

ECMWF Copernicus Procurement

Invitation to Tender



Copernicus Programme

Provision of audit services to ECMWF for Copernicus contracts

Volume I: Instructions for respondents and Conditions of tender

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Table of Contents

1	INSTRUCTIONS FOR RESPONDENTS	3
1.1	Introduction	3
1.2	Background to the service	3
1.3	Structure of this ITT	3
1.4	Timetable for this procurement	4
1.5	Enquiries and contact procedure	4
1.6	Submission of tenders	4
1.7	Timeliness of response	5
1.8	Evaluation method and selection criteria	5
2	CONDITIONS OF TENDER	5
2.1	Eligibility of tenders	5
2.2	Procedures	5
2.3	Tenders are subject to these Conditions	6
2.3.1	The Tenderer shall not:	6
2.3.2	Early Detection and Exclusion System (EDES) Database	6
2.3.3	Validity	6
2.3.4	Guarantees	6
2.3.5	Expenses	6
2.3.6	Language for tenders	6
2.3.7	Confidentiality	6
2.4	Warnings/disclaimers	7

1 INSTRUCTIONS FOR RESPONDENTS

1.1 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 quotes from suppliers for the provision of audit services to ECMWF for Copernicus contracts.

Introduction to ECMWF

ECMWF is an independent intergovernmental organisation supported by 34 States. ECMWF is both a research institute and a 24/7 operational service, producing and disseminating numerical weather predictions to its Member States. The organisation was established in 1975 and now employs around 350 staff from more than 30 countries. ECMWF is one of the six members of the Co-ordinated Organisations, which amongst others also include the European Space Agency (ESA) and the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT).

Information on ECMWF's activities can be found at <http://www.ecmwf.int/en/about>.

ECMWF has two sites in Reading, UK.

Introduction to Copernicus

Copernicus is the European Union's flagship Earth-observation programme created to achieve operational monitoring of the atmosphere, oceans, and continental surfaces. It aims to provide reliable, validated information services for a range of environmental and security applications. The European Commission has appointed ECMWF to implement the Copernicus Climate Change and Atmosphere Monitoring Services.

The Copernicus Climate Change Service (C3S) responds to environmental and societal challenges associated with climate changes. The service will give access to information for monitoring and predicting climate change and will, therefore, help to support adaptation and mitigation. It benefits from a sustained network of in situ and satellite-based observations, re-analysis of the Earth climate and modelling scenarios, based on a variety of climate projections. More information on C3S can be found at <http://climate.copernicus.eu/>.

The Copernicus Atmosphere Monitoring Service (CAMS) provides continuous data and information on atmospheric composition. The service describes the current situation, forecasts the situation a few days ahead, and analyses consistently retrospective data records for recent years. More information on CAMS can be found at <http://atmosphere.copernicus.eu/>.

1.2 Background to the service

See ITT Volume II (Scope of Service Requirements), section 2 (Background to the service).

1.3 Structure of this ITT

The ITT is structured in several parts, described below, all of which form the ITT:

- Volume I – Instructions for respondents and Conditions of tender (this document): contains an introduction to the ECMWF and the Copernicus Programme, lists the conditions and timetable of tender and provides instructions on how to respond;
- Volume II – Scope of Service Requirements: contains detailed specification of requirements and describes the tender format and contents, including templates for description of work packages, deliverables, milestones etc.;
- Volume III – Terms and Conditions of Contract: contains the template contract applicable to this ITT, including the Terms and Conditions.

- Contract Notice: this is the document published in the Supplement to the Official Journal of the European Union describing the ITT and containing important information related to the ITT.

1.4 Timetable for this procurement

ECMWF envisages the following timetable for this procurement:

Publication of ITT	6 November 2017
Last date for submission of clarification questions	24 November 2017
Closing date/time	15:00 UK local time on 8 December 2017
Evaluation	Mid December 2017 – Mid January 2018
Negotiation of service details with preferred bidder(s)	Mid January – February 2018
Sign contract by	End February 2018
Start of contract	1 March 2018

Table 1: Timetable

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

1.5 Enquiries and contact procedure

Any enquiries or requests for clarification of any matters arising from this ITT should be sought from Procurement at ECMWF and must be made in writing by e-mail as follows:

Contact name: Procurement at ECMWF

E-mail: procurement@lists.ecmwf.int

The subject of the email must be: **Clarification to ITT COP_031**

Where ECMWF supplies further information it will make this information available via its website and to all recipients of this ITT who have indicated their intention to submit a response and provided ECMWF with an e-mail address for communication of additional information unless the information is specific to a proprietary product of a potential Tenderer.

1.6 Submission of tenders

Invitees and interested potential Tenderers who are intending to submit a response to this ITT should confirm such by responding to the email address specified in section 1.5 and providing a contact point and contact details. These details will be used for any further information (e.g. updates, clarifications) sent out by ECMWF.

Responses to this ITT must arrive at ECMWF at the address specified below no later than the time and date in section 1.4.

The respondent must submit their response to ittcop031@ecmwf.int as an email with its complete response to this ITT including any annexes as attachments. The attachments must contain a printable version of the response in Microsoft Word format, Rich Text Format (RTF) or Adobe Portable Document Format (PDF) and in Microsoft Excel format for any spreadsheets. The email should confirm that the response has been submitted by a duly authorised director or senior officer of the respondent.

The subject of the email must be: **Response to ITT COP_031**

You will receive an automated receipt confirmation upon submission of your response. If you do not receive one, you should contact procurement@lists.ecmwf.int immediately. You must NOT send or copy your response to the contact email address in 1.5 above.

1.7 Timeliness of response

ECMWF will not consider any late or partial responses to this ITT nor will it consider requests for extension of the time or date fixed for the submission of tenders. 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 potential Tenderers who have provided ECMWF with an e-mail address for communication of additional information.

Technical failure, including of a computer, browser, e-mail system or internet connection, is not a valid reason for late or failed submission of a response, unless as a result of a failure of the ECMWF's IT systems, and in the case that there was no reasonable course of action the respondent could have taken to submit the response on time. **It is important that you do not leave the submission of your response to the last minute.**

1.8 Evaluation method and selection criteria

Responses to this ITT will be evaluated in accordance with the following criteria and weighting factors:

Evaluation criteria	Weighting
General	5%
Prices and rates	25%
Track record	20%
Quality of resources to be deployed	25%
Technical solution proposed	15%
Management and implementation	10%

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.

2 CONDITIONS OF TENDER

2.1 Eligibility of tenders

Tenders will not be eligible unless they are submitted by persons or entities based or registered in a member state of the EU or in a member state of ECMWF.

ECMWF will only enter into a contract with a single legal person/entity. Due to the need to include performance and compliance obligations in the contract, ECMWF will contract only with a single legal person or entity which is competent to undertake and commit to these obligations.

2.2 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. ECMWF reserves the right to contract with more than one supplier in awarding work under this ITT.

2.3 Tenders are subject to these Conditions

2.3.1 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.

2.3.2 Early Detection and Exclusion System (EDES) Database

The Early Detection and Exclusion System Database serves to protect the EU's financial interests by gathering all the entities – companies, organisations or natural persons - which have been excluded from EU funding because they are insolvent or have been convicted of a serious professional misconduct or criminal offence detrimental to EU financial interests. The ECMWF makes use of the EDES database to verify whether individuals or organisations are suitable entities to receive funding from the EU.

EDES database lists legal or natural persons benefiting from EU funds and which are personally under an exclusion case strictly defined in the EU Financial Regulation:

- insolvent entities (bankruptcy, tax or social charges unpaid);
- final court judgements for fraud, corruption, money laundering and involvement in a criminal organisation detrimental to EU's financial interests;
- judgements for offences concerning professional conduct;
- decisions of a contracting authority for grave professional misconduct, conflict of interest, etc.

Tenderers must confirm in their response that they and persons having powers of representation, decision-making or control in their organisation are NOT listed on the EDES database and must accept that the ECMWF will reject any Tenderer who is so listed.

2.3.3 Validity

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

2.3.4 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.

2.3.5 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.

2.3.6 Language for tenders

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

2.3.7 Confidentiality

Except where ECMWF has made its documents publically 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 treated at all times as confidential by the recipients. Tenderers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Tenderer's group or use them for any purpose other than for the preparation and submission of a response to this ITT nor shall Tenderers publicise ECMWF's name or the project without the prior written consent of ECMWF.

Tenderers 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.

ECMWF reserves the right to retain all documents submitted by Tenderers in response to the ITT. Any information in such documents that is proprietary and confidential to the Tenderer will be handled confidentially by ECMWF provided it is clearly and specifically identified as such. Such obligation shall not apply if such information is or was obtained from other sources that do not bind ECMWF as to confidentiality or if the information is in the public domain. ECMWF may make Tenderers' tenders available for evaluation purposes to authorised people including its governing body, committees, and professional advisers in addition to ECMWF's own personnel under the same conditions of confidentiality.

2.4 Warnings/disclaimers

Nothing contained in this ITT or any other communication made between the respondent 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 respondent 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 facts 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 respondents 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 tender for any reasonable purpose connected with this ITT.