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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/10028208/EBT

for

IO staff surveys 2025-2029

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 Organization, the technical scope for this tender, and details of the tender process for the provision of IO staff surveys.

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 foreseen scope of the contract 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 present tender process is aiming to set up a Framework Contract for HRD staff surveys. Please find the attached Technical Specifications ref. 8UMAGX version 1.1.

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 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". 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 (ITT) :**

Following the PIN and the interests shown by the tenderers, 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, 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 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)	22 nd April 2024
Submission of expression of interest form	13 th May 2024
Invitation to Tender (ITT) launched in IPROC	22 nd May 2024
Tender Submission	03 rd July 2024
Tender Evaluation	July-Aug-Sep 2024
Award Notice	Beg. Sep. 2024
Contract Signature	Beg. Oct. 2024

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 acceptance, describing how they will implement the ITER Procurement Quality Requirements.

6 Contract Duration and Execution

The duration of the Contract will be four years with an option to extend for two additional years.

The working language of ITER is English, and the detailed requirements for language are specified in the attached Technical Specifications.

7 Experience

The tenderer shall demonstrate their technical and industrial experience related to the scope of work as detailed in the technical specifications. The detailed technical evaluation criteria will be informed to tenderers at later stage under RFP at IPROC.

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.

Any consortium member shall be registered in IPROC.