



EUROPEAN CENTRAL BANK

EUROSYSTEM

## Important information for the use of the ECB's electronic tendering system

This is an electronic tender procedure. Tenderers must submit their submissions electronically via the ECB's electronic tendering system (link:

<https://procurement.ecb.europa.eu/sourcing/fsvendor/vendordesktop/index>). Please refer to the below user guides for information on how to use the ECB's electronic tendering system:

### User guides

- [How to submit a tender/response to a procurement procedure?](#)
- [How to change your password?](#)
- [Supplier account management](#)

### Important steps for submission

#### > Register back-up contact persons

Tenderers shall register at least one back-up contact person in the system to ensure that someone can always access the tender and the communication, when needed. To create the back-up contact account, see Chapter III of the [How to manage your supplier account](#) user guide.

#### > Upload a test document

Directly after accessing the tender documentation, upload a test document as an attachment to your submission ("RFx response") to check that the electronic tendering system functions smoothly in your IT infrastructure. To upload the document, see Chapter IV of the [How to submit a tender/response to a procurement procedure](#) user guide.

#### > Do not wait until the last minute

Submit your documents well in advance of the deadline for the respective procurement to allow enough time for technical support, if necessary. The time it takes to finalise your submission and upload all documents may vary considerably depending on your browser, your internet connection and the size of your files (max. 80 MB per file).

#### > Change your submission's status to "firm"

Your response will only have been submitted successfully when the status of your RFx response has been changed to "firm" before the deadline. The system closes the relevant procurement automatically once the deadline has passed, irrespective of submissions still being edited. Only submissions that have their status set to "firm" can be considered in the relevant tender procedure by the ECB.

#### > Check your RFx response again after submission

Access the ECB's electronic tendering system again after submitting your RFx response to check whether the content is complete and that the response's status is set to "firm". We advise you to take a screenshot of your uploaded attachments

### Technical support

Should you require help when using the system, please contact the ECB's technical support team at [sourcing.support@ecb.europa.eu](mailto:sourcing.support@ecb.europa.eu). Requests are handled on average in 1-3 working days. Support hours are Monday to Friday from 08:30 to 17:30 Frankfurt local time, excluding ECB public holidays.

## **REQUEST FOR PROPOSAL (RfP) FOR THE PROVISION OF WORKS AND SERVICES ON A DIGITAL EURO SCHEME RULEBOOK (PRO-008427)**

The European Central Bank (ECB) is seeking through this procurement procedure a supplier (hereinafter the 'Tenderer') for the provision of *works and services related to research and leading the drafting on a potential digital euro scheme rulebook* and intends to award a contract (the 'Contract') to the Tenderer offering the best value for money (hereinafter the 'Contractor').

Therefore, the ECB would like to invite you to submit a proposal for the stated requirements in accordance with the conditions stated below.

### **1 Specifications**

#### **1.1 Background information**

The Directorate General Market Infrastructure & Payments (DG-MIP) of the European Central Bank (ECB) through this Request for Proposals (the 'RfP') is seeking a senior consultant to provide works and services for supporting the digital euro project investigation phase as the coordinator for the drafting on a digital euro scheme rulebook (hereinafter the 'Deliverables').

#### **1.2 Scope of the Deliverables**

The ECB is seeking a senior consultant (hereinafter the 'Consultant') with substantial experience in retail payment solutions, scheme development, maintenance and scheme governance. The Consultant shall provide the Deliverables according to the modalities outlined below. The Consultant will coordinate the drafting on a digital euro scheme rulebook following the decisions made by the Eurosystem high-level task force on a central bank digital currency (HLTF-CBDC). The Consultant will also act as the chair of a working group on rulebook development, coordinating among others the different sub-streams.

The drafting sub-streams would be composed of market participants as well as experts from national central banks.

Therefore, the ECB Tenderers who meet the eligibility and selection criteria laid down in Sections 4, to submit a proposal in accordance with the conditions set forth in this RfP.

Upon request of the ECB, the Contractor shall provide Deliverables to the ECB on the matter of digital euro rulebook development, as further specified in Section 1.3 (the 'Deliverable modalities'). The Contract is envisaged to start on the 1 December 2022 and to have a duration of 10 months, i.e. until (envisaged) 30 September 2023, in line with the duration of the digital euro investigation phase.

The contractual relationship shall be based on the attached draft contract (**Annex 3**). Any Tenderer submitting a proposal accepts thereby the terms and conditions of this Contract.

### 1.3 Deliverable modalities

The Consultant shall coordinate, manage and facilitate the drafting and development of the digital euro scheme rulebook as well as act as chair of the digital euro scheme rulebook development. The work will be facilitated by dedicated subgroups on specific rulebook sections. Each subgroup will have a rapporteur facilitating the information flow from the group towards the chair of the rulebook development. Typical activities for the Consultant include:

- a. Consider made and ongoing decisions of the digital euro project on the development of the digital euro in their scheme rulebook drafting.
- b. Make proposals on the specific rule book development structure, the detailed delineation of the subgroups and structure the set-up of the subgroups with support from the Eurosystem.
- c. Coordination of the overall rulebook drafting and development, ensuring direction and consistency of the rulebook in line with the HLTF decisions.
- d. Contribute to and participate in high-level discussions with senior management and project governance bodies.

The number of days of consultancy to be provided and the dates of performance are subject to agreement between the Contractor and the ECB and shall be defined by written confirmation after the conclusion of the Contract. The ECB estimates that the Consultant will be requested to perform around 200 working days per total duration of the contract (i.e. equalling and effort of about 40 hours / week from 1 December 2022 to 30 September 2023), including meetings through online channels (e.g. MS Teams, WebEx, Zoom) and/or, meetings at the ECB.

The Consultant shall be ready to perform the Deliverables at ECB premises in Frankfurt am Main, Germany, including participating in meetings, conferences and other work activities. The ECB may request the Contractor to perform (part of) the Deliverables at a workplace subject to the discretion of the Contractor and participate in meetings remotely. The ECB will issue further instructions on the place of performance of the Deliverables.

The Contractor shall perform the Deliverables using her/his own technical resources (hardware, software and internet access).

Unless otherwise agreed, the work shall be performed in English.

### 1.4 Qualifications (expertise and experience) of the Consultant

The Consultant is expected to meet the minimum requirements set in Section 4.5.2.

## 1.5 Remuneration

The ECB shall pay to the Contractor for the provision of the Deliverables:

- (a) a remuneration calculated on time and material basis, at a daily rate of EUR 1,500.
- (b) In addition, if the Deliverables are performed on the ECB premises, the ECB shall also reimburse travel, accommodation, and other cost with a lump sum of respectively EUR 500 per roundtrip and EUR 200 per overnight stay.

In case of remote work, the Contractor will be entitled to the pro-rata remuneration on the basis of eight working hours per day for the provision of Deliverables, but shall not be entitled to the accommodation, subsistence and subsidiary costs or any reimbursement for travel or transportation expenses.

## 1.6 Structure of the tender documentation

The tender documentation consists of this Request for Proposal and the following annexes:

- Annex 1 – Supplementary Procurement Rules
- Annex 2 – Tenderer's statement
- Annex 3 – Draft contract
  - Annex 3.1 – Works Specific Terms
  - Annex 3.2 – Services Specific Terms
  - Annex 3.3 – General Contract Terms
- Annex 4.1 – Introduction to Security Clearance
- Annex 4.2 – Security Self-Declaration
- Annex 5 – Hypothetical scenario description and answer sheet

## 2 Legal framework

This procurement procedure shall be governed by Decision ECB/2016/2 of 9 February 2016 laying down the Rules on Procurement<sup>1</sup> and the supplementary rules attached as **Annex 1**. The procurement procedure is carried out as a negotiated procedure without publication of a notice in accordance with Article 35 of Decision ECB/2016/2.

---

<sup>1</sup> OJ L 45, 20.2.2016, p. 15-43, as amended by Decision ECB/2016/17 (OJ L 159, 16.6.2016, p. 21–22) and Decision ECB/2020/10 (OJ L 69, 6.3.2020, p. 41-45), all published on <http://www.ecb.europa.eu/ecb/proc/tenders/html/index.en.html>

### 3 Preparation and submission of the proposal

#### 3.1 Contact person; address and time-limit for the submission of the proposal

Tenderers must submit their tender electronically via the [ECB's electronic tendering system](https://procurement.ecb.europa.eu/sourcing/fsvendor/vendordesktop/index) (link: <https://procurement.ecb.europa.eu/sourcing/fsvendor/vendordesktop/index>) **before 12:00, Frankfurt local time, on 02 November 2022.**

The contact person for this tender procedure is: Mr Giuseppe Bitti.

The relevant reference number for this tender procedure in the [ECB's electronic tendering system](#) is: **RFX-PT-2022-000084: PRO-008427-R1 Digital euro Scheme.**

During the preparation of tenders, all Tenderers are encouraged to submit questions to the ECB on any aspect of the tender procedure, the business case or the tender documentation.

Tenderers must address all queries regarding this tender procedure via the ECB's electronic tendering system through which they have also accessed the present RfP. Any type of communication relating to the tender procedure (including Tender's questions relating to the procurement procedure and ECB's requests to the Tenderers to provide clarifications) must be made via the ECB's electronic tendering system (under the tab 'Discussions') as single point of contact. The ECB does not assume any responsibility for queries which are not submitted in writing or outside the ECB's electronic tendering system.

The ECB shall endeavour to answer all queries as quickly as possible but cannot guarantee a minimum time response. The ECB shall not be bound to reply to queries received less than seven calendar days before the time-limit for the submission of tenders but will try to do so if possible.

If a query is of general interest, the ECB shall communicate the query and the corresponding answer to all Tenderers who have asked for the tender documentation. The query shall be anonymised, and information of a commercially confidential nature shall not be disclosed.

During the tender procedure Tenderers shall not contact any other ECB staff members or organisations/persons working for the ECB with regard to this tender procedure. Tenderers shall also not contact potential competitors unless they intend to form a temporary grouping with them or to involve them as subcontractors. Any violation of this communication rule may lead to the exclusion of the Tenderer in question.

Unless otherwise provided, all communication with the ECB shall be made in English.

In the event of a dysfunctionality of the electronic tendering system, the ECB may use different means of communication or may request Tenderers to use different means of submission and communication and set a new time-limit for the submission of the proposal or specific parts of the proposal for the Tenderer(s) concerned.

#### 3.2 Form, content and validity of the proposal

The proposal shall contain the following information and documentation in English:

- a) A completed and signed Tenderer Statement (**Annex 2**);
- b) The filled-out and signed **Annex 4.1**;
- c) The filled-out **Annex 5** describing the Consultant's approach to the stated questions; and
- d) A detailed curriculum vitae, including the Consultant's relevant expertise and practical experience (maximum 10 pages or European CV format).

Please note that the ECB may request copies of relevant diplomas, certificates, reference letters, names of referees, etc., to be submitted within 10 calendar days in order to verify the information provided in the CVs. Such request(s) may be made on an ad-hoc basis.

The proposal shall fulfil the requirements set out in this RfP and should also include anything that may be considered necessary for the performance of the requested Deliverables, even if this is not explicitly mentioned in this RfP.

The proposal must be signed, otherwise it is to be excluded. The signature should be in the Tenderer Statement.

By submitting a proposal, all Tenderers acknowledge that their proposal shall remain valid for a period of six months from the closing date for receipt of proposals.

### 3.3 Contract

The contractual relationship shall be based on the attached draft contract (Annex 3). Any Tenderer submitting a proposal accepts thereby the terms and conditions of this Contract.

Tenderers are not allowed to propose changes or additions to the ECB's draft contract. Only minor changes or additions both aiming at clarification may be accepted. Tenderers who intend to propose such minor changes or additions shall (i) indicate in their proposal the article they would like to change or add to, (ii) provide an alternative proposal and (iii) explain their proposal. The ECB reserves the right to exclude Tenderers proposing substantial changes to the draft contract that affect the allocation of risks between the parties. The ECB may, at its own discretion, not consider changes or additions proposed at a later stage.

## 4 Evaluation of proposals and award

### 4.1 Evaluation process

4.1.1 The evaluation process will take place in three stages (Article 29 of Decision ECB/2016/2), namely:

- a. the verification of the formal requirements in accordance with Section 4.2.
- b. the verification of the Contractor's eligibility in accordance with Section 4.3.
- c. the evaluation of the proposal against the minimum requirements criteria listed in Section 4.5.2.
- d. the evaluation of the proposal against the award criteria listed in Section 4.5.3.

4.1.2 The stages of the evaluation process will be carried out in no particular order. Only the tenders meeting all the mandatory/minimum requirements of **each stage above** shall be considered in the final qualitative and/or financial evaluation. Following the evaluation of the written tenders the ECB may award the contract without negotiations or invite Tenderers for a presentation and negotiations, in which case the negotiations may be carried out as consecutive negotiations in the order of the Tenderers' ranking or as parallel negotiations with several Tenderers who best meet the award criteria in line with Article 12 (5) of Decision ECB 2016/2.

Following the evaluation of written proposals, the ECB may also invite the Consultants from the best ranked Tenderers for an interview and/or a presentation via video conferencing in order to verify compliance with the ECB's requirements and to clarify open questions.

#### 4.2 Formal tender requirements

The ECB shall exclude proposals that

- (a) were dispatched or received after the expiry of the time-limits for the submission of proposals; or
- (b) are substantially incomplete; or
- (c) were not submitted in English.

The ECB may, at its own discretion, exclude proposals that do not comply with other substantial formal requirements laid down in this RfP.

#### 4.3 Eligibility criteria

4.3.1 The ECB shall exclude Tenderers that are in one of the situations described in Article 30(4) of Decision ECB/2016/2 (e.g. conviction for fraud or corruption) or have been excluded from participation in any future tender procedure for a certain period of time in accordance with Article 30(8) of Decision ECB/2016/2.

4.3.2 The ECB may exclude Tenderers that are in one of the situations described in Article 30(5) of Decision ECB/2016/2 (e.g. insolvency, grave professional misconduct, misrepresentation).

4.3.3 The ECB shall exclude Tenderers that are subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU), such as Regulation (EU) No. 833/2014 and Regulation (EU) 269/2014, or Tenderers that involve entities subject to such measures. The prohibition to involve such entities applies throughout the whole performance of the contract. The sanctions that apply can be found in the Official Journal of the EU.

4.3.4 Tenderers shall declare in their Tenderer's statement (attached as Annex 2) that they meet the eligibility criteria. Tenderers shall inform the ECB without undue delay if any circumstances arise after the submission of their proposal that may affect their eligibility.

4.3.5 The ECB reserves the right to request from Tenderers documentary evidence in support of the statements made in the Tenderer's statement.

#### 4.4 Selection criteria

The ECB reserves the right to exclude Tenderers if it becomes aware that they do not have the economic, financial, technical and professional capacity to perform the Contract. [

#### 4.5 Minimum requirements and award criteria

4.5.1 The ECB shall award the Contract to the Tenderer who submit the economically most advantageous proposal, i.e. the best quality/price ratio taking into account the minimum requirements and award criteria listed below.

4.5.2 Each Tenderer can propose **up to one (1) Consultant**. Further proposed profiles will be rejected and not further evaluated. The Consultant can be the Tenderer herself/himself. The Consultant are expected to meet the minimum requirements a)-e) below. A proposal not including a profile who meets the minimum requirements may be rejected and not further evaluated under the award criteria of Section 4.5.3.

a) Experience with a significant focus on retail payment issues (at least 15 years) as senior consultant, senior manager, member of the managing board (or equivalent body), or similar of a commercial bank, an e-money institution, a payment institution, a financial market infrastructure, a consultancy or similar institution.

b) Proven relevant experience (at least 10 years) in scheme drafting or development and management in a major payment scheme.

c) Knowledge of key design considerations concerning Central Bank Digital Currencies.

d) Proven experience in the management of multi-stakeholder groups with a track record of reaching decisions via consensus.

e) English language skills of at least C1 level according to the Common European Framework of Reference (CEFR) for languages.

4.5.3 The proposals shall be evaluated on the basis of the following award criteria:





EUROPEAN CENTRAL BANK

EUROSYSTEM

Award criteria	Weighting
<b>Quality of the proposal</b>	<b>100%</b>
a. Completeness and appropriateness of the description of how the consultant would approach hypothetical scenarios as detailed in Annex 5 to this RfP	50%
1. Question 1 on how to structure the work on a digital euro scheme rulebook.	25%
2. Question 2 on leveraging existing payment standards.	15%
3. Question 3 on operational scheme governance.	10%
b. Curriculum Vitae to prove experience, qualifications and expertise relevant to carrying out the assignment) <sup>2</sup>	50%

4.5.4 The ECB shall evaluate all proposals using a scoring system with a maximum of 100 points. The maximum number of points achievable per award criterion are equivalent to the percentage weightings allocated to the award criteria.

4.5.5 The quality of the proposals shall be evaluated as follows:

- (a) the quality related award criteria listed in Section 4.5.3 shall be assessed one by one against the ECB's requirements set out in the specifications and evaluated on the basis of a scoring system from zero to five points as follows:

---

<sup>2</sup> Expected qualifications are:

- Involvement in the management of payments or settlement systems in countries of the euro area.
- Involvement in the management and development of retail payment solutions.
- Experience in large-scale and complex projects (multi country and/or multi-stakeholder development and rollout) (at least 5 years) in a managerial and/or steering role.
- Established extensive network within the payments industry which shows e.g. in public appearances or participations in high level payments decision or consultancy groups.

Candidates meeting any of the expected qualifications above will be scored 4 points. Candidates meeting at least three of the expected qualifications above will be scored 5 points.



EUROPEAN CENTRAL BANK

EUROSYSTEM

Score	Definition
0 point	No evidence/Total failure: The tender totally fails to address the criterion under examination or cannot be assessed due to missing evidence.
1 point	Very Poor: The criterion under examination is addressed in an incomplete and unsatisfactory manner; serious concerns.
2 points	Poor: The criterion under examination is partly addressed but with a few major gaps or issues.
3 points	Fair: The criterion under examination is generally addressed with minor issues.
4 points	Good: The criterion under examination is fully addressed.
5 points	Excellent: The criterion under examination is fully addressed and the tender offers some added value.

- (b) proposals which do not obtain at least 3 points (out of a maximum of 5) for each of the sub-criteria may be considered to be of an unacceptably low quality, rejected and not further evaluated
- (c) the ECB shall evaluate the quality of the proposals using a scoring system with a maximum of 100 points, based on the criteria and corresponding weightings set out in Section 4.5.3;
- (d) the score obtained for each award criterion will be multiplied with its allocated weight to calculate the weighted score per criterion. All the weighted scores will be added together ("added scores") and hereafter converted into points as detailed in section 4.5.5 (b) above. The proposal with the highest added scores will, for the purpose of the ranking of the proposals, obtain the maximum points as indicated in section 4.5.5 (b) above and the other proposals will receive proportionally less.

4.5.6 The economically most advantageous proposal is the proposal with the highest final score.

## **5 Outcome of the procurement procedure**

### **5.1 Notification of award**

- 5.1.1 Following the award decision, the ECB shall inform the Tenderers in writing and without undue delay of the results of the procurement procedure.
- 5.1.2 Tenderers may within 15 calendar days of receipt of the notification request the ECB to provide the main reasons for rejecting their proposal. Such requests shall be submitted in writing via the ECB's electronic tendering system. The ECB does not assume any responsibility for queries which are not submitted accordingly. In case of doubt, the tenderer shall demonstrate the ECB's receipt of such request. The ECB may decide to withhold certain information where the release of such information would affect other suppliers' legitimate commercial interests, would hinder application of the law or would otherwise be contrary to the public interest.