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12 July 2013

**Subject: Ex-Ante Publicity for Negotiated Procurement Procedure: Supply of Biometric Flexitime Terminals with Software to the European Banking Authority**

**Description of the Contract:**

The European Banking Authority (EBA) envisages awarding a contract for the supply and installation of Biometric Flexitime Terminals with Software. Maintenance of the software for 3 years is to be included. The estimated contract value is in the range of GBP £15,000 to £35,000 exclusive of VAT.

**Description of the Products:**

The intended introduction of a flexitime regime at the EBA requires an automated system for employees to clock in and out. The system will have to provide biometric features and include a server based software with access for HR, management and employees. The high level requirements are as follows:

- The current number of employees is 130. The system must be technically capable of accommodating up to 500 employees. Additional licenses, if required, would be bought as the organisation grows.
- Clocking in and out will involve only biometric features (fingers or hands) but no additional items (tokens, cards, etc).
- 9 clocking terminals are required to be placed at all access points to the EBA premises.
- The server based software needs to allow HR (currently 5 users) to configure the core hours, the mandatory lunch breaks (if no clocking out is done) the mandatory hours per week etc. A full overview of all features of the EBA flexitime regime will be included in the documents of the procurement procedure. These features will have to be accommodated by the software.
- The software will provide means for HR and management to create statistics for individual employees as well as for the entire organisation. It should also allow for exporting of the data in common formats (XLS, CSV, etc).
- Users require an interface to the system to submit change requests to their time sheet in case clocking in or out was not possible because of absence or of unavailability of terminals or software. An external interface, via email or SMS, would be an advantage.
- Line managers will approve these change requests, so the software will need to be configurable to match the responsible managers (up to two hierarchy levels) to the employees.

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**Description of the Procedure:**

Interested companies may express their interest by sending an email to [tenders@eba.europa.eu](mailto:tenders@eba.europa.eu) with a copy to [joerg.gastner@eba.europa.eu](mailto:joerg.gastner@eba.europa.eu) together with their name, address and business details before 12:00 a.m. BST on 26 July 2013.

Interested companies should have sufficient financial capacity to perform the contract. A statement of turnover and a balance sheet for the last 3 years (2010, 2011 and 2012) should be provided. The technical capacity of interested companies should comply with the following: 3 years of experience during the last 3 years (2010, 2011 and 2012) providing supplies similar to the ones described above. Interested economic operators should submit financial statements and demonstrate compliance in a declaration of interest (300 words maximum).

This ex-ante publication constitutes no obligation for the EBA to invite to tender any economic operator who expresses interest. Only the candidates invited by EBA to participate in the procedure will be admitted. The indicative date for launch of the procedure is 04 August 2013. For more information about the EBA please consult [www.eba.europa.eu](http://www.eba.europa.eu).

(signed)

Adam Farkas  
Executive Director