

Date: 17/11/2021

**Call for Expertise Ref: IO/21/CFE/10022459/INU**

**HOF and HIRA in support of the development of Equatorial Ports #08 and #17 with integrated diagnostic and Disruption Mitigation Systems**

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:

- Annex I: Technical Specification ref. 6752AD v. 1.0
- Annex II: Technical Experience Profile / CV (template)
- Annex III: Price schedule & cost breakdown (template)
- Annex IV: Statement of exclusivity and availability
- Annex V: Draft Special Conditions Service Contract
- 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: 17.00 CET on 15/12/2021.

**Address for submission of proposal:**

Proposals should be submitted by e-mail to: [ismail.nbou@iter.org](mailto:ismail.nbou@iter.org) and copied to [Jongeun.Lee@iter.org](mailto:Jongeun.Lee@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.**

#	Criteria description	Corresponding section in the technical specification ref 6752AD v. 1.0	Points
1	Contractor shall demonstrate the qualifications of the HOF specialists with the degree in Human & Organization Factors / Ergonomics	technical specification ref 6752AD v. 1.0	10
2	Contractor shall have at least 5 years of working experience in the hazard industry and being familiar with the safety demonstration / safety cases	technical specification ref 6752AD v. 1.0	10
3	Contractor shall be familiar with system engineering approach and with Human Factors and Ergonomics (HFE) methods and techniques for highly complex industrial/experimental systems	technical specification ref 6752AD v. 1.0	15
4	Contractor shall have performed the HFE activities for the design of workplaces for maintenance/local operations on installations	technical specification ref 6752AD v. 1.0	15
5	Contractor shall have justified experience in nuclear engineering environment (knowledge of off the shelf equipment, handling equipment, automatic robotic systems, I&C components, mechanical manufacturability...)	technical specification ref 6752AD v. 1.0	10

**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.



### **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.

Yours sincerely,

*Jong Eun Lee*  
*Procurement Officer*  
*Engineering, Science, Operation and Corporate Section*  
*Procurement and contracts division.*