

**ITER ORGANIZATION
PROCUREMENT SERVICE CENTRE**

Summary of the Technical Specifications

1 Abstract

ITER is a joint international research and development project for which initial construction activities have recently started. The project aims to demonstrate the scientific and technological feasibility of fusion power for peaceful purposes. The seven Members of the ITER Organization are 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 will be constructed in Europe, at Cadarache, in southern France, where the ITER Organization (IO) has its headquarters.

The aim of ITER is to show fusion could be used to generate electrical power, and to gain the necessary data to design, construct, and operate the first electricity-producing plant. It will generate 500 MW of fusion power for extended periods of time, ten times more than the energy input needed to keep the plasma at the right temperature. It will therefore be the first fusion experiment to produce net power. It will also test a number of key technologies, including the heating, control, diagnostic and remote maintenance that will be needed for a full-scale fusion power station.

The construction costs of the ITER Project are estimated at five billion euro over ten years, with an additional five billion euro foreseen for the 20-year operation period. The contributions of the ITER Parties will consist of components for the facilities, so-called "in-kind contributions".

Further information can be found on the ITER website: <http://www.iter.org> and also at the web pages of the ITER Parties which can be accessed via the ITER website.

2 Procurement and Contract Division

The Procurement and Contracts Division (PCD), part of the Department for Administration, ensures the strict application of IO rules and regulations applying competitive process for the acquisition of supplies, services and works for the ITER Organization.

Generic tasks to be carried out by PCD include but are not limited to:

- Developing and implementing policy and procedures;
- Planning specific short and long term procurement objectives with view to improving the service to the technical departments and offices;
- Interacting with technical departments and offices to define procurement strategy, procurement plan for an effective and timely solicitation of quotations, tenders, award of contracts and delivery of the supplies and services or performance of works required for the IO;
- Providing administrative support for operational procurement procedures and taking the lead role in all formal invitations to tenders;
- Documenting the entire procurement process from the initial procurement request to through any tender dossier right up to the payment;
- Designing and developing the IT support needed for procurement procedures;
- Advising technical departments and offices promptly and efficiently, especially on complex procurement procedures;

- Selecting most suitable supply sources consistent with technical requirements, delivery and price consideration;
- Receiving and analysing quotations and tenders, and preparing strategy for negotiations;
- Negotiating commercial aspects of a purchase order or a contract;
- Protecting the interest of the Organization;
- Perform other related duties incidental to the procurement function.

In order to undertake its responsibilities effectively, PCD will require additional procurement services for small value and/or simple solicitation types. A Framework Contract is therefore envisaged whereby PCD can rely upon qualified external resources. It is anticipated that the external resources will consist of a team of experienced Contractors, managed by a Team Leader, named “Procurement Service Centre”.

3 Scope of Work

The scope of work of the Contractor is to provide ITER Organization a Procurement support through a Procurement Service Centre (PSC), which will be in charge of processing all small value procurements or simple procurement processes under IO’s Procurement Procedures that are under the responsibility of PCD. The detailed tasks are indicated in paragraph 4 and 5.

The task of the PSC to be provided to PCD by the Company is as follows:

- Support the day-to-day procurement and contract activity that is managed by the Procurement and Contracts Division;
- Procure of a broad range of services, supplies, and works, as assigned, for the IO technical departments and Office, in accordance with established procurement procedures.

4 Estimated Duration

The duration of the Framework Contract will be for four (4) years. The IO may exercise the option to extend these services for a maximum of two additional periods each of one year. Such option shall be exercised by written notice to the Contractor no later than 30 days before the expiration of the initial term of the contract or of the additional period.

5 Work Description

The Contractor’s personnel will be a dedicated team to the IO, and will be located on IO site at Cadarache. As needed, they may work remotely.

In case of personnel from outside Schengen Area, it is required for the employees to obtain their French working visa prior their arrival in France.

The overall work description of the PSC is, but not limited, to the following:

- Manage solicitation process (Request for Quotations, small Call for Tenders, Call for Expertise, etc...);

- Draft, Negotiate and finalize contracts;
- Interface and coordinate with Technical Departments and Offices;
- Provide guidance to the Technical Departments and Offices on appropriate contractual strategies, and procurement issues;
- Place Purchase Orders (POs) or contracts in the SAP system;
- Monitor and expedite contracts as required ensuring complete on-time deliveries;
- Perform other related duties incidental to the work described below.

In the frame of the contract execution, the Contractor's resources shall execute the following tasks:

- Purchase Orders: he/she shall create the PO in SAP;
- Monitor the release and create the related Purchase Order when SAP PR (Purchase Request) is released. Special attention shall be drawn to the accompanying documents requested as per In Cash Procurement Procedures and key dates (performance, delivery and signature dates);
- Call for Expertise (CFE): he/she shall procure all CFE requested by the PCD-SL or his/her deputy in compliance with the In Cash Procurement Procedures ;
- Request for Quotation (RFQ): he/she shall procure all RFQ requested by the PCD-SL or his/her deputy in compliance with the In Cash Procurement Procedures;
- Single Source (SGS) below 50K€ he/she shall procure all SGS requested by the PCD-SL or his/her deputy in compliance with the In Cash Procurement Procedures;
- Task Orders to Framework Contracts: for specific framework contracts designated by the PCD-SL, he/she shall procure the different activities detailed in PR and resulting in Task Orders;
- Amendments to any contracts/task orders resulting from procurement performed by any of the PSC team member or other contract already in place;
- Option release to contracts/task orders resulting from procurement performed by any of the PSC team member or other contract already in place;
- PO creation in SAP: in order to fulfil all the procurement tasks, he/she shall create the related POs in SAP, including all links or documents as requested, and follow-up the release of the PO, providing additional information as requested;
- Expediting: he/she shall expedite all Contracts/Task Orders/POs to the suppliers in accordance with the Paper Filing System for Purchasing Files and Expediting Note. He/she shall furthermore keep good tracking of all expediting steps as defined in above named filing procedure and inform the IO stakeholders accordingly;
- Close-out: he/she shall do the close-out of contracts/TO falling in the scope of the PSC upon end of performance of the related activities. The PCS shall provide support to additional close-out of Contracts/Task Orders not managed by it, upon request from the PCD-SL;
- Filing: he/she shall perform the filing of all of its Contracts/Task Orders in accordance with the Paper Filing System for Purchasing Files and Expediting Note ;
- Archiving: he/she shall archive all closed files in accordance with IO archiving procedure, ensuring the files are complete;
- Support to the Procurement Arrangement (PA) database management: he/she shall provide support for updating the PA database and generating reports with accurate information;

- Reporting: the Contractor shall be requested to provide regular reports on the activities performed and specific to one or another type of procurement (in-cash, in-kind);
- Audit: the contractor shall provide support to PCD in time of procurement audit by ensuring the requested files are complete and available.

The Contractor may be requested to perform any other tasks falling in the scope of the Procurement Service Centre upon request from the Head of Procurement and Contract Division or IO Responsible Officer.

7 Timetable

The tentative timetable is as follows:-

Call for Nomination	April 2014
Call for Pre-qualification (if needed)	May 2014
Call for Tender	End of May - June 2014
Tender submission	End of June 2014
Contract signature	August 2014
Start of Contract	1 st September 2014
First Order	1 st September 2014

8 Conflict of interest

The Contractor shall not be party directly or indirectly to any of the IO tender process or contract placed or to be placed for any other kind of support services to the ITER Organization.