



Presentation of Procurement Procedures

to

Hungarian Enterprises

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EUMETSAT PROCUREMENTS

Have their origin in Article 26 (“Contracts”) of the Financial Rules forming part of the Basic Documents suite, accessible via the website www.eumetsat.int

Procurements are achieved through maximum use of open competition

Contracts are awarded to the contractor whose offer meets the requirements and is regarded the most advantageous as regards price, quality, running costs, technical/schedule performance and guarantees :

“Best Value for Money”



OPEN COMPETITION

Is performed within Member States, if competition is considered sufficient

The clear majority of work is performed in Member States

There are no geographical or industrial return rules

Open competition at lower tiers is healthy, and EUMETSAT's Invitations to Tender (ITTs) encourage this amongst sub-contractors and suppliers



BEST VALUE FOR MONEY

Trade-off between technical/managerial merit and price : this is performed by a Tender Evaluation Board (TEB)

Fixed price quotations (firm fixed or fixed with variation formula using consumer price indices)

Consultancies : Qualifications / Fixed daily rate



INDUSTRIAL FOCAL POINTS

The Industrial Focal Point (IFP) initiative was established in 1998 resulting from the Working Group on Procurement Procedures (Council Resolution EUM/C/98/Res.VI)

Each Member State has the opportunity to nominate an IFP Representative to attend annual discussions and briefings held at EUMETSAT on procurement matters

The IFP's role is to act as the liaison between EUMETSAT and their National industries to increase awareness of EUMETSAT procurement opportunities

Hungary has nominated Dr. Ferenc Dombai as its IFP Representative



LATEST PROCEDURE LEVELS & APPROVALS

Procedure 1 : procurements up to €500

Procedure 2 : procurements exceeding €500 up to K€100

Procedure 3 : procurements exceeding K€100 (which then automatically triggers the TEB process)

Procedure 4 : special cases such as banks, utilities, etc.

Council Approval must first be sought for any procurement action above M€1.5 or that is “novel or contentious”



ENQUIRIES & CONTRACTING

EUMETSAT issues 3 types of enquiry :

- Requests for Quotation (RfQ) in the case of a sole source supplier under Procedure 2
- Calls for Offer (CfO) when competition can be made under Procedure 2 (seeking at least 3 quotes)
- Invitations to Tender (ITT) under Procedure 3

Both Purchase Orders and Standard Clause Contracts are used

Consistent with Firm Fixed pricing, the maximum of risk is placed on the contractor regarding schedule, guarantees, etc.



TENDER EVALUATION BOARDS

Offers are evaluated according to defined criteria specified in the Special Tender Conditions (STCs), typically:

- Understanding of technical requirements
- Quality and Completeness of the offer
- Compliance with tender requirements
- Acceptance of draft contract terms
- Costing and price

An adjectival marking scheme is used (Perfect; Excellent; Very Good; Good; Fair; Recoverable; Irrecoverable) in order to stimulate debate and discussion in the evaluation process



HOW TO BID

All Invitations to Tender are accessed through EUMITS, EUMETSAT's web-based electronic ITT system

EUMETSAT does not yet accept offers electronically in response to its ITTs, bid packages are submitted in writing

Offers must be value-added in order to demonstrate a bidder's understanding of the requirements

Check STCs as these provide additional help and guidance



EUMITS

EUMITS was also established in 1998 to address a better, more efficient and cost effective way of making ITTs easily available to bidders

The latest release has improved features for inter-activity with bidders (e-mail prompts for deadlines, new ITT releases)

There are presently over 3,600 registered outside users

EUMITS has contributed greatly to increasing numbers of offers in response to procurement actions

The EUMETSAT home page has an Invitation to Tender banner prominently displayed



SERVICE STATUS INDICATOR

Legend | Detached

Met-9	0°	(SEVIRI)	■
Met-7	57°E	(IODC)	■
Metop-A			■

Valid for: 09.01.2009 13:43 UTC

- NEWS**
- Oman signs IODC licence agreement
January 5, 2009
 - Poland and EUMETSAT
December 16, 2008
 - Start of EARS-ASCAT service on EUMETCast
December 11, 2008
 - Jason-2 Operational Geophysical Data Record on EUMETCast
December 11, 2008
- [View All](#)

- PRESS RELEASES**
- Latvia signs accession agreement with EUMETSAT
December 17, 2008
- [View All](#)

- ANNOUNCEMENTS**
- 36th Meeting of the Coordination Group for Meteorological Satellites (CGMS)
 - 2009 EUMETSAT Meteorological Satellite Conference
- [View All](#)
- Technical Requirements for this Site
 - EUMETSAT Basic Documents
 - Data Policy
 - Council Resolutions

Welcome to EUMETSAT

Snow and low clouds in Central Europe. [Larger version.](#)
 Meteosat-9 Night-time Microphysics RGB - 06/01/09 10:00 UTC. [Archive of Images](#)

FOCUS ON

End of year message
EUMETSAT's Director-General, Dr. Lars Prahm, reflects on a very successful 2008 and looks forward to the New Year.

Jason-2 begins routine oceanography mission
In mid-December, instruments on board Jason-2 began disseminating the first near-real-time Operational Geophysical Data Record (OGDR) data to all users on a regular basis. This marked the beginning of the routine oceanography mission of the Jason-2 altimetry satellite.

Poland and EUMETSAT
Poland will become a full Member State in EUMETSAT in 2009. EUMETSAT is encouraging all Cooperating States to become Member States so its membership mirrors that of the European Union.

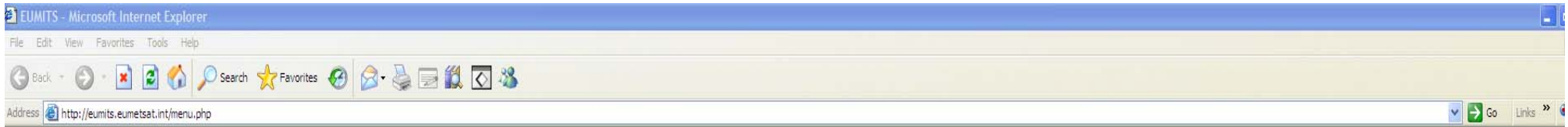
ASCAT Level 2 Soil Moisture Operational
EUMETSAT is pleased to announce that on 11 December 2008 the Advanced SCATterometer (ASCAT) Soil Moisture service was declared operational. This event is the result of a very successful collaboration between EUMETSAT and the Institute of Photogrammetry and Remote Sensing, Vienna University of Technology, Austria.

- WHAT'S NEW**
- PRODUCT NAVIGATOR
 - SATELLITE APPLICATION FACILITIES (SAFs)
 - VACANCIES AT EUMETSAT
 - BUSINESS WITH EUMETSAT
 - LOG IN

Real-time images
[click here](#)

Product Navigator

EUMETCast-Europe
Transition to EURO-BIRD-97M



EUMETSAT's Invitation to Tender System (EUMITS)

Should you not already have done so, please create an account in order to get full access to the system.

- [Login To EUMITS](#)
- [Create Account](#)
- [View Current Invitations To Tender](#)
- [View Intended Invitations To Tender](#)
- [Doing Business with EUMETSAT via EUMITS](#)
- [EUMITS User Guide](#)

Enquiries to be addressed to the EUMITS Document Administrator via:

Fax: +49 6151 807 829
Email: eumits@eumetsat.int



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Address: http://eumits.eumetsat.int/user_register.php

New User Account

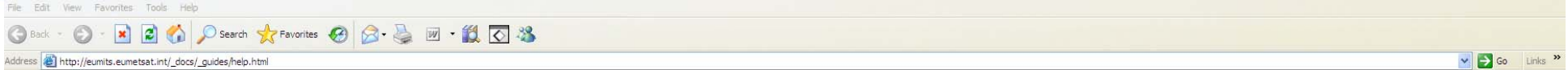
[Please read the EUMITS User Guide](#)

All fields marked with an * are mandatory

Title: *	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	Username: *	<input type="text"/>
First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>
E-mail: *	<input type="text"/>	E-mail Notification: *	<input checked="" type="checkbox"/> [Check All] <input type="checkbox"/> Upon Release of New ITT <input type="checkbox"/> Upon Closure of ITT <input type="checkbox"/> Upon Registration & De-registration of Intention to Bid <input type="checkbox"/> Upon Question & Answer <input type="checkbox"/> Upon Extension of ITT Closing Date <input type="checkbox"/> Upon Release of Additional Information
Company Name: *	<input type="text"/>	Company Skills: *	<input type="checkbox"/> Consultancy Support <input type="checkbox"/> Data Processing <input type="checkbox"/> Flight Dynamics <input type="checkbox"/> Hardware <input type="checkbox"/> Image Processing Algorithms <input type="checkbox"/> Maintenance <input type="checkbox"/> Meteorological Studies
Address: *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Phone No: (Incl. code) *	<input type="text"/>
Post Code: *	<input type="text"/>	Fax No: (Incl. code)	<input type="text"/>
Country: *	-- choose country --	Web Site URL:	<input type="text"/>
Other Country:	<input type="text"/>		
Additional Details:	<input type="text"/>		

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Last update: 25 January 2005

EUMITS User Guide

- [How do I access EUMITS](#)
- [Registering with EUMITS](#)
- [View Invitations To Tender](#)
- [View Intended Invitations To Tender](#)
- [View Pre-release Information](#)
- [Modify Account Details](#)
- [Experiencing problems?](#)

How do I access EUMITS

Access can be gained through <http://www.eumetsat.int/>

and by navigating to EUMITS in the Announcements or by going directly to the following website:

<http://www.eumetsat.int/eumits/>

To make optimum use of EUMITS it is essential that you use Netscape Navigator 4.7 or higher, or Internet Explorer 5.0 or higher.

You must also have JavaScript enabled in your browser. If you are not sure about this, please contact your technical support staff to assist you.

All documents in EUMITS are stored in Adobe PDF format. To be able to view this format you need the Adobe Acrobat Reader version 3.0 or higher. It is available free for all versions of Microsoft Windows, Apple Macintosh, and a number of varieties of UNIX. For more information refer to the Adobe site, or click on the "Get Acrobat" icon.

If all of the above points are correct and you are still experiencing problems accessing EUMITS, please send an email to eumits@eumetsat.int detailing your:

- Operating system
- Browser make and version
- The point at which you experienced the problem, e.g. 'logging in', 'extracting zip file ITT No. .../.....'
- The approximate time.

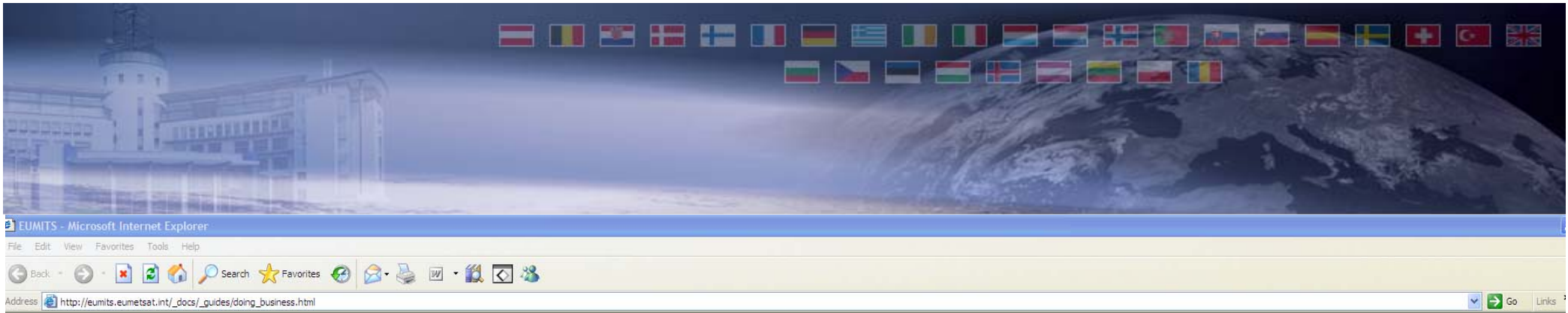
Non Registered User

Non registered users do not get full access to EUMITS. As a non registered user you will be able to see a list of the current and intended ITTs, but will not be able to download any of the associated documents.

Registered User

Registered users will have full access to the system which will allow you to view prerelease information, download the related ITT documents, modify your account, view the questions and answers and register your intention to bid.





Last update: 6 March 2003

HOW TO DO BUSINESS WITH EUMETSAT VIA EUMITS

Introduction

EUMETSAT's competitive Invitations to Tender (ITTs) are open to offers from any firms or institutions of the Member States of EUMETSAT. Offers from bodies outside the Member States are only acceptable in exceptional cases and when this is the case it will be explicitly mentioned in the cover letter by EUMETSAT.

With the general utilisation of Internet, procurement actions will only be published via EUMITS. Should a potential bidder not have access to the Internet, they are requested to contact EUMETSAT in order that an alternative solution can be found.

To gain access to EUMITS - <http://www.eumetsat.int/eumits/>

EUMETSAT requires registration of users as individual persons. One or several persons can represent one company but each person will, in any event, have to be registered. A user name and password will be required for each individual user. Please refer to the EUMITS User Guide for further information on registering.

No further action is required to be registered with EUMETSAT as a potential bidder. However to gain knowledge about a company, it would be helpful to receive a company description/brochure/annual report.

Please refer to the User Guide for instructions on how to register and how to use EUMITS.

EUMITS Online Help

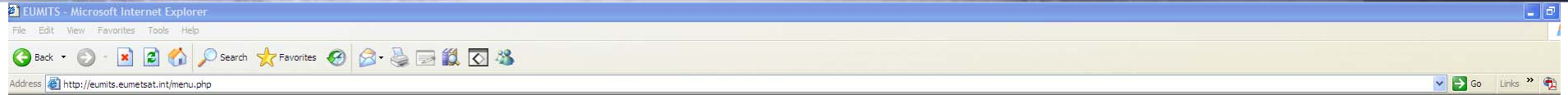
If you have any problems or questions about EUMITS you can send a message to the System Administrator via email: eumits@eumetsat.int

Invitations to Tender (ITTs)

The list will contain all ITTs open to bid. Please note that the due date and time for receipt of offers is of the utmost importance. Offers cannot be received via the EUMITS link or via the Internet.

Bidders should inform EUMETSAT of their intention to bid via the hyperlink "Register" in the Intention to Bid section. This is to ensure that any further communication concerning that specific ITT is forwarded to the Bidder and that EUMETSAT can check that the proposal is actually received.

Note: Kindly ensure that only one designated person registers a company's intention to bid, thus avoiding multiple intentions from the same company being received.



- [View Current Invitations To Tender](#)
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- [EUMITS User Guide](#)
- [General Documents](#)

Enquiries to be addressed to the EUMITS Document Administrator via:

Fax: +49 6151 807 829
Email: sumtvs@eumetsat.int



Current ITTs

Ref.	Title	Closing Date		
08/961	Provision of an IP Virtual Private Network (IP VPN)	12 Feb 2009 1200 hrs	New	
08/962	Publications Assistant for the Communication and Information Services Division	04 Feb 2009 1400 hrs	New	
08/959	User Support Analyst (Hardware Support)	03 Feb 2009 1400 hrs		
08/960	Scientific Software Implementation Engineering Support	30 Jan 2009 1400 hrs		
08/958	User Service Support (part-time)	27 Jan 2009 1400 hrs		
08/957	Ground Stations Maintenance Engineering Support	14 Jan 2009 1400 hrs		
08/956	Configuration Control Support in Operations (2 positions)	12 Jan 2009 1400 hrs		
08/955	Communications and Network Engineering Support for Operations	12 Jan 2009 1400 hrs		

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Fax: +49 6151 807 829
 Email: eumits@eumetsat.int



ITT Details

Ref.: 08/962
Title: Publications Assistant for the Communication and Information Services Division
Summary: The required support covers a wide range of activities in the area of Publications support, including coordination of brochures and other communication related production projects.
Contracts Officer: Gladys Dupuis
Opening Date: 19 Dec 2008
Closing Date: 04 Feb 2009 1400 hrs

Specific Documents:

Document Name	Size	Status
Cover Letter	16 KB	New
Draft Contract	21 KB	New
Special Tender Conditions	17 KB	New
Statement of Work	30 KB	New
Zip file package	58 KB	

General Documents:

Document Name	Size	Status
General Conditions of Contract	113 KB	New
General Conditions of Tender	82 KB	New
Provisions on Travel Expenses	19 KB	New
Confidentiality Undertaking	18 KB	New
VAT Exemption Form	73 KB	New
Zip file package	250 KB	

Pre-Release Information: X
Additional Information: X

Questions and Answers: No questions have been raised for this ITT
Deadline for Questions: 12 Jan 2009
[Ask a Question](#)

Intention to Bid: [Register](#)

- Information Available
- Register an Intention to Bid
- Send a Question
- No Information Available
- De-register an Intention to Bid



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EUM/COS/LET/08/2841
17 December 2008



ITT 08/962 Publications Assistant for the Communication and Information Services Division

All Potential Bidders

**Subject: EUMETSAT INVITATION TO TENDER (ITT) No. 08/962
Publications Assistant for the Communication and Information
Services Division**

Dear Sir/Madam,

EUMETSAT invites competitive tenders for the above referenced activity.

All applicable documents are listed under Specific Documents and General Documents.

Clicking on the hyperlink "Register Intention to Bid" will send a message to the EUMITS administrator that you intend to bid for this ITT.

Any questions concerning this ITT should be addressed via the EUMITS link "Ask a Question", noting that each question should be submitted separately, no later than 12 January 2009. All relevant questions and answers will be published on EUMITS.

Your offer and all supporting documents must reach EUMETSAT for the attention of Mrs. Gladys Dupuis at the following address no later than **1400 hours on Wednesday, 4 February 2009**:

EUMETSAT
Contracts Division
Mrs. Gladys Dupuis (ITT No. 08/962)
Am Kavalleriesand 31
D-64295 Darmstadt
Germany

Tenderers shall provide **1 original and 3 copies** of the proposal.

Issued on 19 December 2008 by the authority of:

William Seymour
Head of Contracts



Draft contract ITT 06/902

CONTRACT

EUM/CO/<...>/<...>

Between

The European Organization for the
Exploitation of Meteorological Satellites
(EUMETSAT)
Am Kavalleriesand 31
D-64295 Darmstadt
Federal Republic of Germany

represented by

and

<Company>

represented by
(hereafter called "the Contractor")

the following has been agreed:

Article 1

Subject, Applicable Documents:

1. This contract sets up the framework for the Contractor's work with respect to the ...
2. The Contractor shall execute the work to be performed in accordance with the following documents listed in order of precedence in case of conflict:
 - This contract
 - EUMETSAT General Conditions of Contract (EUM/COL/DOC/00/00411)(Annex I)
 - EUMETSAT Statement of Work <...> dated <...> (Annex II)
 - Each work package released.
 - The Contractor's proposal ref <...> not annexed hereto, but known to both parties and an integral part of this contract.



SPECIAL TENDER CONDITIONS

These Special Tender Conditions are complementary to EUMETSAT's General Conditions of Tender. In case of conflict between the General Conditions of Tender and these Special Tender Conditions, the latter shall prevail.

1. Any discussion of the technical issues related to the Statement of Work (SOW) shall not exceed 4 pages.
2. The bid should describe the experience and qualifications of the proposed key persons. Curriculum vitae for all proposed key persons shall illustrate the specific skills relevant to this proposal. The bidder's attention is drawn to the important role that the curriculum vitae plays in the evaluation. Furthermore a list of relevant references regarding former employment or consultancies shall, if possible, be provided.
3. The requirement is for one full time consultant to work at EUMETSAT with a start date foreseen of March 2009 for a duration of one year. Two options to extend the activities for a further period of one year each shall form part of the contract. Kindly indicate the earliest date of availability.
4. The bid shall include a firm fixed daily fee in Euro applicable to the work to be performed for the duration of the contract. A firm fixed daily fee in Euro shall also be provided for the possible options.
5. Article 12.2 of the draft contract implies that the Contractor must ensure that the key person(s) will be employed by the Contractor for the duration of the contract. The bid shall state compliance with this requirement, or, if it is not possible, shall suggest alternative phrasing which will accommodate as far as possible EUMETSAT's need for continuity of the work without committing EUMETSAT to possible future unknown persons.
6. EUMETSAT reserves the right to conduct interviews with the proposed key persons. Interviews are planned to take place during the course of week 7. Travel costs will be reimbursed in accordance with Article 1 of EUMETSAT's Provisions on Travel Expenses and, should an overnight stay be necessary, subsistence allowance will be paid as per the mentioned provisions. **For reimbursement of travel costs, make sure that original receipts (e.g. flight tickets, boarding passes) are provided with the invoice and sent to the Accounting Officer.**
7. EUMETSAT expects that the skill base of the key person will be maintained and developed through appropriate training. The bidder shall explain its training policy in order to ensure that this skill base is maintained and developed in the dynamic and demanding field of this activity. Actual training costs shall be paid by the consultancy firm whereas agreed periods of absence for training will attract the normal daily fee defined in the contract.

A separate section in the offer shall be devoted to this topic where the bidder shall also explain the direction of the development foreseen for the key person.



***Statement of Work for Publications
Assistant in CIS***

Doc.No. : EUM/CIS/SOW/08/0778
Issue : V2
Date : 18 December 2008

EUMETSAT
Am Kavalleriesand 31, D-64295 Darmstadt, Germany
Tel: +49 6151 807-7
Fax: +49 6151 807 555
<http://www.eumetsat.int>



General Documents

Documents:	Size
General Conditions of Contract	113 KB
General Conditions of Tender	82 KB
Conditions Générales de Contrat	120 KB
Invoice Requirements	19 KB
General Conditions of Purchase	22 KB
Allgemeine Einkaufsbedingungen	23 KB
Provisions on Travel Expenses	19 KB
Confidentiality Undertaking	18 KB
Work Package Example	30 KB
Mission Application Form	20 KB
Contract Change Notice	15 KB
VAT Exemption Form	73 KB
Consultant Introduction Checklist	30 KB

Enquiries to be addressed to the EUMETSAT Document Administrator via:

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Intended ITTs

Ref.	Title	Opening Date	
08911	EUMETSAT Reference User Station	4th quarter 2008	

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ITT Details

Ref.:	08911
Title:	EUMETSAT Reference User Station
Summary:	Provision of an HRPT antenna to be used as METOP Reference User Station. This antenna will be located at EUMETSAT/Darmstadt.
Contracts Officer:	Thierry Bernard
Opening Date:	4th quarter 2008
Pre-Release Information:	✗

 Information Available  No Information Available



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Email: eumits@eumetsat.int



Address http://www.eumetsat.int/Home/Main/What_We_Do/Satellites/Future_Satellites/Meteosat_Third_Generation/index.html?l=en

EUMETSAT Monitoring weather and climate from space

WHO WE ARE | WHAT WE DO | ACCESS TO DATA | IMAGE GALLERY | PUBLICATIONS | MEDIA

Home > What We Do > Satellites > Future Satellites > Meteosat Third Generation

SEARCH GO

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Meteosat Third Generation (MTG)

Toward MTG - METEOSAT THIRD GENERATION



The **Meteosat Second Generation (MSG)** system is the primary European source of geostationary observations over Europe and Africa. MSG is one of the key EUMETSAT contributions to the Global Observing System (GOS) of the World Meteorological Organisation (WMO). The series of four MSG satellites will deliver observations and services until 2018 with the high level of availability expected from an operational system.

Considering the long development cycle for a new observational space system, the definition and the planning for a Meteosat Third Generation (MTG) system is underway. MTG components providing continuity of MSG services need to be available around 2015, before the end of the nominal lifetime of MSG.

MTG preparatory activities started end of 2000 in cooperation with the European Space Agency (ESA), following the decision of the EUMETSAT Council to proceed with a **Post-MSG User Consultation Process**. The process is aimed at capturing the foreseeable needs of users of EUMETSAT's satellite data in the 2015-2025 timeframe.

Prioritised high level user-driven needs are taken as inputs for MTG definition studies (pre-phase A) jointly planned by ESA and EUMETSAT, the ultimate objective being to establish **MTG Mission Requirements**. More than 50 leading experts in a variety of disciplines are involved, representing operational and research organisations from Europe, the United States and other international partners, as well as WMO.

The first major output is a documented set of traceable high-level user needs and priorities endorsed by EUMETSAT Delegate Bodies. Their definition is driven by the EUMETSAT Customers' long-term strategic objectives, namely the most business-critical improvements to meteorological and environmental services to be achieved in the 2015-2025 timeframe. The main customers include National Meteorological Services and other operational organisations from EUMETSAT Member States, the European Centre for Medium-Range Weather Forecasts (ECMWF) and EUMETNET.



The second major output is the identification of candidate observing techniques and preliminary assessment of their capabilities and suitability to satisfy the user needs. This is achieved as a result of a dialogue between users and remote sensing and satellite experts involved in the user consultation process.

Users that were involved in the MTG Pre-phase A activities will continue to be involved in the definition of the MTG mission and system through phase A.

Further activities toward the definition, development and implementation of the MTG system are planned according to the **MTG Reference Planning**. This planning is consistent with the 2015 need date for the first MTG satellite.



- NEWS**
- October 22, 2008
 - ▶ **MTG Industry Briefing, 22 October 2008**

The MTG Industry Briefing took place on 22nd October at EUMETSAT Headquarters in Darmstadt, Germany.
 - September 2, 2008
 - ▶ **Sixth MTG Mission Team Meeting**

The Sixth MTG Mission Team Meeting took place on 17 - 18 June 2008 at ESA/ESTEC, Noordwijk, The Netherlands

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- RELATED LINKS**
- ▶ [MTG Extranet](#)

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