

## CALL FOR TENDER

### SUMMARY INFORMATION

<b>Call for tender no</b>	WS3070314148
<b>Subject</b>	Global Mobility Services for International Assignments. (Personal Income Tax Services and Payroll Services) 2027-2028-2029
<b>Description of the supply</b>	Advisory and compliance services for employees on international assignments in the home and host countries, including services for personal income tax and payroll services
<b>Type of supply</b>	Services and supplies
<b>Duration of contract/work</b>	24 months + optional 12 months
<b>Presumed bidding starting price</b>	<b>M€ 22,29</b>
<b>General awarding criteria</b>	Best value for money
<b>Date of publication</b>	22 April 2026
<b>Deadline</b>	08 May 2026 at 18:00

### DETAILED INFORMATION

#### 1. General information

Leonardo Global Solutions S.p.A. - a single member company, subject to the direction and coordination of Leonardo - *Società per azioni* - (incorporated in Italy as a joint stock company) - (hereinafter "LEONARDO") intends to issue a call for tender having as its subject: Global Mobility Services for International Assignments. (Personal Income Tax Services and Payroll Services)

The Contract includes Assistance for Leonardo Group employees on international assignment. The population will include long-term assignees, short-term business travellers and temporary host localized employees.

The bidding starting price amounts to **million 22,29 Euros**.

#### 2. Entities admitted to tender

The following are admitted participating in the tender procedure for works, services and supplies:

- a) Public limited companies and limited liability companies are admitted

The participation in this tender by more than one temporary grouping of companies, consortium or EEIG, or the submission of bids as both an individual entity and as a member of a grouping, consortium or EEIG, is forbidden.

Bidding suppliers for whom more than 70% of total annual turnover is generated by orders from one or more companies belonging to the Leonardo Group, are not allowed to bid, excess in case of express authorization from LEONARDO in consideration of special technical requirements. For consortia, this percentage shall be calculated according to the annual turnover of the consortium itself.

The contemporary participation in this tender procedure by a parent company and its subsidiaries is also forbidden. In the event that this rule is broken, both the parent company and its subsidiaries will be excluded from the tender.

All bidders whom LEONARDO does deem not to have appropriate professional reliability will in all cases be **excluded** from the tender without explanation. Bidders will be deemed not have appropriate professional reliability who in the last three years incurred, by way of example but not limited to, in the following:

- Termination for breach of contract with Leonardo SpA or other companies of the Leonardo Group.
- Declared non-testability of works, services and supplies according to the contracts concluded by Leonardo SpA or other companies of the Leonardo Group.
- Breach of any of the provisions of the Code of Ethics of Leonardo SpA and Leonardo Group, during the performance of previous contracts.
- Failure to take delivery, by default or cause, for works, supplies or services entrusted by Leonardo SpA or other companies of the Leonardo Group.
- Revocation of the award of a tender.

### 3. Minimum requirements for participation

Entities meeting the following minimum requirements for participation (hereinafter "Minimum Requirements") may be invited to tender:

#### 1. Economic and financial requirements

1. Annual turnover equal to or greater than **M€ 15** for each year of the 2023–2025 three-year period.

#### 2. Technical and professional requirements

1. Having an international network subject to the same Corporate Binding Rules on:
  - Anti-bribery regulation
  - Confidentiality
  - Code of Ethics
  - Independence
  - Insider trading
  - Data protection
  - Cyber security
  - Quality & Risk management

- Sustainability

The bidders are required to produce self-declarations on the concerned matters.

2. Having an international network which means:

- companies/local firms belonging to the same Group and/or under the same brand.
- Residual third parties are admitted if:
  - a) they operate under the governance process of the bidder and b) the responsibility for service provided lies with the Italian bidder coordinating company and c) the administrative procedure will be under the Italian bidder coordinating company.

The bidders shall provide adequate evidence of having an international network, including:

- a description of the international network structure (group/brand organization and geographical presence);
  - a list of companies/entities belonging to the same Group and/or operating under the same brand, including relevant corporate relationships.
  - in case of third parties' involvement: evidence that they operate under the bidder's governance processes.
  - a declaration that full responsibility for the services remains with the Italian coordinating bidder.
  - evidence that the administrative management of the contract will be handled by the Italian coordinating bidder (e.g. contractual clauses or commitment letters).
3. Having the above said international network covering at least 80% of the countries where Leonardo's expatriates are on assignment (please check Attachment B - Minimum Requirements WS3070314148 - Req.C). In any case, the 80% must include Leonardo home countries (i.e. Italy; UK; USA; Poland; Belgium) and the countries where Leonardo in the period 2027-2029 will have more than 8 (eight) number of expatriates, as follows:
- Austria
  - Belgium
  - Brazil
  - France
  - Germany
  - Indonesia
  - Japan
  - KSA
  - Kuwait
  - Malaysia
  - Nigeria

- Poland
- Qatar
- Switzerland
- Turkey
- UAE
- UK
- USA

In addition to Italy, for which we refer to the next point, the network must guarantee a dedicated UK point of contact for day-to-day queries from a UK perspective for Leonardo UK.

The bidders are required to produce a list of countries where they have their legal entities or third parties (as described above), providing the exact legal entity name, relation with the Corporate Binding, and the total number of expatriates assisted in each country.

4. Acting Italy as Point of Contact and Coordinating Office for Leonardo Head Quarter, having capability to support our business needs (1500 among expatriates and short-term business travellers) and experience on above-mentioned roles.

The bidders are required to produce self-declarations, mentioning:

- 3 multinational entities the bidders supplied in the previous 2 years, acting the role of Italian coordinating office.
- assisting worldwide at least 1.500 expatriates as coordinating office.

It is noted that participation in the tender is not permitted by pooling funds nor temporary groupings.

During the tender process, ESG (Environmental, Social and Governance) performance will be enhanced, evaluated by an independent organization specialized in the evaluation of environmental, social and governance criteria (Ecovadis) and membership of the Science Based Target initiative (SBTi), which supports companies to structure decarbonization objectives and plans and validate their adequacy with respect to the needs defined by climate science.

#### **4. Disclosure for interest**

By no later than the expiration date of this call for tenders, parties interested in being invited to tender, provided they meet the requirements, are required to:

- Submit their application by registering in the ARIBA DISCOVERY platform (<https://service.ariba.com/Discovery.aw/125002028/aw?awh=r&awssk=4InnwI5Q>) and proceed, after obtaining their credentials, with the provision of the requested data. Suppliers who are already registered on the in Ariba Discovery, are requested to confirm and update any data and information previously entered in the system.
- Communicate their Disclosure of interest by accessing the reserved area of ARIBA DISCOVERY responding to Ariba Discovery POST, identified by information reported in the summary of this document, uploading the following documents:

- Disclosure of Interest
- Attachment A: A statement issued by at least one bank or intermediary (at least two for tenders worth more than 5 million euros) authorized according to Legislative Decree n. 385/93, attesting to their financial and economic capability/strength (the so-called Bank References).
- Attachment B: Annex B: Minimum Requirements WS3070314148.zip, containing “Annex B: Minimum Requirements WS3070314148” and its related attachments, named as indicated in the “Submission method / comments” column of Annex B.

Please note that after the expiration time of this invitation to tender, it will no longer be possible to respond to the call and communicate your disclosure of interest.

In any case, applicants who communicate their disclosure for interest must acknowledge and accept that they cannot claim any right to be invited to tender, with no obligation on the part of LEONARDO to provide any reasons.

For those who may be invited to tender, if they have not already been pre-qualified or qualified by LEONARDO, a process of pre-qualification will begin on the Procurement Portal. This process will require them to provide additional documentation to support the evaluation of their ethical, legal and economic/financial requirements.

## **5. Processing of personal data**

Pursuant to Legislative Decree 196/2003 and Reg. EU 679/2016 (hereinafter jointly referred to as “**Privacy Legislation**”), we are hereby notice you that personal data provided for by “data subject” to tender notice are processed by LEONARDO - with having registered offices in Rome, Piazza Monte Grappa, 4 - as being the Controller (as defined in Privacy Legislation), for the purposes linked to the tender handling process, the eventually subsequent awarding and relative agreement signature.

## **6. Regulations as per Legislative Decree 231/2001 and Anti-corruption Law**

By communicating their disclosure of interest, each applicant acknowledges and agrees their prior acceptance of the Code of Ethics of Leonardo Spa and the Anti-Corruption Code of the Leonardo Group, which is a prerequisite for participation in the tender procedure and therefore, in case of invitation to participate, they agree to comply with the provisions contained therein. The aforementioned documents are available from the website <http://www.leonardo.com> “Investors - Ethics and Compliance” section.

## **7. Other information**

The arrangements for submitting the bids, any other grounds for exclusion from the tender and other information, will only be communicated to those who, following the forwarding of their disclosure of interest, together with the documents mentioned herein and the verification by LEONARDO of the minimum tendering requirements set out in this call for tenders, will be invited to participate in the bidding process.

This request is not binding in any way for this company nor the beneficiaries of the supply and should not lead to expectations whatsoever about the entities presenting their disclosure of interest. LEONARDO, with incontestable discretion, reserves the right not to award the tender, to award only part of the contract, to restart the tender procedure or to make changes to this invitation to tender.

Finally, please note that this tender procedure and the related contract are subject exclusively to the rules of private law, ruling out the applicability of the Public Contracts Code (Legislative Decree no. 163/2006) and its implementing measures, even in the presence of explicit references to specific provisions of the Public Contracts Code (or its implementing measures) contained, optionally, in the invitation to tender or documents related to it.

Yours faithfully

Purchasing Manager  
Giuliano Mameli

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