

## **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 – <https://eumits.eumetsat.int>**

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](mailto: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.

The following are standard Reference Documents and their inclusion may vary according to the ITT:

General Conditions of Contract  
General Conditions of Tender  
General Conditions of Purchase  
Allgemeine Einkaufsbedingungen  
Confidentiality Undertaking  
Rules on Travel Expenses  
VAT Exemption  
Example of Work Package Template  
Invoice Requirements  
Mission Application Form

Other documents pertaining to each individual ITT are specific to that ITT. Attention is drawn to the fact that when **Special Tender Conditions** are specified for an ITT, they are complementary to the General Conditions of Tender and should be carefully read and responded to.

### **Consultancy ITTs**

Bidders should note the employment and AÜG certificate requirements, as further described in the following [Letter to all Consultants](#), applicable to the ITT (special tender conditions and draft contract).

### **Questions and Answers**

Bidders should note that EUMETSAT's rules on competitive procurement actions only allow questions related to omissions, ambiguities or mistakes in the ITT to be answered.

If EUMETSAT feels that a question is not of this nature, an email will be forwarded directly to the Bidder.

Should the questions raised by Bidders require clarification, the questions and answers will be published via EUMITS for the specific ITT questioned. Also an email will be forwarded to each Bidder, who has selected the "Upon Question & Answer" field on the registration form, to warn them to revisit EUMITS.



**DON'T FORGET TO LOOK AT THE EUMITS USER GUIDE**