

# **PRIOR INFORMATION NOTICE (PIN)**

**IO/23/CFE/10025985/CDO**

## **“Senior CAD designer to support the preparation of the ITER In-Vessel assembly and installation works”**

Procurement Officer in charge:

Celine Di Mento

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### **Abstract.**

The purpose of this PIN is to provide prior notification of the IO’s intention to launch a competitive Call for Expertise process in the coming weeks. This PIN 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 a Call for Expertise Procedure 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.

## **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 Service

The purpose of this Contract titled “**Senior CAD designer to support the preparation of the ITER In-Vessel assembly and installation works**” is to procure the provision of services described in the Technical Specifications ref. **ITER\_D\_8LLW35 v1.0 dated 04 April 2023** (Annex I to this PIN document).

### 4 Procurement Objective & Process

The objective is to award a Contract through a competitive bidding process.

The 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 process. The IO formally invites interested candidate companies to indicate their interest in the competitive process, within **10 working days**, by returning to the Procurement officer in charge the following information by the date indicated under paragraph 5 below:

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

**Special attention:**

**Interested candidate companies are kindly requested to register in the IO Ariba e-procurement tool called “I-PROC”, if not already done so. The process on how to register is described in the following link: <https://www.iter.org/fr/proc/overview>.**

**When registering in Ariba (I-PROC), 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 - Request for Proposals

After the full registration of interested candidate companies, the Request for Proposals (RFP) will be published in “I-PROC”. 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 as described in the published RFP.

**5 Procurement Timetable**

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN) on IO Webpage and communications with DAs	13 April 2023
Deadline for Submission of expression of interest form	27 April 2023
Request for Proposals (RFP) publishing on IPROC	02 May 2023
Tender Submission in IPROC	19 May 2023
Tender Evaluation & Contract Award	26 May 2023
Contract Signature	02 June 2023
Contract Commencement	02 June 2023

**6 Contract Duration and Execution**

The estimated contract duration shall be 10 months.

**7 Experience**

The tenderers shall demonstrate their knowledge, experience and capabilities in the implementation of providing expected supports in accordance with the IO technical requirements.

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 a 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 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.

Any consortium member shall be registered in I-PROC.

## **9 Sub-contracting Rules**

Sub-contracting is not allowed.