

***EUMITS - User Guide***  
***A. How to use EUMITS***

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## **A HOW TO USE EUMITS**

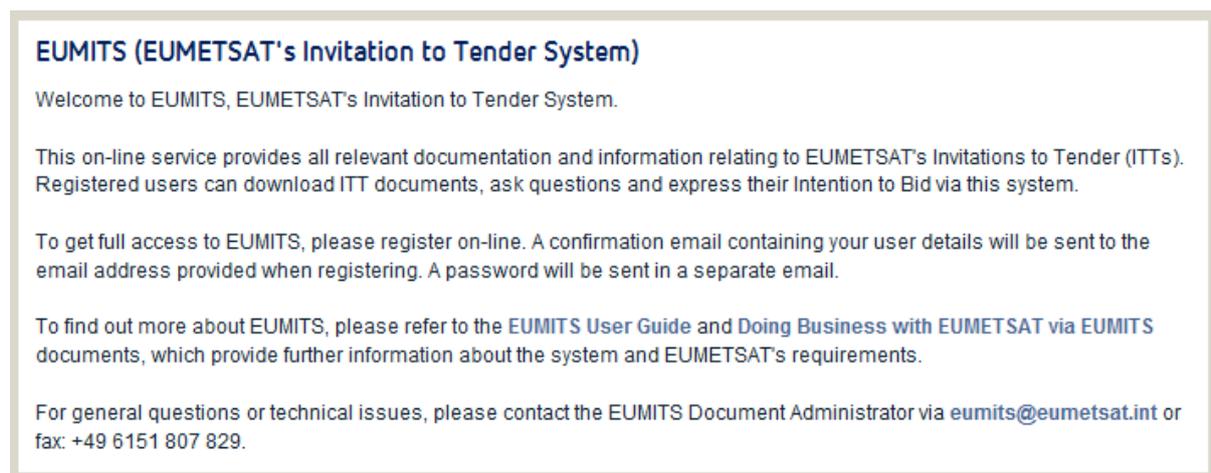
The **EUMETSAT Invitation to Tender System (EUMITS)** is the on-line service that provides all relevant documentation and information relating to EUMETSAT's Invitations to Tender (ITTs). Registered users can download ITT documents, ask questions and express their Intention to Bid via this system. For general questions please contact the EUMITS Document Administrator via [eumits@eumetsat.int](mailto:eumits@eumetsat.int) or fax: +49 6151 807 8290.

This version of the "EUMITS User Manual" applies to version 4 of the EUMITS system.

### **A.1 Access to EUMITS as non-registered user**

As a non-registered user you 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.

1. Open a Web browser accessing the URL <https://eumits.eumetsat.int/>.  
The EUMITS Welcome page appears.



*Figure 4: EUMITS Welcome Page*

#### **A.1.1 How to access the EUMITS Online Help**

In the EUMITS menu, click **Help/Documentation** → **EUMITS User Guide**.

The EUMITS User Manual (this document) is opened in PDF format.

#### **A.1.2 How to access the document 'Doing Business with EUMETSAT'**

In the EUMITS menu, click **Help/Documentation** → **Doing Business with EUMETSAT**.

The document 'Doing Business with EUMETSAT' is opened in PDF format.

#### **A.1.3 How to register a new user account**

It is important to supply correct information during the account creation stage as this information is also used to inform you of any changes that are made to the content of EUMITS and also to inform you about new Invitations to Tender (ITTs), closings of ITTs, registrations and de-registrations of intentions to bid, new question and answer items, extensions of ITT closing dates and releases of additional information if the relevant fields have been selected on the registration form.

1. Click EUMITS menu item **Register**.  
The Register page appears.

## Register

### USER DETAILS

Username: (\*)   
*'Username' must contain only alphanumeric characters without spaces or special characters. Minimum 8 and maximum 16 characters long.*

Title: (\*)

First Name: (\*)

Last Name: (\*)

E-mail: (\*)

### COMPANY DETAILS

Individual: (\*)  No  Yes

Company Name: (\*)   
*Company is mandatory in conjunction with 'Individual' equals Reference*

Specialisations: (\*)   
A brand new 2nd specialisation  
ACR TEST 1  
add new specialisation 3  
Consultancy Support  
Data Processing  
Flight Dynamics  
Hardware  
Image Processing Algorithms  
Maintenance  
Meteorological Studies  
Quality Assurance  
Remote Sensing  
Satellite Communications  
Satellite Operations  
Security Audits  
Software  
Systems Engineering  
*Please use the CTRL key to select more than one specialisation.*

Other Specialisations:   
*Other Specialisations is mandatory in conjunction with "-- other --" selected in Specialisations.*

Additional Details:

### ADDRESS DETAILS

Address: (\*)

Post Code: (\*)

City: (\*)

Country: (\*) -- select --

Phone Reference: (\*)  e.g. +49 (0) 6151 807 7

Fax Reference:  e.g. +49 (0) 6151 807 555

Web Site:

### E-MAIL NOTIFICATIONS

E-mail Notifications:

- Upon Release of New ITT
- Upon Closure of ITT
- Upon Registration & De-registration of Intention to Bid
- Upon Question & Answer
- Upon Extension of ITT Closing Date
- Upon Release of Prerelease/Additional Information
- Upon News Release or Modification

Fields marked with (\*) are mandatory.

**Figure 5: EUMITS Register User Account**

2. On the registration form you will be asked the following information. All fields that are marked on the form with an (\*) are required for a successful registration.

- Username: (\*)

This is the name with which you will login to the system. On submission of the form you may be prompted that this user name has already been taken. You are then required to change your user name option and re-submit the form. The entry in this field is case insensitive.

**Note:** Your Username must contain only alphanumeric characters without spaces Minimum 8 and maximum 16 characters long.

- Title: (\*)

This is your title, e.g. Mr., Mrs or Ms.

- First Name: (\*) / Last Name: (\*)  
First name and last name are required so that we can send information to you via post or courier if this is required at some point.

- Email Address: (\*)  
It is essential that a correct email address is supplied in this field. This allows us to contact you via email if required and is also used for various account maintenance facilities. If you do not receive a confirmation of your account creation together with your password within one day, please send an email to the [EUMITS administrator](#).

**Note:** An email address cannot be used more than one time in the EUMITS system. The validation will fail if the email address you provided is already used for another EUMITS user account.

- Individual Yes/No
- Company Name: (\*)  
If you are registering as an individual rather than as an employee of a company, please tick the option 'Individual' and leave Company Name empty.
- Skills: (\*)  
Bidders are asked to select company skill(s) relevant to their business area(s) or area(s) of interest for individuals.
- Other Skills:  
This field is mandatory if – *other skills* – have been selected in the list of Skills.
- Additional Details:  
Please enter additional information that is important to be mentioned.
- Address: (\*)  
You have five input fields to enter your full postal address. These fields do not relate to different addresses but to the separate parts of your address e.g. street name, town name and region.
- Post Code: (\*)  
Please enter your postal code.
- City: (\*)  
Please enter your city.
- Country: (\*)  
Select your country from the drop down list.
- Phone Number: (\*)  
Your area code and (office) telephone number.

- Fax Number:  
Your area code and (office) fax number.
- Web Site:  
Optionally enter your Website or your company's Website address.
- E-Mail Notifications:  
In order to be informed about new ITTs, closings of ITTs, registrations and de-registrations of intentions to bid, new questions and answers and additional information of ITTs, bidders shall choose according to the below guidelines:

**Upon Release of New ITT:**

Bidders will receive an email notification upon all ITT releases on EUMITS.

**Upon Closure of ITT:**

Bidders who have submitted an intention to bid will receive an email notification three weeks prior to closing dates of ITTs.

**Upon Registration & De-registration of Intention to Bid:**

Bidders will be informed of their own submissions and cancellations of intentions to bid.

**Upon Question & Answer:**

Bidders will be informed of all new Question and Answer items for ITTs to which they have registered an intention to bid.

**Upon Extension of ITT Closing Date:**

Bidders will be informed of all extensions of ITT closing dates, regardless of whether an intention to bid has been provided for an ITT or not.

**Upon Release of Additional Information:**

EUMITS will provide an email notification to all bidders when additional information on a specific ITT is released, regardless of whether an intention to bid has been provided or not.

**Upon News Release or Modification:**

EUMITS will provide an email notification to all bidders when news have been released or updated on EUMITS.

**Note:** All email notification services will be activated after you have logged on to EUMITS the first time.

3. Click Submit.  
A confirmation page is displayed.

**EUMITS (EUMETSAT's Invitation to Tender System)**

Your registration has been successfully submitted.  
You will receive your password via e-mail in the next hours. We recommend you to change your password the first time you log in to EUMITS.

**6: EUMITS Register User Account Confirmation**

4. Your initial password will be sent to your e-mail address registered in EUMITS.

5. Follow the next steps to log in to EUMITS.

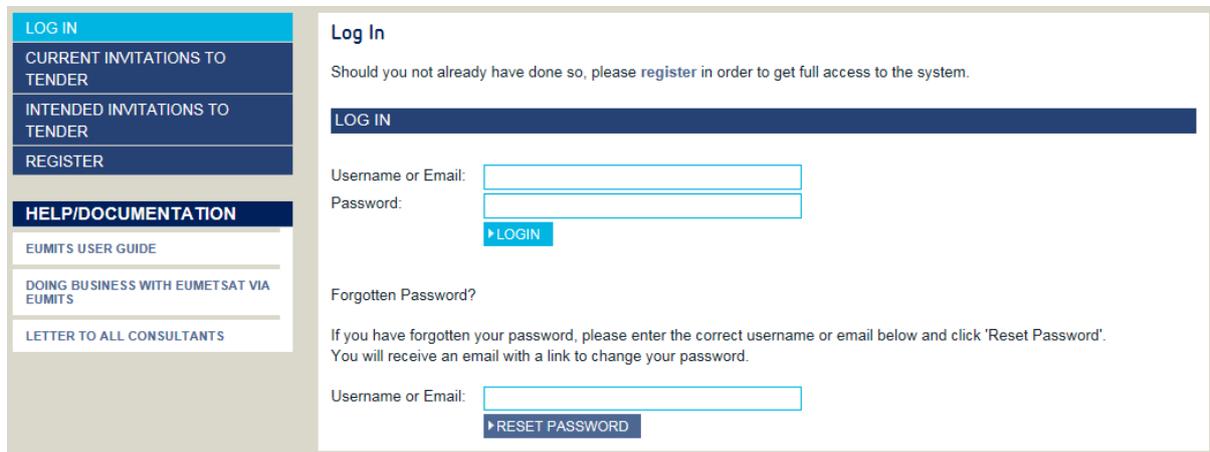
## A.2 Access to EUMITS as registered user

As a registered user you have full access to the system which will allow you to view pre-release information, download the related ITT documents, modify your account, view the questions and answers and register your intention to bid.

### A.2.1 How to log in to EUMITS

1. In the left hand EUMITS menu click Account → **Log In**.

The Login page appears.



*Figure 7: EUMITS Login*

2. Enter your **Username or Email** and **Password** and then click **Login**.

### A.2.2 How to request a new user password

A new password can be requested as follows.

1. Open your Web browser.
2. Open the **EUMITS welcome page** at the URL <https://eumits.eumetsat.int>. The EUMITS start page appears (Figure 4).
3. Click EUMITS menu item **Login**.
4. Enter your **Username** or Email in the input field below “Forgotten Password?”.
5. Click **Reset Password**.

The EUMITS Password Reset page appears confirming that your request has been accepted. The new password will be sent to your e-mail address registered in EUMITS.

### A.2.3 How to View/Update My User Account Details

The My Account page contains your account details. Beside your name the account details consist of the registered contact information, skills and optional email notification services.

### A.2.4 How to edit My Account Details

1. Login to EUMITS (see section A.1).
2. In the EUMITS menu, click **My Account**.

The Edit My Account page appears (Figure 8) with your account details, the list of your individual or company skills and email notification services you registered for.

3. To update your account details edit the fields as desired and click **Submit**.

#### Register

**USER DETAILS**

Username: (\*)   
'Username' must contain only alphanumeric characters without spaces or special characters. Minimum 8 and maximum 16 characters long.

Title: (\*)

First Name: (\*)

Last Name: (\*)

E-mail: (\*)

**COMPANY DETAILS**

Individual: (\*)  No  Yes

Company Name: (\*)   
Company is mandatory in conjunction with 'Individual' equals Reference

Specialisations: (\*)   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
Please use the CTRL key to select more than one specialisation.

Other Specialisations:

Additional Details:   
Other Specialisations is mandatory in conjunction with '- other -' selected in Specialisations.

**ADDRESS DETAILS**

Address: (\*)

Post Code: (\*)

City: (\*)

Country: (\*)  ▼

Phone Reference: (\*)  e.g. +49 (0) 6151 807 7

Fax Reference:  e.g. +49 (0) 6151 807 555

Web Site:

**E-MAIL NOTIFICATIONS**

E-mail Notifications:

- Upon Release of New ITT
- Upon Closure of ITT
- Upon Registration & De-registration of Intention to Bid
- Upon Question & Answer
- Upon Extension of ITT Closing Date
- Upon Release of Prerelease/Additional Information
- Upon News Release or Modification

Fields marked with (\*) are mandatory.

*Figure 8: Edit MyAccount*

### A.2.5 How to Register/De-register Email Notification Services

You can specify if you wish to receive email notifications upon additions or updates to Current Invitations to Tender or related documents.

1. Login to EUMITS (see section A.1).
2. In the EUMITS menu, click **My Account**.

The Edit Account page appears (Figure 8: Edit MyAccount).

3. Select or de-select email notifications:

- Upon Release of New ITT  
You receive an email notification if a new Current Invitation to Tender has been released.
- Upon Closure of ITT  
You receive an email notification **three weeks before** and **on the closing date** of a Current Invitation to Tender if you have registered your intention to bid for that Invitation to Tender.
- Upon Registration & De-registration of Intention to Bid  
You receive an email notification upon your registration and de-registration of Intention to Bid.

- Upon Question & Answer  
You receive an email notification if you have raised a question and if your question has been answered.

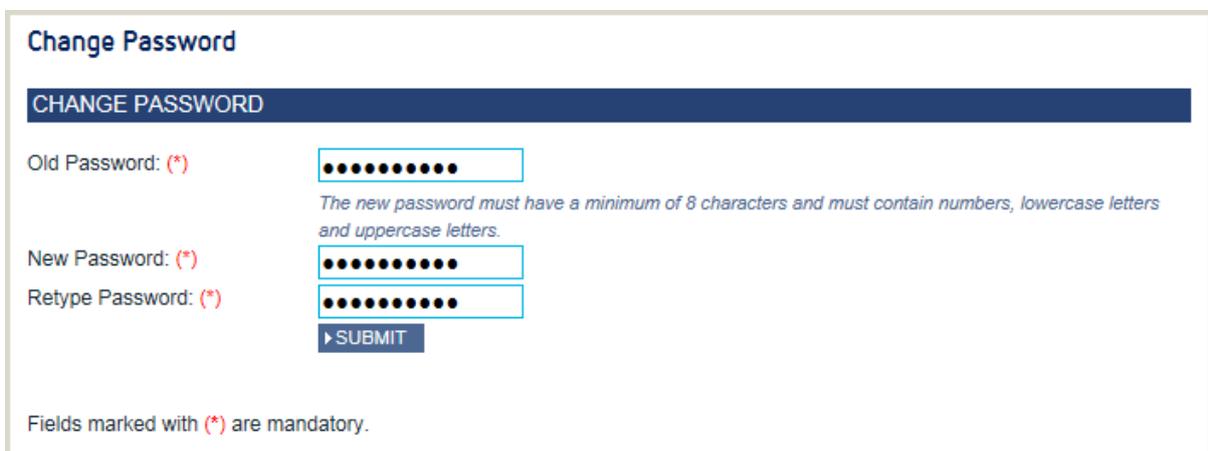
**Note:** Regardless the registration for the email notification service ‘Upon Question and Answer’ you receive an email notification if a question has been answered and you have registered your intention to bid for the Invitation to Tender the question is related to.

- Upon Extension of ITT Closing Date  
You receive an email notification if an extension has been granted to the closing date of an Invitation to Tender.
- Upon Release of Additional Information  
You receive an email notification if Additional Information or Pre-release Information has been added to or updated for an Invitation to Tender.
- Upon News Release or Modification  
You receive an email notification if news have been released or updated on EUMITS.

4. To submit your changes, click **Submit**.

#### A.2.6 How to change my user password

1. Login to EUMITS (see section A.1).
2. In the EUMITS menu, click **Change Password**.
3. Enter your **current password**.
4. Then enter and retype a **new password** and click **Submit**.



**Change Password**

**CHANGE PASSWORD**

Old Password: (\*)

*The new password must have a minimum of 8 characters and must contain numbers, lowercase letters and uppercase letters.*

New Password: (\*)

Retype Password: (\*)

**▶ SUBMIT**

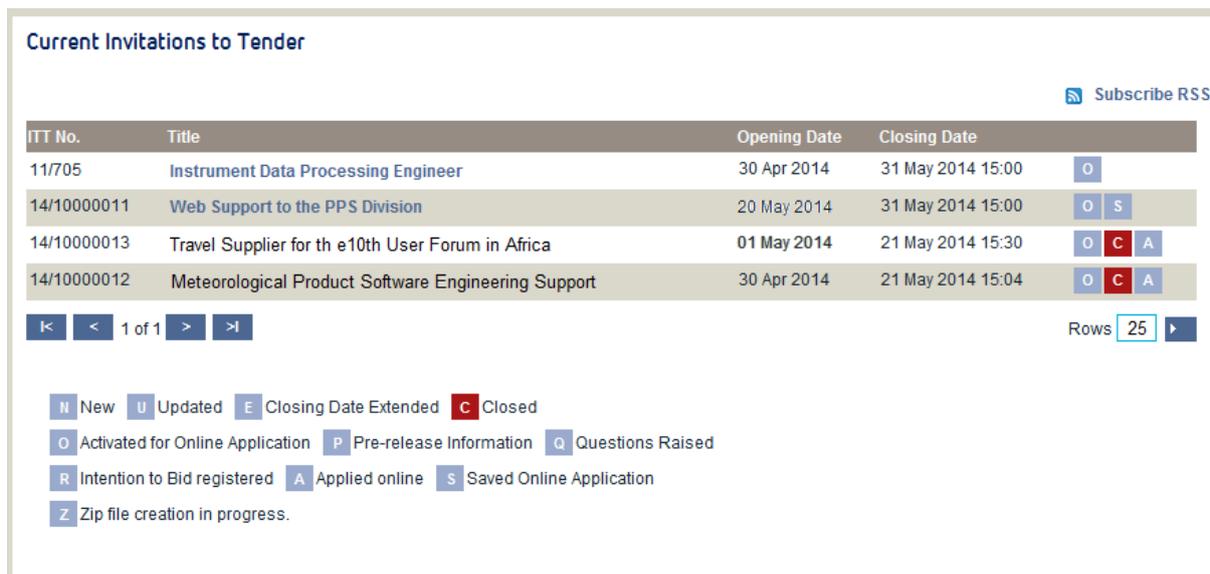
Fields marked with (\*) are mandatory.

**Figure 9: Change User Password**

**Note:** Passwords are case-sensitive and must be between 6 and 16 characters long.

## A.2.7 How to view Current Invitations to Tender

In the EUMITS menu, click **Current Invitations to Tender** for a list of ITTs which are currently open as shown in the figure below.



**Current Invitations to Tender** Subscribe RSS

ITT No.	Title	Opening Date	Closing Date	Remarks
11/705	Instrument Data Processing Engineer	30 Apr 2014	31 May 2014 15:00	O
14/10000011	Web Support to the PPS Division	20 May 2014	31 May 2014 15:00	O S
14/10000013	Travel Supplier for the 10th User Forum in Africa	01 May 2014	21 May 2014 15:30	O C A
14/10000012	Meteorological Product Software Engineering Support	30 Apr 2014	21 May 2014 15:04	O C A

Navigation: 1 of 1 | Rows: 25

Legend:

- N** New
- U** Updated
- E** Closing Date Extended
- C** Closed
- O** Activated for Online Application
- P** Pre-release Information
- Q** Questions Raised
- R** Intention to Bid registered
- A** Applied online
- S** Saved Online Application
- Z** Zip file creation in progress.

*Figure 10: View List of Current Invitations of Tender*

The list consists of the ITT reference number, ITT title, opening date and the closing date and time. The following table shows remark icons that can be displayed for the respective ITT in the list of Current ITTs

### Icon Description

- N** The ITT has been opened and published after your last login.
- U** The ITT itself or related documents have been updated after your last login.
- E** Extension granted
- C** The ITT is closed and only visible for 7 days after its closing date.
- P** The ITT is an Intended ITT and has Pre-release information available or the Pre-release information has been kept available for a Current ITT.
- Q** Answered Questions are available for the respective ITT.

**Icon Description**

- R** You have registered your Intention to Bid for the respective ITT.
- O** ITT is activated for Online Application/Bid
- A** You have applied online.
- S** You have saved an Online Application/Bid.
- Z** For one or more sets of ITT documents ZIP files are not available yet since the creation of ZIP files is still in progress.

***Figure 11: List of ITT Remarks***

Clicking on the ITT title displays the details of an ITT that provides links to the documents which constitute the ITT package.

The ITT detail page consists of the following sections:

- General Information  
General Information shows the ITT Reference Number, ITT Title, Summary, Opening Date, Closing Date and Time and Extended Closing Date and Time.
- Specific Documents (see A.2.7.1 How to view Specific Documents)
- General Documents (see A.2.7.2 How to view General Documents )
- Pre-release Information (if available)  
The Pre-release Information has been issued prior to the release of the ITT.
- Additional Information
- Questions (see A.2.7.3 How to raise a Question)
- Intention to Bid (see A.2.7.4 How to register and de-register your Intention to Bid)

In case the ITT is activated for Online Application/Bid

**A.2.8 Apply Online (see A.2.9 How to view Call for Offers (Restricted Tender))**

A Call for Offer (CfO) is a restricted tender which is not open for public bidding. CfOs are sent to a number of selected potential bidders who receive a dedicated email with a link to access the CfO details. As with public ITTs, bidders – once logged in – can access the relevant documentation, ask questions, apply online and edit/withdraw their proposal before the closing date.

Potential bidders for a CfO who are already registered on EUMITS can log in directly with their existing EUMITS username and password.

Potential bidders for a CfO who are not yet registered on EUMITS will be asked to create a password. They will then be able to log in with their email address and the new password. They will also be requested to update their account profile by filling in the mandatory fields and clicking **Submit** at the end.

As with public ITTs, potential bidders will receive all the relevant email notifications regarding a CfO to which they were invited, e.g. if a question has been answered, the deadline has been extended or an additional information has been published.

EUMITS INT:EUMETSAT Call for Offer 17/999 - Call for Offer to provide Catering Service for EUMETSAT events

EUMETSAT Invitation to Tender System.

Dear John Doe,

EUMETSAT is inviting qualified bidders to apply to the following Call for Offer

Reference: 17/999 - Call for Offer to provide Catering Service for EUMETSAT events

Opening Date: 17 Nov 2017 00:00

Closing Date: 30 Nov 2017 15:00

Please see specific document section of this tender on EUMITS.

For any document(s) not attached to a specific tender, please refer to the list of General Documents in the main menu on EUMITS.

To apply please access EUMITS Calls for Offer area.

[https://eumits-int.eumetsat.int/EUMITS/pub/reg\\_cfo\\_details.jsf?eum\\_param\\_itt=17999](https://eumits-int.eumetsat.int/EUMITS/pub/reg_cfo_details.jsf?eum_param_itt=17999)

Thanks and Regards.

EUMITS Document Administrator

[app\\_admin@eumetsat.int](mailto:app_admin@eumetsat.int)

Link to EUMITS: <https://eumits.eumetsat.int/EUMITS>

Please note: This is an automatic notification generated by EUMITS. Do not reply to this e-mail.

If you wish to change your notification options in EUMITS please follow these steps:

Log in to EUMITS, select My Account, and then select the desired options in the E-mail Notifications section.

Created: 17 Nov 2017 15:31

An email message from EUMETSAT is sent in good faith but shall neither be binding nor construed as constituting a commitment by EUMETSAT, except where provided for in a written agreement or contract or if explicitly stated in the email. Please note that any views or opinions presented in this email are solely those of the sender and do not necessarily represent those of EUMETSAT. This message and any attachments are intended for the sole use of the addressee(s) and may contain confidential and privileged information. Any unauthorised use, disclosure, dissemination or distribution (in whole or in part) of its contents is not permitted. If you received this message in error, please notify the sender and delete it from your system.

***Figure 22 Email Notification for Call for Offer***

- How to Apply/Bid Online)

### **A.2.8.1 How to view Specific Documents**

In the ‘Specific Documents’ section of an ITT you will see a list of documents that are specific to this ITT, this can include the cover letter, a draft contract, a statement of work and possibly multiple documents related to the statement of work and a document detailing any special tender conditions associated with the procurement. There may also be a number of other documents under various headings depending on the nature of the ITT.

#### **Icon Description**

-  The document has been added to the respective ITT after your last login.
-  The document has been updated after your last login.

***Figure 12: List of Document Remarks***

### A.2.8.2 How to view General Documents

General Documents are standard reference documents and vary according to the ITT.

#### General Documents

	Title	Size
PDF	ALLGEMEINE EINKAUF SBEDINGUNGEN	69 KB
PDF	VAT Exemption Form	70 KB
PDF	General Conditions of Tender	273 KB
PDF	General Conditions of Contract	1100 KB

**N** New **U** Updated

*Figure 13 – View General Documents*

If a General Document has been added **N** or updated **U** since your last login to EUMITS respective icons are displayed next to the affected document.

### A.2.8.3 How to raise a Question

The ITT detail section ‘Questions and Answers’ will present you with a list of all relevant questions and EUMETSAT answers relating to a specific ITT. Questions may be submitted to EUMETSAT by selecting the “Ask a Question” button on the relevant ITT screen or via email to [eumits@eumetsat.int](mailto:eumits@eumetsat.int). Please indicate the relevant ITT reference number.

Bidders will be notified by email when a new question and answer has been placed on EUMITS, if the relevant field on the registration form has been selected.

#### New Question

GENERAL INFORMATION

ITT No.: 11/609  
 Title: Travel Supplier for the 10th User Forum in Africa  
 Deadline for Questions: 23 May 2013

SUBMIT QUESTION

Question: (\*)

Related Document:

*Figure 14 – New Question*

Select the menu item **My Questions** to view the list of all your questions. If you did not raise any questions the link **My Questions** is not displayed.

**QUESTIONS AND ANSWERS**

<b>Deadline for Questions:</b>	<b>23 May 2013</b>
11/609/3	<span style="background-color: red; color: white; padding: 0 2px;">X</span>
<b>Issue Date:</b>	14 May 2013
<b>Question:</b>	Will this ITT replace 13/889?
<b>EUMETSAT Answer:</b>	This question is being dealt with by the Contracts Officer.
11/609/2	<span style="background-color: red; color: white; padding: 0 2px;">X</span>
<b>Issue Date:</b>	14 May 2013
<b>Question:</b>	Not sure it works out. Can you tell me why?
<b>EUMETSAT Answer:</b>	This question is being dealt with by the Contracts Officer.

▶ ASK A QUESTION

*Figure 15 – My Questions*

The following table describes the remark icons for Questions.

#### Icon Description

X The Question is hidden from public e.g. if a question has not been answered yet or the question has been rejected by EUMETSAT since EUMETSAT rules on competitive procurement actions only allow questions related to omissions, ambiguities or mistakes in the ITT to be answered and the question has not been found to be of this nature.

V The Question and Answer is visible to the public and has been answered by EUMETSAT.

*Figure 16: List of Question Remarks*

#### A.2.8.4 How to register and de-register your Intention to Bid (for ITTs only)

To register your Intention to bid:

1. On the ITT details page, in the Intention to Bid section, click **Register**. You receive an e-mail notification confirming the registration of your intention to bid.

**INTENTION TO BID**

If you intend to bid for this ITT please register your intention.

▶ REGISTER

*Figure 17 – Register an Intention to Bid form*

To de-register your Intention to bid:

**INTENTION TO BID**

R Your intention to bid for this ITT has been registered on 14 May 2013
 ▶ UNREGISTER

*Figure 18 – Cancel an Intention to Bid*

1. Select the menu item **My Intentions to Bid** to view the list of all your registered Intentions to Bid.
2. Click the title of an ITT to show the respective Invitation to Tender Details page.
3. Go to the Intention to Bid section and click **Unregister**.  
 You receive an e-mail notification confirming the cancellation of your intention to bid.

### Intended Invitations to Tender

 [Subscribe RSS](#)

ITT No.	Title	Opening Date	
11720	Scientific Documentation Writer	3rd Quarter 2011	Z
1111000004	Configuration Management Consultancy Support	3rd Quarter 2011	
11724	Quality Assurance Support for EPS Instruments	3rd Quarter 2011	Z
11723	LEO System Engineering Support	3rd Quarter 2011	
11704	Maintenance of power supply system	2nd Quarter 2011	P
11651	Meteorological Product Software Engineering Support	2nd Quarter 2011	Z
1110000022	SAP Reporting with SAP BW and BO	2nd Quarter 2011	
1110000021	Flight Dynamics Application Software Engineer Support	2nd Quarter 2011	
11603	MED Ground Segment System Engineer for MTG Consultancy Support	2nd Quarter 2011	

◀ ◀ 1 of 1 ▶ ▶
Rows  ▶

<span style="background-color: #003366; color: white; padding: 2px 5px;">N</span> New	<span style="background-color: #003366; color: white; padding: 2px 5px;">U</span> Updated	<span style="background-color: #003366; color: white; padding: 2px 5px;">E</span> Closing Date Extended	<span style="background-color: #cc0000; color: white; padding: 2px 5px;">C</span> Closed
<span style="background-color: #003366; color: white; padding: 2px 5px;">O</span> Activated for Online Application	<span style="background-color: #003366; color: white; padding: 2px 5px;">P</span> Pre-release Information	<span style="background-color: #003366; color: white; padding: 2px 5px;">Q</span> Questions Raised	
<span style="background-color: #003366; color: white; padding: 2px 5px;">R</span> Intention to Bid registered	<span style="background-color: #003366; color: white; padding: 2px 5px;">A</span> Applied online	<span style="background-color: #003366; color: white; padding: 2px 5px;">S</span> Saved Online Application	
<span style="background-color: #003366; color: white; padding: 2px 5px;">Z</span> Zip file creation in progress.			

*Figure 19 – My Intentions to Bid*

#### A.2.9 How to view Intended Invitations to Tender

In the EUMITS menu, select **Intended Invitations to Tender** for a list of Intended ITTs. The list contains the reference number, the intended title of the ITT and the approximate opening date. All of these entries could change in the future.

### My Intentions To Bid

Registration Date	ITT Reference	ITT Title	Closing Date
14 May 2013	11/609	<a href="#">Travel Supplier for the 10th User Forum in Africa</a>	31 May 2013 15:00
25 Jul 2011	11/721	<a href="#">SAP Reporting with SAP BW and BO</a>	30 Dec 2011 00:00 <span style="color: red; font-weight: bold;">C</span>

⏪ ⏩ 1 of 1 ⏪ ⏩
Rows  ▶

N New
 U Updated
 E Closing Date Extended
 C Closed

O Activated for Online Application
 P Pre-release Information
 Q Questions Raised

R Intention to Bid registered
 A Applied online
 S Saved Online Application

Z Zip file creation in progress.

*Figure 20: View List of Intended Invitations of Tender*

#### A.2.9.1 Pre-release Information

If you are a registered user in EUMITS click the title link of an Intended ITT for advance information relating to an ITT that will be released in the future. This includes a reference number, title, contracts officer and other information specific to each information release if applicable.

### ITT Details

GENERAL INFORMATION

ITT No.: 11720  
 Title: Scientific Documentation Writer  
 Summary: Please see specific document section of this ITT on EUMITS.  
 Contracts Officer: Cof Ficer Three  
 Opening Date: 3rd Quarter 2011

PRERELEASE INFORMATION

No information provided.

▶ BACK

*Figure 21 – Intended ITT Details*

#### A.2.10 How to view Call for Offers (Restricted Tender)

A Call for Offer (CfO) is a restricted tender which is not open for public bidding. CfOs are sent to a number of selected potential bidders who receive a dedicated email with a link to access the CfO details. As with public ITTs, bidders – once logged in – can access the relevant documentation, ask questions, apply online and edit/withdraw their proposal before the closing date.

Potential bidders for a CfO who are already registered on EUMITS can log in directly with their existing EUMITS username and password.

Potential bidders for a CfO who are not yet registered on EUMITS will be asked to create a password. They will then be able to log in with their email address and the new password. They will also be requested to update their account profile by filling in the mandatory fields and clicking **Submit** at the end.

As with public ITTs, potential bidders will receive all the relevant email notifications regarding a CfO to which they were invited, e.g. if a question has been answered, the deadline has been extended or an additional information has been published.

#### EUMITS INT:EUMETSAT Call for Offer 17/999 - Call for Offer to provide Catering Service for EUMETSAT events

EUMETSAT Invitation to Tender System.

Dear John Doe,

EUMETSAT is inviting qualified bidders to apply to the following Call for Offer

Reference: 17/999 - Call for Offer to provide Catering Service for EUMETSAT events

Opening Date: 17 Nov 2017 00:00

Closing Date: 30 Nov 2017 15:00

Please see specific document section of this tender on EUMITS.

For any document(s) not attached to a specific tender, please refer to the list of General Documents in the main menu on EUMITS.

To apply please access EUMITS Calls for Offer area.

[https://eumits-int.eumetsat.int/EUMITS/pub/reg\\_cfo\\_details.jsf?eum\\_param\\_itt\\_id=17999](https://eumits-int.eumetsat.int/EUMITS/pub/reg_cfo_details.jsf?eum_param_itt_id=17999)

Thanks and Regards,

EUMITS Document Administrator

[app\\_admin@eumetsat.int](mailto:app_admin@eumetsat.int)

Link to EUMITS: <https://eumits.eumetsat.int/EUMITS>

Please note: This is an automatic notification generated by EUMITS. Do not reply to this e-mail.

If you wish to change your notification options in EUMITS please follow these steps:

Log in to EUMITS, select My Account, and then select the desired options in the E-mail Notifications section.

Created: 17 Nov 2017 15:31

Any email message from EUMETSAT is sent in good faith but shall neither be binding nor construed as constituting a commitment by EUMETSAT, except where provided for in a written agreement or contract or if explicitly stated in the email. Please note that any views or opinions presented in this email are solely those of the sender and do not necessarily represent those of EUMETSAT. This message and any attachments are intended for the sole use of the addressee(s) and may contain confidential and privileged information. Any unauthorised use, disclosure, dissemination or distribution (in whole or in part) of its contents is not permitted. If you received this message in error, please notify the sender and delete it from your system.

#### *Figure 22 Email Notification for Call for Offer*

### **A.2.11 How to Apply/Bid Online**

If an ITT is activated for Online Application/Bid the icon  is shown next to the ITT.

**Current Invitations to Tender** [Subscribe RSS](#)

ITT No.	Title	Opening Date	Closing Date	
11/705	Instrument Data Processing Engineer	30 Apr 2014	31 May 2014 15:00	<b>O</b>
14/10000011	Web Support to the PPS Division	20 May 2014	31 May 2014 15:00	<b>O S</b>
14/10000013	Travel Supplier for the 10th User Forum in Africa	01 May 2014	21 May 2014 15:30	<b>O C A</b>
14/10000012	Meteorological Product Software Engineering Support	30 Apr 2014	21 May 2014 15:04	<b>O C A</b>

◀ < 1 of 1 > ▶
Rows  ▶

**N** New **U** Updated **E** Closing Date Extended **C** Closed  
**O** Activated for Online Application **P** Pre-release Information **Q** Questions Raised  
**R** Intention to Bid registered **A** Applied online **S** Saved Online Application  
**Z** Zip file creation in progress.

**Figure 23 – Current Invitations to Tender activated for Online Application/Bid**

In the detail view of an ITT that is activated for Online Application/Bid the section “Online Application/Bid” provides a link to apply online as shown in the next figure.

General Info | Specific Docs | General Docs | Additional Info | Questions | Intention To Bid | **Online Application**

**ONLINE APPLICATION**

If you want to apply online for this ITT please submit your online application. [▶ APPLY ONLINE](#)

[▶ BACK](#)

**N** New **U** Updated **E** Closing Date Extended **C** Closed  
**O** Activated for Online Application **P** Pre-release Information **Q** Questions Raised  
**R** Intention to Bid registered **A** Applied online **S** Saved Online Application  
**Z** Zip file creation in progress.

**X** Hidden from public **V** Visible to public

**Figure 24 – ITT Detail – Section Online Application/Bid**

**Online Application for Consultancy Position****GENERAL INFORMATION**

Invitation to Tender  
Reference: 17/5501  
Title: Eu his noluisse necessitatibus  
Opening Date: 01 Oct 2017 00:00  
Closing Date: 31 Dec 2017 15:00  
Contract Type: Consultancy Position  
Length of Contract: 1 years

**CONTACT DETAILS**

Username: reguser99  
E-mail: Susanne.baltsch@eumetsat.int  
Company Name:  
Contact Person: Mr. Registered Test-User  
Address: Eumetsat Allee 1  
Post Code: 00000  
City: Darmstadt  
Country: Germany  
  
Phone Reference: +49 (0) 6151 807 7  
Fax Reference: +49 (0) 6151 807 555

**KEY PERSON DETAILS**

Title: Mr.  
First Name: (\*) Registered  
Last Name: (\*) Test-User  
Date of Birth:  DD/MM/YYYY  
Earliest Possible Start Date: (\*)

**COVER LETTER**

Cover Letter: (\*)

**CURRICULUM VITAE**

Curriculum Vitae: (\*) We encourage you to use Europass compliant CVs in PDF format. Europass CV PDF files will be created and maintained outside EUMITS with external tools. Please find further information about Europass CV by following the links:

[Introduction to Europass](#)  
[Create your Europass CV](#)  
[Update your Europass CV](#)  
[Europass CV Examples](#)

Please note that the limitation to 3 pages recommended by Europass, is not mandatory.

**Figure 25 Apply Online – Part I**

**ADDITIONAL DOCUMENTS**

Optionally up to 6 additional documents e.g. work examples can be uploaded. The maximum file size of each document is 15 MB. Please enter a document title, browse for the file you want to add. Click the Delete icon **X** to remove a document that is already uploaded.

Document Title	Additional Document
<input type="text"/>	<input type="text"/> Browse...

**SKILLS**

Please complete mandatory skills and optionally add more skills.  
 In case you want to add up to 30 skills please click the Add Another Skill link.

Skill (*)	Experience (*)	Proficiency (*)	Last Time Used (*) MM/YYYY	Comment
(*) Java	-- select --	-- select --	<input type="text"/>	<input type="text"/>
<input type="text"/>	-- select --	-- select --	<input type="text"/>	<input type="text"/>

▶ ADD ANOTHER SKILL

**RATES**

Rates (EUR): (\*)  
 Decimal delimiter is .(dot), e.g. 1234.50 equals 1234 EUR and 50 Cents.

Daily Rate/€ (\*)

Initial Contract (1) 1 year (\*)

**TERMS AND CONDITIONS**

Terms and Conditions: (\*)

- PDF EUMETSAT General Conditions of Contract
- PDF EUMETSAT General Conditions of Tender

- 1a) I hereby accept the EUMETSAT terms and conditions.
- 1b) I hereby accept the EUMETSAT terms and conditions, except for the following items also documented in the cover letter.
- 2) I hereby confirm the information provided is true, complete and correct.
- 3) It is confirmed that the proposed Key Person is or will be an employee of the Bidder during the performance of the contract, should EUMETSAT award a contract to the Bidder under this ITT. It is also confirmed that the proposed Key person does not/shall not own the majority of the shares of the bidding company and is not/shall not be part of the management of the bidding company during the contract duration.

▶ SAVE ONLINE APPLICATION

Fields marked with (\*) are mandatory.

**Figure 26 Apply Online – Part II**

In this form you fill in all necessary data to apply online at EUMETSAT. All fields that are marked with (\*) are mandatory fields. You can apply several times for different applicants if you represent a company. As an individual you are allowed to apply once and for yourself.

### **Save Online Application/Bid Link**

In case you want to continue filling the Application/Bid another time you can use the Save Online Application/Bid link. All data will be stored including uploaded documents. If you continue filling in the application form already uploaded document will be kept in your session so you don't need to upload them again after using the Save Online Application/Bid link.

Saving the online application/Bid is also useful to prevent lost data after a session timeout.

In case you saved an online application/Bid got to the Online Application/Bid section of the Invitation to Tender Detail page. Follow the Link *Continue with Application/Bid* to load your saved Online Application/Bid and continue entering your data and uploading your documents.

**Note:** You can only save **one** Online Application/Bid. If a saved Online Application/Bid exists you can either continue with the Online Application/Bid or discard it.

[General Info](#) | [Specific Docs](#) | [General Docs](#) | [Additional Info](#) | [Questions](#) | [Intention To Bid](#) | [Online Application](#)

ONLINE APPLICATION/BID			
Issue Date	By	Key Person	Company/Consortium
Saved on 16 Nov 2017 12:54	Registered Test-User	Registered Test-User	(individual) <span style="float: right;">S  </span>

**Figure 27 ITT Detail – Saved Online Application/Bid**

Click the Edit icon  to edit the saved online application.

Click the Delete icon  to delete the saved online application.

**Note:** You have not applied to the position yet with just a saved online application/bid. All saved online applications that have not been submitted before the closing date of the ITT will be discarded.

### **Reset Link**

In case you want to reset all fields to empty or their default values please use the *Reset* link. The applicant's name will be set back to the name store in the EUMETSAT user profile. All remaining fields will be emptied.

#### **A.2.11.1 Online Application for Consultancy Position**

The Online Application form consists of the following sections:

- 1. ITT General Information**

This section shows the ITT reference number, the title, opening and closing date.

- 2. Contact Details**

This section shows your contact details as stored in your EUMITS user account.

### **3. Applicant Details**

In this section you enter the applicant's title, name and date of birth and earliest possible start date.

### **4. Cover Letter and Curriculum Vitae**

These two documents are mandatory documents for an Online Application. EUMITS supports only MS Office and PDF documents for Cover Letter and CV. EUMETSAT encourages you to upload CVs in Europass PDF format. You will find further information about how to create and update your Europass CV at the Europass Website (<http://europass.cedefop.europa.eu/en/home>)

### **5. Additional Documents**

In case you want to add work samples to your Online Application please use the upload section for additional documents.

### **6. Skills**

For most of the consultancy positions EUMETSAT asks for mandatory skills. Please fill Experience, Proficiency, Last Time Used and optionally a Comment for each mandatory skill. In case you want to add up to 30 more additional skills please use the Add Another Skill link.

### **7. Rates**

In the Rates section please enter your rates (daily rate and if required call-out rate and stand-by rate) in yearly increments. You have to choose whether your yearly increments become effective by the beginning of the calendar year or the contractual year.

### **8. Terms and Conditions**

In this section you can download the EUMETSAT General Conditions of Contract and the [EUMETSAT General Conditions of Tender](#). Before submitting your Online Application/Bid you have to confirm

1a) I hereby accept the EUMETSAT terms and conditions.

1b) I hereby accept the EUMETSAT terms and conditions, except for the following items also documented in the cover letter.

and

2) I hereby confirm the information provided is true, complete and correct.

After you have filled all necessary data click the Next link to get a page where you can verify that all data are correct and the uploaded documents are the ones you wanted.

### **A.2.11.2 Online Bid for Fixed Price Contract**

The Online Bid form for Fixed Price Contracts consists of the following sections:

**1. ITT General Information**

This section shows the ITT reference number, the title, opening and closing date.

**2. Contact Details**

This section shows your contact details as stored in your EUMITS user account.

**3. Key Persons**

In this section you enter a list of key persons.

**4. Cover Letter**

The Cover Letter is a mandatory document for an Online Bid.

**5. Online Offer**

The Online or Complete Offer document is mandatory. It applies for ITTs of type Fixed Price Contract without separation of financial information.

**6. Technical Offer**

The Technical Offer is mandatory. It applies to ITTs of type Fixed Price Contract **with** separation of financial information. Please ensure that no financial information is given in the Technical Offer because you may be excluded due to formal errors.

**7. Financial Offer**

The Financial Offer is mandatory. It applies to ITTs of type Fixed Price Contract **with** separation of financial information.

**Note:** This document shall be the only one with financial information.

**8. Additional Documents**

In case you want to add work samples to you Online Bid please use the upload section for additional documents.

**9. Requirements**

Please fill Experience, Proficiency, Last Time Used and optionally a Comment for each requirement.

**10. Terms and Conditions**

In this section you can download the EUMETSAT General Conditions of Contract and the [EUMETSAT General Conditions of Tender](#). Before submitting your Online Application/Bid you have to confirm

- 1a) I hereby accept the EUMETSAT terms and conditions.
- 1b) I hereby accept the EUMETSAT terms and conditions, except for the following items also documented in the cover letter.
  
- 2) I hereby confirm the information provided is true, complete and correct.

The following only applies to ITTs of type Fixed Price Contract **with** separation of financial information:

- 3) I hereby confirm that **no** financial information is given in the Technical Offer.
  
- 4) It is confirmed that the proposed Key Person is or will be an employee of the Bidder during the performance of the contract, should EUMETSAT award a contract to the Bidder under this ITT. It is also confirmed that the proposed Key person does not/shall not own the majority of the shares of the bidding company and is not/shall not be part of the management of the bidding company during the contract duration.

After you have filled all necessary data click the Next link to get a page where you can review all data for correctness and the uploaded documents are the ones you wanted.

**Note:** A sub form of a fixed price contract is the Call for Offer (CfO) where selected companies are invited by EUMETSAT to provide an offer. This kind of tender is not visible to the public but only to the invited companies.

### **A.2.11.3 Validation Errors**

Before you get to the verification page the system will validate your data and documents. In case there are errors it will return to the Online Application/Bid page and show where and why the validation failed. Simply add missing data and correct the respective fields. An example of validation errors in the section Skills is shown in the next figure.

**TERMS AND CONDITIONS**

Terms and Conditions: (\*)

PDF [EUMETSAT General Conditions of Contract](#)

PDF [EUMETSAT General Conditions of Tender](#)

1a) I hereby accept the EUMETSAT terms and conditions.

1b) I hereby accept the EUMETSAT terms and conditions, except for the following items also documented in the cover letter.

2) I hereby confirm the information provided is true, complete and correct.  
! 'Confirm True, Complete and Correct' is mandatory.

3) I hereby confirm that **no** financial information is given in the Technical Offer.  
! 'Confirm True, No Financial Info in Technical Offer' is mandatory.

▶SAVE
▶RESET
▶SUBMIT

Fields marked with (\*) are mandatory.

**Figure 28 Online Bid - Validation Errors in Terms and Condition section**

#### A.2.11.4 Documents

Documents are restricted in their size.

All uploadable documents shall not exceed 15 MB. EUMITS accepts PDF and MS Office documents.

**COVER LETTER**

Cover Letter: (\*)  Browse...  
! 'Cover Letter' is mandatory.

**TECHNICAL OFFER**

Please ensure that **no** financial information is given in the Technical Offer.  
 The maximum file size is 15 MB.

Technical Offer: (\*)  Browse...  
! Please upload Technical Offer before uploading Financial Offer.  
! 'Technical Offer' is mandatory.

Technical Offer  
 Additional Documents:  Browse...  
 Browse...  
 Browse...

**FINANCIAL OFFER**

The maximum file size is 15 MB.

Financial Offer: (\*)  Browse...  
! 'Financial Offer' is mandatory.

**Figure 29 - Online Bid for Fixed Price Contract with Financial Separation Mandatory Documents**

In case of a validation error the file name of already uploaded documents will be shown right hand side to the respective browse and upload field of the document. To replace the

document simply upload another document. In case you want to remove an already uploaded document click the Delete icon  next to the Uploaded Document file name.

**ADDITIONAL DOCUMENTS**

Optionally up to 6 additional documents e.g. work examples can be uploaded. The maximum file size of each document is 15 MB. Please enter a document title, browse for the file you want to add. Click the Delete icon  to remove a document that is already uploaded.

Document Title	Additional Document
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

*Figure 30 Online Application/Bid - Additional Document section*

#### **A.2.11.5 Verify Online Application/Bid Data and Documents**

The next figure shows the Online Application/Bid Verification page before actually submitting your Online Application/Bid:

**Online Bid for Fixed Price Contract**

Please review carefully the submitted details and click **Confirm** to complete your application.

**GENERAL INFORMATION**

Invitation to Tender Reference: **Application Saved**  
 18/555  
 Title: Invitation to Tender SBL FP-O-FinSep  
 Opening Date: 02 Aug 2018 00:00  
 Closing Date: 08 Aug 2018 14:00  
 Contract Type: Fixed Price Contract  
 Length of Contract: 6 months+6 months

**CONTACT DETAILS**

Username: reguser3  
 Email: susanne.baltsch@eumetsat.int  
 Company Name: Reguser 3 Company  
 Contact Person: Mr. Reg3 User3  
 Address: Eumetsat Allee 1  
 ümläuts and co  
 Post Code: 64295  
 City: Darmstadt  
 Country: Germany  
 Phone Reference: +49 (0) 6151 807 077  
 Fax Reference: +49 (0) 6151 807 555

**KEY PERSON DETAILS**

Key Persons: Hannes Hofner

**COVER LETTER**

Cover Letter: Cover Letter.txt

**TECHNICAL OFFER**

Technical Offer: Technical Offer.txt  
 Technical Offer Additional Documents:

**FINANCIAL OFFER**

Financial Offer: Financial Offer.txt

**ADDITIONAL DOCUMENTS**

No additional documents have been uploaded.

**REQUIREMENTS**

Requirements	Experience	Proficiency	Last Time Used	Comment
(*) Walking dogs	0 to 1 year	Expert	MM/YYYY	
(*) Feed ducks	0 to 1 year	Expert	08/2018	

**TERMS AND CONDITIONS**

Terms and Conditions: (\*) [PDF EUMETSAT General Conditions of Contract](#)  
[PDF EUMETSAT General Conditions of Tender](#)

- 1a) I hereby accept the EUMETSAT terms and conditions.
- 2) I hereby confirm the information provided is true, complete and correct.
- 3) I hereby confirm that **no** financial information is given in the Technical Offer.

[▶BACK](#)

[▶CONFIRM](#)

Fields marked with (\*) are mandatory.

### **Figure 31 Online Application/Bid Data Verification Page**

Have you found a field or document you want to correct use the *Back* link and you will get back to the Online Application/Bid input page.

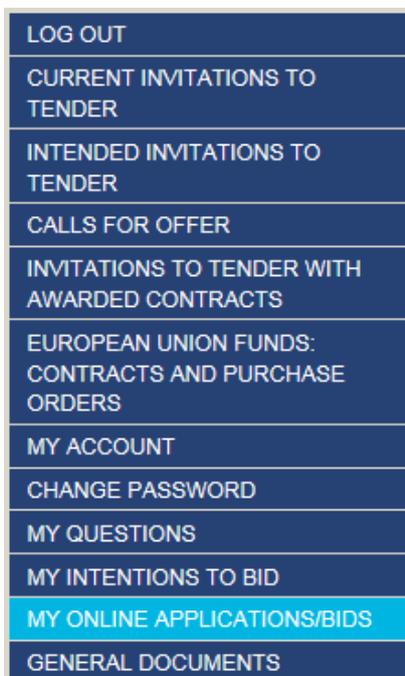
If you have verified your entered data you can submit your Online Application/Bid by clicking the *Confirm* link.

**Note:** The time of your submission is relevant for being accepted and not the time when you have opened the Online Application/Bid form. EUMITS will check whether your submission time is still before the closing date and time of the ITT.

As soon as your documents are made persistent and your Online Application/Bid data is stored you will get to the confirmation page and receive a confirmation email about your submitted Online Application/Bid.

#### **A.2.12 My Online Applications/Bids**

The My Online Applications/Bids form lists all Online Applications/Bids you have saved, submitted or withdrawn. Your Online Applications/Bids are listed only as long as their corresponding tenders are shown in the list. One week after the tender's closing date your Online Application/Bid will not be visible to you anymore.



**Figure 32 Menu - My Online Applications**

By clicking on an Online Application the corresponding ITT detail page is shown. At the bottom of the ITT detail page your Online Applications are listed.

General Info | Specific Docs | General Docs | Additional Info | Questions | Intention To Bid | Online Application

ONLINE APPLICATION/BID			
Issue Date	By	Key Person	Company/Consortium
Saved on 07 Aug 2018 11:53	Reg3 User3	Hannes Hofner	Reguser 3 Company
Withdrawn on 07 Aug 2018 11:51	Reg3 User3		Reguser 3 Company

**▶ APPLY ONLINE**

### A.2.12.1 Re-submit Online Application

It is possible to correct and re-submit your Online Application before the closing date of the corresponding invitation to tender.

1. In the ITT detail view, click the *Edit* button  next to the Online Application

General Info | Specific Docs | General Docs | Additional Info | Questions | Intention To Bid | Online Application

ONLINE APPLICATION/BID			
Issue Date	By	Key Person	Company/Consortium
07 Aug 2018 14:14	Reg3 User3	Heino Hermes	Reguser 3 Company

**Figure 33 Edit Online Application after submission**

2. In the Online Application form correct the data or documents and click **▶ SAVE**.

### A.2.12.2 Withdraw Online Application

If the closing date of the corresponding invitation to tender has not passed yet, you can withdraw your Online Application even though it has already been submitted.

1. In the ITT detail view, click the *Withdraw* button  next to the Online Application 

General Info | Specific Docs | General Docs | Additional Info | Questions | Intention To Bid | Online Application

ONLINE APPLICATION/BID			
Issue Date	By	Key Person	Company/Consortium
07 Aug 2018 14:14	Reg3 User3	Heino Hermes	Reguser 3 Company

**Figure 34 Withdraw Online Application after submission**

### A.2.13 Invitations to Tender with Awarded Contracts

The list of Invitations to Tender with Awarded contracts shows companies that were awarded with a contract. The publication of the price is optional unless required by regulations of the European Union. This information is displayed for 5 years.

#### Invitations to Tender with awarded Contracts

ITT Reference	Reference	Title	Company and Address	Country	Awarded Date	Price
14/208764		Satellite System Operations Engineering Support	Moltek Consultants Ltd	United Kingdom	01 Aug 2014	
14/208775		MTG Ground Segment - Lossless Compression for the Operational Dissemination of Level 1 Datasets	Thales Services SAS	France	02 Oct 2014	
14/209017		PRS Scheduler Consultancy Support	Planitec GmbH	Germany	02 Oct 2014	
13/086		EPS SG System Test Tools & Test Data (Re-issue)	CS Communications & Systems Germany GmbH	Germany	03 Apr 2014	
13/090		DOORS Administration Engineering Support	Moltek Consultants Ltd	United Kingdom	03 Jun 2014	
13/093		Consultancy Support for EPS-SG End-to-End Instrument Chains	Telespazio Vega Deutschland GmbH	Germany	03 Apr 2014	


 1 of 5

Rows  

#### A.2.14 EUROPEAN UNION Funds: Contracts and Purchase Orders

Following the Agreement between the European Union and EUMETSAT on the Copernicus programme, EUMETSAT shall publish on its website information on the recipients of Union funds in the form of contracts concluded by EUMETSAT.

The information for each contract/purchase order funded by the European Union is displayed for 5 years in this list.