



28th July 2017

**Ref: Call for Expertise N. IO/CFE/17/14443/MME
ICH Interface Management and Design Review Documentation and Organization**

Dear Sir/Madam,

The ITER Organization requests companies, institutions or other eligible entities to provide their proposal for the provision of services to perform the above named task.

The following documents are attached to you to propose your candidacy:

- Technical Specification ITER_D_UX869D v1.0 dated 5th July 2017.
- Technical Experience Profile (template)
- Financial Proposal (template)
- Statement of exclusivity and availability (to be signed and returned)
- ITER General Contract Terms and Conditions (v 2014)
- IP / Declaration of Background (BIP) information (to be completed, signed and returned)
- Acknowledgement of receipt

Documents required with your proposal:

- Technical Offer & Experience Profile.
- Financial proposal.
- Statement of exclusivity and availability, duly signed.

Deadline for submission of proposals:

25th August 2017 at 16.00h CET

Address for submission of proposals (as one single pdf file):

michael.minihane@iter.org and jessica.pilla@iter.org copy to psc@iter.org

Evaluation :

Proposals will be evaluated by an impartial, professionally competent technical evaluation committee of the ITER Organization. A contract will be awarded on the basis of best value for money according to the following:

Technical Content – 100 points weighted by 60%: The tenderer must provide details evidencing their knowledge and experience in the key criteria areas listed below. The evaluation committee will evaluate the information provided in these key areas. No other criteria will be used.

A technical score of 70% will have to be obtained in order to be eligible for financial evaluation.

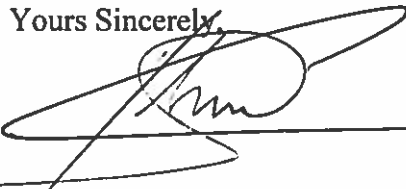
1. Previous documented experience of document management (25 pts)
2. Previous documented experience of system interface management (25 pts)
3. Previous Experience of IDM (10 pts)
4. Previous Experience of the administrative organization for technical meetings(10 pts)

5. Knowledge of ICH (10 pts)
6. Previous experience of both writing reports and presenting in English (20 pts)

Financial Offer - 100 points weighted by 40%: The lowest priced financial offer will receive the maximum score of 100 points. All other financial offers will be divided into the lowest priced offer in turn (next highest) providing a score that is inversely proportionate to the price being offered.

The proposal with the best weighted score out of a maximum of 100 points will be deemed to represent the best value for money.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'William De Cat', is written over a horizontal line. The signature is stylized with a large loop and a long horizontal stroke extending to the left.

William De Cat
Section Leader
Procurement Construction, Assembly & Logistics Section