



Banking Services for the SatCen

Procurement Procedure Reference: SATCEN OP-02/21

Open procedure

Annex I to the Invitation to Tender
Tender Specifications



EUROPEAN UNION SATELLITE CENTRE

REFERENCE: SATCEN OP-02/21

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1. Introduction

1.1. Introduction to the European Union Satellite Centre

According to Council Decision 2014/401/CFSP, of 26 June 2014, on the European Union Satellite Centre (hereinafter referred to as the “SatCen” or “Contracting Authority”), the SatCen’s mission is to “support the decision making and actions of the Union in the field of the Common Foreign and Security Policy (CFSP) and in particular the Common Security and Defence Policy (CSDP), including European Union crisis management missions and operations, by providing, at the request of the Council or the High Representative of the Union for Foreign Affairs and Security Policy (HR), products and services resulting from the exploitation of relevant space assets and collateral data, including satellite and aerial imagery, and related services”.

The seat of the SatCen is Torrejón de Ardoz, Madrid, Spain, as established in Article 1(3) of Council Decision 2014/401/CFSP, of 26 June 2014, on the European Union Satellite Centre.

Further information can be found on the SatCen’s website <https://www.satcen.europa.eu/>.

1.2. General Objective of this Call for Tenders

The objective of this call for tenders is to award a direct service contract to a reliable bank, which will provide banking services for the SatCen’s day to day operations in accordance with the current document for the next 4 years.

The banking services will consist in the setting up and management of bank accounts for the SatCen. The SatCen will also require an internet banking service for balance/transaction reporting and payments.

The SatCen seeks to maximize the profitability of its funds through the remuneration of its bank accounts.

The SatCen will pay an annual maintenance fee not exceeding 0.5% of the balance. The contractor shall not levy any other charges and commissions.

1.3. Background

1.3.1. SatCen’s bank accounts

The SatCen currently maintains three bank accounts with the following average daily balance in 2020:

- Operating account, for the day-to-day money transmission operations. Average daily balance: €9,401,069.34
- Pensions account, for the payment of pensions. Average daily balance: €2,327,669.82
- Account dedicated to the Copernicus Service in Support to EU External Action (SEA), component of the Copernicus Security Service. Average daily balance: €2,458,010.41

SatCen’s average daily balance for the three accounts during 2020 amounted to €14,186,749.56



In addition, the SatCen plans to open a new bank account in the course of 2021 for its Staff Committee, with an estimated average balance of €12,000.00. A debit card will be associated to this new account.

1.3.2. SatCen's income

SatCen's total income in 2020 was €34,842,310.25.

The number of income transactions in 2020 amounted to 208.

1.3.3. SatCen's expenditure

In 2020, the overall volume of payments by SatCen was approximately as follows:

Payments in EUR:

- Number of payments within the Single Euro Payments Area ("SEPA"): 2,773.
- Number of payments outside SEPA Area: 3.
- Total payment volume: €34,390,830.59.

Payments in other currencies:

- Number of payments within SEPA Area: 4.
- Number of payments outside SEPA Area: 51.
- Total payment volume: €67,880.41.

The number of transactions and related amounts mentioned above are approximate and serve only to indicate the most probable scenario. It is expected that the number of transactions and related amounts will remain stable in the next four years. However, SatCen gives no undertaking with regard to either the number or the euro amount of transactions.

2. Technical specifications

2.1. Expected services

On the basis of the background information provided above in section 1.3, the selected bank will be expected to provide banking services for day to day operations, namely bank accounts and online banking services for making and receiving payments in euro, mainly within the SEPA area. More specifically, the SatCen requires the following portfolio of services:

(i) Management of bank accounts for the execution of SatCen's financial operations:

- Receiving payments, mainly made in euro, via bank transfer by EU-based payers. Occasionally, payments may be received by non EU-based payers.
- Executing payments in euro via SEPA credit transfer (SCT) to beneficiaries holding an account within the EU and which are SEPA compliant, and occasionally in non-euro currencies to beneficiaries within the EU or to beneficiaries outside the EU.



- Setting up occasional recurring payments by direct debit (e.g. utilities, mobile phones providers, etc.).
- At least two (2) credit cards and one (1) debit card associated to the operating account.
- Monthly and yearly bank statements in electronic format (e.g. PDF).

(ii) An internet-based online banking system

An internet-based online banking system enabling the SatCen to execute a range of online financial transactions through the financial institution's secure website including, without limitations, the following:

- making on-line payments to EU and non-EU based beneficiaries and viewing payments made on-line;
- processing electronic payments by importing payment files in batches;
- produce a report of the payment batches submitted including the details of each individual transaction included in such batch;
- viewing and downloading individual remittance advices for payments made and received;
- viewing and downloading bank statements in electronic format;
- making transfers of funds between accounts, and
- provide audit trail reports.

2.2. Conditions of the services (minimum requirements)

1. The establishment of the contractor where the bank account(s) will be located meets the operating conditions imposed by the competent supervisory authorities of a Member State of the European Union and has all the authorisations necessary to execute the required services. SatCen must be informed immediately by the contractor of any change or modification to such authorisations.
2. The contractor shall not levy any charges and commissions other than those specified in this document, unless explicitly authorised by the SatCen.
3. The contractor will process all payment instructions received from SatCen in euro or other currencies to the beneficiary's accounts held within or outside the SEPA area free of any charges.
4. The contractor undertakes not to execute a payment that would result in the bank accounts being in a debit balance on the value date. If the contractor is requested to make payments which would make the bank accounts go into a debit balance, such payments must not be carried out and the contractor must contact the SatCen



immediately, in order to ask for instructions. Accordingly, NO debit interest will be accepted.

5. The contractor undertakes to observe the following conditions in respect of debit transactions:
 - provided the payment instruction has been received by the contractor before the cut-off time and point 4 above is respected, a value date given by SatCen has to be strictly respected by the contractor;
 - the most favourable exchange rate for SatCen will be applied to all transactions in foreign currency involving an exchange operation and the same charges will be applied by the contractor as to an equivalent transaction in euro;
 - for all payments to other payment service providers, the full amount, with no charges deducted, will be credited to the payee's payment service provider's account, without exception, within no more than one day of value;
 - in case of executing a payment via an intermediary bank chosen by the contractor, the contractor will be liable for the correct execution of the payment until the funds are available to the beneficiary's bank (or other payment service provider).
6. The contractor undertakes to observe the following conditions in respect of credit transactions:
 - the most favourable exchange rate for SatCen will be applied to all transactions in foreign currency involving an exchange operation and the same charges will be applied by the contractor as to an equivalent transaction in the currency of the bank account; and
 - the contractor undertakes to ensure that the value date for SatCen is the date when the funds are received, provided the respective order has been received by the contractor before the cut-off time.
7. The contractor undertakes to observe the following conditions in respect of the on-line banking system:
 - guarantee the highest level of online protection and enhanced security by employing authentication devices protected by a PIN code or an equivalent user unique identifier;
 - provide a report of the payment batches submitted and standard audit trail reports;
 - provide flexibility that enables system administrators to set levels of access and authorisations for individual users;
 - perform a validation of IBAN and SWIFT data and issue a warning message in case of discrepancies;



- the online banking system must be available in English and, optionally, also in Spanish;
 - payment instructions must be accepted in batches and in a format which is compatible with the SatCen financial system Microsoft AX Dynamics®;
 - the electronic bank statements must be in a file format that is compatible for upload onto the SatCen's financial system Microsoft AX Dynamics®;
 - the online banking system must allow to import/export transactions in Excel format;
 - the online banking system shall enable a complete segregation of duties for the payment process, separating the creation task from the authorisation task; and
 - the online banking system will be used by up to eight users.
8. The contractor must confirm that it will be able to communicate with the SatCen in English and Spanish for seamless implementation and execution of all the services covered by the contract, including responsibilities resulting from regulatory requirements such as Health and Safety and Data Protection, as well as for the efficient and timely response in respect to contract management.
9. The contractor shall assign to the contract a team of experts, composed of:
- a contract manager (main point of contact), who will supervise and manage all services and ensure the smooth running of the contract, including regular and/or specific requests or complaints from SatCen. The contract manager must be fluent in spoken and written English and Spanish, shall be available during standard business hours. Back-up of the contract manager during his/her absence shall be ensured; and
 - A helpdesk for technical support, who will act as a first point of contact for any queries relating to day-to-day banking services. The technical support helpdesk shall be available during standard business hours. The technical support helpdesk must be fluent in spoken and written English and/or Spanish. In addition, the financial institution website must provide comprehensive on-line self-service help and guidance (i.e. FAQ, forms, guidance, etc.) in English and Spanish.
10. Processing of personal data in connection with this service must comply with EU data protection legislation, in particular, Regulation (EU) 2016/679 (General Data Protection Regulation), in such a manner that processing of personal data will meet the requirements of Regulation (EU) 2018/1725.

2.3. Remuneration of the bank accounts

The remuneration of the bank accounts shall be calculated on the basis of the following formula:



$$\text{Remuneration} = \frac{\sum_{i=1}^n B_i * (R_i + \text{Spread})}{\text{Bank year} * 100}$$

Where:

n = Exact number of days in the quarter

B_i = Balance on day i¹

R_i = Average of the principal refinancing rate applied by European Central Bank for the quarter²

Spread = Margin offered by your bank in %

Bank Year = 360 days

The reference rate and the spread offered will remain unchanged throughout the duration of the contract. However, no negative interest rate can be applied for the remuneration of the balances (i.e. should the remuneration formula, at any given time, result in negative interest, remuneration equal to 0% will be applied).

Interest statement:

The Contractor must undertake to produce an interest statement at the end of each quarter, whenever an account is closed, or on special request from SatCen, and send it to SatCen at the latest on the 10th of the following month.

The contractor will send to SatCen by the above deadline such interest statement, indicating:

- The daily balances (from 01.01. to 31.03., from 01.04. to 30.06., from 01.07. to 30.09., from 01.10. to 31.12.) on all days of the quarter
- The interest rate applicable (basic rate and spread)
- The daily amount of interest earned
- The total amount of interest for the quarter, showing separately any possible adjustments for previous periods

3. Contractual Conditions

3.1. Applicable Contractual Terms

A draft service contract is attached as Annex II to the Invitation to Tender. Tenderers must confirm acceptance of the draft contract and its terms and conditions in the Tender Submission Form attached as Appendix I.1 to these Tender Specifications.

¹ All balance must be remunerated at the same rate

² No other rate may be used



3.2. Starting Date of the Contract and Duration

The contract will enter into force on the date on which the last party signs it, and shall be in effect for 48 months.

The implementation of the contract cannot start before its entry into force.

3.3. Maximum Value of the Contract

The maximum estimated contract value is **two hundred eighty-four thousand euro (€284,000.00)**, excluding VAT, during the whole period of validity of the contract.

This estimated maximum contract value has been calculated over a four-year period, based on the following:

- An annual maintenance fee of 0.5 per cent (the maximum fee that the SatCen is willing to pay); and
- an average daily balance in 2020 of €14,186,749.56 for the three bank accounts currently maintained by SatCen, as stated in Section 1.3.1.

This contract value is a mere estimate and does not bind the SatCen to purchase banking services for this maximum amount.

The maximum contract value is all-inclusive and covers all charges, commissions and fees as well as the expenditure that may be incurred in the performance of the contract (including, without limitations, contract management, overheads, travel, accommodations and subsistence expenses).

3.4. Place of Performance

The services will be performed at the contractor's premises, within the territory as defined under section 4.2.

The contractor shall be available to organise meetings at its own premises, if requested by SatCen.

3.5. Payments

The contractor shall debit a nominated bank account, on a quarterly basis, with the maintenance fee for that specific quarter.

The tenderer shall not levy any charges and commissions other than those specified in these tender specifications, unless explicitly authorised by the SatCen.

3.6. Protection of Personal Data and Confidentiality

Any personal data included in the contract, or provided to the SatCen during the implementation of the contract shall comply with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No



1247/2002. Personal data shall be processed by SatCen solely for the purposes of the performance, management and monitoring of the contract.

The processing of personal data by the contractor shall meet the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). The contractor shall process personal data solely for the purposes set out by the SatCen.

The discussions, proceedings, documents and personal data related to the services provided under the contract must remain confidential between the service provider and the SatCen.

The service provider shall treat as confidential all information which it acquires from the SatCen or any other person in the course of performance of the services. However, the foregoing obligation of confidentiality shall not apply to any information that is in the public domain other than by wrongful disclosure of the service provider.

The service provider shall not pass personal data processed under this contract to a third party without the SatCen's prior consent.

At the end of the contract and upon a written request from the SatCen, the service provider shall provide a copy of the SatCen's staff data stored on the service provider's server. The service provider shall ensure that all SatCen data have been deleted from the servers.

3.7. Tax exemption

The SatCen is, as a rule, exempt from all taxes and duties, including VAT, pursuant to Article 13 of Council Decision 2014/401/CFSP, of 26 June 2014, on the European Union Satellite Centre, which are set out in Protocol (No 7) on the privileges and immunities of the European Union, attached to the Treaty on the Functioning of the European Union.

The contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the services required under the Contract are exempt from taxes and duties, including VAT.

4. Evaluation of Tenders

All tenders will be assessed in light of the specifications and evaluation criteria set out in these Tender Specifications.

Only tenders that are compliant with the technical specifications set out in Section **Error! Reference source not found.** of this document will be admitted to the evaluation stage. Proposals deviating from the technical specifications or not covering all the required technical specifications will be rejected for non-conformity.

4.1. Evaluation Steps

The evaluation of tenders will take place in four steps:



1. Verification of access to procurement of tenderers on the basis of the legal entity form.
2. Verification of non-exclusion of tenderers on the basis of the declaration on honour.
3. Selection of tenderers on the basis of their capacity to perform the services.
4. Compliance with tender specifications and minimum requirements.
5. Evaluation of tenders on the basis of the award criteria.

Only tenders meeting the requirements of one step will pass on to the next step.

4.2. Access to Procurement

Requirement 1:

The participation in this tender procedure is open on equal terms to all natural or legal persons established in the European Union.

The rules on access to procurement do not apply to subcontractors. Economic operators are free to choose their subcontractors from any country. Thus, in principle all economic operators can act as subcontractors of other economic operators who have themselves access to the SatCen's procurement procedures. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

Evidence required:

Tenderers, including members of bidding consortia, shall prove that they have access to the market by providing, along with the Legal Entity Form (see Section 6), a copy of their certificate of registration.

Requirement 2:

Comply with applicable environmental, social and labour law obligations established by European Union law, national legislation, collective agreements or international environmental, social and labour law provisions listed in Annex X of Directive 2014/24/EU.

Evidence Required:

Compliance with applicable environmental, social and labour law obligations must be attested with the declaration on honour form (Appendix I.2), duly completed and signed.

4.3. Exclusion Criteria

Requirement:

Participation in this call for tender is only open to tenderers (all entities involved, including subcontractors and consortium members) that are not in a situation of exclusion, which includes:

- bankruptcy and insolvency situations;
- non-payment of taxes or social security contributions;
- grave professional misconduct;
- fraud, corruption, participation in a criminal organisation etc.;



- serious breach of contract.

Evidence required:

Compliance with this requirement must be attested with the Declaration on Honour provided as Appendix I.2, duly filled out and signed by an authorised representative of the tenderer or, if applicable, by each member of the bidding consortia and the subcontractors.

Failure to provide a signed and dated declaration on honour will lead to exclusion from the procurement process.

Tenderers, members of bidding consortia and subcontractors shall be excluded from the selection and award procedures if they do not satisfy criteria a) to h) specified in the declaration on honour.

Should the contract be awarded, the successful tenderer shall produce the supporting documents (extracts from judicial records and official certificates) confirming the declaration on honour.

4.4. Selection Criteria

In order to participate in this call for tenders, tenderers must have sufficient legal, economic, financial, technical and professional capacity to perform the contract.

The assessment will be based on the information provided in the tender. The SatCen reserves the right to use any other information from public or specialised sources.

Tenderers who do not provide the documentation specified below, or who are judged, on the basis of the documents provided, not to have fulfilled the criteria specified below, will be excluded.

Tenderers may be requested to submit further evidence on the selection criteria.

4.4.1. Legal capacity

Requirement:

All the Tenderers must prove that they are authorised to perform the contract under the law of their country of establishment.

Evidence required:

Tenderers and, if applicable, members of bidding consortia shall prove that they are enrolled in a trade or professional register by providing, along with the Legal Entity Form (see Section 6), a copy of their certificate of registration.

If such Economic Operators are not required or entitled to access such register for reasons based on their legal status or applicable national legislation, an explanation should be provided and the Contracting Authority may accept, as satisfactory evidence, a sworn declaration, membership of a specific organisation, express authorisation, or entry in the VAT register, in lieu of the certificate of registration.



4.4.2. Economic and financial capacity

Requirement:

- The bank's short-term credit rating must be, as a minimum, one of these 3 ratings: either P-2 (Moody's), or A-2 (S&P), or F2 (Fitch Ratings). Any change to the credit rating must be communicated to the SatCen without delay.

Evidence required:

- The relevant document issued by the rating agency.

4.4.3. Technical and professional capacity

4.4.3.1. Technical and professional capacity relating to tenderers

Requirement 1:

- The establishment of your bank where the bank accounts will be located meets the operating conditions imposed by the competent supervisory authorities of a Member State of the European Union and has all the authorisations necessary to execute the required services in the country where the accounts will be located.

Evidence required:

- Relevant document issued by the competent supervisory authority.

Requirement 2:

- The establishment of your bank must be located in EU Area with a branch or subsidiary located in the Madrid region, Spain, where payments and other transactions described in these tender specifications will be executed. Any future changes in this respect should be immediately communicated to the SatCen.

Evidence required:

- Copy of a relevant document certifying the location of the bank's branch or subsidiary.

4.4.3.2. Technical and professional capacity relating to the team delivering the service

Requirement:

The tenderer shall demonstrate its capacity to provide a team of minimum 2 experts having at least the following qualifications/expertise:

Project Coordinator (main point of contact): At least 5 years' experience in supplying banking services to European or International organisations, public authorities, or private companies. Written and spoken English and/or Spanish is required.



Technical point of contact: in case of issues with the online payment solution. Minimum 3 years' experience with the online payment solutions. Written and spoken English and/or Spanish is required.

Evidence required:

- The CVs detailing the educational and professional qualifications and experience. The Europass curriculum vitae³ format shall be filled in. Each CV provided shall indicate the intended function in the delivery of the service. The precise contractual link with the tenderer has also to be described.

Satcen reserves the right, during the evaluation process, to request further evidence on the tenderer's compliance with the economic, financial, technical and professional capacity requirements

4.5. Compliance with tender specifications and minimum requirements

Offers will be assessed for compliance with the tender specifications before their assessment against the award criteria.

Tenders are considered not to comply with the tender specifications and are therefore to be rejected if they:

- do not comply with the minimum requirements laid down in Section 2.2 of these tender specifications (non-compliance);
- propose a solution different from the expected services described in Section 2.1 of these tender specifications (non-compliance);
- propose a maintenance fee above 0.5%, as set out in Section 3.3 of these tender specifications;
- are submitted as variants, when the specifications do not authorize them;
- do not comply with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU.

In all these cases, the grounds for rejection are not linked to the award criteria so there is no evaluation as such. The tenderer will be informed of the ground for rejection without being given feedback on the content of the tender other than on the non-compliant elements.

4.6. Award Criteria

The offers compliant with the technical specifications, not falling in one of the grounds for exclusion and complying with the selection criteria will be evaluated against the following award criteria:

- (i) The remuneration of the bank accounts:

³ <http://europass.cedefop.europa.eu/en/home>

- a. interest rate proposed by the tenderer which will be fixed throughout the duration of the contract.
- (ii) The total costs expected to be incurred, considering the following:
 - a. the annual maintenance fee proposed by the tenderer (which shall be less or equal to 0.5%),
 - b. the yearly adjustments of the maintenance fee based on the formula/method proposed by the tenderer, and
 - c. the threshold (balance amount) below which the maintenance fee does not apply,

which together result to the lowest cost (or highest income) for the SatCen during the 48-month term of the contract.

For the purpose of the evaluation, the costs (or income) generated by the banking services will be determined by reference to an average daily balance of €14,186,749.56, as stated in Section 1.3.1.

Tenderers should complete the financial offer template provided in Appendix I.3 of the tender specifications. Based on the information completed by each tenderer, the offers will be ranked on the basis of the lowest cost (or highest income) for the SatCen.

In case of equal score of two or more tenders, the following additional criteria will be applied:

1. The tenderer with the best rating;
2. The tenderer offering the lowest cost.

5. Administrative Information Concerning the Invitation to Tender

5.1. Procurement procedure and governing rules

The contract will be awarded through an open procurement procedure, governed by SatCen's rules on public procurement, available at:

https://www.satcen.europa.eu/keydocuments/SatCen_procurement-manual%20V.03.pdf

5.2. General administrative information

Completing the procedure of this call for tenders in no way imposes on the SatCen an obligation to award the contract. SatCen shall not be liable for any compensation with respect to tenderers whose offers have not been accepted, nor shall SatCen be liable when deciding not to award the Contract.

The SatCen will not reimburse expenses incurred in preparing and submitting tenders.

Once the SatCen has accepted a tender, it shall become the property of SatCen and the SatCen shall treat it confidentially.

Variants are not allowed.



5.3. Misrepresentation and corruptive practices

The contract shall not be awarded to tenderers who, during the procurement procedure:

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by SatCen as a condition of participation in the contract award procedure or fail to supply this information;
- c) attempt to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or SatCen's staff members or Directors during the process of examining, clarifying, evaluating and comparing tenders.

All the above-mentioned circumstances shall lead to the rejection of an offer and may result in administrative penalties.

5.4. Tender Calendar

The tender calendar, as currently envisaged, incorporates the following key dates:

Milestone	Date/Deadline
Launch of the procedure (dispatch of contract notice to TED e-Notices)	11-05-2021
Closing date for receiving questions	07-06-2021
Closing date for answering questions	10-06-2021
Closing date for the submission of tenders	18-06-2021 (at 16:00 h)
Opening session	21-06-2021 (at 12:00 h)
Estimated date of contract signature	July/September 2021

5.5. Subsequent contracts with the same contractor

After award of the contract, the SatCen reserves the right to launch an exceptional negotiated procedure for similar banking services (including short fixed-term deposits to invest surplus funds) with the same contractor in case of need. The maximum value of such additional similar services shall not exceed €130,000.00.

6. Submission via the e-Submission application

Tenderers shall submit their tenders electronically via e-Submission in English or Spanish before the closing date for submission of tenders as described in the Invitation to tender.

Rules regarding the submission of tenders are provided in the Invitation to Tender.

Tenderers must observe precisely the indications provided in the invitation to tender in order to ensure their tenders are admissible.



Late delivery will lead to the non-admissibility of the tender and its rejection from the award procedure for this contract.

The tenderer must submit the following documents using e-Submission:

a) Tender submission form (Appendix I.1), signed by the authorised representative of the tenderer.

b) The legal entity form, available at:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf

The Legal Entity Form must be completed and signed by the tenderer's authorised representative and accompanied by all the supporting documents requested therein (copies of register(s) of companies, official gazette, vat registration, etc.).

c) The declaration(s) on honour relating to exclusion and selection criteria using the template provided in Appendix I.2.

The declaration on honour must be completed, dated and signed by the tenderer's representative.

d) The power of attorney (or delegation, notice of appointment, trade register excerpt, articles of association, by-laws or equivalent) for the purpose of signing and submitting the tender, any documents related to this call for tenders and any contract that may result from this procedure.

e) Evidence of tenderer's economic and financial capacity, as required in Section 4.4.2:

- The relevant document issued by the rating agency.

f) Evidence of tenderer's technical and professional capacity, as required in Section 4.4.3:

- Relevant document issued by the competent supervisory authority.
- Copy of a relevant document certifying the location infrastructure.
- The CVs of the proposed team members in Europass format.

g) Technical proposal addressing all aspects detailed in Section 2 of this document and demonstrating a good understanding of the technical requirements.

The technical proposal (as well as the present Tender Specifications) shall be an integral part of the contract.

h) Economic offer

Tenderers shall provide a signed and dated economic offer, using the Economic Offer template provided as Appendix I.3, which is divided into four parts:

- (i) interest rate for the remuneration of the bank accounts (which will be fixed throughout the duration of the contract);
- (ii) annual maintenance fee (which shall be less or equal to 0.5%);



- (iii) formula/method for the yearly adjustment of the maintenance fee; and
- (iv) the threshold (balance amount) below which the maintenance fee does not apply.

The economic offer shall be quoted considering the following:

- Failure to propose a maintenance fee or quoting a maintenance fee above 0.5% will lead to the rejection of the bid.
- Tenderers may opt not to propose: (i) an interest rate for the remuneration of SatCen's accounts; (ii) a formula/method for the yearly adjustment of the maintenance fee (in which case the maintenance fee will be considered fixed throughout the term of the contract); and (iii) a threshold (balance amount) below which the maintenance fee does not apply.
- The total amount of the tender to be inserted in the relevant tab of the e-Submission should be "0.01." The financial offer (Appendix I.3) submitted is the one that is taken into account for evaluation purpose.
- The economic offer is binding on the tenderer and shall be an integral part of the contract.
- The proposed maintenance fee shall be all-inclusive, namely reflecting all fees, charges and commissions, as well as any direct and indirect costs relating to the performance of the contract (including, without limitations, travel, accommodations, subsistence expenses, contract management and overheads).
- The proposed maintenance fee should be free of VAT and other taxes or duties.

The financial proposal shall be completely clear. Your tender may be ruled ineligible if it contains any statements preventing an accurate and complete comparison of the tenders (such as "To be discussed").

i) Tender Submission Report – generated by e-Submission.

Please note that, to grant equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals.

The SatCen will reject tenders where no technical or financial offers are proposed.

The SatCen reserves the right, however, to request clarification of the tender after the opening. It may furthermore require (additional) evidence in relation to the administrative information, exclusion and selection criteria. The information required shall be provided within the time-limit stipulated.

7. Annexes

- Appendix I.1 – Tender submission form
- Appendix I.2 - Declaration on honour
- Appendix I.3 - Economic Offer template