



china eu india japan korea russia usa

Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez Durance Cedex - France

Date: 31/01/2020

**Call for Expertise Ref: IO/20/CFE/10018509/YMA**

**Title: Project Manager for the Implementation of a New E-Procurement System**

Dear Madam/Sir,

The ITER Organization (IO) requests eligible companies, institutions and other entities to provide their proposal for the provision of services to perform the task named above. The objective of this Call for Expertise (CFE) tender process is to acquire the services of one (1) suitably qualified expert for a maximum contract period of 12 months. Unless specifically requested by the IO, the tenderer should not submit multiple CVs offering a variation of technical experience levels and costs.

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

- china - Annex I: Technical Specification ref. 27KELD v. 1.2
- eu - Annex II: Technical Experience Profile / CV (template)
- india - Annex III: Price schedule & cost breakdown (template)
- japan - Annex IV: Statement of exclusivity and availability
- korea - Annex V: Draft Special Conditions Service Contract
- usa - Annex VI: ITER General Terms & Conditions for Service Contracts version 2014
- Annex VII: Declaration of Background Intellectual Property (BIP) (template)

**Documents required with your proposal:**

Tenderers must provide their own version of a technical proposal. As a minimum the list of documents required is as follows:

- Technical offer including an implementation/management/quality plan - dated and signed
- Experience Profile / CV
- Financial Proposal – to be submitted dated and signed as a separate pdf doc.
- Statement of Exclusivity & Availability - duly signed & returned.
- IP / Declaration of background (BIP) - duly signed & returned.

All documents submitted by the Tenderer shall become the property of the ITER Organization, and shall be considered strictly confidential.

**Deadline for submission of proposals:**

The time & date for receipt of proposals is: 16.00 CET on 3 March 2020.

**Address for submission of proposal:**

Proposals should be submitted by e-mail to: [Yo.Maeda@iter.org](mailto:Yo.Maeda@iter.org) and copied to [Kristel.Jeanmart@iter.org](mailto:Kristel.Jeanmart@iter.org).

**Evaluation Process & Contract Award:**

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

**Technical Content - 60 points.** The tenderer must provide details demonstrating their knowledge and experience in the required subject, including a description of how they propose to carry out the work/deliverables in accordance with the technical specification.

The Evaluation Committee shall evaluate the information provided in the bidder’s technical proposal in relation to the key criteria areas. No other criteria will be used.

**Evaluation Criteria.**

Technical Evaluation Criteria
<p><b>Project Management Experience</b></p> <ul style="list-style-type: none"> <li>- Has at least 10-year experience in Project management.</li> <li>- Possesses PMP/Prince 2 or equivalent experience in Project Management.</li> <li>- Has proven ability to initiate programs with limited definition, identify a path, change direction when necessary, communicate progress and break through resistance when necessary.</li> </ul>
<p><b>Procurement Experience</b></p> <ul style="list-style-type: none"> <li>- Demonstrates understanding and experience in Purchasing practices specific to bidding, tendering, RFP's, RFQ's, negotiations and contracts.</li> <li>- Demonstrates Strategic thinking skills including an ability to make sound business judgments related to strategic supply philosophies and initiatives.</li> <li>- Demonstrates Experience in the implementation of E-Procurement System.</li> <li>- Has experience of design and implementation of Purchase to Pay business processes in an Enterprise Resource Planning (ERP) environment.</li> </ul>
<p><b>Team work / Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>- Demonstrates excellent stakeholder management skills.</li> <li>- Has experience in team management and working collaboratively cross functionally within a complex working environment with multiple internal and external stakeholders, as relevant to the role.</li> </ul>
<p><b>Other Qualification</b></p> <ul style="list-style-type: none"> <li>- Fluent in English.</li> <li>- Demonstrates experience in an International and multi-cultural environment.</li> </ul>

**Financial Offer - 40 points.** The lowest priced financial offer will receive the maximum score of 40 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.

Following the completion of the evaluation process described above, the proposal with the highest score out of a maximum of 100 points will be deemed to represent the best value for money.



Interviews – The IO reserves the right to invite candidates to interviews.

**Eligibility**

Tenderers from the following ITER Member States are eligible for tendering:

- European Union including Switzerland (EURATOM Members),
- Republic of India,
- Japan,
- People’s Republic of China,
- Republic of Korea,
- Russian Federation,
- United States of America.

The ITER Organization reserves the right to broaden the eligibility to other countries if deemed appropriate.

The UK is not a party to the ITER Agreement but to EURATOM Treaty. The draft Withdrawal Agreement between the EU and the UK provides that the provisions of the EURATOM treaty continues to apply to and in the UK for a transition period following its withdrawal from the EU and EURATOM. If the Withdrawal Agreement is not ratified (a no-deal Brexit) the EURATOM Treaty ceases to apply to and in the UK on the withdrawal date.

Until the Withdrawal Date, the UK remains a full member of the EU and EURATOM and until that date UK entities retain the right to participate in IO procurement procedures. In case they are selected, a Brexit clause is included in the contract. Likewise during the Transition period UK entities may participate in IO procurement procedures.

After the end of the Transition Period, when the Euratom Treaty ceases to apply to and in the UK, any UK entities bidding as a prime contractor or consortium partner, will be rejected from the IO procurement procedures. UK entities will no longer be recognised as entities of an ITER Member and will no longer have the right to participate in IO procurement procedures, unless the UK has entered into an Agreement with Euratom. Where UK entities can demonstrate a unique and specific competence in a certain field the IO, with approval of the ITER Council, may also allow them to participate in a procurement procedure.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Daphné Crowther".

Ms. Daphné Crowther  
Section Leader  
Engineering, Science, Operation and Corporate Section