



# A Typical Tender Package Industry Webinar

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# Tendering at CERN – A Quick Recap

## “Price enquiry” (Demande d’Offre - DO)

- A single-step tendering process for requirements up to 400k CHF

## “Market Survey” (MS) >400k CHF

- CERN’s prequalification phase to qualify and select suitable companies for tendering requirements above 400k CHF

## “Invitation to Tender” (IT)

- Bidding phase for requirements above 400k CHF issued to firms



# Whether your company...

- Expressly asked to be consulted based on CERN's published:

**“Business Opportunities”**

- Is selected from CERN's Suppliers Data Base
- Is added by your ILO



## ... It all starts with an email

- Either from the Procurement Officer (up to 50k CHF)
- Or from [Procurement.service@cern.ch](mailto:Procurement.service@cern.ch) (>50k CHF and Market Surveys)

# Forthcoming Opportunities Page

## Step 1 : Announcement

### CERN's Shopping List

[https://forthcoming-ms.app.cern.ch/#/!](https://forthcoming-ms.app.cern.ch/#/)

## Forthcoming Tendering Procedures

Forthcoming tendering procedures expected to exceed 200k CHF are listed below. Except if specified otherwise, the firms that have the right to reply to the Market Survey are only the ones which country of origin of supplies and services is one of CERN Member States.

If you would like to know more about a specific procedure, please, click on one of the following procedures. In case you are interested in a specific Market Survey, you will find the related document under "Available action". However, if the Market Survey documents have not been released yet, you are invited to express your interest by sending an email to the email address depicted in the same section.

Firms may reply as long as the tendering procedures are still on this page. Therefore, in case the deadline for replies indicated in the Market Survey cover letter is over, disregard the date on the cover letter but please send your reply to the Market Survey as soon as you can.

If you have any questions, please address them to [procurement.service@cern.ch](mailto:procurement.service@cern.ch) or to the procurement or technical officers in charge of the corresponding market survey.

Finally, we invite you to consult this page frequently as the status of each procedure is regularly updated.

Search interface for forthcoming tendering procedures. It includes a search bar with the placeholder text "Type keywords e.g. Magnets, Software, Civil Engineering, ...", a cost range slider set to 200k CHF, and buttons for "More Filters", "Share Search Results", and "Reset Filters".

Publication date	Type of contract	Reference	Description	Cost Range (CHF)	Status	Next step
09/09/2024	Services	MS-5035/EN	Provision of maintenance and operation services on the cooling and ventilation equipment at CERN	> 10M	Market Survey	Invitation to Tender 10/2024
30/08/2024	Supply	DO-34377/BE	Supply of 207 compact, high-torque and backlash-free motoredutors.	200k - 400k	Announcement	Price Enquiry 09/2024
29/08/2024	Supply	IT-5023/SCE	Construction of a new car park on the CERN Preessin site in France	200k - 400k	Announcement	Price Enquiry 09/2024
23/08/2024	Supply	MS-5031/SY/HL-LHC	Supply of 18 RF waveguides for HL-LHC crab cavities.	400k - 1.5M	Announcement	Market Survey 09/2024
23/08/2024	Supply	MS-5032/SCE	Supply of computing accessories and components through a punch-out catalogue	400k - 1.5M	Market Survey	Invitation to Tender 11/2024
23/08/2024	Supply	DO-34456/SY/HL/LHC	Supply of LHC crab cavities	200k - 400k	Announcement	Price Enquiry 09/2024
23/08/2024	Supply	MS-5030/SY/HL/LHC	Supply of 18 RF circulators for HL-LHC crab cavities.	400k - 1.5M	Announcement	Market Survey 09/2024

For more info, click here

# Requirements between 10'000 and 400'000 CHF

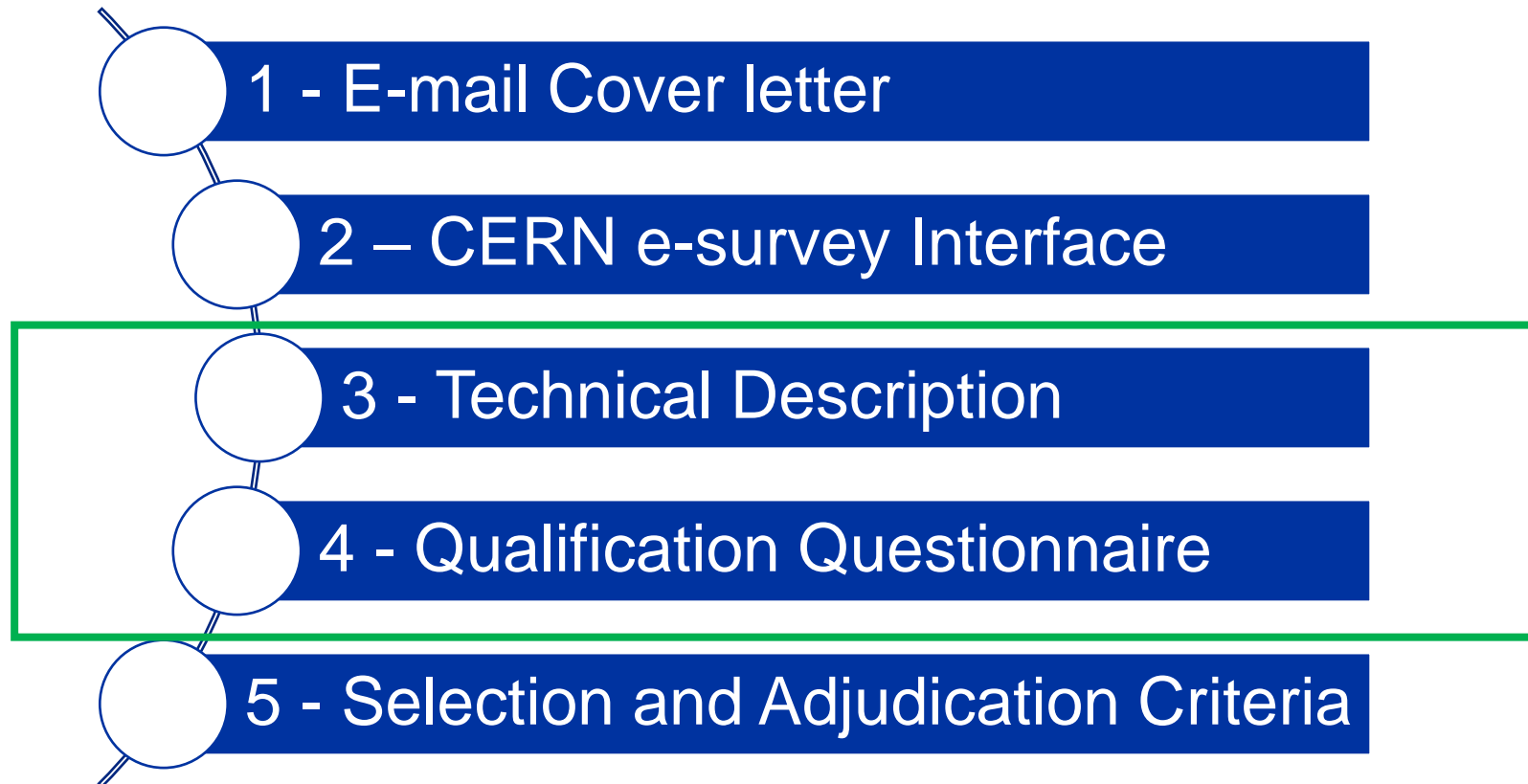
## “Price enquiry” (Demande d’Offre - DO)

- **Submission deadline: 4-6 weeks from date of dispatch;**
- **All price enquiries above 50'000 CHF are also sent to the Industrial Liaison Officers (ILOs) for information;**
- **All price enquiries above 200'000 CHF are advertised on our [Business Opportunities](#) page**
- **Price enquiries consist of:**
  - Technical specification and annexes;
  - Tender form (and a technical annex - optional);
  - CERN’s General Conditions (contracts, invitations to tender, safety, etc.)
  - CERN’s Supplier Code of Conduct



# Requirements exceeding 400'000 CHF

## Phase 1 : “Market Survey” (MS) (Prequalification stage)



# Requirements exceeding 400'000 CHF - Phase 1 : “Market Survey” (MS)



## 1 - E-mail – MS Cover letter

Dear Sir, Madam,

CERN invites you to participate in the Market Survey ref. MS-4822/SY - Supply of 18 kV Cast-Resin Rectifier Transformers 600 kVA to 2.6 MVA


The purpose of the Market Survey is to establish a list of firms which may be invited to submit bids for the above requirement. Please note that only firms having participated in this market survey will be considered for the Invitation to Tender for the above requirement.

### 1. Downloading the Market Survey documents:

The Market Survey documents are now available via the CERN web site: <https://cds.cern.ch/record/2839163>. You may download either the PDF or Word version (when available) of all files.

### 2. Uploading your answer:

In order to upload your answer you must have a CERN account with a password. If you do not have an account, you have to create one by clicking on the following link: <https://account.cern.ch/account/Externals/RegisterAccount.aspx>.

Should your firm be interested in being invited to bid for the above-mentioned requirement please upload the duly completed qualification questionnaire by 1<sup>st</sup> December 2022 on the CERN e-survey interface by using the button  at the following URL: <https://cds.cern.ch/record/2839163>

The uploading of your answer is complete when you receive a confirmation on the e-survey screen and an e-mail confirmation including the URL of your answer. Please keep this URL for your records and note that you have the possibility to upload different responses up to two weeks before the corresponding Invitation to Tender is sent out.

In case you do not intend to participate in the Market Survey, please inform us by using the button  in the CERN e-survey interface at the following URL : <https://cds.cern.ch/record/2839163>

We request that you acknowledge receipt of this e-mail by replying to the sender.

Yours faithfully,  
CERN Procurement and Industrial Services Group

Submission deadline: 4 weeks, or more if the MS is still online on the business opportunities table

# Requirements exceeding 400'000 CHF - Phase 1 : “Market Survey” (MS)

## 2 – CERN e-survey Interface

### CERN Document Server

Home > Supplies, Procurement & Logistics (SPL) > e-Tendering > Market Surveys > Current Market Surveys > Supply of 18 kV Cast-Resin Rectifier Transformers 600 kVA to 2.6 MVA

e - Survey	
Report number	MS-4822/SY
Title	<b>Supply of 18 kV Cast-Resin Rectifier Transformers 600 kVA to 2.6 MVA</b>
Activity code	<b>02010500M</b>
Dispatch date (yyyy-mm-dd)	2022-11-03
Reply date (yyyy-mm-dd)	2022-12-01
Documents	<b>COVER LETTER</b> <a href="#">MS_4822_Cover_Letter.pdf</a> [474.1 KB] 03 Nov 22 11:13, version 1 <b>QUALIFICATION QUESTIONNAIRE</b> <a href="#">MS-4822_Qualification_Questionnaire.docx</a> [124.4 KB] 03 Nov 22 11:13, version 1 <a href="#">MS-4822_Qualification_Questionnaire.pdf</a> [289.4 KB] 03 Nov 22 11:13, version 1 <b>TECHNICAL SPECIFICATION</b> <a href="#">MS-4822_Technical_Description.pdf</a> [299.1 KB] 03 Nov 22 11:13, version 1
Selection and Adjudication Criteria	Supplies - (PDF)
<div style="display: flex; justify-content: space-around;"><div style="text-align: center;"> <input type="button" value="Submit Response"/></div><div><input type="button" value="Decline"/></div></div>	



# Requirements exceeding 400'000 CHF - Phase 1 “Market Survey” (MS-5020/TE)

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# Requirements exceeding 400'000 CHF - Phase 1 : “Market Survey” (MS)

## 4 - Selection and Adjudication Criteria - Supplies



European Organization for Nuclear Research  
Organisation européenne pour la recherche nucléaire

MS/IT/DO - 1/4

**SELECTION AND ADJUDICATION CRITERIA FOR SUPPLY CONTRACTS**

**CRITERES DE SELECTION DES SOUMISSEURSIERS ET D'ATTRIBUTION DES CONTRATS DE FOURNITURE**

With a view to improving the distribution of its purchases among its Member States<sup>1</sup>, CERN will apply the criteria set out below for the selection of firms to be invited to tender and for the award of contracts to technically and financially qualified bidders.

Afin de mieux répartir ses achats parmi ses Etats Membres<sup>1</sup>, le CERN appliquera les critères exposés ci-dessous pour la sélection des entreprises invitées à répondre aux appels d'offres et l'attribution des contrats à des soumissionnaires techniquement et financièrement qualifiés.

NB: These guidelines are subject to change without notice and firms can derive no rights from their publication by CERN.

NB: Ces lignes directrices sont sujettes à modification sans préavis et les entreprises ne peuvent retirer aucun droit de leur publication par le CERN.

**Definition of Concepts**

**Définition des concepts**

The return coefficient of a Member State is defined as the ratio between that Member State's percentage share of the value of all Supply contracts and that Member State's percentage contribution to the CERN Budget over the same period.

Le coefficient de retour pour un Etat Membre se définit comme le rapport entre la part de cet Etat Membre en pourcentage de la valeur de l'ensemble des contrats de fourniture et le pourcentage de contribution de cet Etat membre au budget du CERN pendant la même période.

A Member State is defined as poorly balanced if its return coefficient for Supply contracts falls below the target for the Supply contract return coefficient (i.e. the mean return based on the current overall budget expenditure over the reference period on Supply purchases in the Member States), well balanced if it is equal or greater than that value.

Un Etat Membre est considéré comme étant en situation défavorisée si son coefficient de retour sur les contrats de fourniture tombe au-dessous de l'objectif fixé pour le coefficient de retour de ces contrats (à savoir le retour moyen basé sur les dépenses budgétaires globales courantes pour les achats de fournitures dans les Etats Membres dans la période de référence), et en situation équilibrée si son coefficient est égal ou supérieur à cette valeur.

The country of origin is the country where the supplies (including their components and sub-assemblies) are manufactured or undergo the last major transformation by the contractor or its sub-contractor(s).

Le pays d'origine est le pays où les fournitures (y compris leurs composants et éléments constitutifs) ont été fabriquées ou ont été transformées pour la dernière fois de manière substantielle par le contractant ou ses sous-traitants.

The following Member States are poorly or very poorly balanced in the period from 01 March 2022 to 28 February 2023 for supply contracts:

Les Etats Membres listés ci-après sont en situation défavorisée ou très défavorisée durant la période du 01 mars 2022 au 28 février 2023 pour les contrats de fourniture:

Belgium	Israel	Romania
Bulgaria	India	Serbia
Croatia	Lithuania	Slovenia
Cyprus	Latvia	Spain
Denmark	Netherlands	Sweden
Estonia	Norway	Turkey
Germany	Pakistan	Ukraine
Finland	Poland	United Kingdom
Greece	Portugal	

Allemagne	Grèce	Portugal
Belgique	Israël	Roumanie
Bulgarie	Inde	Royaume-Uni
Chypre	Lettonie	Serbie
Croatie	Lituanie	Slovenie
Danemark	Norvège	Suède
Estonie	Pakistan	Turquie
Espagne	Pays Bas	Ukraine
Finlande	Pologne	

HOWEVER, THE LIST OF POORLY BALANCED MEMBER STATES MAY VARY FROM YEAR TO YEAR AND ONLY THE LIST ENCLOSED WITH THE INVITATION TO TENDER OR PRICE ENQUIRY CONCERNED SHALL BE USED FOR ADJUDICATION PURPOSES.

TOUTEFOIS, LA LISTE DES ETATS MEMBRES EN SITUATION DEFAVORISEE POUVANT VARIER D'UNE ANNEE A L'AUTRE, SEULE LA LISTE JOINTE A L'APPEL D'OFFRES OU LA DEMANDE D'OFFRES EN QUESTION FERA FOI POUR L'ADJUDICATION.

<sup>1</sup> <http://home.cern/about/member-states>

<sup>1</sup> <http://home.cern/fr/about/member-states>

March 2022 ■ Mars 2022



Only firms fulfilling the Qualification Criteria and having been **Selected** by CERN on the basis of the Market Survey will be invited to participate in the forthcoming Invitation to Tender.



technical and financial qualifications of the firm;

CERN's previous experience with the firm, if any;

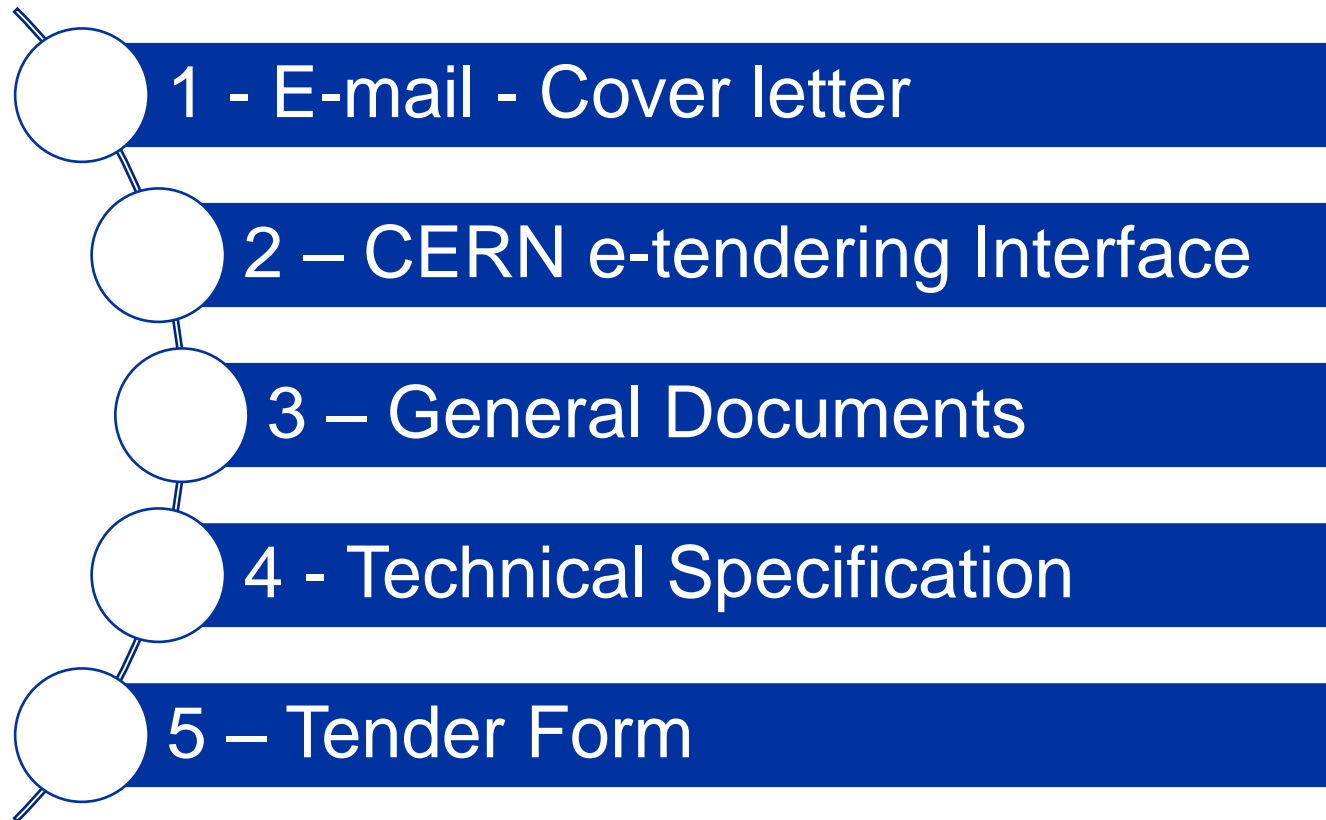
the number of firms selected from each Member State (MS's contribution, the relevant industrial return coefficient and the estimated amount of the contract)



# Requirements exceeding 400'000 CHF

## Phase 2 : “Invitation to Tender” (IT) (Tendering stage)

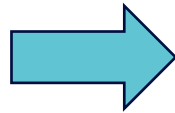
- Sent to qualified and selected firms only
- Submission deadline: **4 weeks from date of dispatch** (with a longer period for more complex requirements)



# Requirements exceeding 400'000 CHF - Phase 2 : “Invitation to tender” (IT)

## 1 - E-mail - Cover letter

Sets out key timing and procedural steps



Following our Market Survey MS-4701/BE, dated 19 July 2021, [CERN](#) invites you to submit a bid for the above mentioned supply and asks you to acknowledge receipt of this e-mail by replying to the sender.

### 1. Downloading the invitation to tender documents:

All the documents forming part of the invitation to tender are available via the CERN e-tendering interface at the following URL: <http://cds.cern.ch/record/2803921>. Please ensure that when you click on the above link, the complete URL appears in the URL address window.

In order to access the invitation to tender documents, bidders must have a CERN account with a password. Bidders who do not have an account will have to create one by clicking on the following link: <https://account.cern.ch/account/Externals/RegisterAccount.aspx>. The email address to be indicated in the form as requested shall be the one used by CERN to send you the present message.

### 2. Compulsory Bidders' Conference:

Before submitting their bid, bidders shall at their own expense attend a compulsory online information conference via Zoom (please refer to the Bidders' Conference Agenda document), which will take place on **29 March 2022 – 9:00 AM** (Expressed in Europe/Zurich time zone).

Please communicate to [Procurement.Service@cern.ch](mailto:Procurement.Service@cern.ch) the names of the persons who will attend the Bidders' Conference no later than **21 March 2022**. Each Bidder shall not have more than three representatives.

Attention is drawn to the fact that the presence of the Bidder during the entire duration of the Bidders' Conference, is compulsory. In case of non-attendance or partial attendance, the Bidder will be disqualified.

Before and during the conference, the Bidder will have the opportunity to ask questions concerning the Invitation to Tender. CERN will then prepare a document with the questions and their answers and send it at the same time to each participant to the Bidders' conference. Bidders are invited to contact CERN in order to make sure that they have access to Zoom, a test trial can be organised on demand.

### 3. Uploading your bid:

All the documents forming part of your bid shall be uploaded on the CERN e-tendering interface at the following URL: <http://cds.cern.ch/record/2803921> no later than **12 April 2022 – 4:00 pm** (Expressed in Europe/Zurich time zone). The uploading of your bid may take time therefore we advise you to start uploading your bid in the CERN e-tendering interface at least one hour before the time limit.

By uploading its bid to CERN's e-tendering interface, the bidder confirms it has taken note of all documents available under the e-tendering platform for the Invitation to Tender concerned.

The available tender form forms part of this invitation to tender and shall be completed and signed by the bidder's authorized representative, as well as any other document to be returned to CERN.

Unless explicitly stated otherwise by CERN, bids shall, in no event, be sent by post, e-mail or fax. CERN will only accept bids that have been submitted via its e-tendering interface.

The uploading of your bid is complete when you receive a confirmation on the e-tendering screen and an e-mail confirmation including the URL of your submission. Please keep this URL for your records and note that you have the possibility to make modifications to your bid by clicking on this URL until the submission deadline.

**Failure to follow the instructions specified in this e-mail may lead to the disqualification of the bidder.**

In case you do not intend to submit a bid, please inform us, at your earliest convenience, by using the button [\[Decline\]](#) in the CERN e-tendering interface at the following URL: <http://cds.cern.ch/record/2803921>.

If you have any problems or enquiries regarding the registration of your firm, the download of invitation to tender documents or upload of your bid please contact [procurement.service@cern.ch](mailto:procurement.service@cern.ch)

Yours faithfully,

# Requirements exceeding 400'000 CHF - Phase 2 : “Invitation to tender” (IT)

Accueil > Supplies, Procurement & Logistics (SPL) > e-Tendering > Invitation for Tenders > Archived Invitation for Tenders > Supply of Low Voltage Switchboards

## 2 – CERN e-tendering Interface

- On a case-by-case basis:
    - Mandatory Bidders Conference
    - Mandatory/Optional technical visits
  - Firms may ask any necessary questions in writing to:
    - Ensure full understanding of all requirements
    - Prepare a bid that best matches CERN's needs
- Pay close attention to adjudication basis i.e. lowest compliant bid vs best-value-for-money (technical/commercial submission envelopes)**
- Bids shall be submitted on the CERN e-tendering platform

Information Discussion (D) Files

e-tendering

Report number

Title

Activity code

Dispatch date (yyyy-mm-dd)

Reply date (yyyy-mm-dd)

Documents

[Submit Bid](#) [Decline](#) [FAQ](#)

CERN accepts no responsibility for any misapplication by the bidder

IT-4701/BE

**Supply of Low Voltage Switchboards**

C

**02020600M ; 02900100M ; 02800100M**

2022-03-15

2022-04-12 16:00 (Expressed in Europe/Zurich time zone)

**CLARIFICATIONS**

IT-4701\_Clarifications\_1.pdf [653.3 KB] 30 Mar 22 08:35, version 1

IT-4701\_Clarifications\_3.pdf [531.5 KB] 08 Apr 22 14:33, version 1

IT-4701\_Commercial\_Presentation.pptx [849.3 KB] 30 Mar 22 08:30, version 1

IT-4701\_Technical\_Presentation.pptx [5.0 MB] 30 Mar 22 08:30, version 1

**COMMERCIAL AND LEGAL DOCUMENTS**

Annex\_2.1\_DQE\_Action\_Codes.xlsx [287.6 KB] 15 Mar 22 16:22, version 1

Annex\_2.2\_DQE\_Guidelines\_to\_Bidders.pdf [552.1 KB] 15 Mar 22 16:22, version 1

Annex\_2.3\_DQE\_Electrical\_Schematics\_Five\_Examples\_LVD\_Boards.pdf [11.2 MB] 15 Mar 22 16:22, version 1

CERN-FC-6211-I.pdf [554.8 KB] 15 Mar 22 16:29, version 1

CERN-FC-6211-II.pdf [618.2 KB] 15 Mar 22 16:29, version 1

IT-4701\_Bidders\_Conference\_Agenda.pdf [151.5 KB] 15 Mar 22 16:47, version 1

IT-4701\_Tender\_Form\_Rev1.docx [123.1 KB] 04 Apr 22 10:19, version 1

IT-4701\_Tender\_Form\_Rev1.pdf [717.2 KB] 04 Apr 22 10:19, version 1

Working\_on\_the\_CERN\_Site-Prestations\_sur\_le\_site\_du\_CERN.pdf [911.0 KB] 15 Mar 22 16:52, version 1

**TECHNICAL SPECIFICATION**

Annex\_1\_Technical\_Directives.pdf [583.1 KB] 15 Mar 22 16:54, version 1

Annex\_3.1\_Example\_of\_Feeder's\_List.pdf [355.6 KB] 15 Mar 22 16:20, version 1

Annex\_3.2\_Template\_of\_Design\_Input\_Information.pdf [219.8 KB] 15 Mar 22 16:20, version 1

Annex\_4\_Wiring\_of\_signal\_interface.pdf [875.8 KB] 15 Mar 22 16:20, version 1

IT-4701\_Technical\_Specification.pdf [458.0 KB] 15 Mar 22 16:20, version 1

Selection and Adjudication Criteria

Supplies - (PDF)

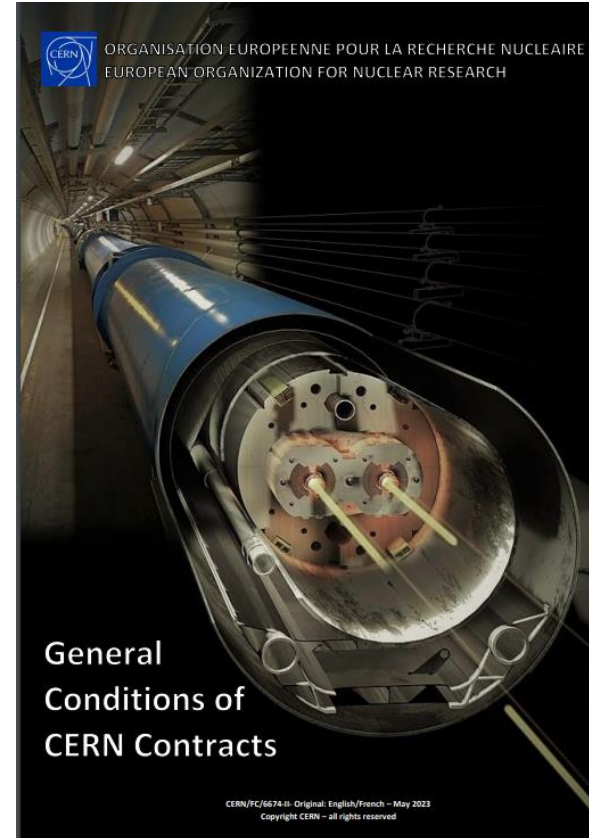
# Requirements exceeding 400'000 CHF - Phase 2 : “Invitation to tender” (IT)

## 3 – General Documents

- General Conditions for Invitations to Tender by CERN (CERN-FC – 6674-I)
- General Conditions of CERN Contracts (CERN-FC – 6674-II)
- Selection and Adjudication criteria – Supplies or Services
- CERN Supplier Code of Conduct

All these documents are publicly available here:

Key Reference Documents



# Requirements exceeding 400'000 CHF - Phase 2 : “Invitation to tender” (IT)

## 4 - Technical Specification

The Technical Specification is structured in order to explain



### Where, Why

1. INTRODUCTION

### What

2. SCOPE OF THE SUPPLY

3. SPECIFICATION OF THE TECHNICAL DELIVERABLES

4. SPECIFICATION OF THE ACTIVITIES

5. SPECIFICATION OF THE DOCUMENTATION

### How, When

6. APPLICABLES RULES, NORMS AND STANDARDS

7. PERFORMANCE OF THE CONTRACT

### Who

8. CERN REPRESENTATIVES

9. ANNEXES

# Requirements exceeding 400'000 CHF - Phase 2 : “Invitation to tender” (IT)



## 5 – Tender Form

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1.2	Adjudication, Contract Type and Validity Period.....	1
1.3	Ordering Procedure.....	1
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3.2	Group of Firms.....	2
3.3	Distribution of Contract performance .....	2
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5.	BREAKDOWN OF THE BID .....	3
6.	CURRENCY AND PRICE BASIS FOR ADJUDICATION AND CONTRACT .....	4
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9.	ADDITIONAL SUPPLY AND MODIFICATIONS .....	7
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10.2	Payment Milestones.....	7
11.	VAT AND INVOICING .....	8
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13.	PENALTIES .....	9
13.1	For late delivery.....	9
13.2	For non-conformity.....	9
13.3	Common terms .....	10
14.	DOCUMENTS TO BE ATTACHED TO THE BID .....	10
15.	DEVIATIONS FROM THE INVITATION TO TENDER.....	10
16.	DECLARATION .....	10

### Your Tender Form shall be:

- Duly completed and signed by the bidder (single firm or all member firms in case the bidder is a group of firms)
- **UPLOADED** on the CERN e-tendering Interface with all documents to be attached to the bid (§12)
- In your chosen currency. CERN converts all bids into CHF using SNB rate on the closing date of the DO/IT
- Comments and/or Deviations from the IT documents shall be listed in the closing section
- In case you cannot meet the required delivery schedule, **do not decline**. Please mention your best achievable delivery schedule as CERN may have some flexibility
- **Bidders are always encouraged to ask any questions during the tender period**



# Conclusion: Success Factors

- Register your company on the CERN Suppliers Portal.
  - <https://procurement.web.cern.ch/>
- Look out for forthcoming opportunities, large and small:
  - <https://forthcoming-ms.app.cern.ch/#!/>
  - Our [LinkedIn page](#)
- **Gain a full understanding of CERN's requirements and ask questions if needed**
- Submit bid documentation in full and on time
- Be mindful of adjudication methods.....lowest compliant bid or best-value-for-money
- Readiness to adapt production techniques and meet demanding tolerances



Thank you



[home.cern](http://home.cern)