

外部委託業者の募集

References: IO/23/CFT/70001039/FMR

"Supply and Installation of Furniture"

(オフィス・食堂用家具の供給と設置)

IO 締め切り 2024 年 1 月 8 日(月)

○はじめに

本事前情報通知 (PIN) は、作業契約の入札授与および実行につながる公開入札調達プロセスの最初のステップです。

○背景

ITER は平和利用の核融合発電の科学的小および技術的な実現可能性の実証を目的とした、国際共同研究開発プロジェクトです。ITER 機構の 7 つのメンバーは、;欧州連合 (EURATOM が代表)、日本、中華人民共和国、インド、大韓民国、ロシア連邦、および米国です。

ITER の敷地はフランス南東部のブーシュデュローヌ地区にあり、ITER 本社 (HQ) もあるフランス CEA サン・ポール・レ・デュランス に近いところに位置しています。詳細については、ITER のウェブサイト <http://www.iter.org> を参照して下さい。

○作業範囲

本文書が対象とするサービスの範囲は、以下を含みますがこれらに限定されないオフィス用・食堂用家具の供給および設置です。

供給範囲:

- オフィス家具(机、椅子、引き出し、食器棚、会議用テーブル、付属品);
- 食堂の家具 (テーブルと椅子);
- 更衣室家具 (ロッカー・ベンチ);
- 作業台;
- 屋外用ダイニング家具

サービスには、以下を含むものとします。

- 異なる部屋における家具の正確な位置を示す家具設置図面の提供;
- 家具の輸送、オンサイト配送、開梱および組み立て;
- 納入スケジュールを満たすための家具の中間保管 (必要な場合);
- 必要な場合には、引渡し及び据付け作業中に部屋を適切に保護すること。これは特に、床、壁、天井、階段、ドア、窓、リフトに関する。
- 梱包材および保護材の取り外しおよび廃棄;
- 引渡し後にITER機構から通知された欠陥又は損傷を是正するために必要なすべての作業の実施

サービスの全範囲については、添付の技術仕様7 SM 4 ZU v 1.2を参照してください。

○調達プロセスと目的

目的は、競争入札プロセスを通じて供給契約を落札することです。

この入札のために選択された調達手続きは公開入札手続きと呼ばれます。

オープン入札手順は、次の 4 つの主要なステップで構成されています。

➤ ステップ 1-事前情報通知 (PIN)

事前情報通知は公開入札プロセスの第一段階です。IO は、関心のある候補企業に対し、以下の概略日程に示された期日までに担当調達担当官に添付の関心表明フォームで以下の情報を提出し、競争プロセスへの関心を示すよう正式に要請します。

- 会社名
- 登録の国名
- 担当者名、email アドレス、肩書および電話番号

特に注意:

関心のある候補企業は、IO Ariba の電子調達ツール「IPROC」に登録してください（まだ登録していない場合）。手順については、

<https://www.iter.org/fr/proc/overview>

を参照してください。

Ariba (IPROC) に登録する際には、お取引先様に最低 1 名の担当者の登録をお願いします。この連絡担当者は、提案依頼書の発行通知を受け取り、必要と思われる場合は入札書類を同僚に転送することができます。

➤ ステップ 2-入札への招待

PIN の発行から 10 作業日経過後、提案依頼書 (RFP) を「IPROC」に掲載します。この段階では、担当の調達担当者に関心を示し、かつ IPROC に登録している関心のある候補企業は、RFP が公表された旨の通知を受けることができます。その後、RFP に詳述されている入札説明書に従って提案書を作成し、提出します。

このツールに登録されている企業のみが入札に招待されます。

➤ ステップ 3-入札評価プロセス

入札者の提案は、IO の公平な評価委員会によって評価されます。入札者は、技術的範囲に沿って、かつ、RFP に記載された特定の基準に従って作業を実施するために、技術的遵守を証明する詳細を提供しなければなりません。

➤ ステップ 4-落札

認定は、公開されている RFP に記載されている、コストに見合った最適な価格または技術

的に準拠した最低価格に基づいて行われます。

○概略日程

概略日程は以下の通りです：

マイルストーン	暫定日程
事前指示書（PIN）の発行	2023 年 12 月 13 日
関心表明フォームの提出	2024 年 1 月 8 日
iPROC での入札への招待（ITT）の発行	2024 年 1 月 9 日
入札提出	2024 年 1 月 19 日
契約授与	2024 年 3 月
契約調印	2024 年 3 月

○契約期間と実行

ITER機構は2024年の3月ごろ供給契約を授与する予定です。予想される契約期間は4年の予定です。

○経験

契約者は、IO の規則と安全性の要求に十分に準拠する能力と経験を持っていることを示す必要があります。

○候補

参加は、個人またはグループ/コンソーシアムに参加するすべての法人に開放されます。法人とは、法的権利及び義務を有し、ITER 加盟国内に設立された個人、企業又は機構をいいます。ITER 加盟国は欧州連合(EURATOM メンバー)、日本、中華人民共和国、インド共和国、大韓民国、ロシア連邦、アメリカ合衆国です。

法人は、単独で、またはコンソーシアムパートナーとして、同じ契約の複数の申請または入札に参加することはできません。共同事業体は、恒久的な、法的に確立されたグループ又は特定の入札手続のために非公式に構成されたグループとすることができます。

コンソーシアムのすべての構成員(すなわち、リーダーと他のすべてのメンバー)は、ITER 機構に対して連帯して責任を負います。

コンソーシアムとして許可されるために、その点で含まれる法人はコンソーシアムの各メンバーをまとめる権限をもつリーダーをもたなければなりません。このリーダーはコンソーシアムの各目メンバーのために責任を負わなければなりません。

指名されたコンソーシアムのリーダーは、入札段階で、コンソーシアムのメンバーの構成を説明する予定です。その後、候補者の構成は、いかなる変更も ITER 機構に通知することなく変更してはなり

ません。かかる認可の証拠は、すべてのコンソーシアムメンバーの法的に授権された署名者が署名した委任状の形式で、しかるべき時期に IO に提出しなければなりません。

どのコンソーシアムメンバーも IPROC に登録する必要があります。

【※ 詳しくは添付の英語版技術仕様書「**Supply and Installation of Furniture**」をご参照ください。】
ITER 公式ウェブ <http://www.iter.org/org/team/adm/proc/overview> からアクセスが可能です。

「核融合エネルギー研究開発部門」の HP : <http://www.fusion.qst.go.jp/ITER/index.html>
では ITER 機構からの各募集（IO 職員募集、IO 外部委託、IO エキスパート募集）を逐次更新しています。ぜひご確認ください。

イーター国際核融合エネルギー機構からの外部委託 に関心ある企業及び研究機関の募集について

＜ITER 機構から参加極へのレター＞

以下に、外部委託の概要と要求事項が示されています。参加極には、提案された業務に要求される能力を有し、入札すべきと考える企業及び研究機関の連絡先の情報を ITER 機構へ伝えることが求められています。このため、本研究・業務に関心を持たれる企業及び研究機関におかれましては、応募書類の提出要領にしたがって連絡先情報をご提出下さい。

PRIOR INDICATIVE NOTICE (PIN)

OPEN TENDER SUMMARY

IO/23/OT/70001039/FMR

For

Supply and Installation of Furniture

List of annexes:

- Annex I – Expression of Interest
- Annex II – Technical Specifications 7SM4ZU v1.2

Abstract

The purpose of this summary is to provide prior notification of the IO's intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organisation, the technical scope for this tender, and details of the tender process for the procurement of the Supply and Installation of Furniture.

1 Introduction

This Prior Indicative Notice (PIN) is the first step of an Open Tender Procurement Process leading to the award and execution of a Supply Contract.

2 Background

The ITER project is an international research and development project jointly funded by its seven Members being, the European Union (represented by EURATOM), Japan, and the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER is being constructed in Europe at St. Paul–Lez-Durance in southern France, which is also the location of the headquarters (HQ) of the ITER Organization (IO).

For a complete description of the ITER Project, covering both organizational and technical aspects of the Project, visit www.iter.org.

3 Scope of Supply and Services

The scope of the Services covered by this document is the Supply and Installation of furniture including but not limited to:

Scope Supply :

- Office furniture (desks, chairs, drawers, cupboards, meeting tables and accessories);
- Canteen furniture (tables and chairs);
- Changing room furniture (lockers and benches);
- Work benches;
- Outdoor dining furniture

The services shall include:

- The provision of furniture installation drawings, showing the exact location of the furniture in the different rooms;
- The transport, onsite delivery, unpacking and assembly of the furniture;
- The intermediate storage of furniture, if so required, to meet the delivery schedule;
- The provision, where necessary, of adequate protection of the rooms during delivery and installation activities. This concerns in particular, floors, walls, ceilings, stairs, doors, windows and lifts;
- The removal and disposal of any packing and protection materials;
- The execution of all work required to remedy defects or damage notified by the ITER Organization after delivery

For the full scope of services, please see attached Technical Specifications 7SM4ZU v1.2

4 Procurement Process & Objective

The objective is to award a Service Contract through a competitive bidding process.

The Procurement Procedure selected for this tender is called the **Open Tender** procedure.

The Open Tender procedure is comprised of the following four main steps:

- Step 1- Prior Information Notice (PIN)

The Prior Information Notice is the first stage of the Open Tender process. The IO formally invites interested Suppliers to indicate their interest in the competitive process by returning to the Procurement officer in charge the attached “Expression of Interest and PIN Acknowledgement” by the date indicated under the procurement timetable.

Special attention:

Interested tenderers are kindly requested to register in the IO Ariba e-procurement tool called “IPROC”. You can find all links to proceed along with instruction going to: <https://www.iter.org/fr/proc/overview>.

When registering in Ariba (IPROC), suppliers are kindly requested to nominate at least one contact person. This contact person will be receiving the notification of publication of the Request for Proposal and will then be able to forward the tender documents to colleagues if deemed necessary.

➤ Step 2 - Invitation to Tender

After 10 working days of the publication of the PIN, the Request for Proposals (RFP) will be published on our digital tool “Iproc”. This stage allows interested bidders who have indicated their interest to the Procurement Officer in charge AND who have registered in IPROC to receive the notification that the RFP is published. They will then prepare and submit their proposals in accordance with the tender instructions detailed in the RFP.

Only companies registered in this tool will be invited to the tender.

➤ Step 3 – Tender Evaluation Process

Tenderers proposals will be evaluated by an impartial evaluation committee of the IO. Tenderers must provide details demonstrating their technical compliance to perform the services in line with the technical scope and in accordance with the particular criteria listed in the RFP.

➤ Step 4 – Contract Award

A Supply contract will be awarded on the basis of lowest priced technically compliant according to the evaluation criteria and methodology described in the RFP.

Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	13 December 2023
Submission of expression of interest form	08 Janvier 2024
Invitation to Tender (ITT) launched on iPROC	09 January 2024
Tender Submission	19 February 2024
Contract Award	March 2024
Contract Signature	March 2024

5 Quality Assurance Requirements

The Contractor shall have an ITER approved Quality Assurance (QA) Program or an ISO 9001 accredited quality system.

6 Contract Duration and Execution

The ITER Organization shall award the Services Contract around March 2024. The contract duration shall be 4 years.

7 Experience

The working language of ITER is English, and a fluent professional level is required (spoken and written).

8 Candidature

Participation is open to all legal entities participating either individually or in a grouping/consortium. A legal entity is an individual, company, or organization that has legal rights and obligations and is established within an ITER Member State, being, the European Union (represented by EURATOM), Japan, and the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA.

Legal entities cannot participate individually or as a consortium partner in more than one application or tender of the same contract. A consortium may be a permanent, legally established grouping, or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER Organization.

In order for a consortium to be acceptable, the individual legal entities included therein shall have nominated a leader with authority to bind each member of the consortium, and this leader shall be authorised to incur liabilities and receive instructions for and on behalf of each member of the consortium.

It is expected that the designated consortium leader will explain the composition of the consortium members in its offer. Following this, the Candidate's composition must not be modified without notifying the ITER Organization of any changes. Evidence of any such authorisation shall be submitted to the IO in due course in the form of a power of attorney signed by legally authorised signatories of all the consortium members.

All consortium members shall be registered in IPROC.

9 Sub-contracting Rules

Subcontracting is limited to 30 % of the contract value and up to level 2.

All sub-contractors who will be taken on by the Contractor shall be declared with the tender submission in IPROC. Each sub-contractor will be required to complete and sign forms including technical and administrative information which shall be submitted to the IO by the tenderer as part of its tender.

All declared sub-contractors must be established within an ITER Member State in order to participate.

The IO reserves the right to approve (or disapprove) any sub-contractor which was not notified in the tender and request a copy of the sub-contracting agreement between the tenderer and its subcontractor(s). Rules on sub-contracting are indicated in the RFP itself.

ANNEX I

EXPRESSION OF INTEREST & PIN ACKNOWLEDGEMENT

To be returned by e-mail to: Mukamanaaline.Nsengiyumva@iter.org copy: floriane.moynier@iter.org

TENDER No.

IO/23/OT/70001039/FMR

DESIGNATION of SERVICES:

Framework Contract for Supply and Installation of Furniture

OFFICER IN CHARGE:

Floriane Moynier

☐

WE ACKNOWLEDGE HAVING READ THE PIN NOTICE FOR THE ABOVE MENTIONED TENDER

☐

WE INTEND TO SUBMIT A TENDER

Are you registered in iPROC (only entities registered in iPROC will be invited to tender):

☐

YES

☐

NO, but we shall register before the tender launch

.....

Signature:

COMPANY STAMP

Name:

Position:

Tel:

E-mail

Date:

Technical Specifications (In-Cash Procurement)

Technical Specifications for the supply and installation of furniture

This document details the technical specifications for the supply and installation of furniture for standard office use as well as specific furniture for Building 71N

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1 Purpose

This document provides the technical requirements for the supply and installation of furniture on the ITER Site.

2 Scope of Supply

The scope of supply includes:

- Office furniture (desks, chairs, drawers, cupboards, meeting tables and accessories);
- Canteen furniture (tables and chairs);
- Changing room furniture (lockers and benches);
- Work benches;
- Outdoor dining furniture

The services shall include:

- The provision of furniture installation drawings, showing the exact location of the furniture in the different rooms;
- The transport, onsite delivery, unpacking and assembly of the furniture;
- The intermediate storage of furniture, if so required, to meet the delivery schedule;
- The provision, where necessary, of adequate protection of the rooms during delivery and installation activities. This concerns in particular, floors, walls, ceilings, stairs, doors, windows and lifts;
- The removal and disposal of any packing and protection materials;
- The execution of all work required to remedy defects or damage notified by the ITER Organization after delivery.

3 Definitions

The following terminology is applied in this document, in accordance with European Standards CEN/TR 14699 and EN 438-1:

- *Castor*: Wheeled component, intended to assist the mobility of a piece of furniture, with brakes engaged or disengaged;
- *High-pressure decorative laminate(s) (HPL)*: sheet(s) consisting of layers of cellulosic fibrous material (normally paper) impregnated with thermosetting resins and bonded together by a high pressure process;
- *Levelling device*: Device for making minor alterations to the height of a supporting element in order to achieve stable contact between the furniture and the floor;
- *Office desk*: Unit predominantly designed for office tasks to be undertaken in a seated position;
- *Office screen*: Piece of office furniture, intended to divide work areas, not fixed to the ceiling or the floor. It may or may not be load bearing;
- *Office work chair*: Piece of seating furniture for one person including a back rest, with or without armrests;
- *Optical dividing function*: A screen capable of providing privacy by preventing eye contact or the overlooking of documents or activities;
- *Visitor's chair*: Chair used by different people available on a temporary basis in the office environment, for long and short meeting periods, when reading and writing, as well as listening, in a library or in a meeting room;
- *Workstation*: Assembly comprising of display screen equipment, which may be provided with a keyboard or input device and/or software determining the operator/machine interface, optional accessories, peripherals including a disk drive,

telephone, modem, printer, document holder, work chair and work desk or work surface in the immediate work environment;

- *Work surface*: Upper surface of a work top;
- *Work top*: Part of a piece of furniture which provides for a work surface;
- *Work benches*: High strength working tables capable of high volume loads;

4 References

- [1] Internal Regulations, ref. ITER_D_27WDZW
- [2] ITER Site access Procedure, ref. ITER_D_S3893D
- [3] Contractor safety management procedure, ref. ITER_D_Q2GBJF
- [4] PGC SPS Vol. 1 - IO&F4E, ref. ITER_D_T6V4RP
- [5] Cooperation Rules for Safety Coordination between the HSPC and the contractors for activities under IO as Building Owner, ref. ITER_D_UJ95AV
- [6] Housekeeping Instruction, ref. ITER_D_XJKR3R
- [7] PMAE_v1_Environmental Management Plan (PMAE) volume 1, ref. ITER_D_97W4PN
- [8] Environmental requirements, ref. ITER_D_97WRFP
- [9] ITER Site Permit to Work Overarching Procedure, ref. ITER_D_3E8289
- [10] CAD instructions for companies, ref. ITER_D_2LMWND
- [11] Building 71 North – Indicative furniture layouts ref. uid=7THTYH
- [12] Delivery protocol ITER_D_SGEN74

5 Technical Requirements

5.1 General Requirements

There are a number of general requirements that should be considered and fulfilled for all types of furniture requested by ITER Organization, as detailed below.

5.1.1 Modularity

Furniture items/schemes should have a degree of modularity in order to connect separate units to one another to form workstations, meeting areas etc. or can be rearranged as may be deemed necessary, for example desks/side desks and draws that can be connected to one another to create a full workstation environment.

5.1.2 Colour

The furniture items/schemes should be available in at least five different colour schemes so that the ITER Organization can make a decision on the selected colour during the final decision process.

5.1.3 Future purchasing

All schemes that are presented to ITER Organization, including the final chosen colour scheme, should have a manufacturer's catalogue life of at least 10 years minimum so that any future purchases by ITER Organization, as and when necessary, will be of the same type as the furniture delivered in the initial installation phase. The full manufactures catalogue shall also be presented at the time of tendering.

5.1.4 Guarantee

All selected furniture items/equipment should come with a sufficient guarantee that it be suitable for the environment in which it is used and concerning performance and durability etc.

5.1.5 Operation and maintenance manuals

For each furniture item, operation and maintenance manuals shall be provided by the Contractor.

5.1.6 Building 71N

As part of this contract, the Control Building North (B71N) is to be equipped with miscellaneous furniture. This building has a modern, contemporary design and will welcome many visitors/media/Heads of State from all over the world. Many of the walls will have wood panel finishing and the overall design will be contemporary with a calm ambience. Therefore, the furniture of this specific building shall complement the design and be of a high standard.

5.2 Office desks

5.2.1 Normal office desks

Office desks shall have the following minimum features:

- Conformance with EN 527-1/2/3, or similar internationally approved standards;
- Standard height of 740 mm:
 - Adjustable height of the office desks, in the approximate range of 650 mm to 850 mm;
- Work top:
 - A minimum thickness of 20 mm,
 - A minimum panel density of 650 kg/m³,
 - Conformance with EN 120 and EN 717, or similar internationally approved standards, with regards to formaldehyde content and release,
 - Good level of abrasion and scratch resistance in accordance with EN 438, or similar internationally approved standards;
 - Approximate dimensions: 1600mm (L) x 800mm (D)
- Levelling device;
- Cable management features;
- Modular capability to connect adjoining pieces;
- The inclusion of modesty panels as an option.

The finishing of the office desks shall be as follows:

- HPL for standard desks;
- Hardwood veneer for executive type desks;
- White legs.

Additional side desks to complement the main office desks are required, with the following minimum features:

- Connectable to the main office desk;
- Approximate plan dimensions: 800 mm (L) x 600 mm (D).

5.2.2 Height adjustable ergonomic desks

Ergonomic height adjustable desks shall have the following minimum features:

- Conformance with EN 527-1/2/3, or similar internationally approved standards;
- Electronically controllable height adjustable worktop with a range of 700mm (minimum height) and 1300mm (maximum height);
- Work top:
 - A minimum thickness of 20 mm and maximum of 25mm,
 - A minimum panel density of 650 kg/m³,
 - Conformance with EN 120 and EN 717, or similar internationally approved standards, with regards to formaldehyde content and release,
 - Good level of abrasion and scratch resistance in accordance with EN 438, or similar internationally approved standards,
 - A minimum size of 1600mm x 800mm;
- Levelling device;
- Cable management features;
- Modular capability to connect adjoining pieces;
- The inclusion of modesty panels as an option.

The finishing of the work surface shall be as follows:

- HPL for standard desks;
- Hardwood veneer for the executive type desks.

5.3 Office chairs

5.3.1 Office work chairs

Office work chairs shall have the following minimum features:

- Adjustable arm rests;
- Dimensions in conformance with EN 1335-1 – Office work chair Type A;
- Safety requirements, adjusting devices, information for use etc. in conformance with EN 1335-2;
- Soft wheel casters for hard surfaces such as linoleum;
- Marking of the chair with the following information:
 - Name or label of manufacturer,
 - Type designation,
 - Year of construction.

The chairs shall be tested in accordance with EN 1335-3 or similar internationally approved standards.

The finishing of the seat, backrest and armrests shall be as follows:

- Fabric for the standard office chairs with armrests in a hardwearing cushioned material;
- Leather for executive chairs.

5.3.2 Ergonomic office chairs

Ergonomic office chairs shall have the following minimum features:

- Movable lumbar and head support;
- Height adjustable arm rests;
- Dimensions in conformance with EN 1335-1 – Office work chair Type A;
- Safety requirements, adjusting devices, information for use etc. in conformance with EN 1335-2;
- Soft wheel casters for hard surfaces such as linoleum;
- Marking of the chair with the following information:

- Name or label of manufacturer,
- Type designation,
- Year of construction;

The ergonomic office chairs shall be tested in accordance with EN 1335-3 or similar internationally recognised standards.

The finishing of the seat shall be in fabric and the armrests in a hardwearing cushioned material.

5.3.3 *Visitor's chairs*

Standard visitor's chairs shall have the following minimum features:

- Padded seat and backrest;
- Fabric finishing;
- Stackable.

5.4 Meeting tables

5.4.1 *Small meeting tables*

Meeting tables shall have the following minimum features:

- Conformance with EN 527-1/2/3, or similar internationally approved standards;
- Rectangular shape
- Standard height of 740 mm;
- Table Surface:
 - A minimum thickness of 20 mm,
 - A minimum panel density of 650 kg/m³,
 - Conformance with EN 120 and EN 717, or similar internationally approved standards, with regards to formaldehyde content and release,
 - Good level of abrasion and scratch resistance in accordance with EN 438, or similar internationally approved standards;
- Levelling device.
- Meeting tables for more than six persons should have rounded edges

5.4.2 *Modular meeting room tables*

Modular meeting room tables shall have the following minimum features:

- Rectangular shape, minimum plan dimensions: 1400 mm (L) x 700 mm (W);
- Modularity so that individual tables can be connected to one another to form an appropriate layout;
- Equipped with modesty panels;
- Chairman's table should have the ability to connect power supplies, computer network cables etc. to allow use of computers during meeting sessions (3 x 220V power sockets, 3 x RJ45 network sockets, 1 x HDMI connection point, 1 x VGA connection point and 1 x 3.5 Jack connection point).
- Participants tables should be equipped with a connection box including 2 x 220V power sockets to allow use of computers during meeting sessions
- Integrated connection boxes should have a flip cover in order to remain closed when not required creating a smooth working surface

5.4.3 *Executive meeting chairs*

Executive meeting chairs are used in one specific meeting room used for specific events. The chairs shall have the following minimum requirements:

- Dimensions in conformance with EN 1335-1 – Office work chair Type A;
- Safety requirements, adjusting devices, information for use etc. in conformance with EN 1335-2;
- Soft wheel casters for hard surfaces such as linoleum;
- Marking of the chair with the following information:
 - Name or label of manufacturer;
 - Type designation;
 - Year of construction.

The chairs shall be tested in accordance with EN 1335-3 or similar internationally approved standards.

- The finishing of the seat shall be in leather;
- The chairs shall not have armrests.

5.5 Drawers

Drawers shall have the following minimum features:

- Rectangular shape, approximate plan dimensions: 600 mm (L) x 400 mm (W) x 600mm (H);
- Modular capability to connect to main office desk;
- Wheeled unit;
- Equipped with removable security locking features;
- Equipped with three draws.

The finishing of the worktop surface shall be as follows:

- Monochrome white steel or laminate finishing for standard offices;
- Hardwood veneer for the executive type drawers.

5.6 Cupboards

Storage cupboards shall have the following minimum features:

- Conformance with EN 14073, or similar internationally approved standards;
- Approximate dimensions :
 - 2000 mm (H) x 1200 mm (W) x 430 mm (D) for full-height cupboards,
 - 1000 mm (H) x 1200 mm (W) x 430 mm (D) for half-height cupboards;
- Shutter style doors (i.e. non-outwardly opening doors);
- Moveable shelving:
 - Minimum 5 shelves for full-height cupboards,
 - Minimum 3 shelves for half-height cupboards;
- Levelling device;
- Equipped with removable security locking features;
- Monochrome white finishing.

5.7 Desk partition screens

Desk partition screens shall have an optical dividing function, have a fixation to the desk and be sound absorbing. They shall have a minimum height of 300mm above the desk and a maximum height of 500mm above the desk.

5.8 Cafeteria furniture

All cafeteria furniture shall be designed for intensive use and easy to clean.

5.8.1 Poser tables

The poser tables allow a small number of people to congregate within the cafeteria spaces. The tables shall have the following minimum features:

- Conformance with EN 15372, or similar internationally approved standards;
- A circular table top;
- Approximate dimensions: 1000 mm (H) x 600 mm (W).

5.8.2 Bar stools

The minimum requirements are given below:

- Conformance with EN 15373, or similar internationally approved standards;
- Approximate seat height: 700 mm.

5.8.3 Dining tables (Indoor)

The following information details the requirements for the dining tables.

- Conformance with EN 15372, or similar internationally approved standards;
- Approximate height:
 - 750 mm for regular dining tables;
 - 900 mm for high dining tables;
- Tables should accommodate 2, 3, 4, 6, 8 or 10 persons;
- Table top surfaces shall be easy to clean;
- Levelling device.

5.8.4 Dining chairs (Indoor)

The minimum requirements are detailed below:

- Conformance with EN 15373, or similar internationally approved standards;
- Approximate seat height:
 - 450 mm for regular dining chairs,
 - 600 mm for high dining chairs;
- Stackable;
- Provide the possibility to put them easily on the dining tables for floor cleaning purposes.

5.8.5 Outdoor tables

The following information details the minimum requirements for outdoor dining tables.

- Conformance with EN 15372, or similar internationally approved standards;

- Approximate dimensions: 1000 mm (H) x 600 mm (W) ;
- Tables should accommodate 3-4 persons;
- Table top surfaces shall be easy to clean;
- Levelling device;
- A circular table top;
- The materials used for both the legs and top should be able to withstand extreme weather conditions.

5.8.6 Outdoor chairs/stools

The minimum requirements are detailed below:

- Conformance with EN 15373, or similar internationally approved standards;
- Approximate seat height: 700 mm.
- The materials used for both the legs and seat should be able to withstand extreme weather conditions.

5.9 Bathroom & changing room furniture

5.9.1 Benches

Benches may be required to allow users of the changing room facilities to sit etc. These benches should have the following minimum features:

- Space for at least 5 people to use the bench simultaneously;
- Suitable for a changing room environment that could potentially be wet.

5.9.2 Lockers with integrated benches

Lockers are required for the storage of staff valuables etc. within the changing room facilities. The lockers should be suitable for a changing room environment that could potentially be wet, and have a basic level of finish. They should have locking functionality or the ability to be locked with padlocks (not supplied by the Contractor) to be used for security purposes.

These lockers should have the following minimum features:

- Clean and dirty uniform locker (separation of workwear and personal clothing);
- Top shelf for personal belongings;
- Block of 2 or 3 boxes;
- Approximate dimensions: L1200 (for 3 boxes), L800 (for 2 boxes) x D800 x H(320+1800);
- Non-flammable and ventilated;
- Lockable by padlock (design allowing easy use of padlock fitting);
- Integrated bench (optional)

5.9.3 Individual box lockers

Lockers are required for the storage of staff valuables etc. within the changing room facilities. The lockers should be suitable for a changing room environment that could potentially be wet, and have a basic level of finish. They should have locking functionality or the ability to be locked with padlocks (not supplied by the Contractor) to be used for security purposes. These lockers shall have the following minimum features:

- Approximate dimensions: L380 x D380 x H380;

- Non-flammable and ventilated;
- Lockable by padlock, key or code mechanism;
- Stackable and have the ability to connect to one another.

5.10 Workbenches

Workbenches are required for heavy duty items in specific rooms related to CODAC activities. These benches shall have the following features as a minimum:

- Approximate dimensions: 1500 mm (L) x 900 mm (D).
- Conformance with EN 15372, or similar internationally approved standards;
- Standard height of 740 mm:
 - Adjustable height of the workbenches, in the approximate range of 650 mm to 850 mm;
 - Conformance with EN 120 and EN 717, or similar internationally approved standards, with regards to formaldehyde content and release,
 - Good level of abrasion and scratch resistance in accordance with EN 438, or similar internationally approved standards;
- Work top:
 - A minimum thickness of 25 mm;
 - A minimum panel density of 700 kg/m³.

The finishing of the office desks shall be as follows:

- HPL for standard desks;
 - Metal grey legs.
- The workbenches shall have a minimum weight load of 300kg and shall also incorporate:
 - A Levelling device;
 - Cable management features;

5.11 Lounge Furniture

5.11.1 Lounge seating

Lounge furniture is required for an area dedicated to informal meetings and interviews. The furniture shall compose of 1-seater armchairs and 3-seater sofas. The minimum requirements for this furniture are as follows:

- Non-flammable
- Safety requirements, adjusting devices, information for use etc. in conformance with EN 1335-2;
- The furniture shall have a soft covering which is fully washable and stain resistant;
- The furniture shall be available in a selection of at least five colours;
- The furniture shall have the following approximate dimensions;
 - One seater armchair: 850 mm (H) x 800 mm (L) x 850 mm (D)
 - Three seater sofa: 850 mm (H) x 2060 mm (L) x 850 mm (D)

The chairs shall be tested in accordance with EN 1335-3 or similar internationally approved standards.

5.11.2 Lounge tables

Lounge tables shall be installed to compliment the above lounge seating. The minimum requirements are as follows:

- Conformance with EN 15372, or similar internationally approved standards;
- Approximate dimensions: 500 mm (H) x 130 mm (L) x 700 mm (D)
- Table top surfaces shall be easy to clean;
- Levelling device.

5.12 Miscellaneous furniture

Any other furniture supplied by the contractor shall comply with all applicable standards as defined in Section 7.1.

6 List of Deliverables and Due Dates

The deadlines for the Works and the deliverables are shown in the table below:

Ref.	Milestone / Deliverable	Due date
M1	Contract award	-
M2	Quality Plan (refer to Section 7)	M1 + 2 weeks
M3	Prevention Plan (refer to Section 7.2)	M1 + 2 weeks
M4	Draft furniture installation drawings	As specified in the relevant Task Order
M5	Final furniture installation drawings	
M6	Completion of furniture installation	

The deliverables M2 to M5 shall be provided for approval to the ITER Organization in the following formats:

- Text Documents: original MS Word® software versions and electronic pdf versions;
- Drawings: original AutoCAD® software versions (in AutoCAD 2007/LT2007 Drawing format), electronic pdf version and 2 signed hard copies of each drawing.

Drawings shall comply with the CAD instructions for companies [10]

All deliverables shall be written in English.

At milestone M6, a formal acceptance meeting shall be held between the Contractor and the ITER Organization. The Contractor shall execute, within a reasonable time, all work required to remedy defects or damages reported by the ITER Organization during the acceptance meeting.

Deliver and installation of furniture to the ITER site should not be more than 12 weeks in any case from the signature of the task order.

7 Specific Requirements and Conditions

7.1 Codes and Standards

All furniture and associated equipment to be delivered and installed on the ITER Site must conform to the minimum requirements as prescribed in the relevant European and French design codes and standards (or similarly approved international design codes and standards) for such items, including but not limited to:

- ISO 14001 – Environmental Management Systems
- EN 120 – Wood-based Panels. Determination of formaldehyde content. Extraction method called the perforator method
- EN 438 – High-Pressure Decorative Laminates (HPL), Parts 1 – 4
- EN 527 – Office Furniture – Work tables and desks, Parts 1 – 3
- EN 717 – Wood-based Panels. Determination of formaldehyde release
- EN 1335 – Office Furniture – Office work chair, Parts 1 – 3
- EN 14073 – Office Furniture – Storage furniture, Parts 1 – 3
- EN 15372 – Furniture – Strength, durability and safety – Requirements non-domestic tables
- EN 15373 – Furniture – Strength, durability and safety – Requirements non-domestic seating

It is also preferable for environmentally-friendly products to be used where possible, with certification provided by international organisations such as the Forest Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC).

7.2 Safety

The Contractor shall comply with the Internal Regulations [1] and all proceedings arising therefrom (available upon request).

Specific attention has to be paid, by the Contractor, to the safe and respectful behaviour of its onsite personnel. This includes the supply and wearing of appropriate personal protective equipment.

The ITER Site is divided into two areas in which safety coordination presents some differences:

- Areas under operation falling under the Decree #92-158 of 20 February 1992.
- Areas under construction falling under the Decree #94-1159 of 26 December 1994.

The Contractor will be called upon to intervene in areas falling within one or other of the schemes mentioned above.

7.2.1 *Areas under operation*

In the areas under operation, the Contractor safety management procedure [3] applies.

7.2.2 *Areas of the construction site*

On the construction site, the General measures for the safety coordination of the common area ITER ORG. [5] apply.

A specific health and safety plan shall be established by the Contractor and transmitted at least 8 working days prior to the start of the Works, using the ITER template.

An inspection visit with the ITER safety coordinator prior to the start of the Works is required.

Newcomer's safety training must be followed within 8 working days after the issuance of a permanent access badge. It does not relieve the Contractor of his responsibilities with regards to the training of his staff for their work stations and the general safety rules in accordance with articles L.4141-1 and following of the French Labour code.

7.3 Environmental

7.3.1 *Environmental protection*

The Contractor shall comply with environmental protection requirements and procedures applicable on the ITER site in particular:

- Environmental Management Plan [7];
- Environmental requirements [8].

An Environmental Respect Plan shall be provided by the Contractor 2 weeks prior to the start of the services, using the ITER template.

Debris and waste of all type shall be segregated and removed as work progresses.

The Contractor shall be responsible for cleaning, repairing and restoring facilities which it dirtied or damaged to their original condition, and shall remove their debris and rubbish to public rubbish tips.

Should said cleaning fail to be performed, it will be done by a third party at the expense of the Contractor.

7.3.2 *Environmental requirements*

The following sections are based on the EU Green Public Procurement Criteria.

7.3.2.1.1 *Sourcing of legal timber for furniture production*

All timber used in furniture to be supplied under the contract must be legally harvested in accordance with Regulation (EU) 995/2010 (the 'EU Timber Regulation').

Any timber or timber products not covered by the Regulation (EU) 995/2010 should be either covered by FLEGT licences, covered by CITES licences or subject to a due diligence system implemented by the Contractor which provides information on the country of harvest, species, quantities, supplier details and information on compliance with relevant national legislation. Where a risk of illegal timber in the supply chain is identified, the due diligence system should define procedures for mitigating this risk.

Verification:

A declaration that only timber from legal sources will be used in the furniture product.

7.3.2.1.2 *Formaldehyde emissions from wood-based panels*

Formaldehyde emissions from all supplied wood-based panels, in the form that they are used in the furniture product (in other words, un-faced, coated, overlaid, veneered), and which were manufactured using formaldehyde-based resins, shall be equal to or less than the E1 threshold limits for formaldehyde emissions as defined in Annex B of EN 13986.

Verification:

A declaration from the wood-based panel supplier shall be provided, stating that the panels supplied are compliant with E1 emission limits, supported by test reports carried out according to either EN 717-1, EN 717-2 / EN ISO 12460-3 or EN 120 / EN ISO 12460-5.9.

Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.

7.3.2.1.3 REACH Candidate List substance reporting

The Contractor shall declare the presence of any REACH Candidate List¹⁰ substances that are present at a concentration of greater than 0.1% (weight by weight) in the product and any component parts/materials thereof.

Verification:

The Contractor shall provide a declaration identifying specific REACH Candidate List substances that are present according to the latest version of the Candidate List at the date of publication of the invitation to tender.

7.3.2.1.4 Blowing agents

Where foam padding materials are used in furniture upholstery, halogenated organic compounds shall not be used as blowing agents or as auxiliary blowing agents in the manufacture of such padding materials.

Verification:

The Contractor shall provide a declaration of non-use from the manufacturer of the foam padding material. Upholstered furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.

7.3.2.1.5 Fitness for use

The furniture product shall comply with the requirements set out in the latest versions of the relevant EN standards listed in Section 7.1 that may relate to the durability, dimensional requirements, safety and strength of the product:

Verification:

The Contractor shall provide a declaration of compliance with any relevant EN standards, supported by test reports from either the furniture manufacturer or component part/material suppliers, as appropriate. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision (EU) 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.

7.3.2.1.6 Design for disassembly and repair

The Contractor shall provide clear disassembly and repair instructions (e.g. paper or electronic copy, video) to enable a non-destructive disassembly of the furniture product for the purpose of replacing component parts/materials. Instructions shall be provided in a hard copy together with the product and/or in electronic copy via the manufacturer's website. Disassembly and replacement operations should be capable of being carried out using common and basic manual tools and unskilled labour.

Verification:

A manual shall be provided by the Contractor which shall include an exploded diagram of the product, illustrating the parts that can be removed and replaced and the tools required. Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision 2016/1332/EU or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.

7.3.2.1.7 Product warranty and spare parts

The Contractor shall provide a minimum three-year warranty effective from the date of delivery of the product. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the goods are in conformity with the contract specifications at no additional cost.

The Contractor shall guarantee the availability of spare parts, or elements which achieve an equivalent function, for a period of at least three years from the date of delivery of the furniture product. Contact details that should be used in order to arrange the delivery of spare parts shall be provided.

Verification:

The Contractor shall provide a written declaration detailing the offered period and stating that it covers the conformity of the goods with the contract specifications, including all indicated usage.

The Contractor shall provide a declaration that compatible spare parts will be made available to the contracting authority or through a service provider.

Furniture products which have been awarded the EU Ecolabel for furniture, as established in Commission Decision 2016/1332 or other relevant ISO 14024 Type I ecolabels directly fulfilling the listed requirements, or using equivalent methods, shall be deemed to comply.

7.4 Work authorisation

Prior to the start of any works on the ITER Site, depending on the area and scale of the works, either a Delivery Protocol document must be completed and approved or a Permit to work request must be obtained in accordance with the ITER Site Permit to Work Overarching Procedure [9].

7.5 Language

Since the official language of the ITER Organization is English all documents sent to and communications with the ITER Organization shall be in English.

8 Quality Assurance

The organisation conducting the activities covered by this Technical Specification shall have an ITER approved QA Program or an ISO 9001 accredited quality system.