

PRIOR INFORMATION NOTICE (PIN)

IO/22/OT/70000844/KJT

LOTO and electrical commissioning activities support

Procurement Officer in charge:

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Abstract.

The purpose of this summary is to provide prior notification of the IO's intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organisation (the "IO"), the technical scope for this tender, and details of the tender process.

1 Introduction

This Prior Information Notice (PIN) is the first step of an Open Tender Procurement Process leading to the award and execution of a Framework Service Contract.

The purpose of this document is to provide a basic summary of the technical content in terms of the scope of work, and the tendering process.

2 Background

The ITER project is an international research and development project jointly funded by its seven Members being, the European Union (represented by EURATOM), Japan, the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER is being constructed in Europe at St. Paul–Lez-Durance in southern France, which is also the location of the headquarters (HQ) of the ITER Organization (IO).

For a complete description of the ITER Project, covering both organizational and technical aspects of the Project, visit www.iter.org.

3 Scope of Service

The scope of work is a full-time service covering:

- the coordination of Permit To Work in areas/systems under Operations Division responsibility;
- the preparation, verification, installation, authorization and removal of the LOTO within areas/systems under Operations Division responsibility;
- assistance to electrical commissioning activities;
- assistance to commissioning activities for Electron Cyclotron Heating (ECH) systems.

This scope will cover areas/systems in commissioning or operation under IO Operations Division. LOTO will cover mechanical, electrical and Instrumentation and Control (I&C) domains.

The areas and systems under IO Operations Division are increasing in conjunction with the transfers from construction to commissioning /operation. At each transfer, the scope of responsibility of IO Operations Division is increased.

This technical specification aims to set up a service contract to support IO Operations Division in the PTW coordination, LOTO management and electrical commissioning activities. The IO (i.e. the IO System Responsible Officers, the IO Commissioning Responsible Officers and/or the IO Principal Shift Operators and IO PTW coordinator) will define the need for LOTO and PTW coordination. On the electrical commissioning side, the activity is organized by the Electrical Power Distribution Section (EPD) which is a section of IO Operations Division. For the ECH commissioning, the activities are organized by IO Commissioning Responsible Officer (ECH-SCRO) and IO Technical Responsible Officers.

Based on those needs defined by the IO, the selected Contractor will be requested to provide the service accordingly.

The ITER Organization will prepare Technical Specifications for each Task. The Technical Specifications will include the detailed requirements, specific scope, the organization of the task and a description of the deliverables. Activities are expected to be performed on the ITER worksite.

4 Procurement Objective & Process

The objective is to award a Service Framework Contract through a competitive bidding process.

The Procurement Procedure selected for this tender is called the **Open Tender** procedure.

The Open Tender procedure is comprised of the following four main steps:

- Step 1- Prior Information Notice (PIN)
The Prior Information Notice is the first stage of the Open Tender process. The IO formally invites interested Suppliers to indicate their interest in the competitive process by returning to the Procurement officer in charge the attached “Expression of Interest and PIN Acknowledgement” by the date indicated under paragraph 5 below.

Special attention:

Interested tenderers are kindly requested to register in the IO Ariba e-procurement tool called “IPROC”. You can find all links to proceed along with instruction going to: <https://www.iter.org/fr/proc/overview>.

When registering in Ariba (IPROC), suppliers are kindly requested to nominate at least one contact person. This contact person will be receiving the notification of publication of the Request for Proposal and will then be able to forward the tender documents to colleagues if deemed necessary.

- Step 2 - Invitation to Tender
After 10 working days of the publication of the PIN, the Request for Proposals (RFP) will be published on our digital tool “Iproc”. This stage allows interested bidders who have indicated their interest to the Procurement Officer in charge AND who have registered in IPROC to receive the notification that the RFP is published. They will then prepare and submit their proposals in accordance with the tender instructions detailed in the RFP.

Only companies registered in this tool will be invited to the tender.

- Step 3 – Tender Evaluation Process
Tenderers proposals will be evaluated by an impartial evaluation committee of the IO. Tenderers must provide details demonstrating their technical compliance to perform the work in line with the technical scope and in accordance with the particular criteria listed in the RFP.
- Step 4 – Contract Award
A Framework Service contract will be awarded on the basis of best value for money according to the evaluation criteria and methodology described in the RFP.

5 Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN) on IO Webpage	13 th July 2022
Deadline for Submission of expression of interest form	1 st August 2022
Request for Proposals (RFP) publishing on IPROC	9 th August 2022
Clarification Questions (if any) and Answers	6 th September 2022
Answers to Clarifications	10 th September 2022
Tender Submission in IPROC	20 th September 2022
Tender Evaluation & Contract Award	December 2022

Contract Signature	December 2022
Contract Commencement	December 2022/January 2023 (through Task Orders)

6 Contract Duration and Execution

The ITER Organization shall award the Service Framework Contract around December 2022. The estimated contract duration shall be 2 years with an optional extension for one additional year.

7 Experience

The tenderer shall demonstrate their knowledge, experience and capabilities in the implementation of providing expected supports in accordance with the IO technical requirements in English.

The working language of ITER is English, and a fluent professional level is required (spoken and written).

8 Candidature

Participation is open to all legal entities participating either individually or in a grouping/consortium. A legal entity is an individual, company, or organization that has legal rights and obligations and is established within an ITER Member State.

Legal entities cannot participate individually or as a consortium partner in more than one application or tender of the same contract. A consortium may be a permanent, legally established grouping, or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER Organization.

In order for a consortium to be acceptable, the individual legal entities included therein shall have nominated a leader with authority to bind each member of the consortium, and this leader shall be authorised to incur liabilities and receive instructions for and on behalf of each member of the consortium.

It is expected that the designated consortium leader will explain the composition of the consortium members in its offer. Following this, the Candidate’s composition must not be modified without notifying the ITER Organization of any changes. Evidence of any such authorisation shall be submitted to the IO in due course in the form of a power of attorney signed by legally authorised signatories of all the consortium members.

Any consortium member shall be registered in IPROC.

9 Sub-contracting Rules

All sub-contractors who will be taken on by the Contractor shall be declared with the tender submission in IPROC. Each sub-contractor will be required to complete and sign forms including technical and administrative information which shall be submitted to the IO by the tenderer as part of its tender.

The IO reserves the right to approve (or disapprove) any sub-contractor which was not notified in the tender and request a copy of the sub-contracting agreement between the tenderer and its subcontractor(s). Rules on sub-contracting are indicated in the RFP itself.