CORDEX Website – general conditions for the invitation to tender

This procurement covers the development, implementation, and operation of the CORDEX website. See the CORDEX website Statement of Work for more details.

HE Space Operations Ltd
Authorised Contact Person
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Open Date
11th November 2026

Closing Date
2nd December 2026

Shortlisted applications will be invited to interview w/c 14th December 2026

Price Range
Less than EUR 40 000 (including VAT)

Language and length of Tender response
The tender and all correspondence relating to it shall be in English language and should not exceed 25 pages in total.

Cover letter
The tender cover letter should not go into detail but should be a brief introduction to the contents of the proposal as a whole.

The cover letter of your bid must contain:
- Very brief summary of the key points of the bid.
- Price Information
- Contact details.

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Technical proposal

The Tenderer shall submit a statement of compliance to the CORDEX Statement of Work, clearly defining any proposed deviation with the relevant justification.

The Tenderer shall provide an introduction showing understanding of the technical requirements and shall outline the main problems and proposed solutions to solve them. Comments on the work activities as specified are invited and should be formatted against the outlined task descriptions.

The Tenderer shall submit a detailed first elaboration, as far as practicable, of the activities described in the Statement of Work, including, if possible, the selection of a preferred concept, together with the technical evidence of its validity in terms of feasibility and development risk.

The Tenderer shall submit a project plan, showing the logic of the envisaged work to be undertaken.

The Tenderer shall demonstrate that they can satisfy the requirement of sustaining operation of the CORDEX website.

Management & Administrative proposal

The Tenderer shall present the company and their organisational structure.

The Tenderer shall also describe the background of the company and the relevant experience that the bidding team has for the performance of the work.

The Tenderer shall present their management plans, policies and procedures for this activity including a description of the management control organisation, the procedures that will be used to exercise control over the project and the proposed control over the subcontractors (if any) in a first iteration of the project management plan.

The bid shall contain a List of Deliverables items that are to be delivered under a resulting contract.

Environmental, sustainability and fair work practices proposal

The bid shall describe how you have addressed the environmental impact(s) and / or sustainable benefit opportunities relevant to the required services in the scope of your provision / and the identified programme of work, either directly or indirectly.

The bid shall describe any work practices that will be offered or adopted as part of a fair and equitable employment and reward package for Staff engaged to deliver the requirements of this Contract.

Financial proposal

It is a binding requirement that tenders be presented in EURO.

The financial proposal shall contain the details of the work involved for each task as well as the cost.

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The financial proposal shall be divided into work packages associated to the SoW tasks. Each work package shall clearly identify tasks and related costs.

The ceiling price for the option should not exceed EUR 40 000 (VAT included).

Suggested payment plan:

1. 30% at Phase 1 completion
2. 30% at Phase 2 completion
3. 20% at Phase 3
4. 20% at contract close.

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Annex 1 – Evaluation criteria

In evaluating the tenders, CORDEX IPO will use the following criteria:

	Criteria	**Weighting factor**
1	Background and experience (general and related to the particular fields concerned) of the company(ies)	15%
2	Understanding of the requirements and objectives and discussion of problem areas	15%
3	Quality and suitability of proposed solution and programme of work; adequacy of engineering approach	30%
4	Adequacy of management and planning for the execution of the work; credibility of costing	10%
5	Environmental, sustainability and fair work practices	5%
6	Costing	25%