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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/24/OT/70000862/EBT

*for*

**Interim agency services**

#### **Abstract**

The purpose of this summary is to provide prior notification of the IO 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 interim agency 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 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 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](http://www.iter.org).

## 3 Scope of Work

The present tender process is aiming to set up a service Contract for interim agency services. The scope of work is described in the technical specifications ref. interim agency ref. IDM\_UID 4LNZN7 attached to this PIN.

## 4 Procurement Process & Objective

The objective is to award a framework agreement to several interim agencies through an 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 - Invitation to Tender (ITT) :

Within 14 days of the publication of the Prior Indicative Notice (PIN) the Invitation to Tender (ITT) will be advertised. This stage is allow 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 invitation to tender (ITT).
- Step 4 – Contract award :  
A framework agreement will be awarded on the basis of the compliance of the interim agencies with the technical requirements described in the Invitation to tender (ITT).

## Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	September 24
Submission of expression of interest form	Beg. Oct 24
Invitation to Tender (ITT) advertisement	Mid. Oct 24
Tender Submission	End Nov 24
Tender Evaluation & Contract Award	Dec-24 Jan.25
Contract Signature	Jan. Feb. 25
Contract Commencement	Jan. Feb. 25

## 5 Contract Duration and Execution

The ITER Organization shall award the framework agreements in the first quarter of 2025. The resulting Framework agreements will be for a period of 6 years.

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

## 6 Experience

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

- Extensive experience in providing services for multi-cultural/international organizations or large complex technical/ scientific projects
- Consolidated experience in hiring/ providing qualified international personnel with different levels of qualification / education, relevant work experience and technical skills.
- Having a consolidated talent pool with multiple administrative /technical candidates profiles.

- Pre-screening and assessing the potential candidates by means of review of CVs, interviews, written tests etc. as applicable, for each IO request;
- Arranging and completing all Interim employment contract activities and formalities for the successful candidate selected by the IO;
- Providing job-related training for Interim personnel, when needed;
- Providing necessary support when Interim personnel is required for travel on mission;
- Providing assistance and support to non-French nationals to apply for a French work permit and registration at the French social security system.
- Relevant professional experience and English language proficiency (written and spoken) of the resources to be assigned to interface and manage the contract with the IO.

All resources proposed for this contract shall be fluent in English.

## **7 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.