or other documents confidential and not disclose them to any other third party except as set out above.

1.12 The Tenderer shall not:

a. Consult, communicate or agree with any other Tenderer on any matter whatsoever related to the ITT;

b. Disclose its proposed price for the ITT, whether directly or indirectly, to any other Tenderer, but this shall not preclude the Tenderer from publishing its standard list prices;

c. Make any attempt to induce any other person or organisation to submit or not to submit a Tender.

Please confirm that you have complied with the above conditions.

1.13 Warnings/disclaimers

Nothing contained in this ITT or any other communication made between the supplier and ECMWF or its representatives shall constitute an agreement, contract or representation between ECMWF and any other party (except for a formal award of contract made in writing by ECMWF). Receipt by a supplier of this ITT does not imply the existence of a contract or commitment by or with ECMWF for any purpose.

ECMWF reserves the right to change any aspect of, or cease, the ITT at any time.

While ECMWF has taken all reasonable steps to ensure, as at the date of this document, that the information which are contained in this ITT are true and accurate in all material respects, ECMWF does not make any representation or warranty as to the accuracy or completeness or otherwise of this ITT, or the reasonableness of any assumptions on which this document may be based. ECMWF accepts no liability to Tenderers whatsoever and however arising and whether resulting from the use of this ITT, or any omissions from or deficiencies in this document.

ECMWF may use the information included in a response for any reasonable purpose connected with this ITT.

2 CONDITIONS OF TENDER

2.1 Procedures

The procurement for the contract will be conducted in accordance with ECMWF's procedures as set out in ECMWF's ITT documents and no other procedures will apply.

The submission of a response to this ITT shall constitute an offer that may be accepted by ECMWF so as to become a binding contract. However, ECMWF is not bound to accept any quotes. If ECMWF elects to accept a quote, subject to contract, the parties shall execute a formal contract incorporating the terms and conditions contained in the ITT and any other agreed terms.

2.2 Tenders are subject to these Conditions

2.2.1 The Tenderer shall not:

- Consult, communicate or agree with any other Tenderer on any matter whatsoever related to the ITT;
- Disclose its proposed price for the ITT, whether directly or indirectly, to any other Tenderer but this shall not preclude the Tenderer from publishing its standard list prices;
- Make any attempt to induce any other person or organisation to submit or not to submit a tender.

2.2.2 Validity

The tender shall remain valid for a minimum of 6 months after the closing date for this ITT.

2.2.3 Guarantees

In the case of a tender received from an organisation which is a subsidiary of another organisation, ECMWF may require the execution of a guarantee by the Tenderer's parent organisation for the execution of the Tenderer's obligations.

2.2.4 Expenses

ECMWF will not reimburse expenses incurred in connection with the preparation and submission of the tender. ECMWF accepts no liability whatsoever, whether in contract, tort or otherwise in relation to the ITT or in respect of any costs, damages or expenses incurred by Tenderers or any third party.

2.2.5 Language for tenders

All tender documentation, manuals and diagram labelling shall be written in English.

AMENDED ANNEX 1 - SPECIFICATION OF REQUIREMENTS (SOR)

Please see separate document (Pdf):

- Amended Annex 1 : Specification of Requirements (SoR)

ANNEX 2 - TENDER FORMAT AND CONTENT

Please see separate document (Word) :

- Annex 2 : Tender format and content

AMENDED ANNEX 3 - PRICING TABLES

Please see separate document (Excel) :

- Amended Annex 3 : Pricing Tables