

# ECMWF eProcurement Portal

## Guidance for Suppliers

This document is prepared by ECMWF and aims to provide guidance to the tenderers about how to navigate around the eProcurement Portal (ProContract) for:

- finding an opportunity launched by ECMWF (RFPs, ITTs),
- accessing the RFPs/ITTs and the “Online questionnaire”,
- where to find the RFP/ITT documents,
- how to submit a response to a tender,
- how to access the messaging board of an ITT/RFP.

### eProcurement Portal (ProContract)

The European Centre for Medium-Range Weather Forecasts (ECMWF) uses “eProcurement Portal (ProContract)” for majority of the procurements that it runs. Each procurement exercise will contain the information in its announcement and documentation in this regard.

To take part in these procurement exercises and to be able to express an interest in an opportunity, first you must register on the eProcurement Portal with details of your organisation (registration is free).

You should note that the process for registration on the portal is managed by the portal provider Due North.

If you have any technical issues with the portal or your registration process, you should visit the ProContract Help Library at <https://supplierhelp.due-north.com/> or contact their support team by emailing to [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

The eProcurement Portal can be accessed from one of the following links (the first link redirects to the ProContract login/registration page and the second link redirects to the page where ECMWF current opportunities are listed):

<https://procontract.due-north.com>

or

<https://procurement.ecmwf.int>

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### Finding and accessing an opportunity & Online questionnaire

When you are registered on the eProcurement Portal, you will be able to see all the opportunities available in ProContract for various buyer organisations beside ECMWF.

When you are at the home page, you can narrow your search results to opportunities issued by ECMWF by selecting the corresponding portal or organisation on the ProContract Opportunities page as shown in Capture 1:

## CAPTURE 1:

Opportunities - Search results

Narrow your results

- Portals: ECMWF
- Organisations: All
- Categories: There are 0 categories selected
- Regions: There are 0 regions selected
- Keywords:
- Include closed:  Yes  No
- Expression date: Start date, End date
- Published date: Start date, End date

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated value
C3S_424 Operational Sectoral Information System for the Water Sector	ECMWF	06/10/2017	16/11/2017	N/A
C3S_426 LOT 1 Operational Sectoral Information System for the Energy and Wind Storm Insurance Sectors	ECMWF	25/10/2017	06/12/2017	N/A
C3S_426 LOT 2 Operational Sectoral Information System for the Energy and Wind Storm Insurance Sectors	ECMWF	25/10/2017	06/12/2017	N/A
CANS_95 Use Cases (second batch)	ECMWF	19/09/2017	08/11/2017	N/A
ECMWF/ITT/2017/261 Provision of Communication Services (Framework)	ECMWF	11/10/2017	10/11/2017	N/A

When you locate an ECMWF RFP/ITT from the list and you click on the link, following screen for the ITT/RFP will open which is the advert of the opportunity:

## CAPTURE 2:

C3S\_426 LOT 2 Operational Sectoral Information System for the Energy and Wind Storm Insurance Sector...

Return to find opportunities

Main contract details

Opportunity Id: DN395295

Title: C3S\_426 LOT 2 Operational Sectoral Information System for the Energy and Wind Storm Insurance Sectors

Categories: 73000000-2 - Research and development services and related consultancy services

Description: ECMWF as the Entrusted Entity for the Copernicus Climate Change Service (C3S) invites tenders for the development of operational services that build upon the experience acquired during the pre-operational phase of the Sectoral Information System (SIS). During the course of 2016 seven contracts were awarded. Any messages sent to this email address will not be attended to. Any questions concerning this ITT shall be submitted via the Messaging area of the ITT, which can be accessed through the My Activities page of the Portal once you have logged-in and registered your interest in this opportunity.

Region(s) of supply: ÖSTERREICH, BELGIQUE-BELGIE, BULGARIE (BULGARIA)

Estimated value: N/A

Keywords: climate

Key dates

Estimated contract dates: Start date: 01/04/2018, End date: 31/03/2020

Expression of interest window

From 25/10/2017 12:00 to 06/12/2017 15:00

Register interest in this opportunity

Contact details

Buyer: ECMWF

Contact: Procurement at ECMWF

Email: do\_not\_use@ecmwf.int

Telephone: +44 118 949 9000

Address: ECMWF, Reading, Berkshire, RG2 9AX, United Kingdom

Attachments

- C3S\_426\_Volume IA\_final.pdf: 267 KB
- C3S\_426\_Volume II\_final.pdf: 688 KB
- Volume I Instructions and Conditions 20170615 Final.pdf: 563 KB

**1** ECMWF ITTs/RFPs are composed of a set of documents. The adverts published will contain the main document(s) of the ITT/RFP as attachments. The titles of the documents may change depending on the format of the ITT/RFP, however the main documents attached here will provide information minimum for the following:

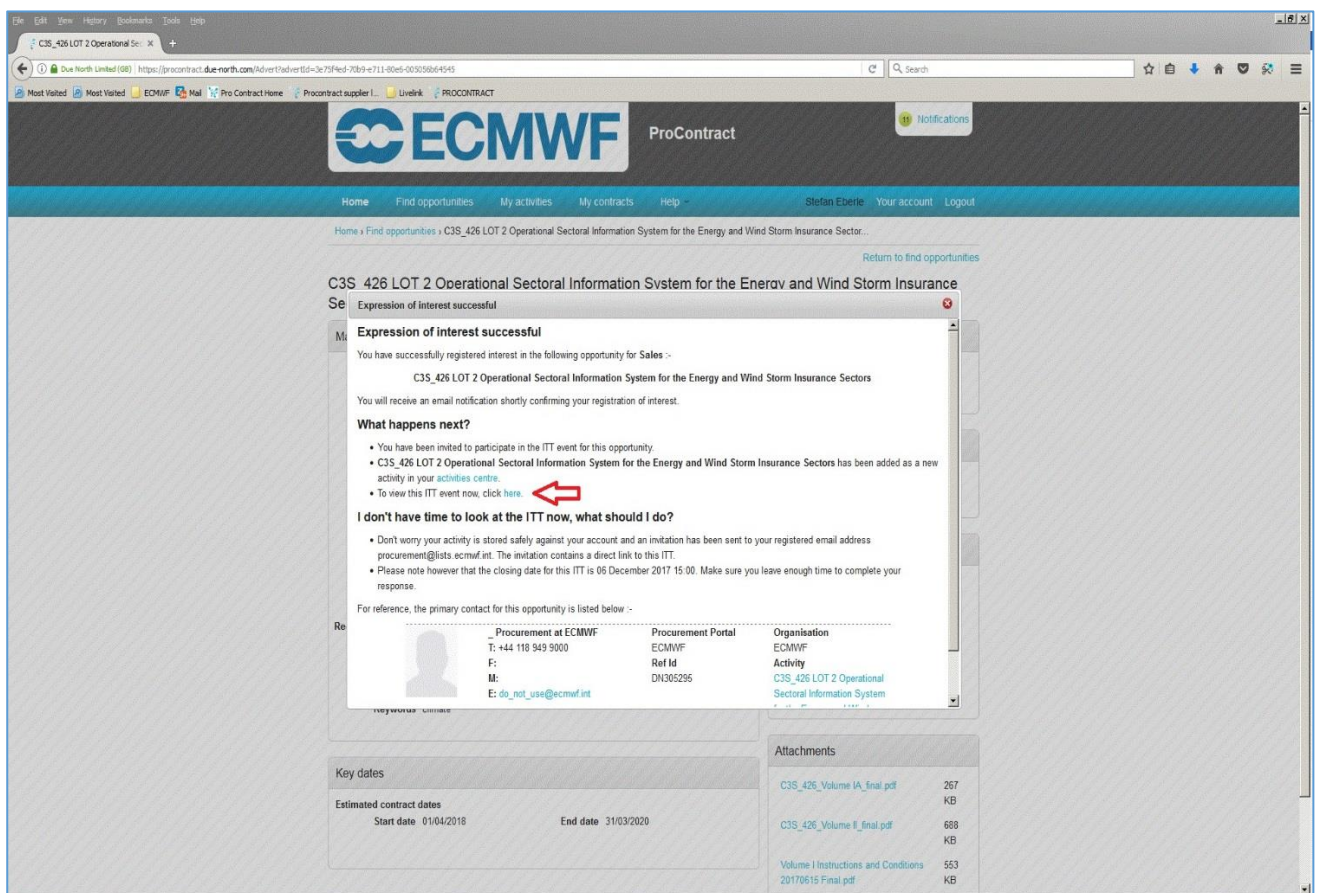
- instructions and conditions of tender
- detailed timetable for the ITT/RFP
- specifications/scope of requirements

Remaining ITT/RFP documents will in general be templates for tenderers to complete (response template, pricing tables to complete, etc.) and terms and conditions of contract and will be provided within the “Online questionnaire”.

**Online questionnaire is the step where tenderers prepare their responses by answering questions about their organisations and uploading documents for their responses in accordance with the instructions therein. The steps explained further in this document will take you to the online questionnaire.**

**2** After you viewed the advert and the documents attached for the ITT/RFP, you will need to “register interest” in order to access the online questionnaire. Registering interest is a step to access the ITT/RFP and does not commit you to respond. When you click on “Register interest” you will see the following screen in Capture 3:

### CAPTURE 3:



The notification in the screen above will indicate your interest is accepted and will also give you a link to access the ITT/RFP.

If you click on the link indicated above, it will take you to the ITT/RFP event and you will see the following screen in Capture 4:

## CAPTURE 4:

The screenshot displays the ProContract website interface. At the top, the ProContract logo and navigation menu are visible. The main content area shows an ITT/RFP event titled "CIS\_426 LOT 2 Operational Sectoral Information System for the Energy and Wind Storm Insurance Sectors". The event details include the title, response deadline (06 December 2017, 15:00:00), and a description of the project. The description mentions that ECMWF is the Entrusted Entity for the Copernicus Climate Change Service (C3S) and is inviting tenders for the development of operational services. It also lists requirements for the successful tenderer, such as meeting current user requirements, being computationally efficient, and being easy to maintain and document. The event is categorized as "ECMWF - ITT" and has 285949 views. On the right side, there is a "Time remaining" section showing a countdown timer (36:22:22:14) and a "Messages (0)" section indicating that no messages have been received. Below these, there are "Response controls" with a "Start my response" button (indicated by a red arrow), a "Register intent to respond" link, and a "No longer wish to respond" link. At the bottom, there is a "My responses" section stating that the user has not yet started their responses. The "Attachments" section lists three files: "CIS\_426\_Volume IA\_final.pdf" (267 KB), "CIS\_426\_Volume II\_final.pdf" (688 KB), and "Volume I Instructions and Conditions 20170615 Final.pdf" (553 KB).

Capture 4 above displays the ITT/RFP event. In this screen you will see an option “Start my response” as indicated. If you click on “Start my response” it will start the response wizard which will take you to the “Online questionnaire” in a few steps for preparation of your response.

In this screen you will also see an option as “Register intent to respond”. This is optional and provides ECMWF with extra information for registered intents by tenderers for submitting a respond to an ITT/RFP.

If you turn off the screen notification in Capture 3 or leave the page/portal, your interest will still be registered as linked to your account and activities and you may access the ITT/RFP at a later stage.

In order to find the ITT/RFP you expressed an interest in at a later stage, please see Capture 5 below:

## CAPTURE 5:

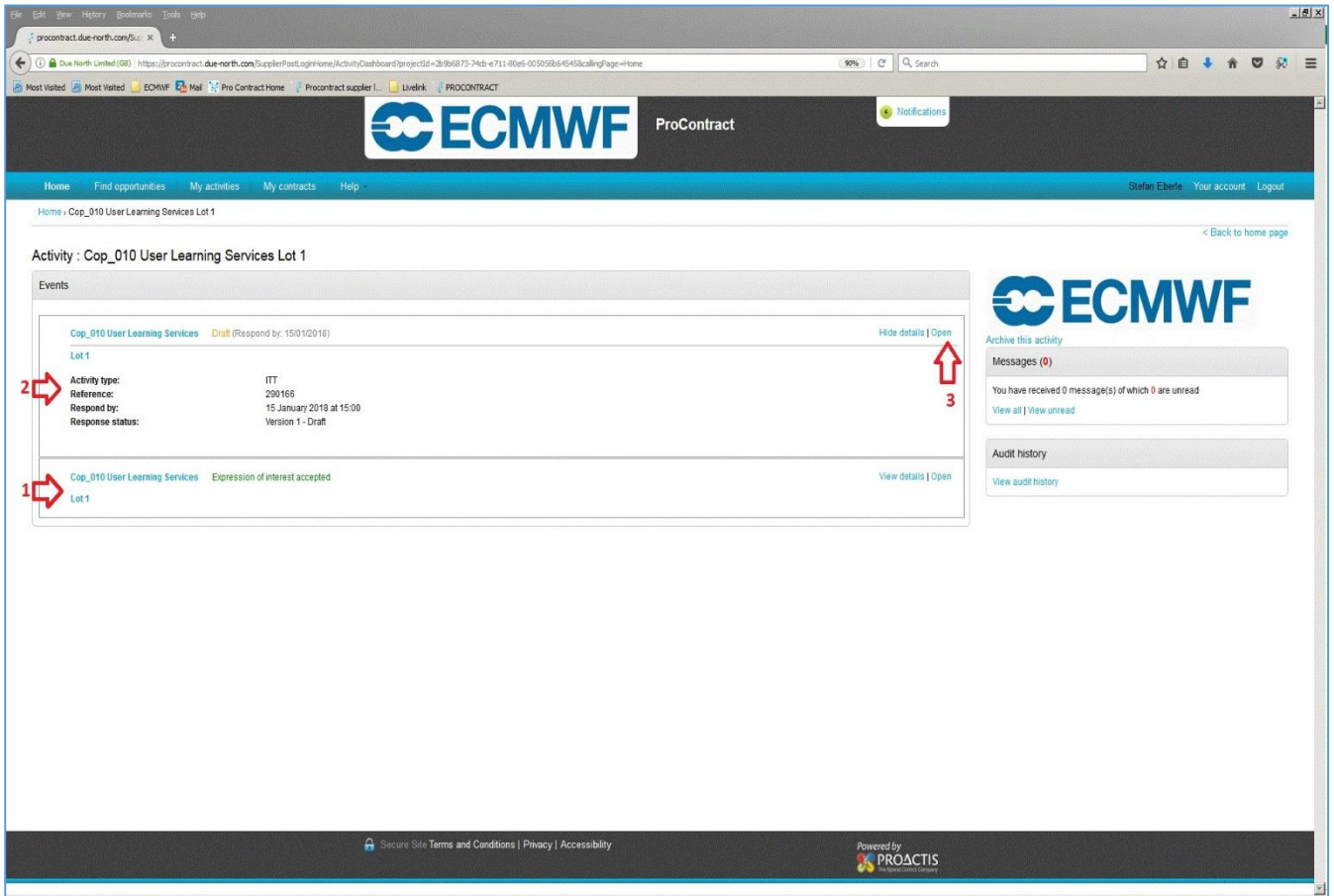
The screenshot shows the ProContract Supplier Post-Login Home page. The page has a dark blue header with the ProContract logo and navigation links. The main content area is titled 'Home page' and features a 'Activities' section with a table of recent activities. A red arrow points to the 'Recently added' tab. The table lists activities with columns for Buyer, Title, and Added. On the right, there are sections for 'Company details summary', 'Vendor profile', and 'Workgroups'.

Buyer	Title	Added
EDMWF	<a href="#">C3S_426 LOT 2 Operational Sectoral Information System for the Energy and Wind Storm Insurance Sectors</a>	27/10/2017 14:13
EDMWF	<a href="#">C3S_426 LOT 1 Operational Sectoral Information System for the Energy and Wind Storm Insurance Sectors</a>	25/10/2017 13:35
EDMWF	<a href="#">ECMWF/ITTT/2017/261 Provision of Communication Services (Framework)</a>	23/10/2017 17:25
EDMWF	<a href="#">C3S_424 Operational Sectoral Information System for the Water Sector</a>	06/10/2017 12:45
EDMWF	<a href="#">CAMS_95 Use Cases (second batch)</a>	19/09/2017 10:46
EDMWF	<a href="#">C3S_330 Operational Production of Seasonal Forecasts</a>	17/08/2017 14:35
EDMWF	<a href="#">C3S_312b LOT 5 Essential Climate Variable products derived from observations</a>	16/06/2017 15:55

As indicated in Capture 5 above, when you login to the portal, your home page will have tabs where you can have access to your activities. When you choose “Recently added” tab, the ITTs/RFPs that you expressed an interest in will be listed.

When you click on the link of the ITT/RFP you wish to access, you will view the main page (activity dash board) of the ITT/RFP and will see the screen in Capture 6 below:

## CAPTURE 6:



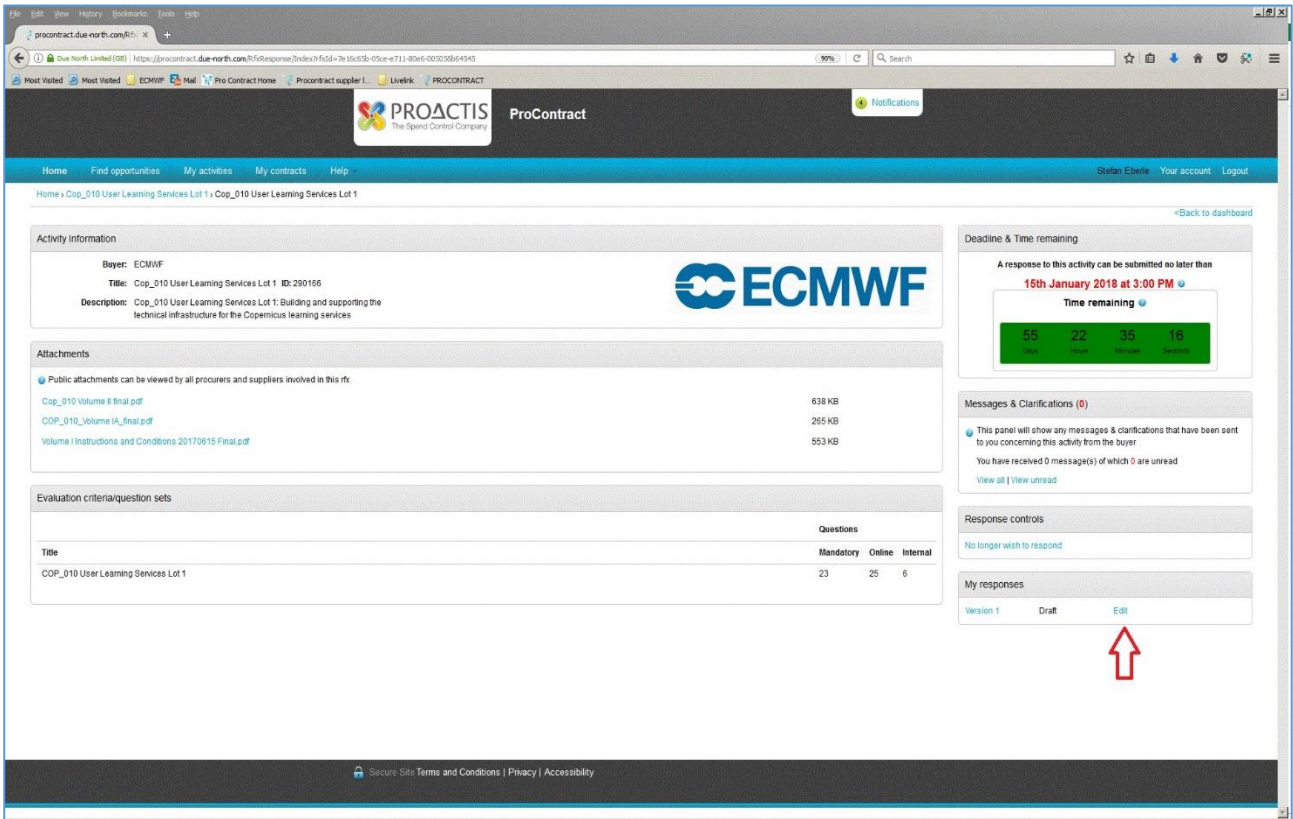
**1** The activity dashboard of the ITT/RFP presents the procurement process as different events. The initial event as seen above is the “Expression of interest” event and you will see that event as your interest accepted.

**2** The second is the event for the ITT/RFP where you start your response by accessing the “Online questionnaire”.

**3** As indicated in the capture above, you will need to click “Open” to start the ITT/RFP event (depending on your navigation activity, it may read as “Start” as well). Please note that it may take a few seconds for the new screen to appear.

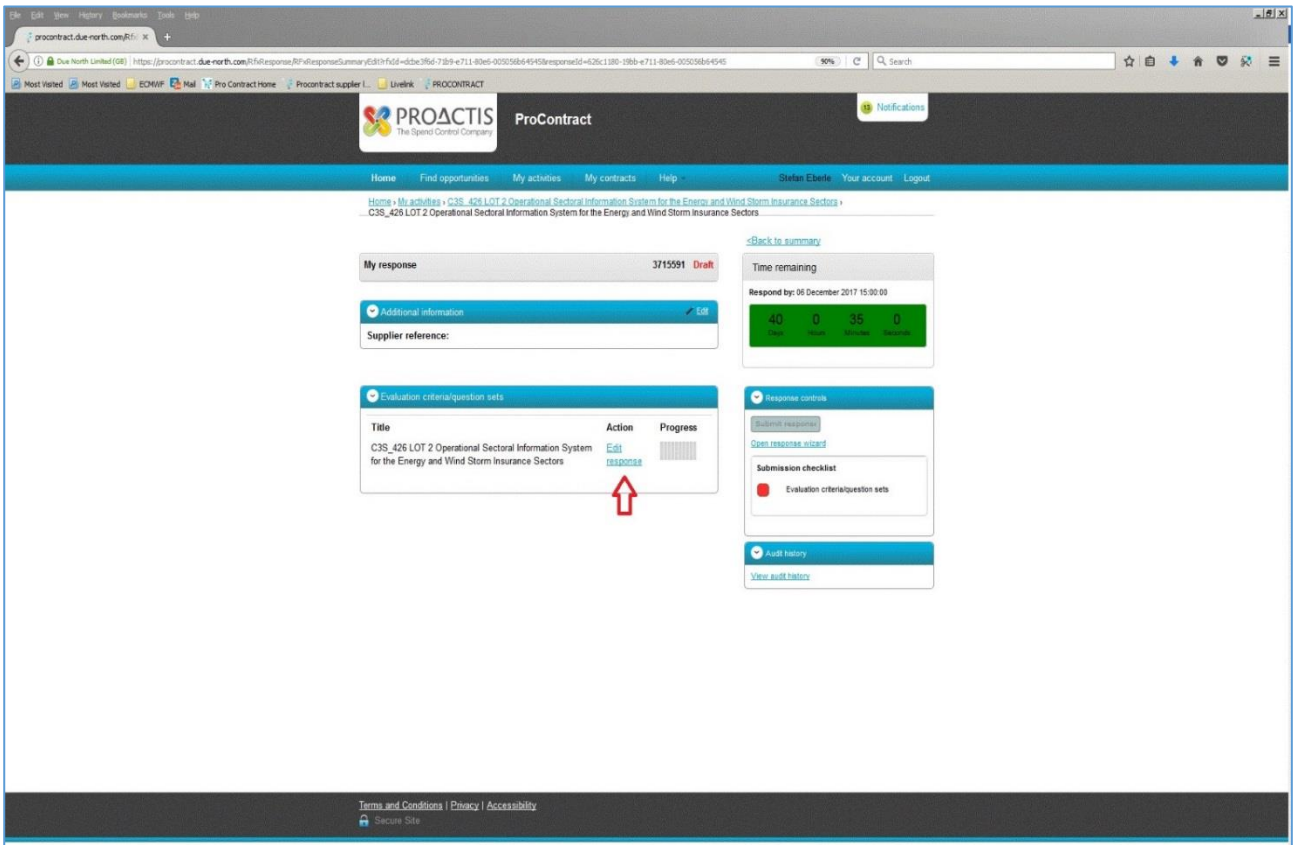
When you click “Open” or “Start” you will see the screen in Capture 7 below:

## CAPTURE 7:



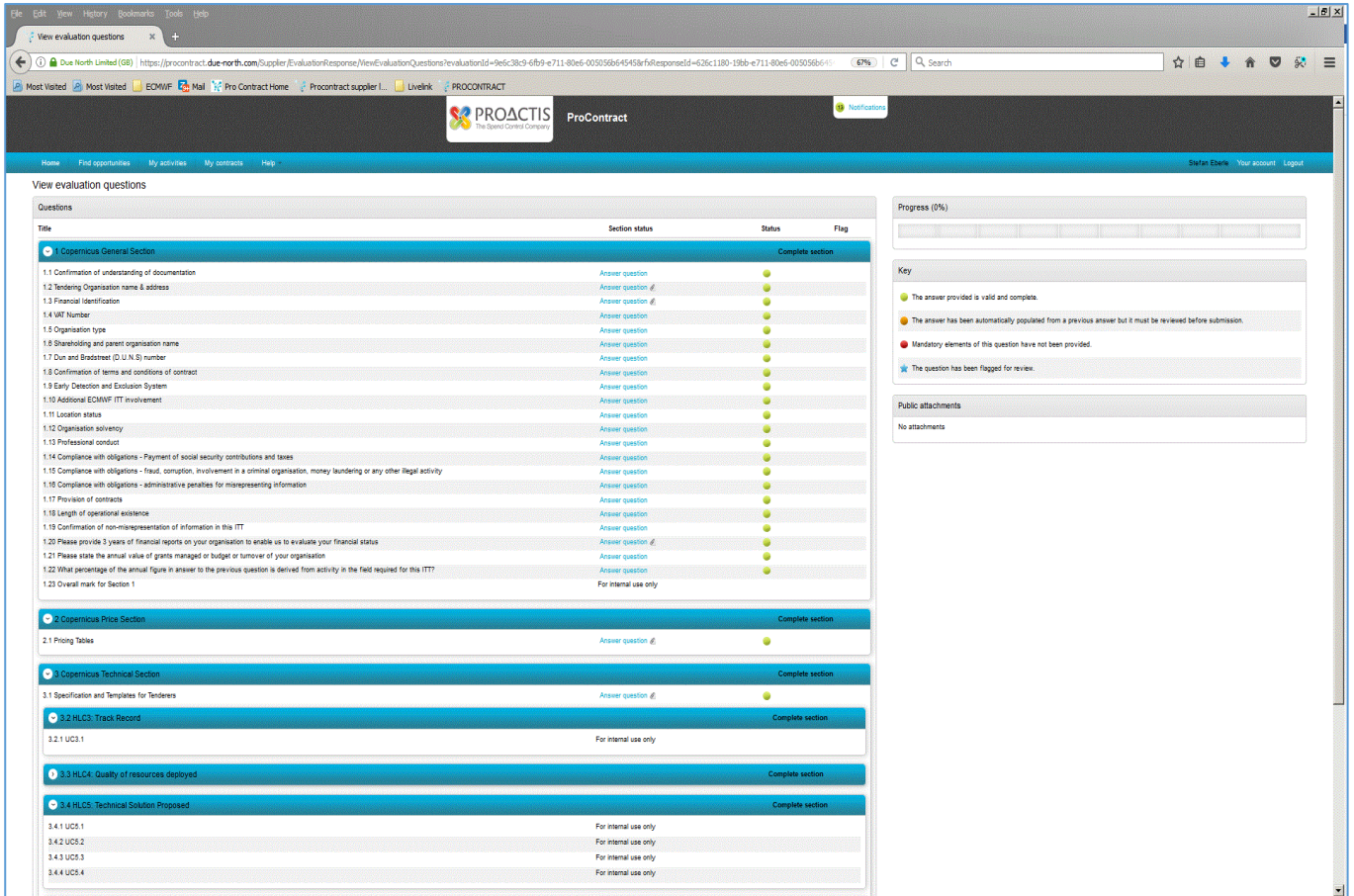
In the screen above you will need to click the “edit” as indicated which will take you to your draft response as shown in the below Capture 8.

## CAPTURE 8:



When you click the “Edit response” in Capture 8, it will open you the “Online questionnaire” as shown in Capture 9 below:

## CAPTURE 9:



Now you have accessed the online questionnaire where you will need to answer questions and upload completed documents which will constitute your response to the ITT/RFP. Each question will have descriptions and guidance for tenderers about what are expected.

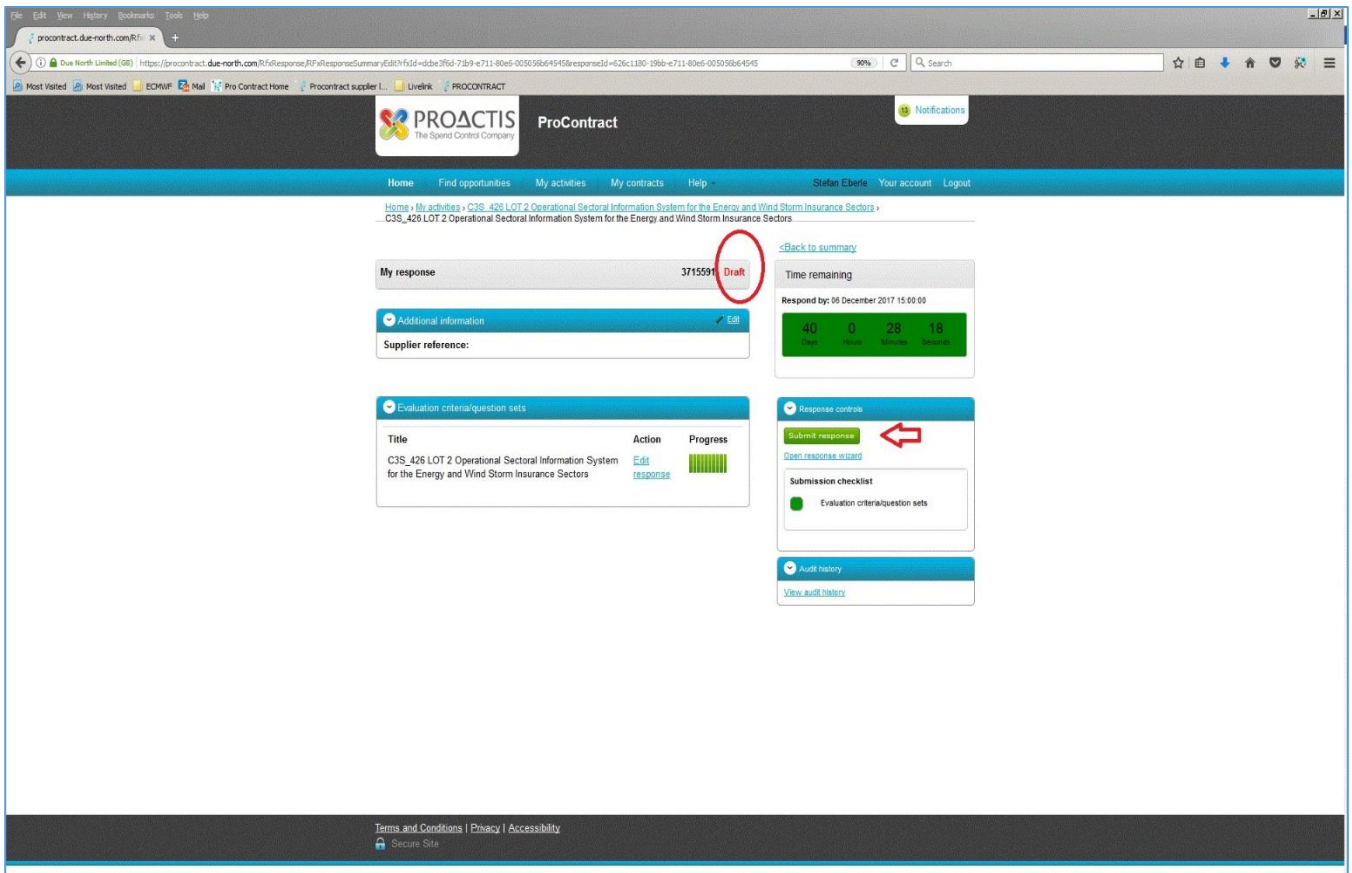
**“Question 1.1 Confirmation of understanding of documentation” of the questionnaire is where you can find the full set of ITT/RFP documents.**

Please note that while you are completing the questionnaire, each question will give you the option to “save” your answer and any documents you upload. Once you complete the online questionnaire you will need to close it by clicking on the “back” button at the bottom of the screen.



## Submitting the response

### CAPTURE 10:



Having completed the questionnaire online you can either save it for later submission or submit it straight away.

As indicated in the above Capture 10 above, the status of your response will read as “Draft” during the process.

**It is important to note that once you complete your response, you must click the “Submit response” button and the status of your response should read “Submitted”.**

Until the closing date you can change answers to the questionnaire and submit a new version. ECMWF will be able to see only the version of the answers that is current at the closing date.

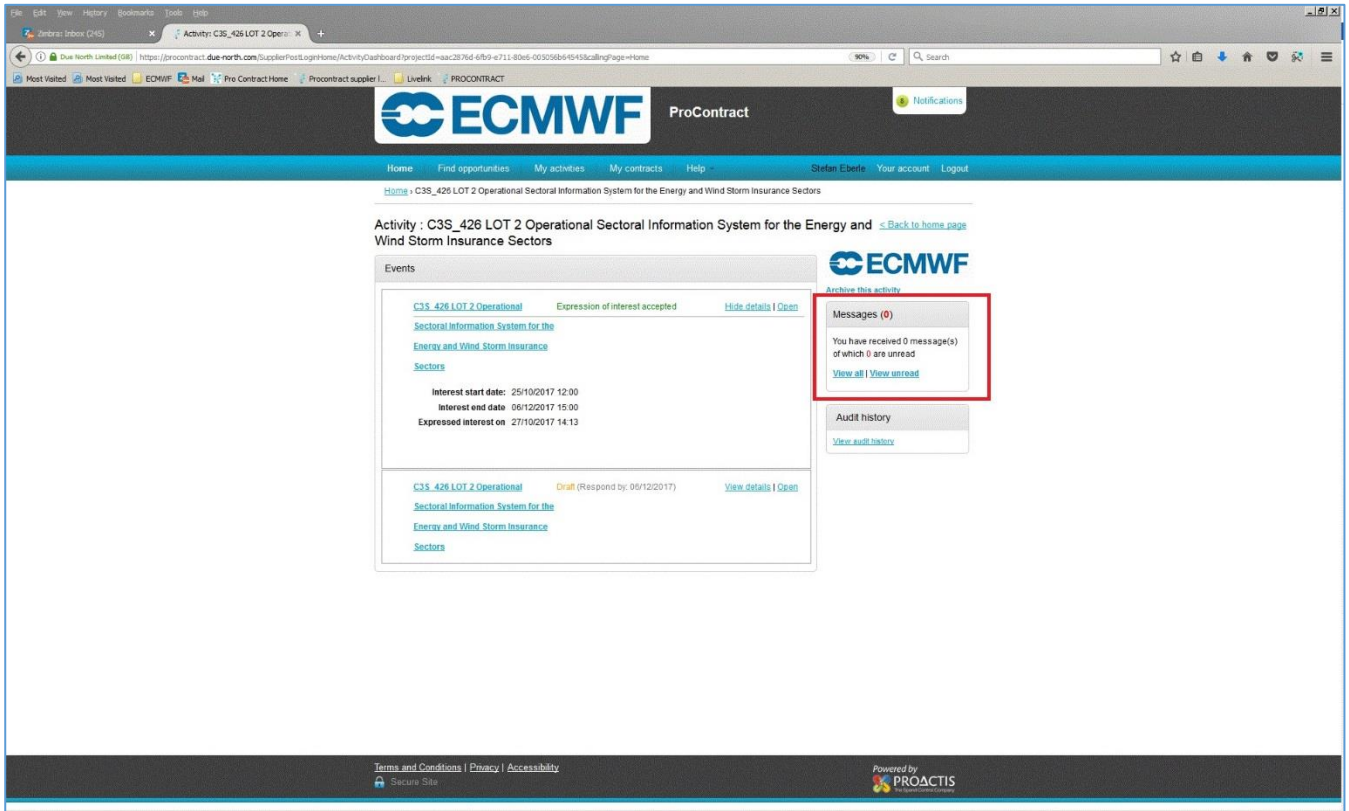
## Messaging Board

All correspondence between the tenderers and ECMWF regarding a procurement exercise is conducted via the “messaging board” of the ITT/RFP in the eProcurement Portal in accordance with the instructions provided in the ITT/RFP documents.

Messaging board can be accessed from the dash board of the ITT/RFP as shown in Capture 11 below. Once you click on “view” messages, it will give you an option to create a new message as well as shown in Capture 12. (Indication 1).

Please note that as shown in Capture 12 (indication 2), you will need to select the “Read” status box and click “Update” in order to see the messages that you have previously viewed.

## CAPTURE 11:



## CAPTURE 12:

