Date: 19 March 2015

Ref: Call for Expertise No IO/15/CFE/1-11143/EBT – Expert Support for the procurement of site construction works and services (2 lots).

Lot 1: Senior Procurement & Contract Manager
Lot 2: Junior Procurement & Contracts Officer

Dear Madam or Sir,

The ITER Organization request companies, institutions or other entities to provide offers for the provision of suitably qualified experts to perform the above task. The following documents are attached to allow you to propose their candidacy:

- Specifications:
  - Lot 1: Specification Senior Procurement & Contract Manager ref. ITER_D_Q99XVQ v1.0 dated 17th February 2015
  - Lot 2: Specification for the position of Junior Procurement & Contracts Officer ref.QN5E2J v1.0 dated 10th March 2015
- Curriculum Vitae (template)
- Financial Proposal (template)
- Statement of exclusivity and availability
- Confidentiality commitment (to be signed upon contract award)
- ITER General Terms and Conditions

Documents required with your proposal:
- Any information demonstrating compliance with Specifications
- Curriculum Vitae
- Financial proposal
- Statement of exclusivity and availability, duly signed

Deadline for submission of proposals:
20th April 2015 17h00 CET

Address for submission of proposals (as one single pdf file):
emilie.blanchet@iter.org

Procurement Procedure:
Call for Expertise

Division into lots
Participants can apply to one or two lots.
Participants must clearly indicate the lot(s) their offer relates to.
Evaluation:

Offers will be evaluated against required qualifications and experience indicated in section 7.3 of the relevant technical specifications according to the following criteria:

**Lot 1: Senior Procurement & Contract Manager:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
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<tbody>
<tr>
<td>1. Background and proven recent experience for minimum of 10 years (but preferably 15 years) in procurement and contracts related to construction, including tendering, contract negotiation, claim management, ADR and arbitration, performance management.</td>
<td></td>
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<tr>
<td>2. Demonstrated practical knowledge of international standard contract models including FIDIC and NEC3. Experience of the above within nuclear construction projects is an advantage.</td>
<td>25</td>
</tr>
<tr>
<td>3. Fluent in written and spoken English.</td>
<td>15</td>
</tr>
<tr>
<td>4. Planning, organisation, communication and negotiation skills; Knowledge of logistic techniques and supply chain processes (knowledge of Smartplant software) is an advantage.</td>
<td></td>
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<tr>
<td>5. Project management, MS office skills.</td>
<td>10</td>
</tr>
<tr>
<td>6. Engineer or equivalent background enabling full understanding of the technical issues arising under the contract.</td>
<td>10</td>
</tr>
<tr>
<td>Grand Total</td>
<td>100</td>
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</tbody>
</table>

**Lot 2: Junior Procurement & Contracts Officer**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience for a minimum of 3 years in procurement.</td>
<td>35</td>
</tr>
<tr>
<td>2. Experience with civil engineering contracting. Practical knowledge of FIDIC and NEC3 contracts is an advantage.</td>
<td></td>
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<tr>
<td>3. Fluent in written and spoken English. Conversancy in French is an advantage.</td>
<td>20</td>
</tr>
<tr>
<td>5. MS office skills; experience in SAP is an advantage.</td>
<td>15</td>
</tr>
<tr>
<td>Grand Total</td>
<td>100</td>
</tr>
</tbody>
</table>

The award criteria will be applied to the offer on the basis of the offer representing the best value for money (60% technical and 40% price).

Only tenders passing the minimum technical score of 70% will be considered technically compliant and eligible for the financial assessment.
The price will be evaluated so that the lowest price will receive the maximum points and the other tenders will receive points in accordance with the formula below:
Relative score = (lowest tender price received / tender price under evaluation) x highest score

**Expected start date of service:**
June 2015

**Clarifications during evaluation:**
The ITER Organization may arrange for telephone, video-conference, or face-to-face meetings.

**Conflict of Interest:**
Please refer to section 7.2 in each specification.

Yours sincerely

Françoise Flament
Head of Procurement and Contract Division