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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/10029664/FMR
FOR
CONCIERGERIE SERVICES TO THE ITER ORGANIZATION

List of annexes:

- Annex I – Expression of Interest
- Annex II – Technical Specifications ref. AKK3YH v.1.0

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 technical scope for this tender, and details of the tender process for the Concierge Services to be provided on the ITER Site.

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.

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, and 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 Services

The scope of the Services covered by the tender is the provision of Concierge services to ITER Staff but not limited to:

I-. Miscellaneous daily life services through external service providers, such as:

- Pick up and drop off dry cleaning, shoe repair, tailoring, etc;
- Vehicle services, like repair and cleaning;
- Pick up or drop off rental cars and/or carpooling organization;
- Translation services.

II-. Post services, like franking of letters and parcels and taking them to the post office.

III-. Assistance to (mostly non-French speaking) beneficiaries for:

- Administrative formalities, such as visa application;
- Booking (para)medical appointments;
- Booking transportation and travel arrangements;
- Booking events/activities;
- Research for baby sitters, housemaid, gardening, etc;
- Various communications (plumber, electricity or internet providers etc.).

IV-. The sale of ITER commuter bus tickets, provided by ITER's commuter bus contractor.

V- The sale of ITER goodies (T-shirts, sweaters, mugs, ...), provided by the ITER Organization.

VI- Provision of a mini shop: selection of items will be requested by or agreed with the ITER Organization

VII- Organize monthly seasonal events or sales within the lobby of Building 72 (e.g. chocolate sales for Easter, or a type of gift at Christmas), locally sourced and with competitive pricing.

For the full scope of services, please see attached Technical Specifications ref. AKK3YH v.1.0

4 Procurement Process & Objective

The objective is to award a Service 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 the procurement timetable.

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 services in line with the technical scope and in accordance with the particular criteria listed in the RFP.

➤ Step 4 – Contract Award

A Service contract will be awarded on the basis of Best Value For Money according to the evaluation criteria and methodology described in the RFP.

Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	16 October 2024
Submission of expression of interest form	28 October 2024
Invitation to Tender (ITT) launched on iPROC	29 October 2024
Tender Submission	10 December 2024
Contract Award	December 2025
Contract Signature	January 2025

5 Quality Assurance Requirements

The Contractor shall have an ITER approved Quality Assurance (QA) Program or an ISO 9001 accredited quality system.

6 Contract Duration and Execution

The ITER Organization shall award the Services Contract around December 2024. The contract duration shall be for a firm period of 4 years and 2 options of 1 year each.

7 Experience

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, being, the European Union (represented by EURATOM), Japan, and the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA.

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.

All consortium members shall be registered in IPROC.

9 Sub-contracting Rules

Subcontracting is limited to 30 % of the contract value and up to level 2.

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.

All declared sub-contractors must be established within an ITER Member State in order to participate.

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.