

EUM/COS/LET/16/867207

**Subject: Consultancy ITT Awards to Contractors - Update of Special Tender Conditions**

Dear Sir/Madam,

You are aware that EUMETSAT has always had an evolving policy towards consultancy support and consultancy recruitment and this announcement aims to inform you of some recent updates to the EUMETSAT Special Tender Conditions for consultancy support tender actions.

EUMETSAT maintains its policy that contracts with freelancers will only be considered exceptionally for part-time consultancy support and that only legal entities offering key persons who are employed by the bidding company, who do not own the majority of the shares of the bidding company and who will not be part of the management of the bidding company shall be eligible to bid for full time on-site consultancy support tender actions.

Consultants must be employed by the company which provides them to EUMETSAT, and the company must be able to demonstrate that it acts as an employer. The bidders shall be required to confirm in their offer that the proposed key persons do not hold the majority of the shares of the company and do not form part of the management of the bidding company.

**The confirmation that bidders have registered with the appropriate German authority and obtained the required certificate in accordance with the “Arbeitnehmerüberlassungsgesetz” (AÜG) will only be required on a case by case basis. Bidders are invited to read carefully the Special Tender Conditions of each tender action in this respect.**

I wish to emphasise the importance of the above Special Tender Conditions (STCs) in EUMETSAT's decision making, resulting in the fact that consultancy support contracts are only awarded to those companies meeting the full requirements of the STCs.

You are requested to acquaint yourself with the full text of the above STCs in any consultancy support ITT currently published on EUMITS.

Yours faithfully,

Eleni Katsampani  
Head of Contracts Division