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Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez Durance Cedex - France

PRIOR INDICATIVE NOTICE (PIN)

OPEN TENDER SUMMARY

IO/23/OT/70000823/YMA

for

Multi-Function Printing, Copying and Scanning Devices and Related Services

Abstract

The purpose of this summary is to provide prior notification of the IOs intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organisation, the technical scope for this tender, and details of the tender process for the provision of Multi-Function Printing, Copying and Scanning Devices and Related Services..

1 Introduction

This Prior Indicative Notice (PIN) is the first step of an Open Tender Procurement Process leading to the award and execution of a Framework Supply 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 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 Work

The purpose of this framework supply contract is the supply of MFD multi-function devices (i.e. printing/copying/scanning devices), related consumables and associated services. The Contractor must be able to deliver the complete range of hardware and services. The Contractor must provide a unique interface between the manufacturer(s) and IO. The Contractor should be able to deliver best in class services related to the hardware selling including, but not limited to, pre-sales consultancy, configuration optimization, physical and logical installation, extended warranty, preventive and remedial maintenance and other incidental services such as consulting and training.

The details can be found in the Technical Specifications ref. ITER_D_8SE8J6 v1.1 (attached to this PIN).

4 Procurement Process & Objective

The objective is to award a Framework Supply 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 Indicative Notice (PIN) :**

The Prior Indicative Notice is the first stage of the Open Tender process. The IO formally invites the Domestic Agencies to publish information about the forth coming tender in order to alert companies, institutions or other entities about the tender opportunity in advance. Interested tenderers are kindly requested to return the expression of interest form (Annex I) by e-mail by the date indicated in the procurement timetable below.

Special attention:

Interested tenderers are kindly requested to register in the IO Ariba e-procurement tool called "IPROC". The registration process is described at the following link: <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 – Request for Proposal :
Within 14 days of the publication of the Prior Indicative Notice (PIN) the Request for Proposal will be sent in IPROC to the Tenderers who expressed their interests. This stage allows interested bidders who have seen the PIN to obtain the tender documents and to prepare and submit their proposals in accordance with the tender instructions.

Special attention:

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

- Step 3 – Tender Evaluation Process :
Tenderers proposals will be evaluated by an impartial, professionally competent technical evaluation committee of the ITER Organization. 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 Request for Proposal (RFP).
- Step 4 – Contract award :
A framework supply contract will be awarded on the basis of best value for money according to the evaluation criteria and methodology described in the Request for Proposal (RFP).

Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	Week of 13 March 2023
Submission of expression of interest form	31 March 2023
Request for Proposal (RFP) publishing on IPROC	Week of 10 April 2023
Clarification Questions (if any) and Answers	16 May 2022
Answers to Clarifications	21 May 2023
Tender Submission in IPROC	31 May 2023
Tender Evaluation & Contract Award	July/August 2023
Contract Signature	August/September 2023
Contract Commencement	October 2023 (through Task Orders)

5 Quality Assurance Requirements

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

6 Contract Duration and Execution

The ITER Organization shall award a Framework Supply Contract around August/September 2023. The estimated contract duration shall be 4 years (acquisition, maintenance, consumables, upgrades and associated services) plus 2 optional periods of 1 year each (maintenance, consumables, upgrades and associated services).

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

7 Experience and Capacity

Technical experience

- a) The Tenderer shall have supplied similar typology of hardware MFDs (Multi Function Devices) in similar quantity (in the range of hundred) including maintenance, consumables and warranty services to at least 3 (three) international or large organisations (with more than 1,000 employees) within the past 5 (five) years.
- b) The Tenderer shall have successfully delivered at least 5 (five) projects (e.g. analysis, recommendations, design expertise, deployment), including pull printing and push scanning in the last 5 (five) years.

Professional Capacity

- a) The Tenderer shall have a minimum workforce of 30 staff currently working for the Tenderer in fields related to this contract;
- b) At least 20% of all staff working for the Tenderer this year in fields related to this contract, are permanent (not subcontractors or interim people).
- c) The Tenderer shall have at least 3 (three) people certified ITIL Foundation (version 3 or 4).

Financial and economic capacity

- a) The Tenderer must have an average annual turnover of at least 1,200,000 Euros for each of the last three financial years.

The tenderer shall demonstrate their experiences and knowledge in the following:

- Experience in the design and deployment of MFD solutions in single-site organizations;
- Experience in delivering services (e.g. maintenance, consumables) in international and multi-cultural environments;
- All resources proposed for this contract shall have a working knowledge of spoken/written English.

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 lead will explain the composition of the consortium members in a covering letter at the tendering stage. 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.

9 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 any sub-contractor which was not notified in the tender and request a copy of the sub-contracting agreement between the tenderer and its sub-contractor(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 Tender documentation.