

PRIOR INFORMATION NOTICE (PIN)

IO/23/OT/10026588/LLU

Supply and Installation of Office furniture for MCR at Building 71 North

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.

The Domestic Agencies are invited to publish this information in advance of the forth-coming tender giving companies, institutions or other entities that are capable of providing these services the prior notice of the tender details.

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 the Package

Please refer to Annex 1 of Technical Summary

4 Procurement Objective & Process

The objective is to award a Supply and Installation 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) - publication on IO web procurement page

The Prior Information Notice is the first stage of the process. The IO formally invites interested candidate companies to indicate their interest in the competitive process, within **10 calendar days**, by returning to the Procurement officer:

- Name of candidate company
- Country of registration
- Point of contact name, email, title, and phone number.

Interested tenderers are kindly requested to return the expression of interest form (Annex II) by e-mail by the date indicated in the procurement time table below.

Special attention:

Interested candidate companies are kindly requested to register in the IO Ariba eprocurement tool called "IPROC", if not so done yet. The process on how to do is described at the following link: <https://www.iter.org/fr/proc/overview>.

When registering in Ariba (IPROC), suppliers are kindly requested to register 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 the full registration of interested candidate companies, the Request for Proposals (RFP) will be published in "IPROC". This stage allows interested candidate companies

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 and registered company can only submit a proposal in their name.

➤ 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

The award will be done on the basis of best value for money or lowest price technically compliant offer as described in the published RFP..

5 Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Information Notice (PIN)	Before end of July 2023
Submission of expression of interest form	Before mid of August 2023
Tender Launching	Early September 2023
Tender Submission	Mid of October 2023
Tender Evaluation & Contract Award	End of November 2023

6 Indicative Prequalification and Technical Evaluation Criteria

The tenderers need to have a minimum average annual turnover of 1.2MEURO in the past 3 years in order to be prequalified for the Technical Evaluation.

The Technical Evaluation will be based upon the following criteria:

- 1) Demonstrated capacity and experience on design, supply and installation of furniture for similar usage
- 2) Demonstrated fabrication capacity to secure the schedule requirement
- 3) Relevant Draft Quality and Management plan with Reasonable organization and methodology to carry out related site works
- 4) Demonstrated facility for storage needs when needed

7 Quality Assurance Requirements

Prior to commencement of any work under this Contract, a “Quality Plan” shall be produced by the Contractor and submitted to the IO for approval, describing how they will implement the ITER Procurement Quality Requirements.

8 Contract Duration and Execution

The ITER Organization shall award the Contract before the end of 2023. The estimated contract duration is 3 years.

9 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 a covering letter at the tendering stage (the Invitation to Tender). 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.

10 Sub-contracting Rules

All sub-contractors who will be taken on by the Contractor shall be declared with the tender submission. 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). For each Contract, sub-contracting is allowed but it is limited to one level, and its cumulated volume is limited to 30% of the total Contract value. Two levels of sub-contracting may be considered for very specific activities which will be mentioned by the IO in the ITT.