



**Subject: Invitation to tender in open procedure No. SATCEN-OP-03/18 – “Framework Contract for the Supply of geospatial products for the Copernicus Service in Support to EU External Action” - Contract notice 2018/S 200-453474**

16 October 2018

Dear Sir/Madam,

1. The European Union Satellite Centre, hereinafter referred as “SatCen”, is planning to award the public contract referred above.
2. If you are interested in bidding for this contract, please submit a signed tender in English, to the following address:

European Union Satellite Centre  
Avenida de Cádiz, Ed. 457  
Base Aérea de Torrejón  
E-28850 Torrejón de Ardoz  
Madrid,  
SPAIN  
For the attention of Adrian Sanchez

3. You may submit your tender:
  - a) **By express courier** (the fastest service available), posted not later than **16/11/2018, 23:59 h CET**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip. SatCen appreciates to be informed about the details of dispatch of the tender (date and the courier service used). You may do so to the following email address: [procurement.sea@satcen.europa.eu](mailto:procurement.sea@satcen.europa.eu).
  - b) **By hand** (in person or by an authorised representative) to the SatCen’s Reception Desk at the ground floor at the address indicated in point 2, not later than **16/11/2018, 16:00 h CET**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official who took delivery at the SatCen’s registry. The registry is opened from Monday to Friday, from 09:00 to 16:00, and closed on Saturdays, Sundays and official holidays. Should tenderers opt to deliver the tender by hand, they must send prior notice, at least 24 hours in advance, to the following email address: [procurement.sea@satcen.europa.eu](mailto:procurement.sea@satcen.europa.eu).

4. Tenders shall be submitted in accordance with the **double envelopes system**, consisting of the outer envelope (or parcel) and four inner envelopes. The **outer envelope** (or parcel) should be sealed with adhesive tape and signed across the seal and be marked as follows:

- The Procurement reference: SATCEN-OP-03/18
- Contract title: “Framework Contract for Supply of geospatial products for the Copernicus Service in Support to EU External Action”
- The name of the Economic Operator submitting the tender, either individually or on behalf of a consortium or grouping
- The indication “Tender - Not to be opened by the internal mail service”
- The address for submission of tenders (as specified in point 2 above)
- The date of submission, which shall be legible on the outer envelope

The outer envelope (or parcel) must contain **four inner envelopes**.

Each of these envelopes must clearly indicate their content (“Envelope 1 – Administrative Part”; “Envelope 2 – Technical Offer”; “Envelope 3 – Financial Offer” and “Envelope 4 – Digital Copy”).

Further information on how to structure the tender is provided in Section 5.1 of the Tender Specifications.

5. It is important that tenders are presented in the correct format and include all documents necessary to enable the evaluation committee to assess them properly. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

6. Tenders must:

- a) Be signed by a duly authorised representative of the Tenderer.
- b) Be perfectly legible in order to leave no doubts as to the terms and figures stated.
- c) Be drawn up using the forms, the templates and tables provided therein.

7. The period of validity of the tenders during which the tenderer may not modify the terms of its offer in any respect is 3 months from the deadline stipulated in point 3 above.

8. The submission of a tender implies the acceptance of the terms and conditions set out in this invitation and its annexes and, where appropriate, a waiver of the tenderer’s own general or specific terms and conditions. A submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

9. Contacts between the contracting authority and the tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date for submission of tenders:

- a) Potential tenderers may request clarifications with regard to the tender documents and the nature of the Contract. The requests for additional information may be made in writing only to the following e-mail address: [procurement.sea@satcen.europa.eu](mailto:procurement.sea@satcen.europa.eu).



- b) Requests for additional information received less than six working days before the closing date for submission of tenders will not be processed (for practical reasons).
- c) Both the requests for clarifications or for additional information and the responses provided by the SatCen will be published on the SatCen Website, at <https://www.satcen.europa.eu/Procurement/ongoing-calls-tender>.
- d) SatCen may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the procurement documents. This information will be published on the SatCen website. The website will be updated regularly and it is the Tenderer's responsibility to check for updates and modifications during the tendering period.

#### After the opening of the tenders

If clarification is requested or if obvious clerical errors in the tenders need to be corrected, the Contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

Any other contacts are prohibited and can lead to the exclusion of the tender.

- 10. Late submission will lead to the non-admissibility of the tenders and their rejection from the procurement procedure. Tenders sent by e-mail or by fax will be discarded.
- 11. All costs incurred during the preparation and submission of tenders are to be borne by the tenderer and will not be reimbursed.
- 12. This Invitation is in no way binding on SatCen. SatCen's obligations commence only upon signature of the framework contract with the successful tenderer. Up to the point of signature, SatCen may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
- 13. Once SatCen has opened a tender, the document shall become the property of SatCen and it shall be treated confidentially.
- 14. The opening session will take place at the SatCen's premises on **23/11/2018 at 12:00 pm CET**. This session will be open to tenderers representatives. Requests for participation will need to be sent to the following e-mail address: [procurement.sea@satcen.europa.eu](mailto:procurement.sea@satcen.europa.eu), quoting only the Reference number of this procurement procedure in the subject of the e-mail.
- 15. Tenderers will be informed of the outcome of this procurement procedure by e-mail with delivery receipts. It is tenderers responsibility to provide a valid e-mail address in the cover letter and to check it regularly. The Contract Notice award will be published in the Official Journal of the European Union, pursuant to Article 163 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council, of 18 July 2018, on the financial rules applicable to the general budget of the Union (the "Financial Regulation").
- 16. Processing your tender will involve the recording and processing of personal data. Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of



such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation and will be processed solely for that purpose. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete.

17. You are informed that for the purposes of safeguarding the financial interest of the Union, your personal data may be processed by the internal audit service or transferred to Internal Audit Service of the European Commission, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF). You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Legal Services of SatCen. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

18. Data of economic operators which are in one of the situations referred to in Article 136 of the Financial Regulation may be registered in the Early Detection and Exclusion System Database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 142 of this Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

Yours sincerely,

Adrian Sanchez

*Procurement Officer*



## **Annexes to this Invitation to Tender**

### Annex I: Tender Specifications

- Appendix A - Technical Specifications
- Appendix B - Economic Offer Template
- Appendix C - Order Form
- Appendix D - Service Request Form
- Appendix E – Scenarios
- Appendix F - Statement of Average Turnover
- Appendix G - Declaration on Honour
- Appendix H - Power of Attorney in favour of the Consortium Leader

### Annex II: Draft Framework Contract