

**INVITATION TO TENDER**

**ECMWF/ITT/2019/BOND16**

**PROCUREMENT OF ELECTRICITY**

**at ECMWF, Tecnopolo di Bologna, Bologna, Italy**

**Volume II:**

**Specification of Requirements**

**12 JULY 2019**

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# Background

## Definitions

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

Acceptance Date	the date or dates on which the system testing has been successfully completed in line with Appendix 1 of this Volume II and accepted by ECMWF
Agreement	Terms and conditions agreed between ECMWF and the Contractor
Contract	the documents defining the Parties' rights and obligations comprising the Agreement, ECMWF's Letter of Acceptance of Tender, the ITT Documentation and the Contractor's Tender
Centre	ECMWF
Contractor	successful Tenderer
Start Date	the dates, as specified in the Agreement, or on a Purchase Order, on which the Contractor shall begin to supply Energy to the ECMWF Site of in Bologna
e-Auction	Competitive bidding process facilitated through a live online environment
ECMWF	European Centre for Medium-Range Weather Forecasts
Green Energy	the energy that comes 100% renewable or sustainable sources such as sunlight, wind, rain, tides, plants, algae and geothermal heat
Brown Energy	the energy that comes from polluting sources such as fossil fuels
High Performance Computer Facility (HPCF)	super-computing facility used to produce weather forecasts and scientific research
ITT	this Invitation To Tender
Preferred Bidder	the Tenderer(s) selected by ECMWF to participate in contract negotiations with ECMWF
Requirement	a singular documented physical or functional need that a design, product or process aims to meet
Services	all the services listed in the Specification or on a Purchase Order, to be provided by the successful tenderer to ECMWF under this Contract
Specification	Requirements for the supply of Energy as specified in Appendix 1
Tender	a response to this ITT including pricing submitted through e-Auction
Tenderer	an organisation bidding for this ITT

You	the recipient of this ITT, a prospective “Tenderer”
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## 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 Tenderers for the procurement of Green Energy. ECMWF is an independent intergovernmental organisation supported by 34 States. Information on ECMWF's activities can be found at:

<https://www.ecmwf.int/en/about>

## ECMWF's new data centre

In June 2017 ECMWF Member States approved the proposal by the Italian Government and the Emilia Romagna Region to host ECMWF's new data centre in Bologna. The new data centre is currently being built on the site of the new Tecnopolo di Bologna campus that is redeveloping the unused buildings and grounds of a former tobacco factory. ECMWF's headquarters are to remain in the UK. Details about the new data centre can be found here:

<https://www.ecmwf.int/en/about/media-centre/press-kit-bologna-host-ECMWFs-new-data-centre>

ECMWF expects the Bologna data centre will be run with a small staff complement, that includes a 24 hour a day, 7 days a week, 365 days a year (24x7x365) operations team responsible for the monitoring of the infrastructure.

## Scope of the ITT

The purpose of this Invitation to Tender (ITT) is for ECMWF to enter into a contract for the supply, of Green Energy to support the whole ECMWF's facility at Tecnopolo di Bologna, Via Stalingrado, Bologna, Italy from late 2019 onwards.

The scope of this ITT will include:

- 18 month supply of Green Energy at ECMWF's facility at Tecnopolo di Bologna;
- Provision of a Contract example compliant with ECMWF;
- Provision of customer support services;
- Provision of monthly invoicing and reporting related to Green Energy consumption and any additional cost components;

## ITT timetable

ECMWF envisages the following timetable for this ITT<sup>1</sup>:

Date	Description
12 July 2019	Date for release of Pre-qualification document by ECMWF
18 July 2019	Clarifications close
22 July 2019	10:00 local UK time - Closing date for receipt of Pre-qualification document response
22-26 July 2019	Evaluation of Pre-qualification responses and contractual terms. Definition of suppliers list to be invited to e-Auction
29 July 2019	Preferred tenderers notified and invited to an e-Auction
31 July 2019	Date of test for e-Auction (optional Tenderer participation)
1 August 2019	e-Auction at 11:00 GMT (local UK time)
Mid August 2019	Signing of the Contract
21 November 2019	Supply Start Date

**Table 1: Envisaged timeline for this ITT**

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<sup>1</sup> ECMWF reserves the right to amend these dates at any point. If ECMWF decides to amend any of the dates or milestones portrayed above then it shall notify the Suppliers who have expressed an interest or Tenderers via the eProcurement portal.

## Evaluation criteria

Tenderers will be evaluated on the following criteria:

**Stage 1.:** Pre-Qualification phase based on documents listed below:

- Responses provided in Volume IA Tender Submission Form
- Responses provided to this Volume II (including the appendixes)
- High level review of proposed contract terms

**Stage 2.:** e-Auction phase (through a separate online portal):

- Competitiveness of the rates provided

ECMWF reserves the right to use information other than that provided by the Tenderers in its evaluation.

## Selection process steps

The selection process will be split into two stages:

1. The first stage of the evaluation will be based on the information provided in Volume IA Tender Submission Form, on the responses to “Appendix 2 Pre-Qualification Questionnaire” of this Volume II document and on the contract example provided. This will determine a shortlist of Tenderers for consideration for the second stage. Tenderers who are not shortlisted to stage two will not be considered further for this ITT.
2. All shortlisted Tenderers will be invited to take part in a reverse e-Auction for the energy price. Log in details to an e-Auction platform will be distributed in advance to shortlisted tenderers only.

In order to ensure all shortlisted Tenderers are familiar with use of the e-Auction platform ECMWF will organise a test date. The test session will be designed to allow tenderers to test all functionalities of the platform.

The e-Auction will take place at 11:00 GMT (UK time) on the date specified in the timeline above. Tenderers must ensure they have logged in to the platform ahead time. The reverse auction will last 35 minutes. During the e-Auction Tenderers will be able to view their position in relation to the competitors and the value offered by the highest bidder.

Following the e-Auction, ECMWF will open final contract negotiations with the most competitive Tenderer(s). If a final agreement is not reached with a Tenderer within the specified timeline, ECMWF reserves the right to call a second e-Auction.

ECMWF reserves the right to negotiate with one or more Tenderers before taking a decision on awarding the Contract. Within one (1) month following the notification of award of the Contract, the unsuccessful Tenderer may request, in writing, feedback from ECMWF on the evaluation of the Tenderer’s Tender submission<sup>2</sup>.

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<sup>2</sup> It is at ECMWF’s sole discretion if, following any request from a Tenderer, it provides feedback on the Tenderer on their Tender submission

In no way the participation to the Reverse e-Auction process implies the assignment of the supply. The decision to award will be made by ECMWF based on the evaluation criteria above and communicated in due course.

## ECMWF Questions during Evaluation

During the evaluation of Tenders, ECMWF reserves the right to ask questions to clarify aspects of Tenderers' submissions. ECMWF will expect Tenderers to answer such questions promptly (normally with one business day of receipt). ECMWF will address questions by email or via the ProContract eProcurement Portal to the contact you nominate in your Volume IA Tender Submission Form and you should ensure that your contact's emails and Portal access are monitored at all times during our evaluation.

## Organisation of this document

In accordance with the evaluation criteria and selection process steps listed in the previous section, the remainder of this ITT is organised as follows:

- Tender Requirement Instructions;
- Appendix 1 Forecast of Energy yearly consumption
- Appendix 2 Pre-Qualification Questionnaire
- Appendix 3 Charges breakdown

## Tender Requirement Instructions

Tenderers should note that they need to ensure that Requirements are fully addressed, since a partial response may not be considered or evaluated. This includes the Requirements present in this section, in the appendices and in the embedded Excel spreadsheets.

In this document, Requirements are categorised by the bold notations **M**, **D** or **R** to the left of the pertinent section.

<b>Requirement category</b>	<b>Definition</b>
<b>M</b>	denotes a MANDATORY Requirement: a Requirement that must be adhered to, or a performance Requirement that must be met in order that the tendered solution can be accepted by ECMWF. ECMWF will not consider a tendered solution that fails to meet a mandatory specification Requirement (marked M) unless the tenderer offers valid reasons why the feature in question is either unnecessary for, or irrelevant to, the tendered solution or is deemed as an improvement over that specified.
<b>D</b>	denotes a DESIRABLE feature. The extent to which any tender offers features listed as desirable (marked D) will be one of the factors taken into account in selecting the winning tender. If offered, the feature must be included in the overall price for the Works.
<b>R</b>	denotes a REQUEST for information. A response must be given to all such requests. Requests for information (marked R) are intended to provide a description of the construction, philosophy, operation and the cost implications of the tendered solution

	in areas that are regarded as being of particular importance. A clear response to such requests will be of assistance to ECMWF in the tender evaluation process.
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**Table 2: Categories of Requirements**

With regard to the Tenderer’s ability to accommodate the Requirements, the Tenderer must use the following schema for completing the **Detailed Description** and **Self-Score** columns:

1. When populating the **Detailed Description** columns, Tenderers should note that, where relevant, when addressing that a Requirement is met, tenderers must give minimum sufficient detail to explain the way in which the Requirement is met - a simple expression, such as “compliant” or “agreed”, will not normally suffice.
  - Unless stated otherwise, the Detailed Description should be no longer than 250 words. Where word counts above 250 words are allowed, the higher limit will be clearly stated. Any text above the maximum specified word count will not be evaluated.
  - Attachments/Annexes should not be submitted, unless the Requirement expressly requests or authorises their submission.
  - Tenderers are reminded that referencing web sites or providing hyperlinks does not provide an acceptable means of informing their submission. Any references of these types will be ignored and will not be evaluated.
  
2. Any additional features not listed in the ITT as Requirements, but which the tenderer feels may be relevant, should be clearly identified and supported by descriptive material.
  - Note that ECMWF seeks focused responses, rather than responses which include a significant amount of standard marketing material. If you wish to include marketing material in your proposal documentation set, it should be provided as discrete documents and limited to only marketing material which is directly relevant to the response and marked as "Marketing Material". ECMWF reserve the right not to evaluate Marketing Material if it deems it to be irrelevant.
  
3. When populating the **Self-Score** column, the Tenderer must self-score following the definitions in the table below to provide an indication of compliance with the Requirement

<b>Self-Score Value</b>	<b>Definition</b>
3	Tenderer fully meets or exceeds the ECMWF Requirement.
2	Tenderer partially meets the ECMWF Requirement. The Requirement will be met as part of a future commitment.  In the Detailed Description column, describe how the Requirement will be fully met. Specify, where applicable, associated timescale and cost.

1	<p>Tender does not meet the ECMWF Requirement at the time of response. The Requirement will be met as part of a future commitment.</p> <p>In the Detailed Description column, describe how the Requirement will be fully met. Specify, where applicable, associated timescale and cost.</p>
0	Tenderer cannot meet the ECMWF Requirement.

**Table 3: Self-scoring values and definitions**

Self-Scores will be validated by ECMWF to ensure they have been completed accurately. Where ECMWF's assessment is different to the Tenderer's Self-Score, ECMWF may ask the Tenderer to review and justify its Self-Score.

Tenderers must address the Requirements listed in the table below together with the Requirements listed in the Appendixes.

<b>Tender Requirement</b>			
<b>Requirement number</b>	<b>Requirement</b>	<b>Detailed Description</b>	<b>Self-Score</b>
<b>M(1)</b>	<p>Tenderers must ensure that all Requirements in this ITT are addressed and a response, in electronic format, is posted to ECMWF's eProcurement Portal prior to the deadline; partial responses will not be considered.</p> <p>N.B. efforts have been made to remove duplicate Requirements, where this may occur, please still address the Requirement and/or reference your first response.</p>		
<b>M(2)</b>	Tender documentation must be written in English.		

Tenderers should note that responses to all Requirements specified in Volumes I and II of this ITT must be submitted by the Tender Closing Date.

## Appendix 1 Forecast of Energy yearly consumption

Please see file:

File name
ITT_BOND16 Volume II Appendix 1 – Forecast of Energy yearly consumption

## Appendix 2 Pre-Qualification Questionnaire

### A2.1. Compliance with Requirements

Overall understanding of scope of works			
Requirement number	Requirement	Detailed Description	Self-Score
M(3)	Tenderers must confirm that they have read and understood and accept all Requirements included in Appendix 1 Forecast of Energy yearly consumption.  Please note that all figures in Appendix 1 are indicative and provided for information only. This does not constitute any volume commitment.		
M(4)	Please confirm that you are able to propose an 18-months fixed electricity tariff for Green Energy.		
M(5)	Please confirm your availability to participate in eAuction on the advertised date and time. Tenderers will be expected to provide their pricing for Green Energy through a reverse e-Auction.		
M(6)	Please provide a summary of how your organisation and how you can support ECMWF for the duration of the contract. Please keep your answer focused and specific to the scope of work. You may provide your response in a separate attachment which should be limited to 1 page.		

Compliance with Energy required consumption (type and volumes)			
Requirement number	Requirement	Detailed Description	Self-Score
M(7)	Please confirm your ability in supplying Green Energy and provide details on the different sources of your Green Energy (with related % of the total energy mix).		
M(8)	Please provide a detailed breakdown of all charges, in addition to the Energy cost, that will be included in the final invoice to ECWMF (i.e Energy-raw material,		

	System charges, Distribution duties, etc). To provide this information please fill in the file named: "ITT_BOND16 Volume II Appendix 3 Charges Breakdown"		
D(9)	Please provide the cost difference between Brown and Green Energy (in %)  Note that this tender is for Green Energy only, however we would like to understand better the difference between Green and Brown Energy.		

## A2.2. Support

Ability to deliver a customized support			
Requirement number	Requirement	Detailed Description	Self-Score
M(10)	What structure do you propose to put in place to provide customer support to ECWMF both for transactional activities (contract, invoicing and reporting) and for daily operational tasks? Please be specific in including details about service		
M(11)	Please provide details of how meter reading will be facilitated. Are there any additional activities that you would expect ECWMF to undertake in relation to meter reading?		
M(12)	Please provide details of 3 similar clients that you are currently supplying energy to. Make sure you include details on Client name, project scope (type of energy and volumes), methodology, challenges and outcomes. This information can be provided as part of your response to Volume IA.		

## A2.3. Contract and Payment terms

Warranty, support and maintenance			
Requirement number	Requirement	Detailed Description	Self-Scoring
M(13)	Please provide as an attachment your proposed contract terms. Contracts in Italian will be accepted, however it is ECWMF's preference that an English version is also provided.		

M(14)	Please confirm that Tender Prices you will provide during the e-Auction (Phase 2) are valid for 2 weeks from the end of the e-Auction.		
M(15)	Please confirm that prices will be fixed and for 18 months from Start Date.		
M(16)	Please detail what would be the consequences to any changes in the Start Date.		
M(17)	ECMWF's standard payment terms are 30 days of invoice receipt. Please confirm that this is acceptable.		
M(18)	Please confirm that ECMWF will be billed on monthly basis for used energy. Should you wish to propose a different billing frequency, please provide details.		
M(19)	<p>Given ECMWF's special status as an intergovernmental organisation, it will be required that the proposed contract includes the following clauses with regard to Governing Law and Dispute Resolution:</p> <p><i>"GOVERNING LAW AND DISPUTE RESOLUTION</i></p> <p><i>1. The parties shall attempt to settle any dispute between them in an amicable manner and, if unsuccessful, first refer the dispute to proceedings under the International Chamber of Commerce's (ICC) Mediation Rules. If the dispute has not been settled pursuant to the said Rules within 45 days following the filing of a request for mediation or within such other period as the Parties may agree in writing, such dispute shall thereafter be finally settled under the ICC Rules of Arbitration by three (3) arbitrators appointed in accordance with the said ICC Rules of Arbitration. The Place of Mediation and Arbitration shall be London, England. The proceedings shall be in the English language.</i></p> <p><i>2. Nothing in the Contract shall be considered a waiver of any of the privileges and immunities vested in ECMWF by virtue of its Convention and Protocol.</i></p> <p><i>3. Recourse to regular courts of law, also in cases of injunctive relief, is excluded.</i></p> <p><i>4. It is the intention of the Parties that these T&amp;C shall comprehensively govern the legal relations between the Parties, without interference or contradiction by any unspecified law. Without prejudice to ECMWF's status as an Intergovernmental Organization, reference shall be made to the substantive Laws of England and Wales where:</i></p> <ul style="list-style-type: none"> <li><i>• A matter is not specifically covered by these T&amp;C; or</i></li> </ul>		

	<ul style="list-style-type: none"> <li>• <i>A provision of these T&amp;C is ambiguous or unclear.</i></li> </ul> <p>4. <i>The United Nations Conventions on Contracts for the International Sale of Goods shall not apply.</i>"</p> <p>This is to replace any clauses on governing law included in your standard contract.</p> <p>Please state your agreement to including the above in the proposed contract. If you are unable to agree to this condition, please provide comments and alternative wording.</p>		
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# Appendix 3 Charges breakdown

Please see file:

File name
ITT_BOND16 Volume II Appendix 3 – Charges breakdown