

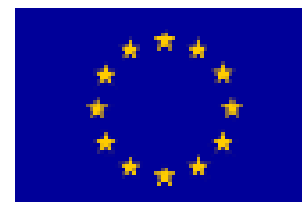
GSA/OP/04/12
"SECURITY SUPPORT SERVICES FOR THE GSA"

Annex I to Invitation to Tender
'Tender Specifications'
GENERAL INFORMATION

Ref: GSA-D635355

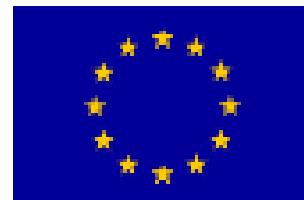
Issue: 1 Rev 1

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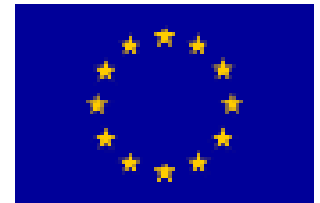


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1 Overview

The present specifications are attached to the call for tender and are intended to complement the information contained in the Contract Notice 2012/S 102-169286 providing to the tenderers further information on the procurement procedure and elements to allow them to prepare for the procurement process.

1.1 Context of the tender

The Galileo programme is Europe's initiative for a state-of-the-art Global Satellite Navigation System (GNSS) completely independent of other existing or potential systems. Galileo is the largest industrial project ever organised on an EU scale, and the first public infrastructure owned by an EU institution. It is expected to contribute to the development of numerous applications in areas that are associated, directly or indirectly, with Community policies, such as:

- transport (positioning and measurement of the speed of moving bodies)
- insurance
- motorway tolls
- law enforcement (surveillance of suspects, measures to combat crime)
- customs and excise operations (investigations on the ground, etc.)
- agriculture (grain or pesticide dose adjustments depending on the terrain, etc.)
- fisheries (monitoring of boat movements)
- etc

The Galileo programme consists of a definition phase, a development and validation phase, a deployment phase and an exploitation phase. The deployment phase consists of the establishment of all the space and ground-based infrastructures as well as related operations, preparing for the exploitation phase. This phase is said to be running from 2008 to 2013.

The European GNSS Agency (hereinafter 'GSA', 'the Agency' or 'the Contracting Authority')¹ is the Agency formed by the European Union to accomplish specific tasks

¹ - REGULATION (EC) No 683/2008 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 9 July 2008 on the further implementation of the European satellite navigation programmes (EGNOS and Galileo)

-REGULATION (EU) No 912/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 September 2010 setting up the European GNSS Agency, repealing Council Regulation (EC) No 1321/2004 on the



related to the European GNSS programmes. The GSA, according to the existing regulations, is in charge of the accreditation of the European GNSS systems and of the operations of the GSMC (Galileo Security Monitoring Centre). Preparation of the critical elements of the Public Regulated Service (PRS) user segment and technical support to the implementation of the PRS Pilot Project is also foreseen. New missions are under definitions that will be reflected in update of the GNSS and GSA regulations.

The PRS² is an encrypted navigation service of Galileo, which is designed to be resistant to jamming and interference. In fact, whilst PRS provides a similar service, in terms of accuracy, to other Galileo services, it also has the capability to ensure high-continuity of service.

The PRS is primarily intended for use by EU Member State governments and government agencies. Access to the PRS is regulated by Decision 1104/2011/EU and it is controlled through key management systems approved by Member States' governments.

The PRS end-to-end system design uses the following elements to ensure the protection and availability of the PRS and its associated data flows:

- Galileo Security Facility (GSF) including GSMC & all POCs
- Ground Segment, including the Galileo Control Centre (GMS, GCS, GSS, ULS)
- Space Segment (the Galileo satellites that broadcast the PRS signal up-linked from the ground segment);
- The PRS User segment.

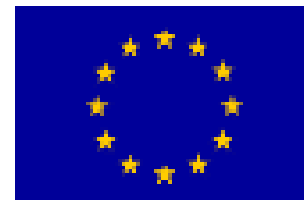
The PRS User Segment includes the individual end users and PRS receivers as well as the support and management framework that will exist in each MS to enable the end users to use PRS.

The Galileo Security Monitoring Centre (GSMC) shall be an integral part of the Galileo Infrastructure and shall undertake the following missions:

- Management of PRS access at System Level
- Galileo security and status monitoring
- Implementation of Joint action instructions
- Provision of PRS and Galileo security expertise and analysis

establishment of structures for the management of the European satellite radio navigation programmes and amending Regulation (EC) No 683/2008 of the European Parliament and of the Council

² As defined by REGULATION (EC) No 683/2008 of the EUROPEAN PARLIAMENT and of the COUNCIL of 9 July 2008 on the further implementation of the European satellite navigation programmes (EGNOS and Galileo).



1.2 Outline of the tender and procedural process

Name: GSA/OP/04/12 - "Security Support Services for GSA"

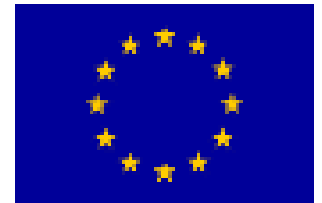
Procedure: Open call for tender with publication in the Official Journal of European Union.

Two lots applicable.

It is important to note that:

- The tenders will have to fulfil the conditions of submission set out in section 4 of these specifications.
- In drawing up your tender, the provisions of the Draft Contract (see Annex IV to the Invitation to Tender) should be kept in mind. In particular, the Draft Contract indicates the method and the conditions for payments to the contractor.
- Tenderers will be required to accept all the terms and conditions set out in the Invitation to Tender, Tender Specifications & Draft Contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The terms and conditions set out in the invitation to tender, tender specifications & draft contract shall be binding on the tenderer to whom the contract is awarded for the duration of the contract.
- The Invitation to Tender is 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 procurement or cancel the award procedure, without tenderers being entitled to claim any compensation.

TIMETABLE	Date	Comments
Launch of tender	21 May 2012	All documents available at: http://www.gsa.europa.eu/go/gsa/procurement
Deadline for request to enter into Non-Disclosure Agreement	15 June 2012	According to conditions set in section 2.5.2 of these specifications
Deadline for request of clarifications from GSA	6 July 2012	Requests to be sent in writing only to: tenders@gsa.europa.eu
Last date on which	13 July 2012	All clarifications will be published at:



clarifications are issued by GSA		http://www.gsa.europa.eu/go/gsa/procurement Tenderers are advised to check this webpage on a regular basis possible updates and/or clarifications
Deadline for submission of tenders	25 July 2012	According to conditions of submission set in Section 4 of these specifications
Opening session and start of evaluation session	30 July 2012	11h00 in GSA premises in Brussels
Completion of evaluation and award	August 2012	Estimated

1.3 Purpose of the contract

The objective of this call for tenders is to establish a Framework Contract (hereinafter referred to as the Contract) for the provision of support for the Agency in:

- Developing the Public Regulated Service (PRS) User Segment, and
- Preparing the Galileo Security Monitoring Center (GSMC) and related security activities of Galileo

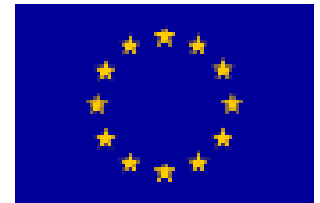
The support Framework Contract, and the subsequent specific contracts, shall contribute to the GSA security missions and work programmes. Those work programmes (updated annually) cover the GSA's regulatory role (supporting security accreditation, and the future operations of the GSMC) as well as European GNSS work programme related tasks of the European Commission that have been entrusted to the GSA (e.g. PRS, preparation of GSMC).

1.4 Division into Lots

Taking into account the different nature and objectives of the activities, the contract is divided in 2 lots as follows:

Lot N.1 - Developing the Public Regulated Service (PRS) User Segment

Lot N.2 - Preparing the Galileo Security Monitoring Center (GSMC) and related security activities of Galileo



Tenderers may bid for one or both Lots, but must make a separate offer for each Lot. Lots which will be evaluated separately.

2 Terms of reference

2.1 Reference documents

2.1.1 Applicable legal acts

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

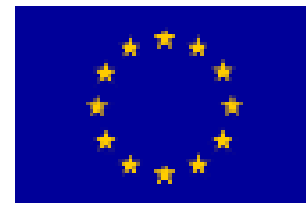
- REGULATION (EC) No 683/2008 of the EUROPEAN PARLIAMENT and of the COUNCIL of 9 July 2008 on the further implementation of the European satellite navigation programmes (EGNOS and Galileo);
- REGULATION (EU) No 912/2010 of the EUROPEAN PARLIAMENT and of the COUNCIL of 22 September 2010 setting up the European GNSS Agency, repealing Council Regulation (EC) No 1321/2004 on the establishment of structures for the management of the European satellite radio navigation programmes and amending Regulation (EC) No 683/2008 of the European Parliament and of the Council;
- 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;
- COUNCIL JOINT ACTION 2004/552/CFSP on aspects of the operation of the European satellite radio-navigation system affecting the security of the European Union.

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

- Council Regulation No 1605/2002 amended by Council Regulation No 1995/2006 – Financial Regulation applicable to the general budget of the European Communities;
- Commission Regulation No 2342/2002 last amended by Commission Regulation No 478/2007 laying down detailed rules for the implementation of the Council Regulation (EC, EURATOM) 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

In the general implementation of its activities and for the processing of tendering procedures in particular, regarding confidentiality and public access to documents, the GSA observes the following rules:

- 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.

2.1.2 Background documents

The Simulation Exercises have been on purpose designed to represent the types of the activities that will be assigned to the Contractor through Specific Contracts during the execution of the Contract.

Nota Bene:

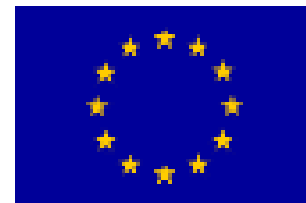
The list of documents below should be used by the Tenderers in order to build and submit a Bid that satisfies the requirements of the Tender Specifications and the Simulation Exercise for the two Lots (Annex I.A and I.B to this document).

It is important to note that, in order to limit the distribution of sensitive and classified information, the lists of documents below have been compiled on purpose using documents that may not be the latest, updated version of technical baseline of the Galileo programme, therefore in some cases, these documents have been superseded. The Tenderers are requested to submit their Bids building exclusively on the information below.

To gain access to the background documents the Tenderer has to enter into Non-Disclosure Agreement (Annex IV.B and/or IV.C of the Invitation to Tender) with the Agency. The applicable procedure is described in section 2.5.2 of these specifications.

General background documents common to Lot N.1 and Lot N.2

RD	Document	Ref.	Issue Date	Classification
[RD01]	Programme Security Instruction (PSI) concerning European GNSS Programmes	Issue 2.0, Rev. 1	21/02/2011	UNCLASSIFIED
[RD02]	European GNSS COMSEC Security Instructions	Version 1.0	20/09/2011	RESTREINT UE
[RD03]	Stand-alone Galileo Classification Guide	V2.1	12/06/2008	RESTREINT UE



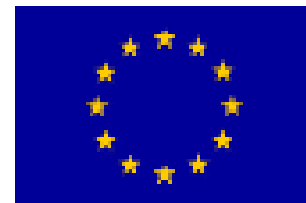
[RD04]	PRS Information Note - UNCLA	GSA/2012/SD/D62149 2	03/05/2012	UNCLASSIFIED
[RD05]	PRS Information Note - R-UE	GSASS-T9-DEL-LOG-A-0148 V2.0 DEL9.2.3	26/08/2011	RESTREINT UE
[RD06]	User Segment Classification Guide	GSA-595211, V1.0	18/01/2012	RESTREINT UE

Background documents specific to Lot N.1

RD	Document	Ref.	Issue Date -	Classification
[RD07]	SIS ICD for PRS Users	GAL-ICD-ESA-SYST-X/1096	V1.0 1.0 02/04/2012	UNCLASSIFIED
[RD08]	High Level Principles PRS Common Minimum Standards	Issue 0.6	25/01/2012	UNCLASSIFIED
[RD09]	Core Common Minimum Standards	GSA document	V1.0 1.0 02/04/2012	RESTREINT UE
[RD10]	PRS Receivers Implementation Plan	WP9100 - D9-2 - V1.0	01/02/2011	RESTREINT UE
[RD11]	S7-3 PROPHET User Manual	PRO-ENG-UMSMOD-LOG-I-0122	V1.0 09/01/ 2012	RESTREINT UE
[RD12]	PROPHET Simulation Model Overview	PRO-ENG-SMO-LOG-I-0121	V1.0 06/07/ 2011	RESTREINT UE
[RD13]	PROTECTOR Final Acceptance Review	PROTECTOR D1-4 v1.1	16/11/2011	RESTREINT UE

Background documents specific to Lot N.2

RD	Document	Ref.	Issue Date -	Classification
[RD14]	GSMC MRD	Evolution of the GSMC	0.4.5 -	RESTREINT UE



		MRD	15/10/2010	
[RD15]	GSMC Statement of Work	-	0.2.4 - 06/07/2011	UNCLASSIFIED
[RD16]	Galileo High Level Operations Concept	-	v1 - 01/12/2011	UNCLASSIFIED
[RD17]	GSMC CONOPS	Task10 of SC4 deliverable	v1.2 - 05/05/2012	RESTREINT UE
[RD18]	Galileo SSRS	-	v3.9 08/09/2010	RESTREINT UE

2.1.3 Referenced European Commission contracts

Throughout these Tender Specifications (and especially in Annex I.A and Annex I.B of this document) reference is made to European Commission procurement procedure ESA-DTEN-NG-DOC-03087 that resulted in signature of six contracts for following Work Packages (relevant WPs in bold):

Galileo WP1: System Support

Galileo WP2: Ground Mission Segment

Galileo WP3: Ground Control Segment

Galileo WP4: Space Segment

Galileo WP5: Launch Services

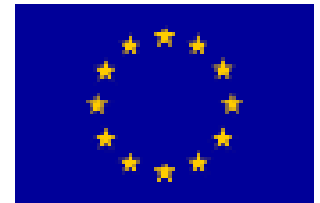
Galileo WP6: Operations

2.2 Technical terms of reference

The two Lots will enable security support for the GSA in the areas as listed below:

Lot n.1: PRS Support

- Task 1.1: Contractor's own project management and reporting
- Task 1.2: Supporting of market development of PRS



- Task 1.3: Supporting of engineering tasks for the development of PRS User Segment
- Task 1.4: Definition of the mission of the PRS Service Provider
- Task 1.5: Development of guidelines and support in the definition of policies
- Task 1.6: Promotion of a new approach for countering RFI threats on GNSS services
- Task 1.7: Preparation and maintenance of accreditation
- Task 1.8: Documentation and Information Management support

Lot n.2: GSMC Support

- Task 2.1: Contractor's own project management and reporting
- Task 2.2: Operations Engineering:
 - POCP CONOPS / Procedure preparation
 - General Operational Management Engineering
- Task 2.3: GSMC Technical Engineering
- Task 2.4: GSMC Establishment Support
- Task 2.5: Preparation and maintenance of accreditation
- Task 2.6: Drafting of Validation Plans
- Task 2.7: Security Infrastructure and Organisation
- Task 2.8: Training and Knowledge management
- Task 2.9: Documentation and Information Management support
- Task 2.10: Security Projects Management and Administration
- Task 2.11: Legal Support
- Task 2.12: Staffing/Organisation Advisor support
- Task 2.13: Procurement Advisor and Support
- Task 2.14: Software Development / Configuration / Setup
- Task 2.15: Business Continuity Planning



Nota bene on the definitions and principles:

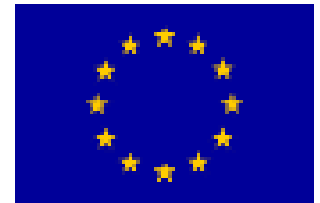
“Dedicated Performing Entity Principle”: While, according to the general terms of the Contract, the Contractor shall be responsible towards the GSA for the performance of the entire Contract even in case of subcontracting³, with members of a consortium being joint-and-severally liable, the GSA requires for some of the tasks explicitly described in this section that they are performed by a dedicated entity (Dedicated Performing Entity) not being in contact with any of the other entities belonging to the Contractor or subcontractors when regarding aspects of performance of the respective task under the Contract. Dedicated Performing Entities can either be single natural persons or legal entities (“Single Performing Entity”) or multiple (“Multiple Performing Entity”) natural persons or legal entities, with their work - including but not limited to communication, filing, storage and exchange of information - being strictly separated from any other entity through appropriate means (“Chinese Walls”) and for the entire duration of the Contract (for more detailed requirements on the restrictions to be imposed see below Quality and Efficiency and Managing (potential) conflicts of interests). In case of Multiple Performing Entities, they shall be led and coordinated by a ‘Lead Performing Entity’, being a single natural or legal entity explicitly designated by the Contractor to operationally manage the delivery of the task(s).

For the tender, Tenderers are requested to define all entities proposed for the performance as Dedicated Performing Entity. This proposed setup shall be applied during the execution of the Contract and shall not be subject to change without prior written agreement with the GSA.

The Dedicated Performing Entity structure as defined in the tender shall also comply with the following goals:

- o Quality and Efficiency: the GSA expects that having the Lead Performing Entity as a direct interlocutor for such Tasks will ensure consistency, continuity of quality support and improved efficiency. To that end, Single Performing Entity shall generally be preferable to Multiple Performing Entities. The Lead Performing Entity shall also be responsible to perform, next to the relevant Task, the Task 1.1 and/or Task 2.1 corresponding activities (i.e. with exception of invoicing and general management of the contract which shall be the exclusively be handled by the Contractor, all day to day interface with the GSA will be limited to the Dedicated Performing Entities and for coordination thereof through the Lead Performing Entity)
- o Managing (potential) conflicts of interests: Without prejudice to other

³ Which for this purpose shall mean subcontracted subsidiaries of the Contractor or parties that are not under the ownership control of the Contractor.



terms regarding conflicts of interest that are specifically outlined in relevant sections regarding the specific Tasks within these Tender Specifications. General principles applied are the following:

§ Unless otherwise agreed in writing by the GSA, or as authorised in this Tender, the Task Entities⁴ shall not exchange any information with any other legal entity (members of consortium and/or sub-contractors) being part of the Contractor, other than for the purposes of managing of the Contract and invoicing.

§ Some Tasks may impose restrictions on the Task Entities of the Contractor during or after the end of the Contract, or in the set-up of such Task Entities in the Bid of Tenderer. These restrictions are covered in relevant section of each Task.

§ Some Tasks may impose restrictions on the Individuals (staff of the Contractor) during or after the end of the Contract, or in the set-up of such Task Entities in the Bid of Tenderer. These restrictions are covered in relevant section of each Task.

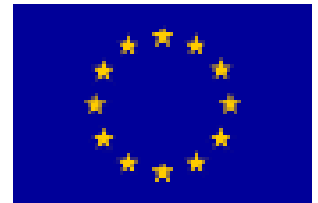
§ It is required that any restrictions on avoidance of conflicts of interest shall apply to all legal entities forming or being involved in the set-up of the Contractor (members of consortium, sub-contractors and all their staff).

The Contractor is invited to structure its Bid respecting the above principles and those given in some of the Task requirements below and corresponding Bid response templates. To that end, it shall submit in its Bid a detailed description (including a diagram) of all the entities contributing to the Bid, their subsidiary or contractual interdependencies, and the roles they intend to play.

For the avoidance of doubt, unless otherwise specified, any legal entity of the Contractor may be one of the Task Entities, for more than one Task requiring application of this Dedicated Performing Entity Principle. However any such legal entity (and their staff working under this Contract) would have to respect ALL the additional specifications related to given Task regarding applicable Dedicated Performing Entity Principle.

During the execution of the Contract, the GSA may waive on a case by case basis and upon prior written confirmation some of the limitations imposed on the Contractor on the above principle. Tenderers are thus invited to submit information for some Tasks also about their possible skills/assets in non-Dedicated Performing Entities contributing to their Bid.

⁴ The Task Entities are the entities that are in charge of a specific Task or that give support/contribute to the performance of the Task.



In addition, the GSA highlights some best practices (but not limited to) from past experience in order to avoid the conflicts of interests and that could be proposed by the Tenderers:

- Activities could be expected to be performed at GSA premises without the possibility to export any data from the premises;
- Requirement of signature of each individual commitment for handling the confidentiality of information (e.g. signature of specific non-disclosure agreement);
- Required and presented traceability (and related risk assessment) of any exchange between the companies that could create a Conflict of Interest;
- Request of prior GSA approval for exchange of any information with third parties;
- Organisation of an annual awareness session on the conflict of interest for the Contractor (members of consortium, sub-contractor and all staff involved);
- Periodic reporting of the issue of conflict of interest in the progress reports.

In addition to the above, the Agency reserves the rights to conduct an annual audit in order to evaluate the absence/handling of any possible conflict of interest.

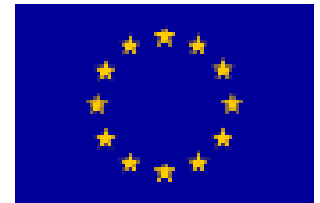
Tenderers are advised that proper organisation and set-up of the Dedicated Performing Entities proposed in the tender will be evaluated as selection criteria against the "Dedicated Performing Entity Principle" as described above. Tender not providing reliability that the Principle will be adhered throughout the term of the Contract, may be subject to exclusion at the selection stage.

Tenderers are allowed to propose a solution different to above, but are obliged to clearly demonstrate that their proposed solution is as effective as the "Dedicated Performing Entity Principle". Failure to do so will constitute non-compliance with the conditions of the tender and may lead to exclusion from the procurement process.

2.3 Security requirements

The security principles contained in Commission Decision 2001/844⁵ shall govern the execution of the contract. They are supplemented by other Commission's rules as well as the GSA rules and requirements as necessary more specifically with regard to Contractor's staff and way of working. The applicable documents are listed in the

⁵ Commission Decision 2001/844/EC, ECSC, Euratom published in OJ L 317 of 3.12.2001 as last amended by Commission Decision 2006/548/EC, Euratom published in OJ L 215 p.38 of 5.8.2006



Security Aspect Letters. There are two different Security Aspect Letters, one for Lot n.1 and one for Lot n.2 (Annex IV.B and IV.B respectively of the Draft Framework Contract).

Referring to article 27.2 (i) of Commission Decision 2001/844⁶, the overall level of security classification of the contract is SECRET UE as contractor's staff may access area or data classified up to SECRET UE while performing their tasks.

2.3.1 Security Aspects Letter requirements

The Contractor and any subcontractor(s) shall be ready to comply with the provisions of the SAL related to the specific Lot they sign for.

During the tendering process, economic operators (all members of consortium and subcontractors) shall fill in the Compliance Matrix to the requirements of the Security Aspect Letter (Annex I.L and I.M to the Invitation to Tender) and provide evidence of compliance where requested.

This compliance matrix shall require when necessary the provision of supporting data or information relating to the necessary security measures for the handling of classified information.

2.4 Intellectual property rights

All intellectual property rights of Contractor's developments will be GSA owned. Where intellectual property rights of third parties will be needed in combination thereof, the Contractor shall ensure that the ones it has used for this can be assigned (free of charge) to the GSA under the same terms and conditions as those enjoyed by the Contractor.

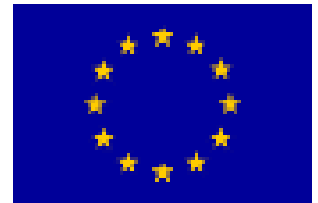
All the background IPR relevant for the performance of the contract should be declared by the Tenderers (see Annex IV.A to the Draft Framework Contract).

2.5 Legal and Contractual terms of reference

2.5.1 Form of contracts

The aim of this procurement is to award Framework Service Contracts to Contractor(s) for the provision of services described for the two Lots in present Tender Specifications.

⁶ Idem



Signature of the Framework Service Contract imposes no obligation on the GSA to purchase. Only implementation of the Framework Service Contract through specific contracts is binding for the GSA.

When drawing up their tenders, Tenderers should bear in mind the Draft Framework Service Contract (Annex IV to the Invitation to Tender).

2.5.2 Non-Disclosure Agreement procedure

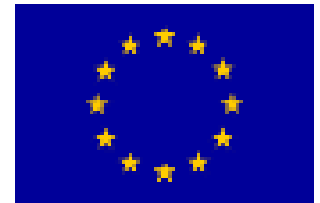
The procedure of signature of non-disclosure agreement will be the following:

- Each economic operator (including all individual legal entities involved in the setup of the Tenderer) should send a formal request for the reference documents (annex I of the NDA) through their Local Security Officer by 15 June 2012 to the following e-mail address tenders@gsa.europa.eu – specifying whether they are applying for:
 - Lot N. 1
 - Lot N. 2
- In their request, each economic operator/entity shall indicate the name and address of the economic operator/entity and the name of its Local Security Officer.
- The request shall be accompanied by:
 - a scanned copy of the initialled, dated and signed non-disclosure agreement (Annex II and/or III to the Invitation to Tender), that can be downloaded at: <http://www.gsa.europa.eu/go/home/gsa/procurement/> for the counter-signature of the GSA;
 - proof that the Local Security Officer is appointed in this position by the economic operator;
 - duly filled in and signed Legal Entity Form with applicable requested annexes (Annex I.D to this document);
 - Compliance Matrix to Security Aspects Letter (Annex IV and/or V to the Invitation to Tender)

In parallel to the above, the economic operator/entity shall send two (2) signed originals (paper versions) of the non-disclosure agreement for GSA's countersignature to:

European GNSS Agency

Ref: NDA for Procurement GSA/OP/04/12- 'Security Support Services for GSA'



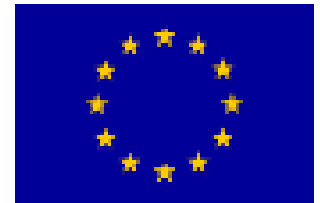
Rue de la Loi 56,
B-1049 Brussels
BELGIUM

The following restrictions apply:

- Failure to request the signature of NDA in time will lead to non-admission to the evaluation process/elimination;
- 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 non-disclosure agreement with the GSA for the purpose of this procurement procedure;
- 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 non-admittance or exclusion from the procurement procedure;
- 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;
- Only after the successful conclusion of the non-disclosure agreement, the economic operators may receive the proprietary information (listed in section 2.1.2 of this document);
- Applicable only for Lot n.1: Proprietary information documents will not be disclosed to entities that cannot claim to meet the conditions laid down in Decision No 1104/2011/EU stating that the Tenderer will have to be formed of legal entities from EU Member States. This applies to sub-contractors. This restriction may be waived to allow participation of non-EU member countries provided they have been duly authorised. A security of information agreement shall have been concluded between the European Union and the non-EU member country, and an agreement laying down the terms and conditions of the detailed rules for access to the PRS by the non-EU member country shall have been concluded between the European Union and the non-EU member country and they shall have designated a Competent PRS Authority.
- Applicable only for Lot n.2: Proprietary information documents will not be disclosed to entities that cannot claim to be legal entities registered in EU Member States, Switzerland or Norway.

2.5.3 Place of performance

The Contractor shall consider that the GSA will become geographically distributed.



The present GSA's site is in Rue de la Loi 56, Brussels, B-1049, Belgium. Most of the staff will be relocated to Janovskeho 438/2, 170 00, Prague 7 – Holesovice, Czech Republic as for 1st September 2012.

The Team working on Lot N.1 (PRS) may be split between Prague and Brussels from 1 September 2012.

The Team working on Lot N.2 (GSMC) will continue to be resident in the Brussels building of the GSA probably up to mid-2013. From that date on, the GSMC Team may be resident in one of the two GSMC sites (St. Germain-en-Laye in France and Swanwick in United Kingdom). Prior to that date, preparatory activities may also require presence in those locations.

Until 2015, GSA's missions may also require frequent activities in other locations such as in ESA's subcontractor premises, the European Commission in Brussels, or various other conferences.

The Contractor is proposed to perform the Contract in the location most suitable enabling to fulfil its Tasks considering the constraints related to the security requirements (2.3), the need to interact with GSA staff (or designated third parties), while aiming at minimizing costs. The location for performance of each Task and/or execution of each Specific Contract is subject to prior approval from the Agency.

2.5.4 Volume of the contract

The indicative budget estimated for the maximum duration of the Contract is:

- For Lot 1: from EUR 1,000,000 to 4,000,000 (one million to four million euro)
- For Lot 2: from EUR 2,000,000 to 6,000,000 (two million to six million euro)

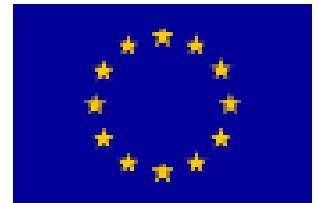
These budgets are only indicative; they will be subject to budget allocations given to the GSA.

2.5.5 Duration

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

2.5.6 Language of the contract

Unless specified otherwise by GSA, English shall be the main working language of the contract including all correspondence with GSA. Therefore, all proposed personnel should have an excellent level of English.



2.5.7 Subcontracting

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

Particular attention will be paid to the approach proposed by the Contractor for the management of his subcontractors.

The Tenderer must indicate clearly which parts of the work will be sub-contracted and to what extent (proportion in %). The sub-contractor must not sub-contract further.

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 tender, Tenderer must furnish a statement guaranteeing the eligibility of the sub-contractor.

If the identity of the sub-contractor(s) is not known at the time of submitting the tender, the Tenderer who is awarded the contract will have to seek GSA's prior written authorisation before entering into a sub-contract.

Where no sub-contracting is indicated in the tender the work will be assumed to be carried out directly by the Tenderer.

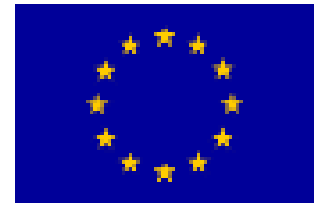
2.5.8 Participation of consortia

Consortia may submit a tender on the condition that it complies with the rules of competition.

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 a tender on behalf of the consortium. 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.

3 Assessment of tenders

All admissible tenders will be assessed. The assessment of the Bids for each Lot is carried out separately 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 Tenderers can take part in the tendering procedure;
- 2) Selection stage- to check, on the basis of the selection criteria, (a)the technical and professional capacity; (b)economic and financial capacity, (c)capacity to manage security aspects of the contract as well as (d)conflict of interest questions of each Tenderer.
- 3) Award stage- to assess, on the basis of the award criteria, each tender that has passed the exclusion and selection stages.

A single Framework Service Contract per Lot will be concluded with the Tenderer ranked best as the result of the evaluation of admissible tenders.

3.1 Exclusion criteria

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

3.2 Selection criteria

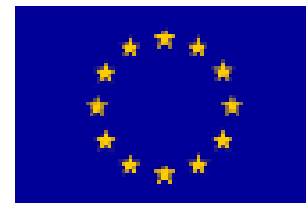
To be assessed in selection stage, the Tenderer must have passed the exclusion stage described above.

Tenderers must have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

3.2.1 Economic and financial capacity criteria

The Tenderer (all legal entities belonging to a consortium) shall demonstrate the financial and economic capacities required for performance of the contract pertaining to each Lot.

Financial and economic capacities shall be demonstrated by:



- A. Duly filling in the tables in Annex I.G of this document;
- B. provision of full financial statements for the last three years, including a consolidated balance sheet and the profit and loss account;
- C. a statement of turnover relating to the relevant services for this tender for the last 3 financial years.

The minimum requirement:

The tenderer (all members of consortium cumulatively, excluding subcontractors) is expected to prove minimum general turnover of

- for Lot N.1- EUR 1 million (one million euro) per year.
- for Lot N.2- EUR 2 million (two million euro) per year.

The requirement will be taken into account for each Lot on a separate basis; the requirement will not apply cumulatively.

3.2.2 Technical and professional capacity criteria

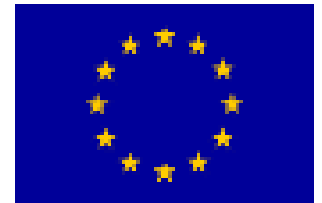
The following criteria are used during the technical and professional capacity evaluation in selection stage for each Lot:

No	Criteria
1	Technical Skills and Competences
2	Consistency of technical skills, management of Dedicated Performing Entity Principle and avoidance of conflicts of interests
3	Assets, methodologies, and tools available
4	Quality of proposed human resources

The criteria specific for Lot N.1 and Lot N.2 are described in Annex I.A and Annex I.B to this document respectively.

The Tenderers shall provide successful references in their proposals in order to be evaluated on the basis of these criteria. All the criteria, except for the number 2 (Consistency of technical skills, management of Dedicated Performing Entity Principle and avoidance of conflicts of interests) will be evaluated in general terms, without any specific quantitative requirement for the table shown here above. Criterion n. 2 (Consistency of technical skills, management of Dedicated Performing Entity Principle and avoidance of conflicts of interests) is a mandatory requirement and should be considered as a "Pass/Fail" criterion. Non compliance with this criterion may lead to exclusion of the offer.

The Tenderers are required to duly fill in the Technical and Professional Capacity and Conflict of Interest evaluation template respectively (Annex I.H and Annex I.I to this document).



3.3 Award criteria

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

All tenders will be assessed in the light of the objectives, specifications and criteria set out in these Tender Specifications pertaining to each Lot.

The assessment of the tenders in award stage is carried out in three successive stages against the Technical and Financial Award Criteria set out below.

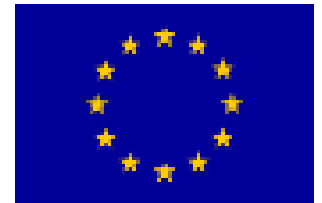
3.3.1 Qualitative Evaluation Criteria

The technical quality of the tender will be assessed on the basis of the Tenderer's technical proposal as a response to the Simulation Exercise (Annex I.A and Annex I.B to this document).

The technical quality will be awarded a score out of one hundred (100). Tenders which receive a total of fewer than fifty (50) points on technical quality will be rejected.

The technical points will be assigned according to the following criteria:

Lot N.	Area	Award Criteria	Points
1	PRS Support	<p>Demonstration of the understanding of the simulation requirements regarding PRS Support:</p> <ul style="list-style-type: none"> • Understanding of GSA's needs and preliminary analysis of solutions • Bidder's analysis of GSA's requirements and critical review thereof 	<p>Max: 40</p> <p>Min: 20</p>
1	PRS Support	<p>Proposed approach and methodology for the completion of PRS tasks listed in the Simulation:</p> <ul style="list-style-type: none"> • Confidence that the approach and methodology is appropriate to meet the requirements within time-limits 	<p>Max: 60</p> <p>Min: 30</p>



TOTAL	Max: 100 Min: 50
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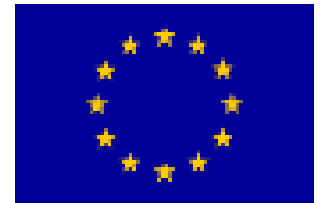
Lot N.	Area	Award Criteria	Points
2	GSMC Support	Demonstration of the understanding of the simulation requirements regarding GSMC Support: <ul style="list-style-type: none"> • Understanding of GSA's needs and preliminary analysis of solutions • Bidder's analysis of GSA's requirements and critical review thereof 	Max: 40 Min: 20
2	GSMC Support	Proposed approach and methodology for the completion of GSMC supporting tasks listed in the Simulation: <ul style="list-style-type: none"> • Confidence that the approach and methodology is appropriate to meet the requirements within time-limits 	Max: 60 Min: 30
TOTAL			Max: 100 Min: 50

3.3.2 Financial Evaluation Criteria

For Lot N.1:

The price index of the tender will be calculated on the basis of the two Tables 5-1 and 5-2 of Annex I.A to this document (they are duplicated also, for the avoidance of doubt, in Annex I.J of this document).

The two tables have to be duly filled in with no article omitted or added by the candidate, stamped, dated and signed (see Annex I.J).



The price quotes given are binding for the candidate and they will be considered as daily prices for the Framework Service Contract.

Table 5-1: This offer is based on the Simulation exercise. The least expensive Bid that is above the technical threshold will receive 100 points. The other Bids receive the points according to the ratio between the least expensive offer and their one, and then multiplied by 100, as shown in the formula below:

$$\text{Price Index 1} = \frac{\text{Cheapest Price Received}}{\text{Price of the Bid}} * 100$$

Note that Table 5-1 should be filled considering that the price per man day is referred to working day spent at the Tenderer's premises. All the travel costs associated with the simulation exercise should be reported, for each WP, in the corresponding field.

Table 5-2: This offer is based on a provisional case, where the number of man days per expertise categories is fixed. Also in this case the least expensive bid that is above the technical threshold will receive 100 points. The other bids receive the points according to the ratio between the least expensive offer received and their one, multiplied by 100:

$$\text{Price Index 2} = \frac{\text{Cheapest Price Received}}{\text{Price of the Bid}} * 100$$

Note that Table 5-2 should be filled considering that the price per man day is referred to working day spent at the GSA's premises.

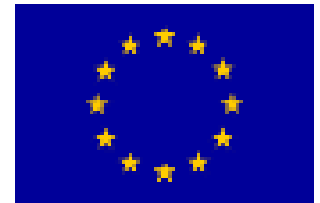
For Lot N.2:

The price index of the tender will be calculated on the basis of the two Tables 5-1 and 5-2 of Annex I.B to this document (they are reported also, for the avoidance of doubt, in Annex I.K of this document).

The two tables have to be duly filled in with no article omitted or added by the candidate, stamped, dated and signed (see Annex I.K).

The price quotes given are binding for the candidate and they will be considered as daily prices for the Framework Service Contract.

Table 5-1: This offer is based on the Simulation exercise. The least expensive Bid that is above the technical threshold will receive 100 points. The other Bids receive the points according to the ratio between the least expensive offer and their one, and then multiplied by 100, as shown in the formula below:



$$\text{Price Index 1} = \frac{\text{Cheapest Price Received}}{\text{Price of the Bid}} * 100$$

Note that Table 5-1 should be filled considering that the price per man day is referred to working day spent at the Tenderer's premises. All the travel costs associated with the simulation exercise should be reported, for each WP, in the corresponding field.

Table 5-2: This offer is based on a provisional case, where the number of man days per expertise categories is fixed. Also in this case the least expensive bid that is above the technical threshold will receive 100 points. The other bids receive the points according to the ratio between the least expensive offer received and their one, multiplied by 100:

$$\text{Price Index 2} = \frac{\text{Cheapest Price Received}}{\text{Price of the Bid}} * 100$$

Note that Table 5-2 should be filled considering that the price per man day is referred to working day spent at the GSA's premises.

For both Lot N.1 and N. 2:

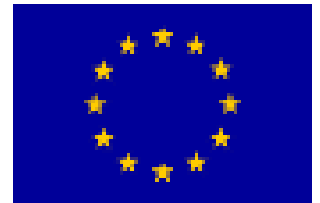
Price Index 1 and Price Index 2 are then equally averaged:

$$\text{Price Index} = \frac{\text{Price Index 1} + \text{Price Index 2}}{2}$$

3.3.3 Calculation of final score and ranking of tenderers

The two Framework Service Contracts (for Lot N.1 and Lot N.2) will be awarded to the tenders which obtains the highest score for Lot N. 1 and Lot N. 2, according to the formula shown below:

$$\text{FINAL SCORE} = 70\% \text{ of Total number of quality points} + 30\% \text{ of Price index}$$



4 Conditions of submission of tenders

4.1 Disclaimers

- This invitation to tender 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 Tenderers being entitled to claim any compensation. This decision must be substantiated and the Tenderers notified.
- In drawing up the tender, tenderers should bear in mind the provisions of the Draft Contract (see Annex IV to the Invitation to Tender).
- Submission of a tender implies acceptance of all the terms and conditions set out in Invitation to Tender, in the specifications and in the Draft Contract 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 premises or briefing

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

4.3 Variants

Unless otherwise specified in the terms of reference of these Tender Specifications and its Annexes I.A and I.B, the tender should not deviate from the services requested.

4.4 Preparation costs of tenders

Costs incurred in preparing and submitting tenders are borne by the Tenderers and will not be reimbursed.

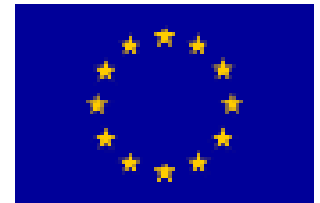
4.5 Content of the tender to be submitted

4.5.1 General

The tender must consist of:

- A. An administrative file
- B. a technical proposal and
- C. a financial offer

in response to and in line with the tender documentation must be accompanied by a:



- D. cover letter, dated and signed by the tenderer or by any other duly appointed representative, declaring acceptance of the conditions in this invitation to tender; the tenderer's undertaking to provide the services proposed in the bid and listing all the documentation included/enclosed in the bid. If the bid is presented by a consortium or group of service providers, it must be accompanied by a letter signed by each member undertaking to provide the services proposed in the bid and specifying each member's own role and qualifications.

In addition to the above, in general the tender must be:

- signed by the tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;
- (if necessary) drawn up using the model reply forms in the specification;
- clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled).

Since tenderers will be evaluated on the content of their submitted bids, they must make it clear that they are able to meet the requirements of the specifications.

The GSA reserves the right to request additional evidence in relation to the bid submitted for evaluation or verification purposes.

4.5.2 Technical proposal

Tenders must provide a technical proposal demonstrating a good understanding of the tender requirements and the capability to satisfy them.

Some guidelines are given in these specifications and other annexes to Invitation to Tender, but attention is also drawn to the award criteria, which define those parts of the technical proposal to which the tenderers should pay particular attention.

The technical proposal should address all matters laid down in the specifications. The level of detail of the tender will be extremely important for the evaluation of the tender.

Tenderers shall describe as part of their technical proposal all prior experience relevant to perform the work requested.

In addition, the Technical proposal shall contain an executive summary (2 pages max.) and duly filled in template forms annexed to the Invitation to Tender.

Moreover tenderers (whether being sole Contractor or part of a consortium/grouping) in their offers are requested to demonstrate how their proposed methodology/strategy will guarantee the most efficient implementation and management of the requested tasks.

4.5.3 Financial offer

The financial offer must respect the following conditions:



4.5.3.1 Prices

Prices quoted must be fixed and are not subject to revision.

The prices quoted per man-day in the financial offer (Annexes I.J and I.K as applicable) will constitute Pricelist for the duration of Framework Contract.

4.5.3.2 VAT exemption

As the GSA is exempt from all taxes and dues, including value added tax (VAT), pursuant to Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities, these must not be included in the price.

4.5.3.3 Currency and exchange rates

The price tendered must be all-inclusive and expressed in Euro, including for countries which are not part of the Euro zone. For tenderers in countries which do not belong to the Euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any fluctuation.

4.5.3.4 Unit prices

The unit prices will be firm and will include all costs and expenses.

Cost and expenses are: effort for all the tasks (including drawing up quotations and reports) necessary for their performance, including all costs (management of the project, coordination, quality control, support resources, etc.), all overheads (management of the firm, secretarial services, social security, wages, etc.) necessary for the performance of the tasks described, incurred directly and indirectly by the Contractor in performance of the tasks that will be entrusted to him.

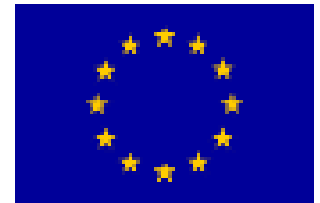
4.5.4 Presentation of the Tender

Tenders must be submitted for each Lot separately.

Tenders 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/OP/04/12
- the project title "Security Support Services for GSA"
- Number of the Lot applied for
- the name of the Tenderer



- the indication "Tender - Not to be opened by the internal mail service"
- the address for submission of tenders (as indicated in section 4.6)
- the date of posting (if applicable) should be legible on the outer envelope

The outer envelope must contain three (3) inner envelopes, namely, Envelope 1, 2 and 3 the content of each of them must be as follows:

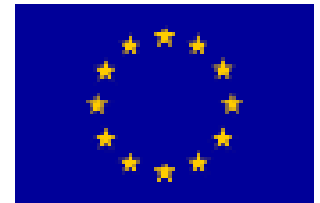
ENVELOPE 1 – ADMINISTRATIVE DOCUMENTS and DOCUMENTS RELATING TO EXCLUSION and FINANCIAL AND ECONOMIC SELECTION CRITERIA

- The duly filled in, signed and dated Identification sheet of the Tenderer using the template in Annex I.C⁷.
- A cover letter, dated and signed by the tenderer or by any other duly appointed representative, declaring acceptance of the conditions in this invitation to tender; the tenderer's undertaking to provide the services proposed in the bid and listing all the documentation included/enclosed in the bid.
- A statement containing the name and position of the tenderer's authorised representative/signatory and official documentary evidence proving the representative's legal authority to validly sign on behalf of the organisation.
- In case of consortia, a duly signed and dated Statement/Declaration by each of the consortium members specifying the company or person heading the project and authorised to submit a tender on behalf of the consortium
- In case of sub-contractors, a signed and dated Declaration of Intent
- The duly filled in, signed and dated Financial Identification Form⁸ using the template referred to in Annex I.E.
- The duly filled in, signed and dated Declaration(s) of Honour⁹ relating to Exclusion Criteria using the standard template in Annex I.F.
- Financial and economic capacity documents as requested in section 3.2.1 of these Tender Specifications, including duly filled in financial statements template in Annex I.G.

⁷ One per Tenderer (presenting all the legal entities involved in the consortium and/or sub-contractors)

⁸ In case of consortia, only one Financial Identification Form for the whole consortium shall be submitted, nominating the bank account into which payments are to be made under the contract in the event that the respective tender is successful.

⁹ One per legal entity (i.e. Tenderer, all consortium members, all sub-contractor(s))



ENVELOPE 2 – TECHNICAL OFFER

- One (1) signed original, three (3) copies (identical in full to the original) and one (1) readable and searchable electronic copy (identical in full to the original) of Executive Summary (max 2 pages) on the Technical Offer.
- One (1) signed original, three (3) copies (identical in full to the original) and one (1) readable and searchable electronic copy (identical in full to the original) of the duly filled in, signed and dated Technical and Professional Capacity and Conflict of Interest requirements table relating to Selection Stage using the standard template in Annex I.H or Annex I.I depending on the Lot¹⁰
- One (1) signed original and three (3) copies (identical in full to the original) and one (1) readable and searchable electronic copy (identical in full to the original) of the Technical Proposal as an answer to the Simulation Exercise requirements as requested in section 3.3.1
- One (1) signed original and three (3) copies (identical in full to the original) of the duly filled in, signed and dated Compliance Matrix SAL using the standard template in Annex I.L or Annex I.M depending on the Lot
- If needed, one (1) signed original and three (3) copies (identical in full to the original) of the duly filled in, signed and dated List of Background IPR using the standard template in Annex IV.A

ENVELOPE 3 – FINANCIAL OFFER

- One (1) signed original and three (3) copies (identical in full to the original) of the Financial Proposal using the standard template in Annex I.J or Annex I.K depending on the Lot¹¹

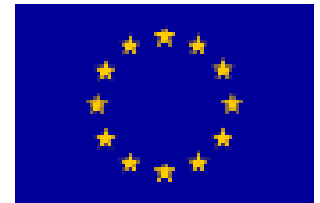
The original must be marked "ORIGINAL", and the copies signed in the same way as the original and marked "COPY".

Applications shall be drafted in one of the official languages of the European Union, preferably ENGLISH.

Nota bene:

¹⁰ One per Tenderer

¹¹ One per Tenderer



- It is strictly required that tenders 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.
- GSA retains ownership of all applications received under this procedure. Consequently tenderers shall have no right to have their tenders returned to them.

4.6 Submission

Please be advised that the GSA has both a postal address and a physical address:

Tenders sent by post mail are to be sent not later than 25 July 2012, 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:

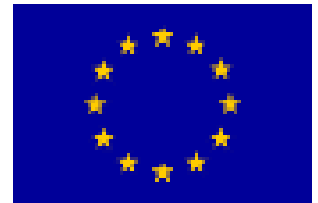
European GNSS Agency
Legal Department
Rue de la Loi 56
B-1049 Brussels
Belgium

Tenders sent by express mail, commercial courier or hand-delivered should be addressed to the following postal address:

European GNSS Agency
Legal Department
L56
Rue du Bourget 1
B-1140 Brussels (Evere)
Belgium

not later than 17.00 on 25 July 2012. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the European Commission's central mail department who took delivery. The department 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 and European Commission holidays.

Please pay particular attention to the different addresses and especially post codes used for each of the delivery means, as failure to respect this can lead to undelivered Bids.



4.7 Opening of the Tenders

The bids will be opened on 30 July 2012 at 11:00 (Brussels local time), in the offices of the GSA, Rue de la Loi n° 56, B-1000 - Brussels, Belgium.

This opening session will be public. A representative of each tenderer may attend the opening of the bids. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices indicated in each received bid will not be communicated. Should you wish to attend, please send a request (at least 5 calendar days before the date of the opening) to the following e-mail address tenders@gsa.europa.eu, indicating the name of the attending person and the tenderer (s)he represents.

4.8 Period of validity of the tenders

Period of validity of the tenders, during which tenderers may not modify the terms of their tenders in any respect: nine (9) months from the closing date for the reception of the tenders.

4.9 Further information

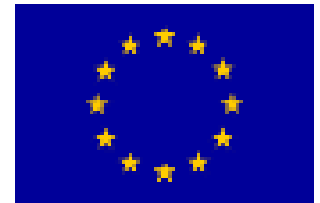
Contacts between the contracting authority and Tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of Tenders:

- At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.
- 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: GSA/OP/04/12 'Security Support Services for GSA'.
- 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.

After the opening of tenders:

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



4.10 Information for Tenderers

The GSA will inform tenderers of decisions reached concerning the award of the contract in due course, including the grounds for any decision not to award a contract or to recommence the procedure.

If a written request is received, the GSA will inform all rejected tenderers of the reasons for their rejection and all tenderers submitting an admissible tender of the characteristics and relative advantages of the selected tender and the name of the successful tenderer.

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.

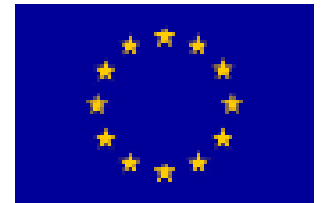
4.11 Data protection

Processing your reply to the invitation to 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 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 tender in accordance with the specifications of the invitation to tender 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 Regulation¹² 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

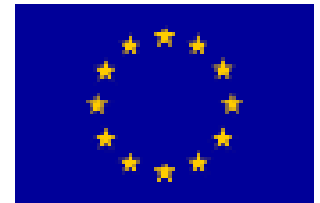
¹² Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248 of 16.09.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390 of 30.12.2006)



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 Acronyms and Definitions

Bidder	Used interchangeably with term Tenderer
CDA	Crypto Distribution Authority
CMS	Common Minimum Standards
CONOPS	CONcept of OPerationS
Contractor	The Tenderer to whom the framework contract will be awarded.
CPA	Competent PRS Authority
Customer	The European GNSS Agency (GSA)
DG	Directorate-General (of the European Commission)
DG ENTR	DG for Enterprise and Industry
DMS	Document Management System
DS	Directorate of Security, part of DG HR
DS.5	Unit in DS responsible for IT Security
EC	European Commission
EEAS	European External Action Service
ESA	European Space Agency
EU	European Union
EUCI	EU Classified Information
FP7	7 th Framework Programme
FSC	Facility Security Clearance
Galileo	European satellite navigation project – one of the European GNSS
GNSS	Global Navigation Satellite System
GRUE	GSA Restreint UE environment
GSA	European GNSS Supervisory Authority
GSMC	Galileo Security Monitoring Centre
GSUE	GSA Secret UE environment
IETM	Interactive Electronic Technical Manual
LISO	Local Informatics Security Officer
LSO	Local Security Officer
MOP	Methods Of Procedure
MS	Member States (of the European Union)
N/A	(criteria/information/item) Not Applicable
PM	Project Management
POC	Point Of Contact
POCP	Point Of Contact Platform
PRS	Public Regulated Service

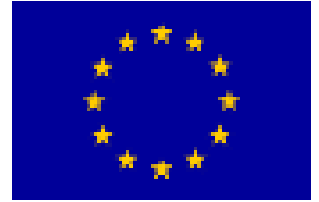


QMS	Quality Management System
RFC	Request For Change, a formal documented request required for any change to the DC or GSA infrastructure
SAL	Security Aspects Letter
SecOP	Security OPERating Procedures
SOP	Standard Operating Procedure
SSRS	System-specific Security Requirements Statement),
Tenderer	Used interchangeably with term Bidder
SoW	Statement of Work

6 List of Annexes

These Tender Specifications (Annex I to Invitation to Tender) have the following annexes:

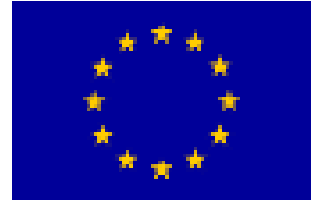
- Annex I.A – Tender Specifications and Simulation Exercise – Lot N.1 (separate document)
- Annex I.B – Tender Specifications and Simulation Exercise – Lot N.2 (separate document)
- Annex I.C - Template Identification Sheet of the Tenderer (separate document)
- Annex I.D - Template Legal Identification Form (link provided hereinafter)
- Annex I.E - Template Financial Identification Form (link provided hereinafter)
- Annex I.F - Template Declaration of Honour relating to Exclusion Stage (separate document)
- Annex I.G - Template Financial statements relating to the Selection Stage (separate document)
- Annex I.H - Template for Technical and Professional Capacity and Conflict of Interest requirements relation to Selection Stage – Lot N.1 (separate document)
- Annex I.I - Template for Technical and Professional Capacity and Conflict of Interest requirements relation to Selection Stage – Lot N.2 (separate document)
- Annex I.J - Template Financial Offer – Lot N.1 (separate document)
- Annex I.K - Template Financial Offer – Lot N.2 (separate document)
- Annex I.L - Compliance Matrix Core SAL – Lot N.1 (separate document)
- Annex I.M - Compliance Matrix Core SAL – Lot N.2 (separate document)



Annex I.D- Template Legal Identification Form

To be downloaded, depending on the Tenderer's nationality and legal form, from the following website:

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm



Annex I.E - Template Financial Identification Form

To be downloaded from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

In case of consortia, only one Financial Identification Form for the whole consortium shall be submitted, nominating the bank account into which payments are to be made under the contract (usually the account of the consortium leader) in the event that the respective tender is successful.