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GSA/RP/21/14

“GSMC Security Monitoring Services to the GSA”

Annex I to Invitation to participate- “Conditions for Request to Participate”

Phase I

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1 OVERVIEW

The present conditions for request to participate are intended to complement the information contained in the Contract Notice 2014/S 281885, providing to the candidates further information on the procurement procedure and elements to allow them to prepare for it.

1.1 Context of the Tender

The European GNSS Agency (hereinafter 'GSA', 'the Agency' or 'the Contracting Authority') is an official European Union regulatory authority formed by the European Union to accomplish specific tasks related to the European GNSS programmes, including Galileo.

The GALILEO SECURITY MONITORING CENTRE (GSMC) is an integral part of the Galileo infrastructure. It undertakes the following missions:

1. Galileo Security Monitoring: monitoring and taking action regarding security threats, security alerts and operational status regarding the systems components.
2. Management of the PRS access on system level: The GSMC will ensure that sensitive information relating to the use of PRS is suitably managed and protected and is not exposed to the Galileo Operating Centre. The GSMC shall be an interface with governmental entities (through computerized 'Point of Contract Platforms' - POCPs) for request of cryptographic keys and with the Galileo core components to manage the satellite related signal messages.
3. Implementation of "Joint Action" instructions: In the event of a threat to the security of the European Union or of a Member State arising from the operation or use of the system, or in the event of a threat to the operation of the system, in particular as a result of an international crisis, the Council, acting unanimously, shall decide on the necessary instructions to the GSA and the concession holder of the system.
4. Provide PRS and Galileo security expertise and analysis.

In this context, the GSA operates the Galileo Security Monitoring Centre at its sites in Saint-Germain-en-Laye, France, and in Swanwick, UK. The present tender serves to procure specific services to the GSA to support it in its site operations following the description of the tasks provided below.



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1.2 Outline of the Tender and procedural process

Name: **GSA/RP/21/14 – “GSMC security monitoring services to the GSA”**

Procedure: **Restricted Procedure** in accordance with Article 127(1)(2), 2nd sub-paragraph RAP¹ for procurement of services under a single supplier **framework service contract**.

No lots applicable.

No reduction of legitimate candidates within the procedure is foreseen – all candidates having passed the exclusion and selection criteria will be invited to submit a tender in phase II.

IMPORTANT NOTE:

- This procedure is organised in **two phases**:

Phase I – Request for Participation (*the present call*): In this phase any economic operator (including consortia) established in a European Union Member State interested in the tender as described in the contract notice and this document may submit a request to participate. The request will be assessed against the exclusion and selection criteria detailed in this document, including references. Only candidates fulfilling all the criteria will be invited by the GSA to submit a non-negotiable tender.

Phase II – Submission of Tenders (*separate invitation required*): Following the assessment of the requests to participate, pre-selected candidates will be invited to submit a non-negotiable tender. The exact details of the technical requirements for the tender will be communicated in the tender specifications which the pre-selected candidates will be able to access following Phase I. The submitted tenders will be evaluated on the basis of the qualitative and financial evaluation criteria to be communicated also in the tender specifications.

- This invitation to participate, as all follow-up elements of the tender process, are in no way binding on GSA. GSA’s contractual relationship commences only upon signature of the Contract with the successful tenderer.
- Up to the point of signature, GSA may either abandon the procurement or cancel the award procedure, without candidates or tenderers being entitled to claim any compensation.

¹ Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.



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TIMETABLE	Date	Comments
Phase I – Selection Phase		
Launch of procurement process – submission of Contract Notice to the Official Journal	8 August 2014	All documents available at: http://www.gsa.europa.eu/gsa/procurement
Deadline for submission of clarifications requests by economic operators (Phase I)	1 September 2014	Requests to be sent in writing only to: tenders@gsa.europa.eu
Last date on which clarifications are issued by GSA (Phase I)	8 September 2014	All clarifications will be published at: http://www.gsa.europa.eu/gsa/procurement Economic operators are advised to check this webpage on a regular basis possible updates and/or clarifications.
Deadline for submission of Requests to Participate	15 September 2014	
Evaluation of Requests to Participate	By end of September 2014	Estimated
Invitation of selected candidates to Phase II – dispatch of rejection letters	Beginning of October 2014	Estimated
Phase II – Tender Phase deadlines will be communicated with invitation to phase II, however the procurement process is aimed to be closed and contract signed by end of the year.		

1.3 Purpose of the Contract

The general aim of this procurement is to award a single Framework Contract (hereinafter „the FWC“ or „the Contract“) for the provision of GSMC Security Monitoring Services to the GSA sites within the scope of the tasks described in the terms of reference below. The FWC will be implemented through Specific Contracts.



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2 Terms of reference

2.1 Applicable legal acts

Participation to the tender is subject to applicable legal restrictions and obligations. The reference documents include:

- REGULATION (EC) No 1285/2013 of the EUROPEAN PARLIAMENT and of the COUNCIL of 11 December 2013 on the implementation and exploitation of the European satellite navigation systems and repealing Council Regulation (EC) No 876/2002 and Regulation (EC) No 683/2008 of the EUROPEAN PARLIAMENT and of the COUNCIL;
- REGULATION (EU) No 912/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL setting up the European GNSS Agency as amended by Regulation (EU) No 512/2014 of 16 April 2014.

The procurement procedure will be carried out in accordance with the rules of:

- REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002;
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

In the general implementation of its activities and for the processing of procurement procedures in particular, regarding confidentiality, personal data protection and public access to documents, the following rules shall be observed by the GSA:

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 and Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, and;
- Council Regulation (EC) No 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

GSA Internal Rules relevant to the execution of the FWC will be made available to the Contractor after the signature of the FWC.

It is important to note that, also beyond the legal acts listed above, it shall be the Contractor's duty and corresponding sole responsibility to comply and ensure full compliance with all applicable laws of any part of performance under the contract contemplated to be awarded as a result of the current procedure.



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2.2 Technical Terms of Reference

In order to allow economic operators to assess whether the procurement could be of interest for them, the following high-level description of the tasks to be performed under the FWC is provided.

The scope description/task description below is provided to economic operators as a first point of orientation for Phase I. The list of precise tasks will be more detailed and scope fine-tuned in the documents the selected candidates will receive for Phase II.

2.2.1 GSMC Security Monitoring Services: Description of Tasks

The activity consists in providing support to the GSMC security monitoring mission by supplying security expertise in the field of information security, and more specifically, in the area of incident handling for the whole Galileo system.

This activity can be divided in three tasks:

Task 1: Contractor's own project management and reporting

Task 2: Operational support to the GSMC Security Monitoring mission

Task 3: Advanced support to incident investigations

2.2.2 Task 1: Contractor's own project management and reporting

The objective of this Task is to manage the resources provided by the Contractor and to communicate efficiently with the GSA including project reporting.

Each Specific Contract awarded for implementation of the FWC will constitute a project to be managed by the Contractor. The Contractor may choose any of the recognised project management methodologies to perform the management and reporting tasks.

The proposal to be submitted in Phase II of this procurement process shall contain a description and justification of the chosen methodology. The capability to manage these projects properly must be clearly demonstrated in the proposal, ideally using the selected methodology wherever applicable. The Contractor shall appoint a Project Manager (and a substitute) as a single point of contact for the GSA, working closely with the GSA Project Officers. This person is expected to handle all requests received from the GSA Project Officers and report back to them while taking care of its own personnel and the personnel of its subcontractors subject to the Contract. A short operational status/progress meeting between the GSA Project Officers and the Project Manager is expected to occur at least once a month at the GSA premises.

The Contractor is expected to implement proper configuration and change management procedures.

Accordingly, the Contractor will be expected to:



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1. assign a project manager as a single point of contact for the GSA including a substitute
2. assign a project team and provide GSA with the team composition and contact details
3. possibly, assign a technical manager for each of the area of the support
4. arrange the proper execution of all the project tasks
5. manage its resources allocated to the project
6. ensure all communication with GSA, in particular regarding the organisation of work and any changes and exceptions that may happen during the project execution
7. inform GSA in advance (at least 5 working days) of any actions or resources required to assist the Contractor
8. chair project meetings
9. draft minutes of all the project meetings, submit them for GSA comments and/or approval within 3 working days so that the final meeting minutes are available 5 working days after the meeting
10. draft project documentation if required

create project reports according to the descriptions of the individual tasks.

2.2.3 Task 2: Operational support to the GSMC Security Monitoring mission

This task deals with the execution of the Security Monitoring operations once the GSMC becomes fully qualified and declared ready to start operations. At this point, the GSMC will be running its operations under a 24/7 shift rotation work scheme composed of internal staff.

In order to ensure the full continuity of the GSMC operations, GSA is looking, through this task, to build a pool of operators available on short term notice. In order to build up their GSMC knowledge, these operators will follow dedicated GSMC trainings supplied by the GSA in order to be able to be operational as a GSMC Security Incident Handler for as long as needed, following GSA activation of this task.

Therefore, upon GSA request, the Contractor will be asked to supply one or several persons capable of:

1. Using security tools in order to analyse and correlate security events in order to identify security incidents
2. Providing support for incident handling according to the GSMC operational procedures
3. Maintenance of existing GSMC procedures
4. Working for extensive periods of time in the UK or in any other European location as required (mainly Germany and Italy)
5. Having a valid Personal Security Clearance (PSC) up to SECRET EU level



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2.2.4 Task 3: Advanced support to incident investigations

This task consists on providing advanced incident handling support to the GSMC Security Monitoring mission when the need arises.

This task will be divided in two sub-tasks, one dealing with a back-office support for advanced incident investigation activities while the other one implicating a dedicated team onsite for major incidents needing quick analysis and recovery actions.

2.2.4.1 Task 3.1 Back office support for advanced incident investigation

The Contractor will offer a dedicated hotline service to the GSMC capable of handling incidents needing escalation beyond the GSMC internal capabilities.

The Contractor will provide the following services:

1. Analysis of the incident related data (logs, malware)
2. List of actions in order to quickly close the incident with the least impact to the system availability
3. Recommendations for preventing future incidents of similar nature
4. Detailed investigation report capturing all the previous steps together with the possible attack vectors used in the attack

2.2.4.2 Task 3.2 Onsite support for advanced incident investigation

The Contractor, upon request from the GSMC, will be able to deploy a Rapid Intervention Team (RIT) under 24h on Galileo sites situated in Europe currently being:

- GSMC-FR, Saint-Germain-en-Laye, FR
- GSMC-UK, Swanwick, UK
- Galileo Control Centre, Oberpfaffenhofen, DE
- Galileo Control Centre, Fucino, IT
- Launch Early Operations Centre, Darmstadt, DE
- Launch Early Operations Centre, Toulouse, FR
- In-Orbit Testing Centre, Redu, BE

The purpose of the RIT onsite tasks would be to:

1. Assess rapidly the situation

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2. Propose mitigation actions in order to immediately reduce the impact of the incident on the availability of the system, either by issuing reconfiguration recommendations of the security equipment deployed onsite or by deploying ad-hoc tools
3. Determine the attack vectors and the timelines of the attack
4. Provide a final report on the actions undertaken and the conclusions reached

2.3 Legal and Contractual terms of reference

2.3.1 Form of Contracts

The aim of this procurement is to award one Framework Service Contract to one Contractor for the provision of services outlined in the task descriptions above, pending further details in the Tender Specifications to be provided to selected candidates in Phase II. The draft Framework Contract will be provided to tenderers who are invited to submit an offer.

The Contracting Authority reserves the right to launch an exceptional negotiated procedure for similar services with the same Contractor in case of need, as foreseen in Art. 134(1)(e)(f) RAP.²

2.3.2 Place of performance

Mainly at GSA GSMC sites at:

- GSMC-FR, 8, Av du Président Kennedy, Saint-Germain-en-Laye, France
- GSMC-UK, NATS Swanwick Centre, Sopwith Way, Swanwick, UK

and potentially in Galileo infrastructure sites in Europe, currently being :

- Galileo Control Centre, Oberpfaffenhofen, DE
- Galileo Control Centre, Fucino, IT
- Lauch Early Operations Centre, Darmstadd, DE
- Lauch Early Operations Centre, Toulouse, FR
- In-Orbit Testing Centre, Redu, BE

2.3.3 Duration

The expected duration of the Framework Service Contract is 1 year from the signature of the Contract, with the possibility of extension 3 times for 1 year (4 years maximum).

The foreseen start date for placing the first specific contract (SC) implementing FWC is mid December 2015.

² Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012



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2.3.4 Language of the Contract

Unless specified otherwise by GSA, English shall be the working language of the Contract including all correspondence with GSA.

2.3.5 Volume of the Contract

The indicative budget estimated for the maximum duration of the Contract is EUR 480.000 (four hundred and eighty thousand euro).

This budget is only indicative; it will be subject to budget allocations given to the GSA.

2.3.6 Participation conditions

This procurement procedure is open to any natural or legal person wishing to participate and bid for the assignment and who is established in any of the member states of the European Union.

In addition, candidates must not be in any situation of exclusion under the exclusion criteria indicated in section 3.1 in this Annex I and must have the legal capacity to allow them to participate in this procurement procedure

2.3.7 Subcontracting

The candidates will be able to call on subcontractors to provide specific know-how and to fulfil the requested selection criteria. However, the Contractor will remain the sole partner and person legally and financially responsible vis-à-vis the GSA.

In case the candidate calls upon sub-contractors to fulfil specific selection criteria, he will have to clearly **identify these criteria and the sub-contractor** on who he will draw upon in order to fulfil these criteria. The candidate has to be prepared to submit a sub-contractor letter of intent (Annex I.J) together with his request to participate in Phase I in order to secure the availability of the required sub-contractor capacities, which will need to be maintained for the entire contract term.

Sub-contractors must satisfy the eligibility criteria applicable to the award of the Contract.

If the identity of the intended sub-contractor(s) is already known at the time of submitting the request to participate (i.e. in any case sub-contractors required to fulfil selection criteria), candidates must furnish a statement guaranteeing the eligibility of the sub-contractor by submitting their **declaration of honour** (Annex I.D.) together with the candidate's request to participate.

NOTE: For a full overview of the documents required for submission by sub-contractors for Phase I please refer to the list of Annexes under Section 5.

2.3.8 Participation of consortia

Consortia may submit a request to participate on the condition that it complies with the rules of competition.



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A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific Tender procedure.

Such grouping (or consortium) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit the request to participate for Phase I **and** the tender for Phase II on behalf of the consortium – a template for such Power of Attorney is made available as Annex I.I to this document (ref section 5 below).

All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the Contracting Authority.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria (see section 3 of these Tender Specifications). Concerning the selection criteria “economic and financial capacity” as well as “technical and professional capacity”, the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

The participation of an ineligible person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

NOTE: For a full overview of the documents required for submission by consortia for Phase I please refer to the list of Annexes under Section 5.

2.3.9 Confidentiality and non-disclosure agreement

2.3.9.1 Confidentiality

Candidates shall pay particular attention to the clauses on confidentiality. The assignment is to be considered as a highly sensitive issue, considering that the Contractor will not only have direct access and knowledge of the GSA's internal organisation, including personal details of members of staff and external visitors, but will also have to deal with classified information.

Therefore the selected Contractor needs to be holder of a Facility Security Clearance of at least SECRET UE level.

Personnel providing services shall be holder of a Personnel Security Clearance at the level described under the personnel specifications of the „technical and professional capacity requirements“ section.³

The candidates undertake to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to the procurement process and/or the performance of the Contract. The Contractor shall continue to be bound by this undertaking after completion of the tasks.

³ Commission Decision 2001/844/EC, ECSC, Euratom on Information Security and Amendments, of 29 November 2001 (consolidated version)



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In anticipation of the contract requirements candidates shall be prepared to declare in writing, to GSA Local Security Officer, before start of service provision under the contract to be awarded, that his personnel providing the services is suitable for the performance of his/her duties, free from criminal convictions and enjoy full rights as citizen of EU.

The candidate shall further be ready for his service personnel to provide a written statement that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

2.3.9.2 Non-disclosure agreement

For candidates to be eligible for invitation to Phase II of this procurement process their submission of request to participate has to include the duly signed Non-Disclosure Agreement (NDA) (Annex I.F). The candidates are asked to add the missing information into the areas foreseen in Annex I.F– however, candidates must refrain from any other alterations.

In case of participation as a consortium, **each member of the consortium shall submit the NDA in two originals** duly signed together with the request to participate. This shall apply to **known sub-contractors** accordingly for Phase I and any additional sub-contractors known in Phase II.

The GSA reserves further rights to ask the Contractor of its Staff performing the services to sign a declaration regarding confidentiality, non-disclosure and/or declaration regarding precise obligations of processing of personal data.

The NDA shall have the duration as indicated therein.

Note that the following **restrictions** apply:

- Special attention shall be paid on the possibility for the candidates to receive Proprietary Information, as defined in the NDA, at any moment in Phase II up to the submission deadline of tenders, provided that the NDA is duly signed and sent by the tenderer to the GSA with the Request to Participate by the submission deadline, deemed accepted and duly signed by the GSA.
- In case the NDA is signed and provided the compliance matrix to the SAL is reviewed, verified and deemed accepted by the GSA, further Proprietary Information will be disclosed by the GSA to the successful tenderer upon signature of the Framework Contract.
- Any economic operator belonging to a consortium and any sub-contractor performing tasks under the contract who has a need-to-know for the Proprietary Information to be released under the NDA has to enter into a separate NDA with the GSA for the purpose of this procurement procedure and the performance of services at any time of the contract term;
- Economic operators who have a need-to-know for the Proprietary Information to be released under the NDA and who have therefore obligatorily entered into the NDA with the GSA may be part of a consortium or act as a sub-contractor. Non-compliance with this requirement may lead to exclusion from the procurement procedure on discretion of the GSA;



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- Previously signed NDAs giving access to the same Proprietary Information to economic operators **shall not** be regarded as fulfilling the NDA requirements under the present procurement procedure;
- Proprietary Information will not be disclosed to entities that cannot claim to meet the conditions laid down in the PRS Decision⁴ stating that the tenderer will have to be formed of legal entities from EU Member States. This applies also to sub-contractors.
- Proprietary Information will and shall not be disclosed to entities and subcontractors that cannot claim to be legal entities established in EU Member States.

3 Assessment of Requests for Participation

All admissible requests for participation will be assessed. See the admissibility criteria described section 4 below.

The assessment of the candidates in Phase I of this procurement procedure is carried out in successive stages against the exclusion and selection criteria set out below.

1) **Exclusion stage**- to check, on the basis of the exclusion criteria, whether candidates can take part in the tendering procedure, including conflicts of interest of each candidate.

2) **Selection stage**- to check, on the basis of the selection criteria, (a) economic and financial capacity and (b) the technical and professional capacity, including the capacity to manage security aspects of the Contract.

3.1 Exclusion criteria

Participation in this procurement process is only open to candidates (all entities involved, including sub-contractors) who will be able to sign the Declaration of Honour (Annex I.D to this document). Failure to do so will lead to exclusion from the procurement process.

Before the signature of Contract the successful Tenderer will have to submit supporting documents to the Declaration of Honour (listed therein).

3.2 Selection criteria

To be assessed in selection stage, the candidates must have passed the exclusion stage described above.

Candidates must fulfil all the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this Request to Participate.

NOTE: Only candidates who fulfil all capacity criteria as required below may be invited to Phase II.

⁴ DECISION No 1104/2011/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2011 on the rules for access to the public regulated service provided by the global navigation satellite system established under the Galileo programme.



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3.2.1 Legal capacity

Requirement

- a) Candidates (including all consortium members and any proposed sub-contractors) are asked to prove that they are authorised to perform the contract under the national law as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.
- b) Information on the Local Security Officer available for handling of any classified information linked to the procurement process and the provision of services under the subsequent contract is also required.

Evidence

- Candidates (including all consortium members and any proposed sub-contractors) shall provide a duly filled in and signed Legal Identification Form (see Annex I.B). In case of award of contract, the tenderer shall further provide upon request and within the time limit set by the contracting authority the documents requested in said Annex.
- Where a candidate has already signed another contract with the GSA, he may provide instead of the legal entity file and its supporting documents a copy of the legal entity file provided on that occasion, unless a change in his legal status occurred in the meantime or the legal entity file or its supporting documents are older than one year.
- NOTE: Due to the need for declarations on the NDA and LSO related, **all** candidates **including** sub-contractor(s) or any member of a consortium or grouping, must also complete and sign the Candidate Identification Form (see Annex I.A). Candidates shall take care to submit with the Annex I.A **proof of the appointment** each subcontractors' and consortium or grouping members' LSO.
- Nomination of Local Security Officer has to be presented, however does not have any strict format/template.

3.2.2 Economical and financial capacity criteria

The candidate shall demonstrate the financial and economic capacities required for performance of this Contract.

Financial and economic capacities shall be demonstrated by:

Ref.	Financial and Economic capacity criterion
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#	
S1.	Duly filling in and submitting the Financial and Economic Capacity Table of Answers in Annex I.E
S2.	Submitting a full copy of the tenderer’s annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks when applicable (with reference to Annex I.E)
S3.	Submitting a statement of overall turnover and turnover relating to the relevant services) of the last three years , as approved by the competent body of the company and, where applicable, audited and/or published (with reference to Annex I.E).

The minimum requirement for general and specific annual turnover:

S4.	The candidate (all members of consortium cumulatively) is expected to prove minimum general turnover of € 500,000 (five hundred thousand Euro) per year by submitting copy of the official balance sheets of the last three years approved by external auditors.
S5.	The candidate (all members of consortium cumulatively) is expected to prove minimum specific turnover of € 300,000 (three hundred thousand Euro) per year by submitting a copy of the official balance sheets of the last three years approved by external auditors. Specific turnover shall be from provision of services similar to those subject to this procurement.

3.2.3 Technical and professional capacity criteria

The following criteria are used during the technical and professional capacity assessment in the selection stage:

No	Criteria	Relevant table
1	Technical Skills and Competences	Table 3-1
2	Professional experience of available personnel	Table 3-2
3	Assets, methodologies, and tools available	Table 3-3
4	Security	Table 3-4

The candidates shall provide successful references in their requests to participate in order to be evaluated on the basis of these criteria. All the criteria will be evaluated in general terms, without any specific quantitative requirement for the tables shown hereafter.

The candidates are required to submit the requested information using the Technical and Professional Selection Criteria Cover Sheet.

Table 3-1 Technical Skills and Competences – Selection Criteria

Technical Skills and Competences	Candidates applying as
The following “Generic Question” shall be applicable for some tasks below:	<u>consortium or relying on</u>
	<u>subcontractors for</u>



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Tenderers shall provide a description of the extent to which they are able to support this Task and shall provide information they believe appropriate to substantiate their described ability.		capacity criteria SHALL clearly indicate the relevant consortium member or subcontractor in the evidence for each task!
Task	Details	To be evidenced by
1	The candidates shall demonstrate their experience in management and coordination activities similar to the once subject to this procurement need.	Provide a list of EU/National/International projects on GNSS, space or security sensitive IT systems (minimum two) that have been coordinated in the past. Associated budget, number of partners involved, abstract and main achievements of the projects should be reported.
2	Candidates should provide evidence in terms of: <ol style="list-style-type: none"> 1. Their experience of supplying services in terms of manpower supporting Security Operations Centres (SOC) operations running in a 24/7 mode 2. Their experience of supplying SOC services for security classified systems 	For both points 1 and 2, provide a list of the principal services provided in the past three years, with the amounts, dates, and recipients, whether public or private, of the services provided.
3.1	Candidates should provide evidence in terms of : <ol style="list-style-type: none"> 1. Their experience in supplying back-office incident investigation services on a 24/7 basis in terms of incident investigation, forensic analysis and reverse engineering services. 2. Their experience of supplying such services for 	For both points 1 and 2, provide a list of the principal services provided in the past three years, and recipients, whether public or private, of the services provided.



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	security classified systems	Description on how the 24/7 service availability was covered.
3.2	<p>Candidates should provide evidence in terms of :</p> <ol style="list-style-type: none"> 1. Their experience in providing rapid (under 24h) incident response capabilities across Europe. 2. Their experience of supplying such services for security classified systems 	<p>For both points 1 and 2, provide a list of the principal services provided in the past three years, and recipients, whether public or private, of the services provided.</p> <p>Provide also the total amount of people dedicated in participating in this team.</p>

Table 3-2 Professional experience of available personnel

<p>The candidate shall have the minimum number of 2 staff at its disposal fulfilling the following minimum requirements</p> <p>(Europass CV templates may be downloaded under http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions)</p>		
Req#	Description	To be evidenced by
		(in case of bidding as consortium or relying on subcontracting always identify the relevant controller of the staff together with the evidence)
1	<ul style="list-style-type: none"> • Qualifications <p>University degree in a relevant discipline, or equivalent relevant professional experience (over 10 years).</p>	Copy of relevant certificate/diploma per staff attached to Europass CV



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<p>2</p>	<ul style="list-style-type: none"> • Experience required <ol style="list-style-type: none"> 1. At least 5 years experience in Incident Handling gained within a CIRC/CERT/SOC environment; 2. Advanced knowledge in the use of security tools commonly used in computer incident handling like memory /disk acquisition tools, network monitoring, IDS, firewalls and log centralisation/correlation software; 3. Strong experience in the analysis, interpretation and handling of computer and network security related events. 	<p>Europass CV mentioning</p>
<p>3</p>	<ul style="list-style-type: none"> • Language skills: A thorough knowledge of English, both written and spoken, is essential. 	<p>Submitted with Europass CV – at least C1 according to Europass CV Classifications.</p>
<p>4</p>	<ul style="list-style-type: none"> • Security clearance: To hold a valid Personal Security Clearance (PSC) at SECRET EU level at the time of the contract signature. 	<p>In case the staff does not have a PSC at this stage, the contractor will supply a declaration from their NSA indicating the status of the PSC process for the staff in question. And, if possible, the estimated time for its completion.</p>

Table 3-3 Assets, and tools available

Assets, methodologies, and tools available

General introduction:

- Candidates shall indicate whether they have assets, tools (such as but not limited to analysis tools and software) needed to perform the following tasks. This indication should be accompanied with



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a clear statement from the candidate explaining why having these will enable the candidate to perform the required tasks.

- Candidates applying as consortium or relying on subcontractors for capacity criteria SHALL clearly indicate the relevant consortium member or subcontractor in the evidence for each task!

Task	Details
1	See General introduction
2	See General introduction
3.1	See General introduction
3.2	See General introduction. In addition to the General introduction, the Tenderer will describe any specific tools he has at his disposal for performing the activities subject to the task.

Table 3-4 Security

Security		
Task	Details	Evidence requested
All	Full compliance with the security requirements detailed in the Security Aspects Letter (Annex I.H)	Initialed, dated, completed and signed Security Aspects Letter and submission of all information required therein, other than clearly reserved for a later stage, in particular Phase II.

4 CONDITIONS OF SUBMISSION OF REQUESTS TO PARTICIPATE

4.1 Disclaimers

- This request to participate is in no way binding on the GSA. The GSA's contractual obligation commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates and the tenderers being entitled to claim any compensation.



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- Submission of a request to participate and any subsequent tender implies acceptance of all the terms and conditions set out in this Invitation to Participate, in the subsequent Invitation to Tender, in the specifications and in the draft Framework Services Contract, the draft Specific Contracts, and the Order Forms, and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

4.2 Visits to GSA premises or briefing

Visits to GSA's premises or briefings during the procurement process are not foreseen.

4.3 Variants

Variants are not permitted under this tender procedure therefore candidates and tenders should not deviate from the services requested.

4.4 Preparation costs for requests to participate and tender

Costs incurred in preparing or submitting the requests to participate as well as any costs incurred in preparing or submitting the subsequent tender are borne by the candidates/tenderers alone and will not be reimbursed.

4.5 Interest to participate

4.5.1 The request to participate

The request to participate to this tender shall contain

- A.** The **Cover Letter**, dated and signed by the candidate or by any other duly appointed representative, declaring acceptance of the conditions in this invitation to participate; the candidates undertaking to request the participation in this procurement process with the aim of being invited for the submission of tender to provide the services subject to this process and listing all the documentation included/enclosed in the tender. If the request is submitted by a consortium or group of service providers, it must be accompanied by a letter signed by each member undertaking to request the participation in the tender and specifying each member's own role and qualifications
- B.** The **Administrative File** which shall consist of the following elements, completed and duly signed:
 1. Identification Sheet (Template provided in Annex I.A);
 2. Legal Identification Form (Template provided in Annex I.B);
 3. Financial Identification Form (Template provided in Annex I.C)
 4. Declaration of Honour relating to Exclusion Stage of Phase I (Template provided in Annex I.D)



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5. Information required for evaluation of economic and financial capacity selection criteria mentioned in section 3.2.1 (Template provided in Annex I.E)
6. Non-Disclosure Agreement (Template provided in Annex I.F);
7. Technical and Professional Selection Criteria Cover Sheet (Template provided in Annex I.G);
8. Security Aspects Letter (Template provided in Annex I.H) and any declaration/certification required therein.
9. For Consortia: Signed Power of Attorney by the group/consortium members (template provided in Annex I.I).

For a detailed list of required documents and input please refer to section 5 – List of Annexes – below.

4.5.2 Presentation of the Request to Participate

- It is strictly required that requests to participate are presented in the correct format and include all documents necessary to enable the GSA to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the request.
- GSA retains ownership of all applications received under this procedure. Consequently candidates and tenderers shall have no right to have their documents returned to them.

4.6 Submission

Requests for Participation must be submitted in accordance with the **double envelope system**:

The **outer envelope** or parcel should be sealed with adhesive tape, signed across the seal and carry the following information:

- the ref. number of the invitation to tender **GSA/RP/21/14**
- the project title **“GSMC Security Monitoring Services to the GSA”**
- the name of the candidate
- the indication **“Request to Participate - Not to be opened by the internal mail service”**
- the address for submission of requests to participate as indicated below
- the date of posting (*if applicable*) should be legible on the outer envelope

The outer envelope must contain a separate, sealed inner **envelope containing the request to participate clearly marked in sections and separated according to the content** required under section 4.5.1 of this Annex I.



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Each content shall be submitted in **paper format** as signed **“ORIGINAL”** (**NOTE: Two Originals of the NDA**) and **“COPY”, each clearly marked accordingly**. In addition, the documents and information submitted in paper format shall be submitted in **electronic format** (MS Office – Version 2003 or later readable or PDF-Format, Adobe Reader 8.0 or later readable) on one CD or USB stick storage device (Note: storage devices will not be returned, there will be no refund).

Requests to participate should be drafted in one of the official languages of the European Union, **preferably English**.

Nota bene:

It is strictly required that requests to participate be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

Requests to participate sent by **post mail** are to be sent not later than on date specified in section 1.2 above, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following physical address:

European GNSS Agency
Legal and Procurement Department
Janovskeho 438/2
170 00 Prague 7
Czech Republic

Requests to participate sent by **express mail, commercial courier or hand-delivered** should be addressed to the same postal address not later than **17.00 (CET) on date specified in section 1.3 above**. In this case, a **receipt** must be obtained as proof of submission, signed and dated by the reception desk officer. The reception is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays, European Commission holidays and some Czech national holidays.

WHEN THE REQUEST TO PARTICIPATE IS SUBMITTED TO A DELIVERY SERVICE, THE CANDIDATE IS REQUESTED TO SEND AN EMAIL NOTE TO tenders@gsa.europa.eu DECLARING THE DATE OF HAND-OVER, THE DELIVERY SERVICE USED AND THE ESTIMATED TIME OF DELIVERY, IF KNOWN.

4.7 Period of validity of the request to participate

Period of validity of the request to participate, during which candidate may not modify the terms of their request to participate in any respect: six (6) months from the closing date for the reception of the tenders.



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4.8 Further information

Contacts between the contracting authority and candidates and tenderers there after are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of request to participate:

- At the request of the candidate, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract, save any information pertaining to Phase II.
- Any requests for additional information must be made in writing only to tenders@gsa.europa.eu. The subject line of the e-mail has to quote the reference of the procurement procedure.
- Requests for additional information received after deadline specified in section 1.2 will not be processed (*for practical reasons*).
- The GSA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders. Operators are invited to regularly monitor the GSA's website to that effect.

After the opening of requests to participate:

- If, after the requests to participate have been opened, some clarification is required in connection with a requests to participate, or if obvious clerical errors in the submitted tender must be corrected, the GSA may contact the candidate, although such contact may not lead to any alteration of the terms of the submitted requests to participate.

4.9 Information for Candidates

The GSA will inform candidates of decisions reached concerning the requests to participate in due course, including the grounds for any decision not to invite a candidate or to recommence the procedure.

If a written request is received, the GSA will inform all rejected candidates of the reasons for their rejection.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

4.10 Data protection

Evaluation of your request to participate/tender will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community



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institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your request to participate in accordance with the conditions laid down in this document and will be processed solely for that purpose by the GSA. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the GSA. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation may be included in a central database and communicated to the designated persons of the European Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the European Commission.

5 List of Annexes

This Annex I to the invitation to participate has the following annexes either attached or to be downloaded at the given web-address. The marks (✓) indicate who shall submit the documents.

	Coordinator/Group leader in consortium tender	In case of a consortium All partners in a consortium	Single or Main Contractor	Subcontractor
Administrative Files				
Annex I.A – Identification Sheet of the Candidate	✓	✓	✓	✓
Annex I.B - Legal Identification Form	✓	✓	✓	✓



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Annex I.C - Financial Identification Form	✓	-	✓	-
Annexes I.B to I.C. may be downloaded from http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm and http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm				
Annex I.D - Declaration of Honour	✓	✓	✓	✓
Annex I.E - Financial and Economic Capacity Table of Answers	✓	✓	✓	-
Annex I.F – Non-Disclosure Agreement	✓	✓	✓	✓
Annex I.G. – Technical and Professional Selection Criteria Cover Sheet	✓	-	✓	-
Annex I.H – Security Aspects Letter (SAL)	✓	-	✓	-
Annex I.I – Power of Attorney	-	✓	-	-
Annex I.J – Sub-contractor Letter of Intent	-	-	-	✓

END OF DOCUMENT