

ECMWF Copernicus procurement process

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ECMWF's procurement process

Procurements for CAMS and C3S Copernicus services will be done under ECMWF procurement rules.

These are similar to, and based on the same principles as, the most recent EU Procurement Directive, but they are not identical. The process described here is for contract values greater than £150,000, about €200,000. For lower values a simpler process based on requests for quotations is used.

ECMWF has published Prior Information Notices for 19 Copernicus services ITTs (17 CAMS and two C3S) in the Official Journal of the European Union (OJEU).

ECMWF plans to start to publish contract notices for these ITTs in the OJEU in the first quarter of 2015. ECMWF's Tenders web page will be updated to list ITTs that have been published. We will not publish them all at the same time – they will be spread over about four weeks.



Communication with potential tenderers

ECMWF cannot answer questions on the content of the ITTs at the moment but there will be an opportunity to ask questions about specific ITTs once the contract notice for that ITT is published.

Questions for clarification of the ITT requirements must be submitted via ECMWF's procurement portal. ECMWF will respond via the portal and will send the question and answer to all suppliers who have expressed an interest in the relevant ITT unless the question is specific to a supplier's proprietary solution.



ECMWF's procurement portal

ECMWF will use a procurement portal to manage the distribution of ITT documents and the return of responses from tenderers. Initially this will only advertise Copernicus procurements but later in the year we intend to use it for other ECMWF ITTs.

The portal – provided by Due North Ltd - is being set up at the moment.

ECMWF will put information on its Tenders web page when the portal is available to suppliers.

Suppliers must register their organisation on the portal to be able to access the ITT documents and to be able to submit a response to any ITTs.

You only need to register once no matter how many ITTs you are interested in.



ECMWF's procurement portal

Why has ECMWF decided to use a procurement portal?

To enable us to manage the communication for a large number of procurements occurring simultaneously.

To enable us to manage and control access to the tender responses.

To ensure that adherence to the ECMWF procedures is auditable.

The portal that ECMWF is using has a module to permit evaluation online which will make the process of carrying out and monitoring the evaluation simpler.



Supplier registration

To register as a supplier you have to provide your organisation name and contact details. These are sent by the portal to the procurement section at ECMWF who will complete the registration process for you.

You will be able to register to be notified about specific procurement opportunities.

Registration does not commit you to respond to any ITTs. ECMWF will not interpret your registration as an intention to respond to an ITT. However, you can “Register intent” to notify ECMWF that you intend to respond to an ITT if you wish to.

Once an ITT is published you must log on to the portal and express interest in the ITT to obtain access to the ITT documents and any subsequent clarifications.



Submitting a response to an ITT

As ECMWF is using a procurement portal, suppliers will submit responses to the ITTs electronically.

The online ITT will consist of a questionnaire and a number of attached documents.

The documents ECMWF will attach will contain instructions for bidding, the specification of work and the terms and conditions of contract.

ECMWF cannot see your questionnaire responses or any documents you upload to the portal until after the closing date for the ITT. No other tenderers will ever be able to see your tender.

Please do not leave submission of your response until the last minute. It takes time to answer the questionnaire and upload the relevant documents for your response.



The online questionnaire

The questionnaire asks for details about your organisation and your tender. 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 all have to be answered at the same time. 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 (but 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. Until the closing date you can change answers to the questionnaire and submit a new version. ECMWF will only be able to see the version of the answers that is current at the closing date.



Who can respond?

Any organisation which meets the eligibility criteria which will be set out in the OJEU contract notice and the ITT documents is eligible to bid.

ECMWF will only consider bids from single legal persons/entities. That person/entity may bid as a lead contractor and may propose to engage sub-contractors but ECMWF will not accept bids from consortia or partnerships of service providers. The winning tenderer will have to take legal responsibility for the whole service, including the performance of its sub-contractors.

If you intend to bid and you are considering using subcontractors you may wish them to register on the portal so that they can have direct access to the ITT documents.

But subcontractors must not submit any information directly onto the portal; it must all come from the lead contractor.

Any eligible organisation may respond to more than one ITT and/or may be involved as a subcontractor in more than one bid.



Evaluation

When ECMWF publishes the contract notice for an ITT it will publish high level evaluation criteria for that ITT.

After the closing date, any clarifications that are required from tenderers will be requested via the procurement portal.

ECMWF will use a panel of independent external evaluators to score the scientific and technical content of the responses to each ITT.

ECMWF reserves the right to negotiate final details of the service to be provided before awarding the contract.



Summary

There are four steps for a supplier to respond to an ECMWF ITT:

Register on the procurement portal

Express interest in an ITT after it has been published

Register intent to bid – optional

Submit the bid online

