

INVITATION TO TENDER (PEE)

CONTENTS

1. What is the process of the procedure?
2. What is procured?
3. What are the requirements for a tender?
4. How to qualify?
5. Which tenderer will be eliminated?
6. How does the contracting authority open tenders?
7. When can the contracting authority reject all tenders?
8. When can a contracting authority annul a procurement procedure?
9. Which tender wins?
10. How is the contract concluded?
11. How is the exchange of information organised?

ANNEXES:

- Framework Agreement (Parts 1 and 2)
Framework Agreement (Part 3)
FA Annex 1 – Technical Specifications
FA Annex 2 – Draft procurement contract
(included in the FA file)
FA Annex 3 – Data Processing Agreement
(Parts 1 and 2) (included in FA file)
PEE Annex 1 – Requirements for the tenderer's team and CV form
PEE Annex 2 – Market Survey Summary

Contracting authority:

Estonian Centre for International Development (90015347)

Type of procurement:

International open procedure

Name of the public procurement:

Information and cyber security matters and services

Public procurement reference number:

301036

Type of contract:

Framework agreement with up to 7 tenderers in lot 1-2 and framework agreement with an unspecified number of partners in lot 3

Expected contract period:

48 months

Estimated contract value:

5 MEUR part 1, 9 MEUR part 2, 13 MEUR part 3. All in all 27 MEUR

Deadline for submission and opening of tenders:

According to the contract notice,

Place of submission and opening of tenders:

Procurement Register (riigihanked.riik.ee)

Period of validity of the tender:

3 months

Person responsible for public procurement:

Siim Alatalu

Information day:

17.11.2025 time 14:00-15:00, The link to participate is [here](#).

ATTENTION!

In preparing the procurement documents (hereinafter also referred to as "procurement documents"), the contracting authority has proceeded from the Public Procurement Act (hereinafter referred to as the PPA), the procedure for conducting procurements of the contracting authority and the conditions set out in the procurement documents.

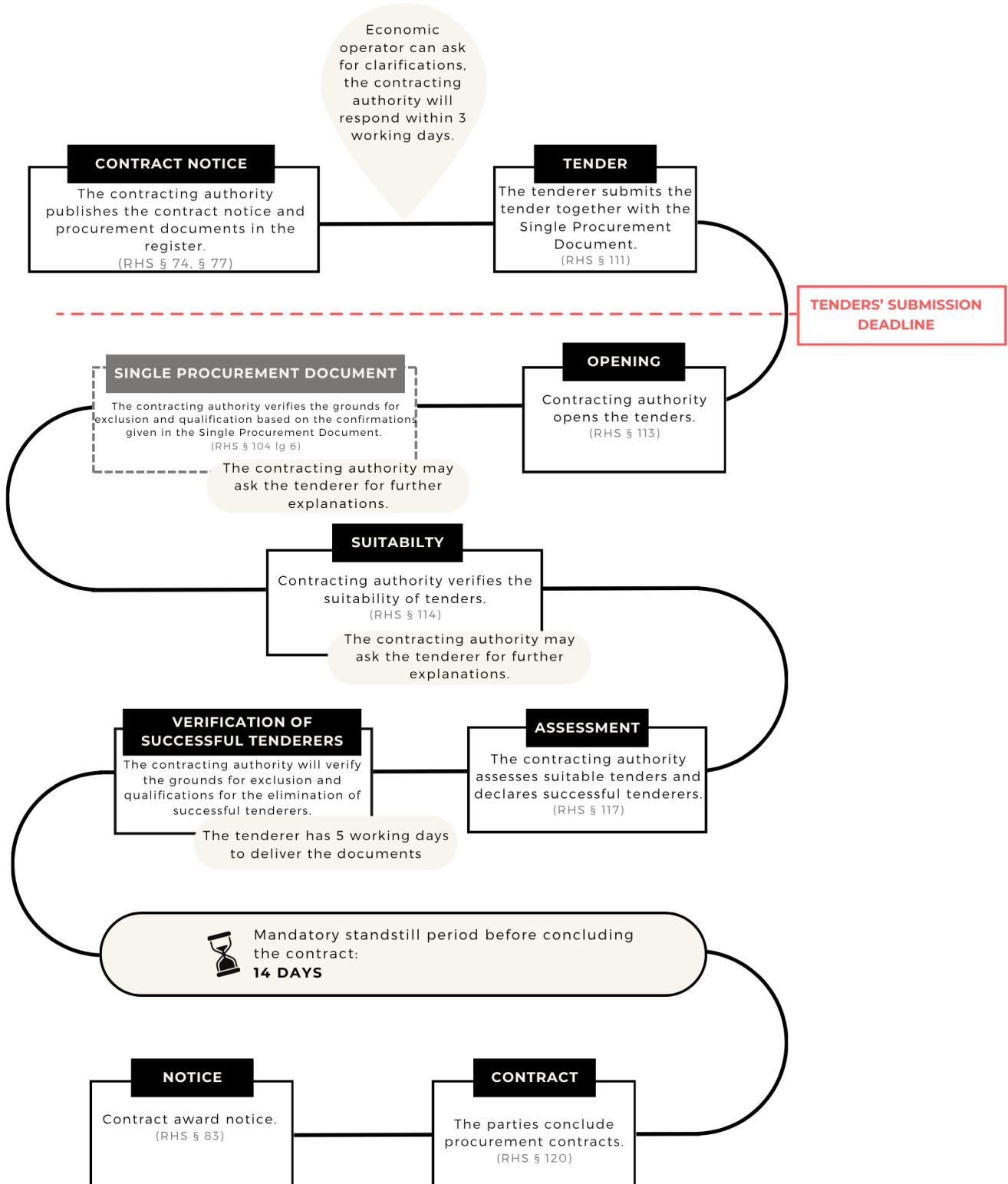
The procurement documents contain all relevant documents referred to in the law, including:

- This call for tenders, together with all annexes;
- Information published in the Public Procurement Register (hereinafter referred to as the "Register") in the procurement procedure, including the procurement notice (hereinafter referred to as the "Procurement Notice"), grounds for exclusion (including the form of the Single Procurement Document), qualification conditions, compliance conditions, evaluation criteria (including a description of the evaluation methodology) and all information and documents sent before the deadline for submission of tenders that have amended, clarified or specified the requirements of the procurement Documents.

(PPA § 4 point 17)

Pursuant to the law, the contracting authority may amend the contract notice and/or procurement documents before the deadline for submission of tenders. (PPA § 81 and 82, § 125 (5))

1. WHAT IS THE PROCESS OF THE PROCEDURE?



2. WHAT IS PROCURED?

- 2.1. **2.1. The subject of the contract.** ESTDEV plans to enter into framework agreements in three parts, whereby in parts 1-2 to 7 successful tenderers and in part 3 the maximum number of partners has not been determined. The framework agreements will be concluded for the acquisition of consulting services in Part 1, for the acquisition of analysis, development and applications in Part 2 and for the acquisition, installation and configuration of infrastructure components in Part 3.
- 2.2. **Technical description.** The technical specification of the subject-matter of the contract is set out in joint Annex 1 to the Framework Agreements.
- 2.3. **Agreement.** The conditions for the performance of the contract are set out in the procurement document "Framework Agreement Part 1 and 2", "Framework Agreement Part 3" and "FA Annex 2 – Procurement Contract".
- 2.4. **Distribution.** The procurement has been divided into parts.
- 2.5. **Comprehensive and binding.** The parts of the procurement documents complement each other and form a comprehensive basis for preparing the tender. The requirement specified in any document is binding on the tenderer.
- 2.6. **Market consultation.** The contracting authority conducted a market consultation. Market consultation materials and feedback are available in the PEE Annex 2 - Market Survey Summary.

3. WHAT ARE THE REQUIREMENTS FOR A TENDER?

PREPARATION OF THE TENDER

- 3.1. **Terms of the tender.** The Tender must meet all the conditions set out in the Procurement Documents. The information provided in the tender must be presented in such a way as to enable the contracting authority to verify the compliance of the tender with the conditions set out in the Procurement Document.
- 3.2. **Confirmation from the tenderer.** By submitting a tender, the tenderer confirms the transposition of all the conditions set out in the Procurement Documents.
- 3.3. **Language of the tender.** The language of the tender is Estonian and/or English. Documents submitted in other foreign languages must be accompanied by a translation into Estonian or English (except for copies of advertising brochures and other advertising documents, which may be in a foreign language).
- 3.4. **Contradictions in the procurement documents.** If the tenderer discovers errors, contradictions, ambiguities or ambiguities in the procurement documents during the preparation of the tender, they are welcome to immediately notify the contracting authority through the register and ask a question about them.
- 3.5. **Terms of cost.** The value of the tender is presented in euros and according to the structure set out in the register. The value of the tender must be final. The cost must include all costs in accordance with the procurement document as well as costs not mentioned therein, which are necessary for the proper performance of the contract. The contracting authority shall not compensate the tenderer for any additional costs or make any additional payments in the performance of the contract.
- 3.6. **Inconsistencies in forms.** The tenderer may need to submit the value of the tender both on the register form and on the form prepared by the contracting authority. If the data submitted by the tenderer are different on these forms, the contracting authority shall evaluate the tender on the basis of the costs presented on the form prepared by the contracting authority.
- 3.7. **Exclusion of misleading and conditional tenders.** The tender must not be misleading in any way. The tenderer cannot make changes, reservations or set its own conditions regarding the requirements set out in the procurement documents. Submission of conditional bids is not allowed.
- 3.8. **Alternative solutions.** Submission of alternative solutions is not allowed.

- 3.9. **Subcontractors.** In the tender, the tenderer shall indicate the size and nature of the part of the contract for which the tenderer intends to subcontract together with the names of the intended subcontractors.
- 3.10. **Joint tenderers.** Joint tenderers must submit a power of attorney for the joint tender. In the power of attorney, the tenderer must indicate the size and nature of each part of the contract to be performed by the joint tenderer.
- 3.11. **Document format.** Tender documents must be submitted in the commonly used document format (.pdf; .txt; .rtf; .odt and MS Office formats).
- 3.12. **Capacity limit.** The size of one uploaded file in the Registry may not exceed 100 MB. The total size of the tender documents must not exceed 300MB.
- 3.13. **Costs and risks.** The interested party or tenderer bears the full costs and risks associated with participating in the procurement procedure, including *the possibility* of force majeure.

SUBMISSION OF A TENDER

- 3.14. **Right to submit a tender.** The contracting authority restricts the circle of tenderers by allowing only undertakings from the countries specified in § 3(2) of the PPA to participate in this public procurement, including as a person on whose resources the tenderer relies on § 103(1) of the PPA..
- 3.15. **Content of the tender.** The composition of the tender must be submitted in addition to the Procurement Register fields:
- 3.15.1. Team CV form filled in and preferably on the contracting authority's form;
 - 3.15.2. A collaborative vision that would include the elements to be evaluated;
 - 3.15.3. Power of attorney of joint tenders, if necessary.
- 3.16. **Person submitting the tender.** The tender must be submitted by the tenderer's statutory or authorised representative. If the tender is submitted by a person who is not entered on the printout of the registry card of the Estonian Commercial Register as a person who has the legal right of representation of the tenderer, the tenderer must, at the request of the contracting authority, submit a power of attorney of the legal representative(s) to represent the tenderer.
- 3.17. **Foreign tenderer.** If the tenderer is registered in a foreign country, the tenderer must submit a certificate of the existence of the right of representation at the request of the contracting authority.
- 3.18. **Registry errors.** The Contracting authority shall not be liable for possible delays, failures or interruptions caused by circumstances beyond the control of the Contracting authority in the Register, such as *force majeure*, power outages, disturbances in the telephone or internet connection of the tenderer or the contracting authority, or in the operation of other electronic devices and tools, including software. The Contracting authority shall not be liable for any damage or loss of profit arising from the use or non-use of the Register.

SUITABILITY OF THE TENDER

- 3.19. **Conditions of suitability.** The conditions of suitability are located in the Register under the Tender suitability criteria and in this invitation to submit a tender.
- 3.20. **Adjustments.** The contracting authority has the right to ask the tenderer for more detailed information and additional explanations about the submitted tender.
- 3.21. **Declaration of suitability.** The contracting authority shall declare the tender suitable if it complies with the requirements set out in the procurement documents. The contracting authority may declare the tender to be suitable if there are no substantive deviations from the conditions specified in the procurement documents.
- 3.22. **Decision.** The contracting authority shall make a reasoned written decision on declaring the tender compliant or rejecting the tender.

4. HOW TO QUALIFY?

- 4.1. **Conditions to qualify.** If available , the qualification criteria can be found in the register under the basic data of the procurement procedure, in the subsection Grounds for exclusion and qualification criteria.

- 4.2. **Single Procurement Document.** The tenderer submits a Single Procurement Document with the tender, in which it confirms compliance with the qualification criteria and submits the required data. Documents certifying qualification do not have to be submitted with the tender.
- 4.3. **Reliance on the resources of another undertaking.** A tenderer may prove its compliance with the requirements of economic and financial standing on the basis of the resources of another economic operator. In such a case, the tenderer and the other economic operator must be jointly responsible for the proper performance of the contract. The letter of confirmation of joint liability must be included in the tender documentation.
- 4.4. **Qualification.** The contracting authority shall qualify the successful tenderer whose qualification meets the tenderer's selection criteria set out in the Procurement Documents. The successful tenderer must provide evidence supporting the information provided in the Single Procurement Document within 5 working days of receipt of the request (PPA § 104 lg 9).

5. WHICH TENDERER WILL BE ELIMINATED?

- 5.1. **Grounds for elimination.** The grounds for exclusion of a tenderer are published in the Register under the basic data of the procurement procedure, in the subsection Grounds for exclusion and qualification conditions.
- 5.2. **Single Procurement Document.** The tenderer submits a Single Procurement Document with the tender, in which it confirms the absence of grounds for exclusion and submits the required data. Supporting documents do not need to be submitted with the tender.
- 5.3. **Decision of elimination.** When contracting authority excludes a tenderer from the procurement procedure, the contracting authority makes a corresponding reasoned decision in writing. The excluded tenderer cannot participate in the procurement procedure any further.

6. HOW DOES THE CONTRACTING AUTHORITY OPEN TENDERS?

- 6.1. **Open.** The contracting authority opens tenders electronically in the Register.
- 6.2. **Non-public.** The opening of tenders shall not be public. After the opening of the tenders, the names and registry codes of the tenderers, in the absence of a registry code, any other identifier or personal identification code enabling the identification of the tenderer or, in the absence of a personal identification code, the date of birth and the costs of the tenders submitted, including the partial costs of the tender, if they are taken into account in the evaluation of tenders, and other numerical indicators characterising the tender that meet the criteria for evaluating the tenders shall be published in the register.

7. WHEN CAN THE CONTRACTING AUTHORITY REJECT ALL TENDERS?

- 7.1. **Cost of tenders.** The contracting authority may reject all tenders if the value of all tenders or tenders found to be compliant exceeds the value of the contract.
(PPA § 116 (1) point 1)
- 7.2. **Insufficient competition.** The contracting authority may reject all tenders where sufficient competition is not ensured. This means that if the procurement receives only two or fewer tenders or if only one tender is accepted.
- 7.3. **The process of rejecting all tenders.** The contracting authority shall reject all tenders by means of a written decision. The contracting authority shall give reasons for its decision.

8. WHEN CAN A CONTRACTING AUTHORITY ANNUL A PROCUREMENT PROCEDURE?

- 8.1. **Justified need.** The contracting authority shall have the right, where justified, to annul the procurement procedure. An example of a justified need **on the part of the contracting authority** is if:

- 8.1.1. Whereas the contracting authority needs to make substantial changes to the subject-matter of the contract;
- 8.1.2. Whereas the conditions on which the procurement procedure was based have changed significantly and it is therefore unnecessary or impossible to award the contract;
- 8.1.3. inconsistencies have emerged which cannot be eliminated and therefore the proceedings cannot be legally concluded.
- 8.2. **The process of invalidating the procurement procedure.** The contracting authority shall annul the procurement procedure by means of a written decision. The decision must state the reasons on which it is based.

9. WHICH TENDER WINS?

- 9.1. **Evaluation.** The contracting authority evaluates tenders in the 100-value point system.
- 9.2. **Successful tender.** The most economically advantageous tender will be declared successful on the basis of the evaluation criteria set out in the procurement documents. The contracting authority does not have to declare a tender successful if it has not achieved at least 50% of the points in the quality criteria.
- 9.3. **Evaluation committee.** The contracting authority shall form a procurement committee for the evaluation of tenders, which shall include experts in the field and who shall collectively evaluate the tenders declared compliant. The members of the evaluation committee shall proceed from the principles described in the evaluation methodology and present the reasoned results of the evaluation in a collective protocol signed by all members of the evaluation committee.
- 9.4. **Evaluation criteria.** The evaluation will be carried out on the basis of the following evaluation criteria:

Award criteria for parts 1 and 2

No	Criterion	Criterion evaluation methodology	Share
1.	Price per working hour excluding VAT	<p>In the evaluation of parts 1 and 2, 30 points are awarded to the lowest hourly rate. Subsequent tenders will receive proportionally fewer points and will be calculated according to the formula indicated in the Register. The tenderer is prohibited from providing misleading or zero-priced values.</p> <p>The contracting authority stipulates that if the price of one working hour is less than 50 EUR/h + VAT, then 30 points will be awarded to the tenderer. This means that submitting a price of less than 50 EUR/h for one working hour will not be given an advantage in the evaluation of the tenderer.</p>	30
2.	Team competence	The methodology for assessing the competence of the tenderer's team is described in clause 9.5 of this document.	45
3.	Vision of cooperation	The methodology for evaluating the tenderer's vision of cooperation is described in section 9.5 of this document.	25
Total:			100

Part 3 Evaluation Criteria

No	Criterion	Criterion evaluation methodology	Share
1.	Team competence	The methodology for assessing the professional competence of the tenderer is described in section 9.5 of this document.	60
2.	Vision of cooperation	The methodology for evaluating the tenderer's vision of cooperation is described in section 9.5 of this document.	40
Total:			100

9.5. **Criterion evaluation methodology.** In quality evaluation, grade points are awarded by the evaluation committee by consensus according to the evaluation shares and methodologies of the criteria listed below. The results of the points given to the sub-criteria are summed up and the points assigned to the quality criteria are obtained. The tenderer will be awarded higher points only if all the prerequisites for higher points are met:

Part 1 of the evaluation methodology in the criterion "Team competence"

Sub-criterion/points	5	0
Sub-criterion of the certificate set for the project manager	The project manager holds at least one international project management certification, such as Prince2, PMP, or equivalent	Does not meet the conditions for receiving 5 points.
Sub-criterion of the certificate set for the consultant	The consultant holds at least one international certificate demonstrating competence in the field, such as CISM, ISO 27001 Lead Implementer, CISSP, TOGAF/GDSA, ITU/NATO Cyber Policy Cert or other equivalent	Does not meet the conditions for receiving 5 points.
The consultant's previous experience in creating and implementing a cybersecurity solution in projects	The consultant has previous experience in six projects carried out internationally, the content of which was the creation and implementation of a cybersecurity solution. Projects must have been completed within the last five years. The consultant's time contribution in each project must be a minimum of 150 hours.	Does not meet the conditions for receiving 5 points.
Sub-criterion/points	15	10
Consultant's international projects	The Consultant has carried out at least 15 international projects, the essence of which is the provision of a service similar to the object of the contract indicated in Part 1.	The consultant has carried out 10-14 international projects, the essence of which is the provision of a service similar to the object of the contract indicated in Part 1.
Consultant's work experience	The consultant has more than 10 years (120 months) of experience in creating and implementing cybersecurity solutions.	The consultant has more than 7 years (84 months) of experience in creating and implementing cybersecurity solutions.

Part 2 of the assessment methodology in the criterion "Team competence"

Sub-criterion/points	5	0
Sub-criterion of the certificate set for the project manager	The project manager holds at least one international project management certification, such as Prince2, PMP, or equivalent	Does not meet the conditions for receiving 5 points.
Sub-criterion of the certificate set for the consultant	The consultant holds at least one international certificate demonstrating competence in the field, such as CISM, ISO 27001 Lead Implementer, CISSP, TOGAF/GDSA, ITU/NATO Cyber Policy Cert or other equivalent	Does not meet the conditions for receiving 5 points.
Sub-criterion of the certificate set for cybersecurity experts	A cybersecurity expert holds at least one international certificate demonstrating competence in the field, such as CISM, ISO 27001 Lead Implementer, CISSP, TOGAF/GDSA, ITU/NATO Cyber Policy Cert, or other equivalent	Does not meet the conditions for receiving 5 points.
The consultant's previous experience in creating and implementing a cybersecurity solution in projects	The consultant has previous experience in three projects carried out internationally, the content of which was the creation and implementation of a cybersecurity solution. Projects must have been completed within the last five years. The consultant's time contribution in each project must be a minimum of 150 hours.	Does not meet the conditions for receiving 5 points.
Sub-criterion/points	15	10
Consultant's international projects	The Consultant has carried out at least 15 international projects, the essence of which is the provision of a service similar to the object	The consultant has carried out 10-14 international projects, the essence of which is the provision of a service similar to the object

	of the contract indicated in Part 2.	of the contract indicated in Part 2.	
Sub-criterion/points	10	5	0
Consultant's work experience	The consultant has more than 10 years (120 months) of experience in creating and implementing cybersecurity solutions.	The consultant has more than 7 years (84 months) of experience in creating and implementing cybersecurity solutions.	Does not meet the conditions for receiving 5 points.

Part 3 of the assessment methodology in the criterion "Team competence"

Sub-criterion/points	10		0
Sub-criterion of the certificate set for the project manager	The project manager holds at least one international project management certification, such as Prince2, PMP, or equivalent	Does not meet the conditions for receiving 10 points.	
Sub-criterion of the certificate set for the architect	The architect has at least one international certificate demonstrating competence in the field, for example, at least one international project management certificate, e.g. TOGAF, CCNP Enterprise; COBIT/ITIL v4 or equivalent	Does not meet the conditions for receiving 10 points.	
Sub-criterion of the certificate set for the system administrator	The system administrator holds at least one international certificate demonstrating competence in the field, such as Security+, CySA+, MCSA/RHCSA; CCNP Security / CCNA CyberOps or equivalent	Does not meet the conditions for receiving 10 points.	
Architect's previous experience in ICT infrastructure implementation projects	The architect has previous experience in six projects that involved the implementation of ICT infrastructure. Projects must have been completed within the last five years. The architect's time input in each project must be at least 150 hours.	Does not meet the conditions for receiving 10 points.	
Sub-criterion/points	10	5	0
Architect's work experience	The architect has more than 10 years (120 months) of work experience in the implementation of ICT infrastructure.	The architect has more than 7 years (84 months) of work experience in the implementation of ICT infrastructure.	Does not meet the conditions for receiving 5 points.
System administrator experience	The System Administrator has more than 10 years (120 months) of experience as an ICT Solutions System Administrator.	The System Administrator has more than 7 years (84 months) of experience as an ICT Solutions System Administrator.	Does not meet the conditions for receiving 5 points.

Parts 1 and 2 of the evaluation methodology in the criterion "Vision of cooperation"

Sub-criterion/points	25	15	0
Vision of cooperation	The tenderer has a clear idea of the prospective cooperation with the contracting authority, project partners and other related parties, and its possible forms. The tenderer's vision of cooperation corresponds to the needs of the contracting authority and the nature of the work. The wishes of the contracting authority and the project partners regarding what is guaranteed in the course of the work are justified and realistic. The tenderer has provided for its own form of cooperation, which adds value to the expectations of the contracting authority. For example, the tenderer's project management methodologies, compliance with international standards, procedures	The tenderer has an idea of cooperation with the contracting authority, project partners and other related parties. There are minor deficiencies, inaccuracies and questions in the description.	There are a number of (more than 3) significant deficiencies and/or inaccuracies in the tender, and doubts arise as to whether the tenderer is able to cooperate with the contracting authority, project partners and other related parties in the course of the work.

	applied in the company that ensure the up-to-date implementation of the ordered works, the solutions used by the tenderer to ensure security of supply, the tenderer's ability to operate in different countries, the organisation of data protection in the company, the involvement of partners in the implementation of projects on site, etc., are described.		
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Part 3 of the evaluation methodology in the criterion "Vision of cooperation"

Sub-criterion/points	40	20	0
Quality	The tenderer has a clear idea of the prospective cooperation with the contracting authority, project partners and other related parties, and its possible forms. The tenderer's vision of cooperation corresponds to the needs of the contracting authority and the nature of the work. The wishes of the contracting authority and the project partners regarding what is guaranteed in the course of the work are justified and realistic. The tenderer has provided for its own form of cooperation, which adds value to the expectations of the contracting authority. For example, the tenderer's project management methodologies, compliance with international standards, procedures applied in the company that ensure the up-to-date implementation of the ordered works, the solutions used by the tenderer to ensure security of supply, the tenderer's ability to operate in different countries, the organisation of data protection in the company, the involvement of partners in the implementation of projects on site, etc., are described.	The tenderer has an idea of cooperation with the contracting authority, project partners and other related parties. There are minor shortcomings, inaccuracies and questions in the description.	There are a number of (more than 3) significant deficiencies and/or inaccuracies in the tender, and doubts arise as to whether the tenderer is able to cooperate with the contracting authority, project partners and other related parties in the course of the work.

9.6. **Equal tenders.** If the tenders that have received the most value points are equal in terms of the number of value points, the successful tender will be selected first on the basis of the points received for the team's competence and then on the basis of the points received for the cooperation vision. If they also overlap in lots 1-2, the successful tender will be determined by drawing lots. In the case of part 3, we immediately move on to casting lots. The contracting authority determines the procedure, time and place of the drawing of lots. On behalf of the tenderer, the tenderer's statutory or authorised representative shall participate in the drawing of lots.

10. HOW IS THE CONTRACT CONCLUDED?

- 10.1. **Signing of the contract.** The contract shall be entered into with the successful tenderer in the quantity specified in the relevant part. The contract is concluded on the terms and conditions specified in the draft contract.
(Draft is in the procurement documents)
- 10.2. **Signing the contract.** The contract will be signed digitally. The tenderer must sign the contract and return it signed by the tenderer to the contracting authority within 5 working days. In the case of an external tenderer, e-signing is preferable if digital signing is not possible.
- 10.3. **Signing a contract in any other form.** If it is not possible to sign the contract digitally, the contracting authority shall send two copies of the contract signed by the contracting authority to the tenderer who submitted the successful tender. The contract is deemed to have been received upon receipt of the registered letter. The tenderer who submitted a tender that has been declared successful must return one signed copy of the contract to the contracting authority within 10 calendar days from the

date of receipt of the contract. If necessary, the contracting authority may extend the deadline for the return of the contract.

- 10.4. **ATTENTION!** If the successful tenderer fails to meet the deadline for signature and does not return the contract signed by it within the time limit, the contracting authority has the right to consider the tender withdrawn and to start evaluating all the remaining tenders. In addition, the contracting authority has the right to claim damages from a tenderer who has not complied with the signing requirement. The contracting authority shall have the same right where the successful tenderer fails to perform the contract concluded by giving consent within the time limit set for reasons attributable to it.

(PPA § 119)

11. HOW IS THE EXCHANGE OF INFORMATION ORGANISED?

IF AN ECONOMIC OPERATOR WANTS ADDITIONAL INFORMATION:

- 11.1. Explanations on the content of the contract notice and the procurement documents can be obtained by contacting the contracting authority in writing through the public procurement register. The request can be made in the communication worksheet.
- 11.2. The contracting authority shall reply to the questions within 3 working days of the request for clarification. The answers will be added to the public procurement register's communication worksheet.
- 11.3. **ATTENTION!** It is important to submit the request for clarification on time, i.e. at least 6 working days before the deadline for submitting tenders. If the request for clarification is received later, the contracting authority is not obliged by law to respond to the request.
(PPA § 46 (2))

IF THE CONTRACTING AUTHORITY WANTS MORE INFORMATION:

- 11.4. The contracting authority may request additional documents from the tenderer. The purpose of such a request is to verify the absence of grounds for exclusion as to the suitability of the qualification or the tender. The vendor submits the request via the Register communication page.
- 11.1. Depending on the content of the question, the deadline for replying is 3 or 5 working days.
(PPA § 46 (4), § 104 (9), § 115 (1))
- 11.2. The contracting authority may extend the time limit set for reply, either on its own initiative or on the basis of a reasoned application by the tenderer.
(PPA § 104 (10))