Case No. BA.WZP.26.5.6.2021.1 Warsaw 24/03/2021

**INVITATION TO TENDER**

1. **The Contracting Authority**

State Treasury - Office of Electronic Communications (UKE), with its registered office at ul. Giełdowa 7/9, 01-211 Warsaw, NIP 527-23-67-496, hereinafter referred to as the Contracting Authority.

1. **Subject Matter of the Contract**

The subject matter of the contract is the service of providing technical support in international coordination of new BSS assignments submitted to the ITU under Appendix 30/30A of the Radio Regulations.

1. **Description of the Problem**

One of the agenda items for WRC19 (AI 1.4) concerned the possibility of additional new orbital positions for the satellite broadcasting service-BSS.

The current Polish assignment in the BSS Plan is burdened with the possibility of interference (inadequate value of the equivalent protection margin - EPM), which strongly impedes its effective implementation. WRC-19 introduced additional opportunities for administrations holding such assignments. In May 2020, the filing in accordance with § 4.1.3 of Appendices 30 and 30A was sent to the ITU by the Contracting Authority in order to obtain a new assignment, which will have more favourable EPM values.

On 27 October 2020, ITU BR published the submitted parameters in the so-called BR IFIC Circular, and from that moment a four-month period began for other administrations to make comments or raise objections. At the end of this period, a summary of the concerns raised was published by the ITU, in the so-called Part D of the International Frequency Information Circular (IFIC). Since then, the period began in which coordination of the new assignment must be carried out with specific organisations and other administrations concerned responsible for coordinating the assignments identified in the previous phase as interfered.

1. **Detailed Scope of the Contract**

4.1 . Review of IFIC and Preparation of Comments

The Contractor shall review every two weeks each publication of the International Frequency Information Circular (IFIC) and prepare comments to be sent by the Contracting Authority to foreign administrations. The comments shall refer to the satellite networks of various foreign administrations published in the given Circular, which may have an impact (cause interference) on the Contracting Authority's satellite network.

4.2. Identification of Coordination Needs

Based on the information published by the ITU in Part D of the International Frequency Information Circular (IFIC), the Contractor shall prepare a summary containing identified coordination needs for the Contracting Authority's network and assist in taking appropriate coordination actions.

4.3. Frequency Coordination Support

In consultation with the Contracting Authority, the Contractor shall prepare the required correspondence for the organisations and administrations concerned responsible for the notified satellite networks in order to engage them in the coordination.

The Contractor shall prepare draft coordination agreements and engage in coordination with organisations or administrations and support the Contracting Authority in achieving the necessary coordination agreements.

1. **Duration of the Contract:**

The support shall be provided for a period of 12 months from the date of signing the contract.

1. **Conditions for Participation in the Procedure**

The Contractor shall be obliged to prove that in the last 4 years before the deadline for submitting tenders, and if the period of activity is shorter, in this period, it performed properly at least two services consisting in technical support in the process of international coordination of new assignments for geostationary satellite systems based on procedures set forth in the Radio Regulations.

In order to confirm that the services have been duly performed, the Contractor shall present a list of the services performed, containing at least:

- short description of the services performed,

- name of the entity for which the services were provided,

- date of completion of these services.

Along with the list of completed services, the Contractor shall be obliged to submit documents (references) confirming proper completion of these services.

1. **Criteria for Selecting the Most Advantageous Tender**

The basic criterion for evaluation of tenders will be the net cost of execution of the Contract (in EUR).

1. **Other Provisions Concerning the Conditions for Performance of the Contract**

1) If two or more tenders with identical prices are submitted in a procedure, the Contracting Authority may ask for additional tenders, however they may not contain higher amounts than those contained in the original tenders.

2) The Contractor shall remain bound by the tender for 30 days from the tender submission deadline.

3) The Contractor shall bear all the costs related to preparing and submitting a tender.

4) A tender shall cover the performance of the entire subject matter of the contract, specified in this invitation to tender.

5) The Contracting Authority reserves the right to request clarifications to submitted tenders (possibility of sending additional questions to tenders) and to call Contractors to supplement submitted tenders.

6) The Contracting Authority reserves the right to reply only to a selected tender and to withdraw from the selection of a tender without giving any reason. In such a case, the Contractor shall not be entitled to any compensation or claim, in particular for preparing tenders.

7) The Contracting Authority reserves the right to reject a tender when the tender fails to meet the requirements specified in the invitation to tender in question or when the Contractor fails to demonstrate that it meets the conditions of participation in the procedure.

8) The Contracting Authority reserves the right to negotiate the contract with the selected Contractor.

9) The final selected Contractor will sign a contract with the contents agreed between the Contracting Authority and the Contractor. The contract will include provisions on contractual penalties and transfer of copyrights to the works carried out as part of the contract. The Contracting Authority shall conclude contracts based on its own specimen contracts used by the Contracting Authority.

10) The remuneration shall be paid in two instalments.

1. **Authorised Contact Persons of the Contracting Authority**

**Paweł Krzymiński, Wiktor Sęga**

1. **How to Prepare and Submit a Tender**

The tender should be prepared according to the model form specified in Appendix No. 1.

The tender shall include a list of services rendered together with documents (references) confirming due performance of services.

The tender must be signed by a person authorized to represent the Contractor.

The tender should be sent as a **scan**, to the Office of Electronic Communications, electronically to the address: e-mail: **sekretariat.dc@uke.gov.pl**within the deadline of **31st March 2021 until 12:00**.