

# Procurement

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Zeynep Perez, Stuart Freshwater  
Procurement section



# Agenda

1. ECMWF approach to Procurement
2. Procurement Processes & Portal
3. Use of Portal and guidance tools
4. General points
5. Q&A

# ECMWF's approach to Procurement

- Procurements are run under ECMWF internal procurement regulations.
  - ECMWF procurement regulations are similar to the most recent EU Procurement Directives, but they are not identical
- Procedures follow internationally accepted principles:
  - Transparency and equal treatment of all bidders
  - Effective competition
  - Best value for money
- Dissemination of information about ECMWF Invitations to Tender (ITT) / Requests for Proposal (RFP):
  - ECMWF publishes Prior Information Notices and Contract Notices in the Official Journal of the European Union (OJEU)
  - ECMWF's Suppliers webpage (<https://www.ecmwf.int/en/about/suppliers>), updated regularly to list ITTs / RFPs that have been published

# ECMWF's approach to Procurement

- ECMWF generally uses the following procurement approaches:
  - Open
  - Restricted
- Direct awards are allowable under ECMWF procurement regulations (but unusual)
- Frameworks may also be used - both internal and external
- RFPs/ITTs are issued either via an eportal, ECMWF website, or email

*The approach used is tailored to the requirements of the specific RFP/ITT*

# ECMWF's Processes & eProcurement Portal

- ECMWF uses a variety of means for its procurements:
- eProcurement Portal
  - provided by Proactis (Due North)
  - accessible at <https://procontract.due-north.com> or <https://procurement.ecmwf.int>
- Publication on Website (response via email)
- Email to nominated suppliers (response via email)

*We do not use hard copy or postal processes.*

- In order to respond to an RFP/ITT in the portal, suppliers need to:
  - Register on the Portal (the registration process is free and is managed by the Portal provider)
  - Express an interest in an opportunity (RFP/ITT) through the portal
  - Prepare their response by completing and submitting the online questionnaire, where all ITT documents and templates are attached to relevant questions.

## Guidance for Suppliers

- The ECMWF Supplier page at <https://www.ecmwf.int/en/about/suppliers> includes further information together with listing current procurement exercises with links to documents
- For the eProcurement Portal, guidance for suppliers is available at <https://supplierhelp.due-north.com> – includes video tutorials describing the key functionalities of the Portal
- ECMWF has also developed a document (published at ECMWF's Suppliers webpage), providing step-by-step guidance to suppliers about how to navigate the eProcurement Portal for:
  - finding an opportunity launched by ECMWF (RFPs, ITTs);
  - accessing the RFP/ITT documents on the Portal;
  - submitting a response to an ITT on the Portal;
  - accessing the messaging board of an ITT/RFP.
- The guidance document can be found at the following link: <https://www.ecmwf.int/en/about/suppliers>

## General points:

- Communication (including clarification questions) is conducted exclusively via
  - For portal tenders: the Portal Messaging board.
  - For other tenders/RFPs: the email address contained in the tender/RFP documents
  - ECMWF encourages the use of the clarification period to raise any points relating to the RFP/ITT.
- Responses to clarifications will be published publicly unless specific to an individual supplier
- Evaluation criteria will be based on both price and quality of proposal, which may include supplier stability and legal elements), but each individual ITT/RFP may have its own particular sub criteria.
- ITTs will generally consist of three volumes:
  - Vol I – tender information including the timetable and guidance together with response requirements
  - Vol II – Specification / Statement of Works
  - Vol III – Terms & Conditions
- ECMWF are being supported by two procurement outsourcing companies, Ayming and eXceeding
- A Tender Evaluation Board oversees the whole process from strategic approach to approval of contract

Q&A  
Grazie mille!