SUBMISSION FORM

FOR ECMWF/RFP/2018/276

Ref: ECMWF/RFP/2018/276

Title: The Provision of specialist project consultancy services to support the ECMWF Data Centre Relocation Programme (The BOND Project) & ad hoc requirements

* Please provide all the documents of your response, including the completed Submission Form, as **one single file in pdf format.**
* All data included in this submission form must concern only the legal entity submitting the proposal.

#  SUBMITTED by

|  |  |
| --- | --- |
|  | **Name of legal entity submitting the proposal** |
| **Title** |  |
| **Legal form** |  |
| **Registration number** |  |
| **Place of registration** |  |

|  |  |
| --- | --- |
| **Name & Position** |  |
| **Business Address** |  |
| **Telephone** |  |
| **e-mail** |  |

# CONTACT PERSON (authorised representative for the proposal)

# SERVICE AREA(S) BEING APPLIED

|  |  |
| --- | --- |
| **Service Areas** | **Please indicate ‘Yes’ or ‘No’ as appropriate** |
| **IT** |  |
| **Building services engineers, CAD and BIM services, testing and commissioning** |  |
| **Project and Programme management, cost control** |  |
| **Interior design and space planning** |  |

# EXECUTIVE SUMMARY

*(maximum three pages, Font: Times New Roman, Minimum Font Size 11 points).*

Please include a brief executive summary of your response to the RFP including background information of your relevant experiences to show how you believe you can provide support to the BOND Programme and ECMWF requirements during the critical phases and beyond, both at Reading and in Bologna.

…

# ECONOMIC AND FINANCIAL CAPACITY

|  |  |
| --- | --- |
| **Financial data**The dates of the data requested in this table must be considered in line with the tender closing date | **Complete using annual accounts** |
| **Year before last year****<specify>****Currency****(in thousands)** | **Last year** **<specify>****Currency****(in thousands)** |
| Annual income |   |   |
| Annual Profit or Loss |   |   |
| Current Assets |   |   |
| Current Liabilities |   |   |
| Net Worth |  |  |

Please provide the following financial data on your organisation to enable us to evaluate your financial status. ECMWF reserves the right to request for documentary evidence at any stage of the process.

# STAFF RESOURCES

1. Please provide the following information on your staff resources. ECMWF reserves the right to request for documentary evidence at any stage of the process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current staff numbers** | **Skills** | **Location** | **Relevant service area (s)** |
|  | **Overall** | **Relevant fields** |
| Permanent staff  |  |  |  |  |  |
| Other staff  |  |  |  |  |  |
| Total |  |  |  |  |  |

1. Please set out any key skill or employee dependencies and the availability of replacement skills in those areas, which should take into account the possible requirement for support at short notice:

|  |
| --- |
|  |

1. Provide details of how you would support ECMWF operations in both Reading and Bologna

|  |
| --- |
|  |

# EXPERIENCE AND REFERENCES

Please fill in the table below to summarise your experience with project examples related to the service stream(s) applied which were carried out over the past 3 years. The number of project examples to be provided must not exceed 3 per service area. You may copy and multiply the table below for each project example.

ECMWF reserves the right to seek references from one or all of these customers and/or to request for documentary evidence at any stage of the process.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project title** | **Location** | **Contract value (indicate currency)** | **Annual contract value****(indicate currency)** | **Name of customer** | **Dates (start/end)** | **Relevant service area** |
|  |  |  |  |  |  |  |
| **Detailed description of project** | **Type and scope of services provided** |
|  |  |

# PRICING INFORMATION

Please complete the following table with details of your daily rates for different roles. Only complete the rows where you have provided details of relevant skills and experience that supports them. Please note that your rates need to be fixed for a minimum of one year. Please also indicate any formula or index that you would use to change the rates over time. Suppliers will be able to bid and invoice for individual services undertaken in either pound sterling or euro.

**Please only use the roles given below and do not alter the table.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Day rate****for assignments in Reading and Bologna****(in £ or €, please indicate)** | **Formula or index to be used for change in the rates beyond the initial year.** | **Any discounts offered (e.g. volumes)** |
| **Director** |  |  |  |
| **Senior Associate** |  |
| **Associate / Senior Manager** |  |
| **Manager** |  |
| **Senior Engineer** |  |
| **Engineer** |  |
| **Lead designer** |  |
| **Designer** |  |
| **Senior analyst** |  |
| **Analyst** |  |
| **Technician** |  |

Please provide details of how travel expenses would be applied to meetings at both locations.

|  |
| --- |
| **Travel expenses** |
| **Reading**  **How applied:** | **Bologna** **How applied:** |
|  |  |

# TERMS AND CONDITIONS

Please confirm by clicking the box below that you agree to the Terms and Conditions at Annex 2 of the RFP.

[ ]  Yes, we confirm

# STATEMENT

I, the undersigned, the authorised signatory of the above entity submitting the proposal, hereby declare that we have examined the RFP documents and are fully aware that if we are accepted to the pre-approved list, any future contract assignments will be executed in accordance with the conditions laid in this RFP and based on our proposal and acceptance to Terms and Conditions in Annex 2 of the RFP.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |