**5. Forms**

|  |  |
| --- | --- |
| Form | Document Title |
| Form 1 | Acknowledgement of Receipt |
| Form 2 | Declaration of Honour |
| Form 3 | Tender Submission Form |
| Form 4 | Declaration of Background Intellectual Property |
| Form 5 | Tender Form |
| Form 6 | Price Schedule Form |
| Form 7 | Correspondence Matrix |
| Form 8 | QA Questionnaire |

**FORM 1 - ACKNOWLEDGEMENT OF RECEIPT**

***To be returned by email duly completed, signed and stamped, even if not submitting a tender, within the deadline specified in the Invitation to Tender to:***

Procurement Officer in charge: Ismail Nbou: [Ismail.Nbou@iter.org](mailto:Ismail.Nbou@iter.org) copy to Jong-Eun Lee [Jongeun.Lee@iter.org](mailto:Jongeun.Lee@iter.org)

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing**

We acknowledge receipt of all tender documents for the above mentioned tender.

(In event of missing elements, contact the ITER Officer in Charge)

We intend to submit a tender

We will not tender for the following reasons:

|  |  |  |
| --- | --- | --- |
| Signature: | | |
| Name: | | |
| Position: | | |
| Tel: | | |
| E. mail address: | | |
|  | |
| Date: | |
|  | | |
| COMPANY STAMP | | |

**FORM 2 - DECLARATION OF HONOUR**

***To be returned on tenderer’s letterhead***

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing**

I, the undersigned, representing [*full name of tenderer or sub-contractor*], being a [tenderer] [a sub-contractor]\* for the above-referenced contract [in its own name] [as a member of the consortium led by *< name of the leader* >]\* hereby confirm that [*full name of tenderer or sub-contractor*]:

1. That I have not been guilty of grave professional misconduct;
2. That following any other procurement or grant award procedure financed by the ITER budget, I have not been declared to be in serious breach of contract for failure to comply with my contractual obligations;
3. That I have no conflict of interest in connection with the Contract. A conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest;
4. That I will inform the ITER Organization, without delay, of any situation constituting a conflict of interest or liable to result in a conflict of interest;
5. That I have not granted, sought, attempted to obtain or accepted any advantage, financial or otherwise, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to performance of the Contract;
6. That I am aware that the ITER Organization reserves the right to verify this information, and that I accept the possible consequences that may arise from any false declaration in providing the information required by the ITER Organization in order to take part in the Contract;
7. That I am not bankrupt, being wound up, having my affairs administered by courts or entered into an arrangement with creditors.
8. That I have not suspended business activities or am the subject of proceedings concerning those matters, or am in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
9. I shall ensure that, if the duration of work on ITER site requires that employees would obtain a work permit from the competent French Authorities, I shall comply and the conditions of employment shall be compliant with the applicable legal requirements in France.

|  |  |  |
| --- | --- | --- |
| Signature: | |  |
| Name: | |
| Position: | |
| Tel: | |
| E. mail address: | |
| Fax: | |  |
| Date: |
| COMPANY STAMP | |  |
| [\* Delete as applicable] |
|  |

***Reminder: Each sub-contractor, and in case of consortium, each member of the consortium shall complete and sign the form.***

**FORM 3 - Tender Submission Form**

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing**

***All documents requested shall be submitted bearing the official tenderer’s letterhead in one duly completed, dated and signed original form (for each lot, if the tender procedure is divided into lots), together with the number of copies specified in the Instructions to Tenderers.***

1. **Tenderer Information**

Name of the company/consortium:

Address:

**Person(s) in charge of this offer**

* Business/commercial representative:

Name:

Address:

E-mail:

Tel:

* Technical representative:

Name:

Address:

E-mail:

Tel:

1. **Tender submitted by a single tenderer**

Registered name of the company:

Trading as:

Authorized capital:

Headquarter address:

Place of business address:

Tel:

Email address:

Trade register No:

VAT number:

Date established:

Permanent workforce:

Secondary office:

Names of main managerial staff:



Names and positions of persons authorized to represent the company:



Turnover and net income for the past three years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Euros | Year 2020 | Year 2019 | Year 2018 | Average |
| Turnover |  |  |  |  |
| Net Income (+/-) |  |  |  |  |

Certification, if any:

Accreditation, if any (type and validity):

1. **Tender submitted by a consortium**

The leader and each member shall provide the information mentioned above in Section 2.

* **Division of the scope**

The tenderer shall complete the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of member | Function under the contract | Scope | Country of origin | % of offer amount |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Sub-contractors (limited to 30%)**

The tenderer shall specify below any part of the scope which he proposes to sub-contract (see 2.7 above in this Instructions to Tenderers).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of sub-contractors | Function under the contract | Scope | Country of origin | % of overall scope of work | % of offer amount |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Each sub-contractor shall submit the following documents:

* Declaration on Honour signed by each of the subcontractors  (See Form 2);

* Certificate(s) confirming that the sub-contractor has fulfilled obligations relating to the payment of social security contributions and /the payment of taxes in accordance with the legal provisions of the country in which it is established. These documents should indicate the state of affairs on December 31st of the previous year, bearing the statement “certified true copy”, the date and the signature of a person authorized to represent the company;
* A copy of the last three yearly financial reports of the sub-contractor;
* A copy of any judgement(s) delivered if the company is the object of a receivership;

Copies of current QA accreditation certificates or equivalent documents.

**FORM 4 - DECLARATION OF BACKGROUND INTELLECTUAL PROPERTY**

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing**

***TO BE COMPLETED, SIGNED &*** ***RETURNED ON TENDERER’S LETTERHEAD***

***The declaration as well as patent, copyright, software-database, trademarks and know-how shall be completed and signed by the tenderer.***

***If there is no declarations the form must still be signed and returned with a mention as “not applicable”.***

The present form is to be used to report on the existing background. This document is not an assignment. It simply provides a disclosure of your background to ITER Organization and to any other Contractor if any.

A printed copy of this annex will be attached as part of the agreement between the Contractor and ITER Organization. Access rights, where applicable, will be based on the present declaration.

Background shall mean Intellectual Property or Information which is held by the Contractor prior to the signature of the Contract or outside its scope and which is needed for carrying out the Contract/Grant or for using the supplied goods

As appropriate, please respond to the queries in this form with brief comments and not simply state "yes" and "no". Please feel free to provide additional comments if deemed necessary.

IMPORTANT NOTICE:

I, declare the information contained in this form is correct to the best of my knowledge.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration Form (Background Intellectual Property Right) – PATENTS**

(A)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Short title of the invention: |  | | | | | | |
| Description: |  | | | | | | |
| Is this background necessary to carry out the project? | NO |  | | Explain: | | | |
| YES |  | |
| Publications: |  | | | | | | |
| Name of Inventor(s): |  | | | | | | |
| Patented (yes / No) : |  | | | | | | |
| Type of patent\* | Filing date | | Filing number | Grant date | Grant number | Expiration date | Owner |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| Inventor(s): |  | | | | | | |

*\* If the same technology has been protected through a family of patents, please give details of all the patents. Include further rows if necessary.*

(B) List of licences granted with regard to the above patent

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Licences | Type of licence | Expiration date | Countries | Royalty | Payment terms | Exclusivity | Registered? |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Declaration Form (Background Intellectual Property Right) - COPYRIGHT**

(A)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Short title of the work: |  | | | | | | |
| Description: |  | | | | | | |
| Is this background necessary to carry out the project? | NO |  | Explain: | | | | |
| YES |  |
| Are there are any related rights involved, such as of producers, publishers, broadcasters, etc Please explain |  | | | | | | |
| Publications: |  | | | | | | |
| Name of creator(s): |  | | | | | | |
| Ownership of the work: |  | | | | | | |
| Legal Deposit  (yes / No) : |  | | | | | | |
| If yes | Name of notary or collecting society : |  | | Date of deposit: |  | Registration Number: |  |

(B) List of licences granted with regard to the above copyright

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Licences | Type of licence | Expiration date | Countries | Royalty | Payment terms | Exclusivity | Registered? |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Declaration Form (Background Intellectual Property Right) - SOFTWARE/DATABASE**

A)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Short title of the work: |  | | | | | | | | | |
| Description (including details of the intended purpose, programming language, hardware minimum requirements, etc…) |  | | | | | | | | | |
| Is this background necessary to carry out the project? | NO |  | | Explain: | | | | | | |
| YES |  | |
| Please describe the new and original aspects of the creation |  | | | | | | | | | |
| Has any third party proprietary technology been used for the development of the software/database? Please give details |  | | | | | | | | | |
| Has any open source or free software components been used for the development of the software/database? Please give details |  | |  |  | |  | |  | |  |
| For databases only: Has any data protected by third party copyright been used in the database? Please give details |  | |  |  | |  | |  | |  |
| Publications: |  | | | | | | | | | |
| Name of creator(s): |  | | | | | | | | | |
| Ownership of the work: |  | | | | | | | | | |
| Legal Deposit (yes / No) : |  | | | | | | | | | |
| If yes | Name of notary or collecting society : |  | | Date of deposit: |  | | Registration Number: | |  | |

B) List of licences granted with regard to the above software/database

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Licences | Type of licence | Expiration date | Countries | Royalty | Payment terms | Exclusivity | Registered? |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Declaration Form (Background Intellectual Property Right) – TRADEMARKS**

A)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trademark |  | | | | | | | | | | | |
| Is this TM necessary to carry out the project? | NO |  | | Explain: | | | | | | | | |
| YES |  | |
| Owner |  |  | |  | |  | |  | |  | |  |
| Description |  | | | | | | | | | | | |
| Lis of classes (Nice classification) |  | | | | | | | | | | | |
| Territorial Scope of the TM\* | Filing date | | Filing number | | Type of mark \* | | Registration date | TM origin \*\* | Expiration date | | Owner | |
|  |  | |  | |  | |  |  |  | |  | |
|  |  | |  | |  | |  |  |  | |  | |
|  |  | |  | |  | |  |  |  | |  | |
|  |  | |  | |  | |  |  |  | |  | |

\* If the same sign has been protected throught different TM registrations please provide details for each application/registration

B) List of licences granted with regard to the above trademark

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Licences | Type of licence | Expiration date | Countries | Royalty | Payment terms | Exclusivity | Registered? |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Type of the trade marks | Trade Mark origin |
| * Word * Figurative * 3D * Colour * Sound * Hologram * Olfactory | * International Application * National Application * Community Trade mark |
|  |  |

**Declaration Form (Background Intellectual Property Right) - KNOW HOW & TRADE SECRETS**

|  |  |  |  |
| --- | --- | --- | --- |
| Short title of the know how or trade secret: |  | | |
| Description: |  | | |
| Is this background necessary to carry out the project? | NO |  | Explain: |
| YES |  |
| Name of creator(s): |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Third parties to whom the information has been disclosed | NDA\* (yes/no) | Date of NDA |
| Has the relevant information been made available to any third party |  |  |  |  |  |
|  |  |  |  |  |
| NO |  |  |  |  |  |
| YES |  |  |  |  |  |

\* NDA stands for "Non-Disclosure Agreement"

B) List of licences granted with regard to the above knowhow or trade secrets

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Licences | Type of licence | Expiration date | Countries | Royalty | Payment terms | Exclusivity | Registered? |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**FORM 5 - TENDER FORM**

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing design**

I, the undersigned….................................... acting on behalf of …………………………….by submitting this tender confirm that the Instructions to Tenderers are accepted in full and without restriction, including the general and special conditions governing the contract as the sole basis of this tendering procedure. The tenderer further confirms that the financial offer covers in full the scope of work required in the technical specifications.

The tenderer agrees that the contract award will be published on website of the ITER Organization.

|  |  |
| --- | --- |
| Signature: | |
| Name: | |
| Position: | |
| Tel: | |
| E. mail address: | |
| Fax: | |
| Date: |
| COMPANY STAMP | |

Attachments:

The offer shall include in addition to this Tender Form all documents listed below:

- Declaration of Honour (Form 2)

- Tenderer Submission Form (Form 3)

- Declaration of Background Intellectual Property (Form 4)

- Price Schedule (Form 6)

- Correspondence Matrix (From 7)

- QA Questionnaire (Form 8)

**FORM 6 - PRICE SCHEDULE**

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing design**

The Contractor shall indicate the financial resources required to complete each deliverable as indicated in the table below.

Prices shall be inclusive of all costs, including but not limited to the cost of labour, material, taxes, management, daily transport, preparation, overheads, profit and fees, including any other conceivable expense necessary to successfully complete the work.

The prices shall be in Euros, net of all duties and taxes.

| **D#** | **Article Description**  **In accordance with the Technical Specification**  **ITER\_D\_ 3FLV74\_v1.1 dated 24 Aug 2020** | **Due Date** | **PRICE**  **(EUR)** |
| --- | --- | --- | --- |
| D1 | Phase 1: Requirements Analysis  - Feedback Report, assessments of requirements provided (clarity, consistency, completeness, compatibility, areas of concern over technical feasibility, proposed editing/modifications of requirements as relevant)  - Review meeting (phase-wise, interim review meetings as needed, minutes of meeting & list of actions) | T0\*+ 2 months | *To be added* |
| D2 | Phase 2: Optioneering  - Shutter system functional tree and product tree - Optioneering report  - Concept Design Report  - Review meeting-Planning, Closure of actions from the review meeting and the close-out report | T0 + 4 months | *To be added* |
| D3 | Phase 3: Concept Development  - Concept design description report  - Outline CAD model of the concept  - Preliminary design compliance matrix (DCM) based on system requirements  - List of significant design risks / unknowns and proposed mitigation measures  - Concept design review meeting and closure of actions from the meeting (report) | T0 + 5 months | *To be added* |
| D4 | Phase 4: Prototyping  - Prototype Delivery (working proof-of-scale prototype, ready for testing)  - Options and acceptance criteria for testing – type of test and details, location of test (factory or elsewhere) and durations of tests – to be validated in the testing phase | T0 + 10 months | *To be added* |
| D5 | Phase 5: Test  - Test report with summary of results, updated concept feasibility assessment, conclusions and recommendations for further development  - Review meeting and closeout report | T0 + 12 months | *To be added* |
| **TOTAL FIXED CONTRACT PRICE (EUR)** | | | *To be added* |

***\**** *T0 is the date of signature of the Contract*

**Proposed Payment Schedule**

Invoices may be submitted upon the satisfactory completion of the deliverables as indicated in the table above. Payments shall be made upon acceptance and approval by the IO responsible officer of the corresponding deliverable/s and upon receipt of a correctly rendered invoice.

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Deliverable #** | **Estimated Due Date** | **Amount (EUR)** |
| M1 | Full Acceptance of D1 | T0\* + 3 months | *To be added* |
| M2 | Full Acceptance of D2 | T0 + 5 months | *To be added* |
| M3 | Full Acceptance of D3 | T0 + 6 months | *To be added* |
| M4 | Full Acceptance of D4 | T0 + 11 months | *To be added* |
| M5 | Full Acceptance of D5 | T0 + 13 months | *To be added* |
| **Total** | | | ***To be added*** |

**COST BREAKDOWN**

In addition to providing your prices for the deliverables in the price schedule above, please provide your cost breakdown of the manpower and/or other resources you intend to provide to complete this work.

Cost Breakdown Form is attached as a separate excel file, and the table in the form is an example however, alternatively you may provide your own version or expand on the table.

**For the purposes hereof, the unit rates shall be based on eight (8) hour working days.**

**NB:** THE TOTAL PRICE QUOTED IN THE COST BREAKDOWN FORM BELOW MUST MATCH THE TOTAL VALUE QUOTED IN THE PRICE SCHEDULE FOR THE DELIVERABLES.

**Cost Breakdown Form must be completed in conjunction with this form 6.**

**FORM 7 – CORRESPONDENCE MATRIX**

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing design**

This form is to be used to indicate if you comply with the IO’s technical requirements and to indicate the location/s in your offer where the response to the technical award criteria can be found. It will be to your advantage to be as specific as possible to ensure that our evaluation team find all your information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Award Criteria** | | **Documents be submitted by Tenderers** | **Location/s?** |
| T1 | Demonstrate experience and competency with design and assembly of valves for vacuum applications, mechanical designs including pneumatic/electrical actuators and prototyping of novel components. | TS6 and  TS10 | *To be indicated* |
| T2 | Proposed methodology and strategy to develop a fast shutter. This should include possible concepts, their feasibilities and potential expected technical challenges in the realisation. | TS6.1-6.4 | *To be indicated* |
| T3 | Proposed conceptual test procedure to demonstrate compliance with the technical requriements. | TS6.5 | *To be indicated* |
| M1 | Demonstrated Quality System to execute the works in compliance with the IO requirements | TS12 | *To be indicated* |
| M2 | Adequacy of the proposed Contractor's Project Implement Team for the proposed scope of work | TS10 | *To be indicated* |
| M3 | Consistency of schedule and work distribution | TS8 | *To be indicated* |

**FORM 8 – QA QUESTIONNAIRE**

Tender No. **IO/21/OT/10021777/JLE**

Title: **DMS Fast Shutter - Concept design and proof-of-principle prototyping/testing design**

|  |  |
| --- | --- |
| Please answer the following questions regarding Quality Assurance, the purpose of which is to assess pre-qualification for the supply of services to the ITER Organization | |
| **1. Candidate Number** *(if applicable):* |  |
| **2. Name of Proposed Supplier:** |  |

|  |  |
| --- | --- |
| **3. Nature of Business** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Qualification** | | | |
| Does the company have a Quality Manual (or Programme)? | | **Yes** | **No** |
| Has the company’s Quality System been approved to any International or National Standard? | | **Yes** | **No** |
| If no, does the company use written procedures? | | **Yes** | **No** |
| If yes, please indicate the relevant Standard: |  | | |
| Approval Authority: |  | | |
| Date of Approval: |  | | |
| *Please attach copies of approval certificates (Submission of ISO 9001 certificate is mandatory).* | | | |

|  |  |
| --- | --- |
| **5. Name and contact details of Quality Manager:** |  |

|  |
| --- |
| **Date:** |
| **Name and position of the person who has completed this questionnaire:** |