

## 外部委託業者の募集

References: IO/24/OT/70000862/EBT

### "Interim agency services"

(暫定エージェンシーサービス)

IO 締め切り 2024 年 10 月 10 日(木)

### 〇はじめに

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。作業の範囲は、年間タスクオーダーによって開始されます。本文書の目的は作業範囲と入札プロセスに関する技術的な内容の基本的な要約を提供することです。国内機関は、今後の入札に先立ち、これらのサービスを提供できる企業、機関、またはその他の団体に対して、入札の詳細情報を事前に通知してください。

### 〇背景

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・デュランズ 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。

### 〇作業範囲

本入札プロセスは、暫定エージェンシーサービスの契約を設定することを目的としています。作業範囲は、本PINに添付されている技術仕様書の参照「暫定エージェンシー参照 IDM\_ UID 4LNZN7」に記載されています。

### 〇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、は、国内機関に対し、今後の入札に関する情報を公開し、企業、機関、またはその他の団体に対して入札の機会を事前に知らせるよう正式に依頼します。

#### 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 (ITT)

PIN の発行から 14 作業日以内に、事前情報通知 (PIN) を入札への招待 (ITT) 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、PIN 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。

特に注意:

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、入札への招待 (ITT) 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-契約授与

フレームワーク契約は、入札への招待 (ITT) で説明された評価基準と方法論に基づき、コ  
ストパフォーマンスが最も優れた入札者に授与されます。

## ○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	2024 年 9 月
関心表明フォームの提出	2024 年 10 月 10 日
iPROC での入札への招待 (ITT) の発行	2024 年 10 月中旬
明確化のための質問（もしあれば）と回答締め切り	2024 年 10 月末
入札提出	2024 年 11 月末
入札評価と契約授与	2024 年 12 月-2025 年 1 月
契約調印	2025 年 1 月
契約開始	2025 年 1 月

## ○契約期間と実行

ITER機構は2025年第一四半期に授与する予定です。予想される契約期間は6年（固定期間）となる見込みで

す。

ITERでの作業に使われる言語は英語です。プロレベルの流暢さが求められます（話す、書く両方）。

## ○経験

入札者は、以下の経験と知識を示す必要があります：

- 多文化・国際組織や大規模な複雑な技術・科学プロジェクトに対するサービス提供における豊富な経験。
- 様々な資格・教育レベル、関連する職務経験および技術スキルを持つ国際人材の採用・提供における確立された経験。
- 複数の管理職・技術職候補者のプロファイルを持つ確立された人材プールの保有。
- 各国際機関の要請に応じて、履歴書のレビュー、面接、筆記試験などを通じて潜在候補者の事前選考と評価を行うこと。
- 国際機関が選定した成功した候補者のための暫定雇用契約に関する全ての活動と手続きを手配し、完了させること。
- 必要に応じて暫定職員のための職務関連のトレーニングを提供すること。
- 暫定職員が任務で出張する際の必要なサポートを提供すること。
- 非フランス国籍者がフランスの労働許可証およびフランス社会保障制度への登録を申請する際の支援とサポートを提供すること。
- 契約を国際機関と調整・管理するために割り当てられるリソースの関連する専門経験と英語の能力（書面および口頭）。

この契約に提案されるすべての職員は、英語に堪能でなければなりません。

## ○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。

【※ 詳しくは添付の英語版技術仕様書「**Interim agency services**」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/24/OT/70000862/EBT**

*for*

**Interim agency services**

#### **Abstract**

The purpose of this summary is to provide prior notification of the IO 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 provision of interim agency services

# 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 Service Contract.

The purpose of this document is to provide a basic summary of the technical content in terms of the scope of work, and the tendering process.

The Domestic Agencies are invited to publish this information in advance of the forth-coming tender giving companies, institutions or other entities that are capable of providing these services prior notice of the tender details.

# 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, 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](http://www.iter.org).

# 3 Scope of Work

The present tender process is aiming to set up a service Contract for interim agency services. The scope of work is described in the technical specifications ref. interim agency ref. IDM\_UID 4LNZN7 attached to this PIN.

# 4 Procurement Process & Objective

The objective is to award a framework agreement to several interim agencies through an Open Tender procedure.

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

➤ Step 1- Prior Indicative Notice (PIN) :

The Prior Indicative Notice is the first stage of the Open Tender process. The IO formally invites the Domestic Agencies to publish information about the forth-coming tender in order to alert companies, institutions or other entities about the tender opportunity in advance. Interested tenderers are kindly requested to return the expression of interest form (Annex I) by e-mail by the date indicated in the procurement timetable below.

**Special attention:**

**Interested tenderers are kindly requested to register in the IO Ariba e-procurement tool called "IPROC". The registration process is described at the following link: <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 (ITT) :

Within 14 days of the publication of the Prior Indicative Notice (PIN) the Invitation to Tender (ITT) will be advertised. This stage is allow interested bidders who have seen the PIN to obtain the tender documents and to prepare and submit their proposals in accordance with the tender instructions.

**Special attention:**

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

➤ Step 3 – Tender Evaluation Process :

Tenderers' proposals will be evaluated by an impartial, professionally competent technical evaluation committee of the ITER Organization. Tenderers must provide details demonstrating their technical compliance to perform the work in line with the technical scope and in accordance with the particular criteria listed in the invitation to tender (ITT).

➤ Step 4 – Contract award :

A framework agreement will be awarded on the basis of the compliance of the interim agencies with the technical requirements described in the Invitation to tender (ITT).

## Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	September 24
Submission of expression of interest form	Beg. Oct 24
Invitation to Tender (ITT) advertisement	Mid. Oct 24
Tender Submission	End Nov 24
Tender Evaluation & Contract Award	Dec-24 Jan.25
Contract Signature	Jan. Feb. 25
Contract Commencement	Jan. Feb. 25

## 5 Contract Duration and Execution

The ITER Organization shall award the framework agreements in the first quarter of 2025. The resulting Framework agreements will be for a period of 6 years.

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

## 6 Experience

The tenderer shall demonstrate their experiences and knowledge in the following:

- Extensive experience in providing services for multi-cultural/international organizations or large complex technical/ scientific projects
- Consolidated experience in hiring/ providing qualified international personnel with different levels of qualification / education, relevant work experience and technical skills.
- Having a consolidated talent pool with multiple administrative /technical candidates profiles.



- Pre-screening and assessing the potential candidates by means of review of CVs, interviews, written tests etc. as applicable, for each IO request;
- Arranging and completing all Interim employment contract activities and formalities for the successful candidate selected by the IO;
- Providing job-related training for Interim personnel, when needed;
- Providing necessary support when Interim personnel is required for travel on mission;
- Providing assistance and support to non-French nationals to apply for a French work permit and registration at the French social security system.
- Relevant professional experience and English language proficiency (written and spoken) of the resources to be assigned to interface and manage the contract with the IO.

All resources proposed for this contract shall be fluent in English.

## **7 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.

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 lead will explain the composition of the consortium members in a covering letter at the tendering stage. 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.



IDM UID  
**4LNZN7**

VERSION CREATED ON / VERSION / STATUS  
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## **Technical Specifications (In-Cash Procurement)**

### **Technical Specification - Interim Agency**

The purpose of this document is to define the technical specifications of the contract with Interim Agency, as interim personnel service provider, able to provide in a timely manner, qualified Interim personnel for administrative and/or technical support to its directly employed staff.

## Table of Contents

<b>1</b>	<b>BACKGROUND .....</b>	<b>2</b>
<b>2</b>	<b>PURPOSE .....</b>	<b>2</b>
<b>3</b>	<b>SCOPE .....</b>	<b>2</b>
<b>4</b>	<b>DEFINITIONS AND ABBREVIATIONS.....</b>	<b>3</b>
<b>5</b>	<b>ESTIMATED DURATION.....</b>	<b>3</b>
<b>6</b>	<b>WORK DESCRIPTION.....</b>	<b>3</b>
6.1	Tasks of the Interim Agency .....	3
6.2	Requirements for Interim personnel.....	4
<b>7</b>	<b>AREAS OF ACTIVITIES .....</b>	<b>4</b>
<b>8</b>	<b>RESPONSIBILITIES .....</b>	<b>5</b>
<b>9</b>	<b>DELIVERABLES AND DUE DATES.....</b>	<b>5</b>
<b>10</b>	<b>REPORTING .....</b>	<b>5</b>
<b>11</b>	<b>SELECTION CRITERIA .....</b>	<b>5</b>
<b>12</b>	<b>SPECIFIC REQUIREMENTS AND CONDITIONS.....</b>	<b>6</b>
<b>13</b>	<b>WORK MONITORING / MEETINGS SCHEDULE .....</b>	<b>6</b>
<b>14</b>	<b>DELIVERY TIME BREAKDOWN.....</b>	<b>6</b>
<b>15</b>	<b>QUALITY ASSURANCE (QA) REQUIREMENTS.....</b>	<b>6</b>
<b>16</b>	<b>KPIS TO BE CONSIDERED .....</b>	<b>6</b>
<b>17</b>	<b>PRICE BREAKDOWN AND STRUCTURE OF PROPOSAL .....</b>	<b>7</b>

## 1 Background

The ITER Organization (IO) is an intergovernmental organization that was created by an international agreement signed in 2006, and formally established on 24 October 2007 after its ratification by all Parties. The Parties to the ITER Agreement (the ITER Members) are the People's Republic of China; the European Atomic Energy Community (Euratom); the Republic of India; Japan; the Republic of Korea; the Russian Federation; and the United States of America.

The purpose of the IO is to provide for and promote cooperation among its Members for the benefit of the ITER Project, an international collaboration to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes. It acts as the overall integrator of the project and nuclear operator of the ITER facility.

The IO has currently over 1000 directly employed staff and may require, in addition, Interim personnel to support, on a temporary basis, its administrative and/or technical activities.

The IO is located at Cadarache, in the South of France.

Further information can be found on the ITER Organization website at <http://www.iter.org>.

## 2 Purpose

The IO is seeking to conclude a contract with a service provider, able to provide in a timely manner, qualified Interim personnel for administrative and/or technical support to its directly employed staff.

The Interim Agency, as service provider, shall have the capacity to provide IO with the required level of service and quality standards as described below.

The aim is to establish a solid Interim personnel management approach by creating a partnership with the selected Interim Agency so as to support IO managers with their temporary staffing needs.

The IO may need Interim personnel, as a complement to its directly employed staff, for the following reasons:

- To replace an IO staff member during periods of absence (e.g. Maternity leave, extended sickness leave);
- To cope with increased workload during limited periods of time;
- To work on specific, time-limited or ad-hoc projects.

The employment conditions of the Interim personnel shall follow the applicable French Labour law regulations. The assignment conditions may be subject to the specific requirements and status of the IO, as intergovernmental organization.

The contract to be concluded will be managed by the Human Resources Department, responsible for the processing of requests for interim personnel at the ITER Organization.

## 3 Scope

The scope is the provision of Interim personnel to be placed on mission within IO by the Interim Agency. The Interim personnel need is documented by an "Interim personnel request form" approved by the concerned Department/Office Head and provided to the Interim Agency by the IO.

The role of the Interim Agency is to:

**a) Option 1 - Candidates proposed by the Interim Agency:**

- Take care of the full process from sourcing, pre-screening/filtering in order to meet the job requirements for the specific Interim personnel request made by IO (including CV reviews, preliminary interviews, competency and qualification tests, etc.), proposing suitable candidates to IO, and in the case of successful/selected candidates, then,
- Arranging and completing all Interim employment contract activities and formalities, including managing the employment contract.

**b) Option 2 - Candidates proposed directly by the IO (“en gestion”):**

- Arranging and completing all Interim employment contract activities and formalities, including managing the employment contract in those cases when the candidate is directly identified, selected and proposed by the IO.

## **4 Definitions and Abbreviations**

IO: ITER Organization

HRD: Human Resources Department

Interim personnel: A person, hired and paid by an Interim Agency, who is made available to the IO under a contract between the IO and the Interim Agency (“Interim contract”), for a fixed term period, for a specific Interim mission under the supervision of an ITER Responsible Officer (RO) in compliance with the relevant provisions of the French Labour Code.

## **5 Estimated Duration**

The contract will be placed for six years.

## **6 Work Description**

### **6.1 Tasks of the Interim Agency**

The tasks to be performed by the Interim Agency shall include, but will not be limited to, the following:

- Benchmark advice to IO on the job market, including compensation, of the different job profiles and for the respective competences, qualifications and experience;
- Respond within given timeframes, normally within five working days, to requests from the IO for Interim personnel;
- Ensure that any proposed Interim personnel meet the IO minimum job requirements;
- Identify potential IO suitable candidates through the various sourcing options available for such recruitment activities;
- Pre-screen and assess the potential candidates by means of review of CVs, interviews, written tests etc. as applicable, for each IO request;
- Make all the necessary arrangements and planning for the interview/IO assessment of the pre-selected candidate(s);
- Arranging and completing all Interim employment contract activities and formalities for the successful candidate selected by the IO;
- Manage the Interim employment contract, including extension requests;

- In case of long-term sickness or absence of an Interim personnel, the IO may request a replacement of the Interim personnel for the duration of the contract in order to guarantee business continuity;
- Provide job-related training for Interim personnel, when needed;
- Provide necessary support when Interim personnel is required for travel on mission;
- Assistance and support to non-French nationals to apply for a French work permit and registration at the French social security system;
- Provide regular Interim recruitment activity reporting, annual and upon IO request;
- Maintain records/databases of previously contacted candidates and the outcome of the assessment, for at least two years from the date of the request, for potential future use by IO.

The working language of IO is English. All the communication shall be English. The Interim Agency points of contact interacting with IO shall have proficiency in English, both spoken and written, at a minimum B2 level.

## **6.2 Requirements for Interim personnel**

The Interim Agency shall identify and provide the IO with Interim personnel who have the level of training, professional qualifications, experience, skills and competencies requested by the IO.

The Interim Agency shall take all measures and precautions to propose only Interim personnel who are trustworthy and of sufficient moral standing and whose general behaviour patterns are compatible with the exercise of their duties.

To that end, the Interim Agency shall ensure that the Interim personnel provided to the IO are made aware and can comply with the IO code of conduct.

Moreover, the Interim Agency shall provide a Declaration of Confidentiality to be signed by the Interim personnel, prior to the start of the interim contract.

The Interim Agency shall propose Interim personnel who fulfil the following minimum general requirements:

- Legal working status in France;
- Completed compulsory secondary education;
- Ability to use standard office equipment and proficiency with standard software applications;
- Ability to work in a multicultural environment;
- Very good command of written and spoken English, which is the working language (European language level B2 on written and spoken). For certain positions, knowledge of other languages (e.g. French) may be required.

## **7 Areas of activities**

Activities for which the IO may request Interim personnel include, but are not strictly limited to, the following:

### **Lot 1 - Administrative support**

Within this lot, Interim personnel will be required for following task categories:

- secretary/clerical support,
- general administrative support;
- document control support;
- procurement support;
- financial support;
- communication support;
- human resources support;
- legal support;
- quality management support.

### **Lot 2 - Technical support**

Within this lot, Interim personnel will be required for following task categories:

- Engineering/scientific technical support;
- IT support (e.g. database administrator, system administrator/ architect/ developer/ programmer support);
- Project management support

It's envisaged that the need of technical support interim personnel will increase in the coming years.

The various task categories listed above are generic titles. The profile requirements will be described in detail in a specific Interim Personnel Request Form.

## **8 Responsibilities**

The IO shall have a contractual commitment with the Interim Agency only, not with the Interim personnel.

Respective responsibilities shall be defined in the contract and each Interim employment contract. The Interim Agency responsibilities shall be in line with the French Labour Code (Articles L. 1251 and subsequent amendments).

## **9 Deliverables and due dates**

The Interim Agency is expected to deliver all services related to sourcing suitable candidates and the administrative management (contract, legal compliance, and payroll) of the Interim personnel within the defined timeframes.

The service delivery shall meet the quality of service indicators that will be defined by mutual agreement. These indicators will be monitored throughout the duration of the contract.

## **10 Reporting**

The Interim Agency shall provide an annual report of the services. Additional reports may be requested by IO.

## **11 Specific requirements and conditions**

Tasks description in the Interim employment contract must be written in both English and French.

The interim agency shall meet the following specific technical and professional requirement:

- Experience in providing services for multi-cultural/international organizations or large complex technical/ scientific projects
- Experience in hiring/ providing qualified international personnel with different levels of qualification / education, relevant work experience and technical skills.
- Consolidated talent pool with multiple administrative /technical candidates profiles.

## **12 Processing of requests and HRD digitalization**

The HRD of the IO has recently initiated an extensive HR digitalization project, to include digitalized processing of interim personnel requests, replacing the existing paper-based manual processing, so as to improve efficiency, process monitoring and control. The selected Interim Agency shall be expected to adapt its internal processes and organization, as needed, to the changes implemented by the HRD digitalization.

## **13 Work Monitoring / Meetings Schedule**

The Interim Agency, with its proposed points of contact, is expected to:

- Meet at least once a year with the HRD representatives;
- Answer within one working day to any questions from HRD; and
- Liaise regularly as needed with the Interim personnel assigned to IO, at least twice a year, for a follow up meeting.

## **14 Delivery time breakdown**

The contract with the Interim Agency shall be signed and its execution shall start within the month following the kick-off meeting between IO and the Interim Agency.

## **15 Quality Assurance (QA) requirements**

The Interim Agency conducting these activities should have an ITER Organization approved QA Program or an ISO 9001 accredited quality system.

## **16 KPIs to be considered**

- Minimum number of CVs provided per request
- Minimum accepted CVs for interviews with IO
- Minimum % of selected candidates' CVs
- Response times (shortlist of candidates, interviews' arrangements, employment contract expediting etc.)

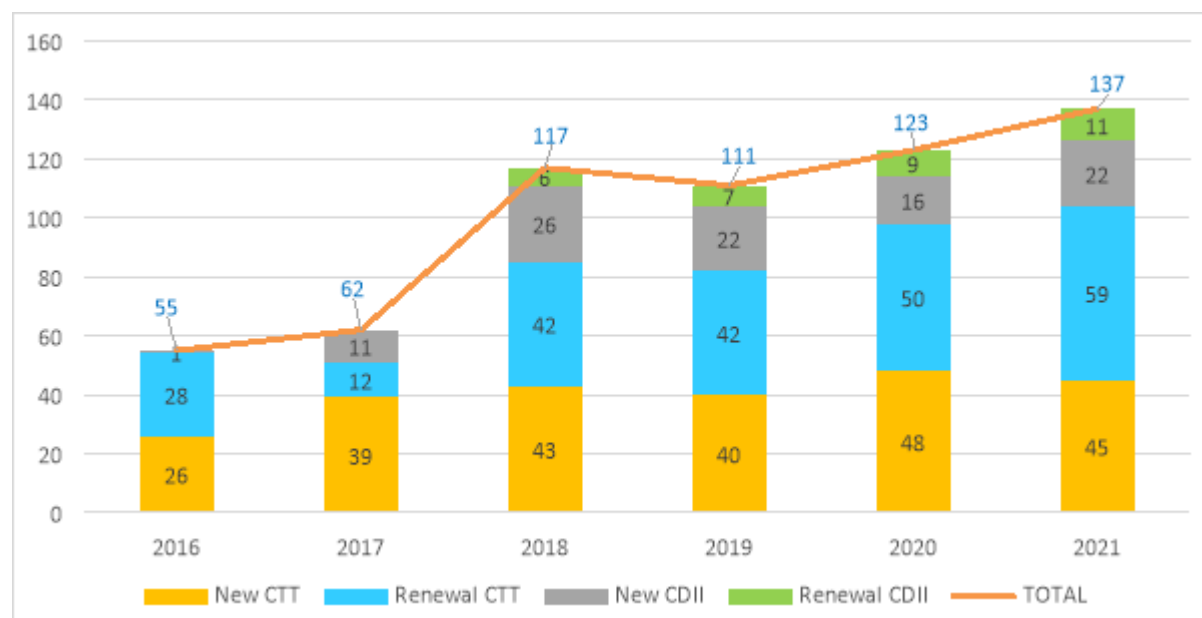


## ANNEX 1

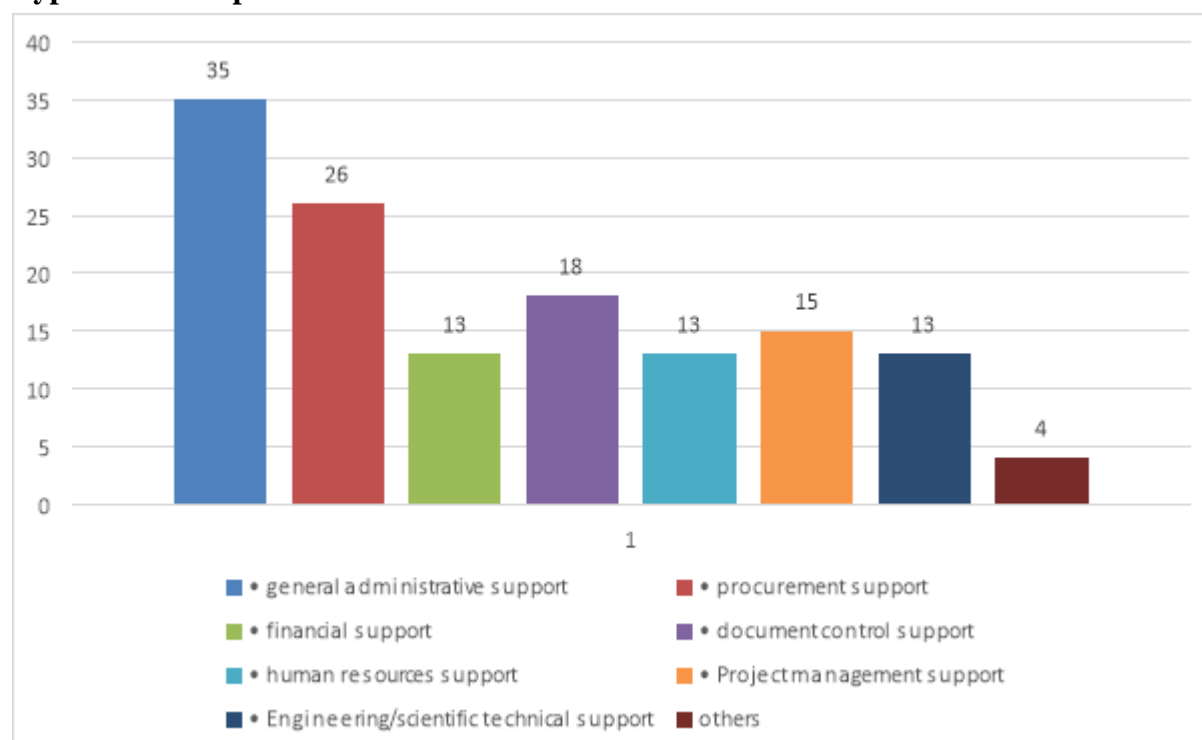
**Number of Interim contract managed in 2021: 137**

**Total number of interim staff during 2021: 82 (vs 82 in 2020)**

**Total interim cost for 2021: 3,210,425 € (vs 2.43 M€ in 2020)**



### Typical interim profiles in 2021



# ANNEX I

## EXPRESSION OF INTEREST & PIN ACKNOWLEDGEMENT

To be returned by e-mail to: [emilie.blanchet@iter.org](mailto:emilie.blanchet@iter.org) copy [Kristel.Jeanmart@iter.org](mailto:Kristel.Jeanmart@iter.org)

ITER Organization / ITER Headquarters  
Procurement & Contracts Division  
Route de Vinon-sur-Verdon  
CS 90 046  
13067 St. Paul Lez Durance Cedex  
France

TENDER No. **IO/23/OT/70000862/EBT**

DESIGNATION of SERVICES: **Interim agencies**

OFFICER IN CHARGE: **Emilie Blanchet – Procurement & Contracts  
Division ITER Organization**

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

☐ WE INTEND TO SUBMIT A TENDER

☐ WE WILL NOT TENDER FOR THE FOLLOWING REASONS:

.....

Signature:

COMPANY STAMP

Name: .....

Position: .....

Tel: .....

E-mail: .....

Date: .....