



china eu india japan korea russia usa

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

PRIOR INDICATIVE NOTICE (PIN)

OPEN TENDER SUMMARY

for

OT 10029299 - COM Visit Guides - KRH

“COM Visit Guides”

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 Technical Support Services for Equipment Qualification to the ITER Organization.

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 forthcoming 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

This Open Tender aims to procure substantial, continuous, and flexible support to the ITER visit program in a way that corresponds to the volume and frequency of visits and visitors to the ITER worksite and related outreach activities as further described in Annex II (Technical Specification).

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 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 forthcoming 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.**
- **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 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.
- **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 service contract will be awarded on the basis of best value for money according to the evaluation criteria and methodology described in the Invitation to tender (ITT).

Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	12 November 2024
Submission of expression of interest form	28 November 2024
Invitation to Tender (ITT) advertisement	4 December 2024
Clarification Questions (if any) and Answers deadline	24 January 2025
Tender Submission	9 February 2025
Tender Evaluation & Contract Award	28 February 2025
Contract Signature	14 March 2025
Contract Commencement	1 April 2025

5 Quality Assurance Requirements

Prior to commencement of any work under this Contract, a “Quality Plan” shall be produced by the selected Contractor 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 Service Contract end of February 2025. The resulting Contract will be for a period of 36 months with an optional renewal of 24 months.

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

7 Experience

The tenderer shall form a team of the dedicated staff who shall have the required experience as detailed in the attached technical specifications in order to provide the required support service.

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 authorized 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 authorization shall be submitted to the IO in due course in the form of a power of attorney signed by legally authorized signatories of all the consortium members.

9 Sub-contracting Rules

Sub-contracting is allowed under this Contract. The maximum percentage of sub-contracting is limited to 30% of the total contract value.

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.