European Medicines Agency
Clarification Questions
2 October 2006

1. Hedging facility

   Mention is made of a requirement for a hedging facility. Please advise the likely level of the facility required and how far out EMEA hedges currently.

   Please provide details of the currencies involved.

2. Essential Features

   With reference to the Technical Specifications, paragraph 13, you mention features "such as linking of a transaction to its related cost, cross-referencing, e-commerce characteristics and group debit series of payment instructions will be necessary, evidence of such capacities must be provided by a statement describing the features the bank is able to provide". Could you please expand on this requirement?

3. Costing Sheet

   The costing sheet referred to in the Technical Specifications was not included in the document. Please advise volumes of account activity that you propose to transact through the Bank Account(s) so we can provide a quotation to provide these services. Thank you.
   Please provide us with details of any seasonal fluctuations.

4. Use of Electronic Systems

   In Annex IV to the Technical Specifications banks are required to indicate the level of automation of the administrative procedure for processing messages sent in electronic form that can be offered. Please clarify.

5. Surplus Funds

   In the body of your RFP you mention a requirement to place funds onto deposit. Please kindly advise the average values and currencies available for placing, and also the periods involved.

6. SI2 Software

   Please could you provide more information on the accounting software SI2 mentioned in the tender document. We would appreciate more information on the payments files (file format and 'channel' used for transmission to the bank) generated by your software, and also about the feedback file required from the Bank.

Reply from EMEA
Re: Banking services tender No EMEA/2006/35/ACC

1. Hedging facility

   Likely level is estimated to be around GBP 40/50 Million for year 2007 or around 35-45% of yearly budget value. Average value of a transaction is £5 million with total hedged amount at any one time will be no more than £20 Million spanning 2 to 6 months.

   EMEA buys only GBP from its EURO balances, for hedging purposes.

2. Essential Features

   -Linking of transaction to cost.
   For example EMEA initiates a payment for Euro 100 to xyz with payment reference abc1.
   This transaction should be reflected in bank statement as under.
   --a. cost of payment reference Abc1 amount 100.00
   --b. charges for payment reference Abc1 Euro xxx
   --c. Any other charges for example your agents or subsequent entries should also quote this number so that we can clearly link all entries related to any transaction.

   - E-commerce characteristics... such a web base internet banking, remittance advice facilities.

   - Group debit.... For example if we request 20 different payments in a one request/batch than only ONE amount of total debit should be reflected as oppose to 20 individual entries.

3. Costing sheet

   This is on page 24. Please see the tender specification document. The volumes of transaction is reported in this document on Page 3 point no.8.

4. Use of Electronic systems

   To receive and send information, payments, receipts, statements etc electronically. Level at which such transactions are automated or not. For example if a payment is requested electronically by EMEA then is it carried out automatically without any manual intervention or not? and so forth.

5. Surplus funds

   Presently EMEA on average has surplus funds equivalent of Euro 20million which is invested for period ranging fortnightly to 3/6 months. Currencies EURO and GBP.

6. SI2 Software

   The information with regard to Accounting software si2 is described adequately in our specification document.

Your query regarding Payment files:

We create a text file with information from our budget accounting package (SI2). This text file is formatted following the definition of current bank's (payments) bulkload filter file definition:
summary :
- each transaction is contained in a single line of data terminated with a new line
- each field is wrapped by quotes and is separated from the following field by comma.

From this standard we are using :
- BACS (BA)
- CHAPS (CH)
- SIM (IM)
- EXPRESS (EM)
- PCPAY (PCPTSB)

End