

外部委託業者の募集

References: IO/25/OT/70001263/FMR

“Bus transportation services”

(バス輸送サービス)

IO 締め切り 2025 年 3 月 28 日(月)

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。

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。

〇作業範囲

この文書に記載されたサービスの範囲は、バス輸送サービスの提供を含むもので、以下の内容が含まれますが、これに限定されません：

- 就業日の通勤バスサービス (月曜日から金曜日) の提供；
- 就業日の昼休みに、敷地内のレストラン施設を利用するためのシャトルバスサービスの提供；
- Aix-en-Provence から ITER サイトまでの訪問公式者の送迎バスサービスの提供 (年間を通じて)；
- 年間を通じての現地訪問を行うためのバスサービスの提供；
- 現地での特別イベント (オープンデー、安全デーなど) のためのバスサービスの提供 (平日および週末)。

サービスの詳細な範囲については、添付の技術仕様書 ref. DCW5SX v1.1. をご覧ください

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、関心のある候補企業に対し、以下

の概略日程に示された 10 作業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。

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	2025 年 3 月 18 日
関心表明フォームの提出	2025 年 3 月 28 日
iPROC での提案依頼書の発行	2025 年 4 月 4 日
入札提出	2025 年 5 月 19 日
契約授与	2025 年 6 月

契約調印	2025 年 6 月
サービス拡大*	2025 年 7 月
サービス開始	2025 年 9 月 13 日

*新しい契約者が現地の活動や手順に慣れるため、また旧契約者がスムーズに解約作業を行うために、3ヶ月の重複期間が予定されています。

○契約期間と実行

ITER機構は2025年9月13日からサービスを開始するために供給契約を6月ごろ授与する予定です。予想される契約期間は、4年とし、1年延長のオプションが2つ伴います。

この調達に適用される契約条件は、FIDIC短縮版契約書（第1版 1999年版、通称：グリーンブック）です。

○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。

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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「**Bus transportation Services Framework Contract Abstract**」をご参照ください。】

ITER 公式ウェブ <http://www.iter.org/org/team/adm/proc/overview> からも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/25/OT/70001263/FMR

For

Bus transportation Services Framework Contract

Abstract

The purpose of this summary is to provide prior notification of the ITER Organization's intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organization, the technical scope for this tender, and details of the Tender process for Lifting Services Framework Contract.

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 Framework 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, 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 performance of Bus transportation services including but not limited to:

- The provision of commuter bus services on working days (Mondays to Fridays);
- The provision of a shuttle bus service running inside the ITER Site during lunch hours on working days to serve the restaurant facilities available on site;
- The provision of a bus service to escort visiting officials attending ITER meetings from Aix-en-Provence to the ITER Site throughout the year;
- The provision of a bus service to carry out site visits throughout the year;
- The provision of a bus service for onsite special events such as open days and safety days (Weekdays and weekends).

For the full scope of services, please see the attached Technical Specifications, ref. DCW5SX v1.1.

4 Procurement Process & Objective

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

The Procurement Procedure selected for this Tender is a so-called **Open Tender** procedure.

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

- Step 1- Prior Information Notice (PIN)

The PIN 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 in the procurement timetable below.

Special attention:

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

When registering in Ariba (I-PROC), 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 – Request for Proposal (RFP)

After 10 calendar days of the publication of the PIN, the Request for Proposals (RFP) will be published on our digital tool “I-PROC”. This stage allows interested bidders who have indicated their interest to the Procurement Officer in charge AND who have registered in I-PROC 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 the I-PROC 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 works in line with the technical scope and in accordance with the particular criteria listed in the RFP.

➤ Step 4 – Contract Award

A Framework Service 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)	18 March 2025
Submission of expression of interest form	28 March 2025
Request for Proposal launched on I-PROC	04 April 2025
Tender Submission	19 May 2025
Contract Award	June 2025
Contract Signature	June 2024
Ramp up*	July 2025
Start of Services	13 September 2025

*an overlap period of 3 months is foreseen to let the new contractor familiarize themselves with site activities and procedures and the old contractor to demobilise smoothly.

5 Quality Assurance Requirements

The Candidate shall have ISO 9001 or shall submit to the IO for approval its “Quality Assurance Program” in the Tender Submission for the IO’s review and acceptance. Prior to commencement of any work under this Contract(s), a Quality Plan shall be submitted and approved by the IO.

6 Contract Duration and Execution

The IO shall award the Framework Contract around June 2025 for a start of services on 13th of September 2025 . The contract duration shall be 4-years with two (2) optional extensions of 1-year each.

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, 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.

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 IO.

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 IO 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 I-PROC.

8 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 I-PROC. 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.

Technical Specifications (In-Cash Procurement)

Technical Specifications - Bus transportation services

This document describes the technical requirements for the provision of transportation services by means of buses.

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1 Preamble

This Technical Specification is to be read in combination with the General Management Specification for Service and Supply (GM3S) – Ref [1] that constitutes a full part of the technical requirements.

In case of conflict, the content of the Technical Specification supersedes the content of Ref .

2 Purpose

This document specifies the technical requirements related to the framework contract for the bus services to be provided for the ITER Site.

The scope of the services includes:

- a. The provision of commuter bus services on working days (Mondays to Fridays);
- b. The provision of a shuttle bus service running inside the ITER Site during lunch hours on working days to serve the restaurant facilities available on site;
- c. The provision of a bus service to escort visiting officials attending ITER meetings from Aix-en-Provence to the ITER Site throughout the year;
- d. The provision of a bus service to carry out site visits throughout the year;
- e. The provision of a bus service for onsite special events such as open days and safety days.

The services under (a) and (b) are permanent services, to be provided on a daily basis.

The services under (c) and (e) are on-demand services, subject to dedicated requests.

3 Acronyms

The following acronyms are the main one relevant to this document.

Abbreviation	Description
CRO	Contract Responsible Officer
GM3S	General Management Specification for Service and Supply
IO	ITER Organization
PRO	Procurement Responsible Officer

4 Applicable and Reference Documents

The Applicable documents and Reference documents are listed in Appendix A. Applicable documents contain additional requirements of the present Technical Specifications. Reference documents provide data or information useful in enhancing the understanding of the Technical Specifications.

These Technical Specifications takes precedence over the Applicable documents and Reference documents. In case of conflicting information, the Contractor shall seek clarification from the ITER Organization.

It is the responsibility of the Contractor to identify and request for any documents that would not have been transmitted by the ITER Organization.

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Upon notification of any revision of the applicable document, the Contractor shall advise within 4 weeks of any impact on the execution of the contract. Without any response after this period, no impact will be considered.

4.1 Commuter Buses

4.1.1 *Current Routes and timetables*

This service currently comprises of 9 commuter buses serving 7 different lines between the ITER Site and the following destinations:

- Line A – Aix West #1 (via Venelles) x 2 buses;
- Line B – Aix West #2 x 2 buses;
- Line C – Aix East x 1 bus;
- Line D – Sainte-Tulle (via Pierrevert and Manosque) x 1 bus;
- Line E – Villeneuve (via Volx, Manosque and Vinon-sur-Verdon) x 1 bus;
- Line F – Aix West (early departure to and from ITER) x 1 bus;
- Line G – The International School, Manosque x 1 bus.

The Commuter Bus services shall be provided from Monday to Friday (with the exception of any ITER Site closure days), with initial arrival at the ITER Site (Building 03) by 08:25 and departures from the ITER Site (Building 08) starting from 17:25. This is with the exception of lines E and F as described in the following document [2]. The dispatch bus route map can be found in applicable document [5].

It is expected that from September 2025, the local authorities will make significant changes to the public bus services meaning that Lines A, B and C will likely not be required, or at least not on the same routes or with the same volume. Depending on these potential changes as well as on the frequentation numbers for the different bus lines, the ITER Organization reserves the right to cancel lines, add lines, alter the routing or add or cancel bus stops. Such changes must be implemented by the Contractor within one month from the request. The services shall therefore be flexible and be able to adapt to needs and usage.

Routing alteration cost shall be calculated with price per km for the concerned line(s). The Contractor shall transmit updated timetables and route maps and implement the changes within five working days after the request.

4.1.2 *General requirements*

The Monthly programmed Commuter Bus line operations will be guaranteed for at least 99.8% (acceptance of two breakdowns per month). Service defaults are registered by the Contractor and transmitted during the day of occurrence to IO. A service default register is maintained by the Contractor (update transmitted within Monthly report) and will imply penalties when defined threshold is reached. In case of mechanical dysfunction, an alternative mode of transport will be offered within one hour of disruption.

The bus shall respect the pick-up and drop-off times agreed upon for all the lines with a tolerance of 5 minutes for intermediate stops. Under no circumstance must the bus depart before the scheduled departure time.

The bus drivers shall be permanently available by telephone through a hands-free Bluetooth device in order to receive any special instructions from ITER traffic management and/or to report any delays or unforeseen events.

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The Contractor shall be proactive in receiving information well in advance of works on Commuter bus journeys (e.g. works performed by local authorities). The impacts shall be evaluated by the Contractor and counter measures shall be proposed to ITER Organization and implemented after ITER Organization approval. The subsequent modification of timetables and/or route maps shall be prepared by the Contractor and promptly communicated to ITER Organization.

The Contractor shall collect daily (morning and evening) for each commuter bus line and for each stop accurate passengers' statistics. In addition to the Monthly reporting requirements defined in GMS Section 6, these statistics shall be uploaded to a dedicated SharePoint page before noon the following day.

The Contractor shall have access to and utilize the ITER SMS service in order to inform commuter bus users of delays on the morning and evenings services. This system will be accessible to a limited number of persons who are able to send notifications from 07:00 to 18:00 Monday to Friday. A short training will be provided by the IO to all users.

The buses shall be fitted with a live tracking system that can be made available to either a limited number of persons within ITER for communication purposes or to all users via a dedicated application). The purpose of the tracking system is primarily for morning commuters in case of delay.

4.1.3 Vehicle Requirements

Commuter Buses, in addition to the general requirements given in, shall meet the following requirements:

- All Commuter Bus lines shall be serviced by buses with a capacity of at least 50 passengers;
- The buses provided shall be able to display clearly (via an electronic display, or similar) the number/title of the service they represent;
- The Contractor shall propose and onboard payment system for all buses;
- The Contractor shall consider implementation of a means of passenger control/access when boarding the bus and include such a facility as an option in any proposal made to ITER Organization.

4.1.4 Ticket sales

A bus fare of 2.50€ per passenger/per trip shall be applied for the use of the Commuter Buses. The fares are to be paid either in advance or directly on board the bus.

There shall be several methods of payment:

- The Contractor shall propose a payment system using the ITER access badge (or similar (this could also be a dedicated badge supplied by the contractor or a web based 2.0 type global information application)). This method shall also enable users to recharge their badges/accounts. A recharging terminal could also be available at the Concierge desks in building 72 and 81 or directly on the buses.
- Tickets/charge badges will be sold :
 - ✓ At the Conciergerie: the Concierge desk located in the lobby of Buildings 72 and 81. The income from these ticket sales shall be paid directly by the concierge to the bus contractor. Tickets shall be sold in bulk (packs of 10 or more).
 - ✓ Sales on bus: Tickets shall be sold in bulk (packs of 10 or more) as well as individually for single trips.

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- Contactless card payment either on the bus or through the ITER Concierge;
- Cash payments either on the bus or through the ITER Concierge.

Total amount of ticket sales (n-1) shall be deducted from the service invoice (n) on a monthly basis. The Contractor shall be liable for control and follow-up of the accountancy imposed using this ticketing system including:

- Daily ticketing system report to be edited by the drivers;
- Administrative double check and follow-up (e.g. MS Excel® file);
- All proof and records shall be archived for a period of at least 12 months.

ITER Organization reserves the right to audit the Contractor's accountability whenever required.

4.2 Restaurant Bus

4.2.1 Route and timetable

This service is to be provided from Monday to Friday between 11h30 and 14h00 (with the exception of any ITER Site closure days indicated in applicable document [1]), with a regular interval of 12 minutes between Building 72 and Buildings 81/82 (i.e. five round trips of approximately 24 minutes as described in applicable document [4]).

The restaurant bus route is indicated in applicable document [3]. Due to evolutions of the ITER Site activities which could occur during the course of the contract, the routing and/or timetable of the restaurant bus may be changed. ITER reserves the right to cancel these buses with one month notice at any time.

4.2.2 General requirements

To ease the restaurant bus journey, one remote control for the internal gate I2 is allocated to the bus driver on a daily basis (to be collected from and returned to the guardhouse B87.1 at Entrance A).

4.2.3 Vehicle Requirements

The restaurant bus shall provide a capacity of at least 50 persons.

4.3 VIP Shuttle Bus

4.3.1 General requirements

This service will cater for the transport of officials during ITER Meetings (For information only, approximately 8 to 12 meetings per year) for morning and evening commuting between Aix-en-Provence city centre (3 to 4 stops) and the ITER Site, and also for any special visits as required by ITER Organization.

This service shall be triggered upon written demand from the ITER Organization with a minimum 24H prior notice.

The service shall be highly flexible with respect to time tables and individual passenger requirements including:

- Last minute modification of pick-up time;
- Possibility for single pick-up and/or drop-off of Officials;
- Permanent disposal of bus and driver;

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- After work event transportation;
- Changes in the number of passengers per event.

The bus driver shall be permanently reachable by telephone in order to respond to special instructions given by ITER traffic management and/or to report back concerning any delays or unforeseen events.

The range of VIP passengers is estimated to vary from 15 to 80 persons with the number of passengers varying on a service by service basis (as defined by ITER Organization); as such the Contractor may be required to supply more than one vehicle if necessary.

4.3.2 Vehicle Requirements

VIP Shuttle Buses, in addition to the general requirements shall meet the following additional requirements:

- For groups of less than 30 persons → minibus type;
- For larger groups → bus with at least 50 seats;
- Equipped with high standard comfortable seats;
- Equipped with a microphone in order to communicate with passengers.

4.4 Site Tour Bus

4.4.1 General requirements

The Site Tour Bus serves as transport to visitors (students, officials, politicians, business persons, general public) making a tour of the ITER construction site.

This service shall be triggered upon written demand from the ITER Organization with a minimum 24H prior notice.

The site tour can start from several locations within the ITER site (site entrances, ITER HQ etc. and takes visitors to the worksite, the visitor building (B08) as well as occasionally to the Chateau de Cadarache. Such site tours generally take around 90 minutes depending on the route and accommodate 15 to 50 persons per visit. For information only, in 2023 there were approximately 700 visits that used buses for worksite tours:

The department who reserves the bus will confirm the required route.

Any extra bus cleaning which may be necessary due to driving on wet and muddy roads is to be undertaken by the Contractor at his own cost.

The bus driver shall respect all speed and safety regulations applicable at the ITER Site, noting that there may be specific traffic restrictions or regulations in place on the construction site.

When visiting the ITER construction site the bus driver shall minimise interaction with on-going works and give priority to construction related traffic.

The bus driver shall be permanently reachable by telephone in order to respond to special instructions given by ITER traffic management.

4.4.2 Vehicle Requirements

Site Tour Buses, in addition to the general requirements given in Section 4.6.1, shall meet the following additional requirements:

- Site Tour buses shall be available in both minibus type and standard bus type:
 - **Minibus type:**
 - Max. length 9m; short turning radius 8 m max;

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- Capacity between 15 to 30 seats.
- Equipped with microphones in order to easily communicate with passengers;
- Equipped with high standard comfortable seats.

- **Standard bus type:**
- Capacity up to 50 seats
- When specified by the requestor as VIP Site Tour, the vehicle shall in addition be equipped with high standard comfortable seats (generally small groups less than 15 persons).
- All vehicles shall be equipped with microphones in order to easily communicate with passengers.

The requestor shall specify when ordering the services the type of bus required.

4.5 Special events

4.5.1 General requirements

The IO organises a minimum of 5 onsite events annually where buses are required for transportation around the site throughout the whole day. These events include the ITER Open Doors Day (Generally on weekends) as well as the ITER Safety Day. A route map and schedule will be organised by the requestor in advance of the event. The number of buses required for these events range from two to ten depending on the specific need.

4.5.2 Vehicle Requirements

The special events bus shall provide a capacity of at least 50 persons and be equipped with microphones.

4.6 General requirements for all services

4.6.1 Vehicle Requirements

The following general requirements are applicable to all bus services that are to be provided by the Contractor:

- It is the responsibility of the Contractor to determine and allocate the appropriate transportation means for the services detailed in this Technical Specification;
- The buses used by the Contractor shall be tourist class in nature;
- All buses used by the Contractor must comply, as a minimum, with Euro VI classification under the European Emission Standards;
- All buses provided should be equipped with the necessary means to transport a limited number of passengers in wheelchairs;
- All buses must have seat belts, use of which shall be mandatory. Signage to this effect shall be apparent throughout the buses, as well as all other necessary safety related signage;

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- Smoking shall not be permitted on any of the services provided by the Contractor. Signage to this effect shall be apparent throughout the buses used;
- All vehicles shall be equipped for winter driving conditions as appropriate;

The Contractor shall ensure that all vehicles supplied as part of this contract are well maintained according to all regulatory and safety controls etc. for such services. Vehicles shall also exhibit a good level of cleanliness at all times and to this effect the Contractor shall define and follow a cleanliness program (floor, handrails, seats, windows, removable head-rest covers...);

All vehicles supplied by the Contractor shall not bear any references to the ITER Project or any references to the affiliation of the Contractor with ITER Organization;

The Contractor shall propose the option to have WI-FI available on the bus as well as USB connections for phone chargers.

Buses shall display the bus line numbers (LED sign) at the front and at the back.

4.6.2 Driver Requirements

Drivers shall be holders of a valid driving license for the respective vehicle types, free of accidents for more than three years.

Drivers shall moreover be trained to drive attentively and safely. Their minimum age will be 25 years with a driving experience of at least three years.

Drivers shall have successfully completed “First Aid” training and be capable to give first aid assistance to passengers in case of an accident or incident.

Drivers shall have a basic level of English enabling them to communicate with non-French speaking passengers when needed.

Drivers shall have a customer friendly attitude.

The drivers of Site Tour buses, VIP shuttle buses and the canteen shuttle bus shall have obtained permanent badges prior to service performance.

The drivers shall punctually respect the departure and arrival times.

The drivers shall respect general traffic rules and on-site safety rules at all times and under all circumstances.

4.6.3 Insurance

Before the commencement of the services the Contractor must have taken out the necessary insurance covering the risks associated with the performance of the services. The Contractor must provide a certificate of insurance which must prove that he has a blanket liability insurance policy covering damage to property and personal injury during and after the performance of the services.

The insurance certificate must come solely from an insurance company, a general agent, or mutual company and must contain at least the following:

- Name of the insured;
- The amount of collateral damage;
- Amount of any deductibles;
- Activities covered;
- Time and date of the certificate.

The Contractor must inform the ITER Organization of any change of insurer throughout the duration of the contract and immediately issue to the ITER Organization a new certificate in accordance with the procedures given above.

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4.6.4 Ancillary Costs

The Contractor shall cover all additional expenditures relating to the services detailed in this document, for example refuelling costs, road tolls etc.

5 On-Site Facilities

It is expected that certain Contractor staff and vehicles will remain on the ITER site during the working day in order to carry out some of the services required. ITER Organization will provide the Contractor with a rest room within the ITER buildings that shall have necessary amenities for such purposes. Contractor staff shall also be granted access to the canteens in both Buildings 72 and 77 (Standard tariff). Space for the parking of vehicles shall also be provided as necessary. The following conditions shall be fulfilled by the Contractor in relation to the supply of such facilities from ITER Organization:

- The general cleanliness and tidiness of the rest areas provided shall be ensured by the Contractor at all times (note that full cleaning, waste disposal etc. will be conducted by a separate contractor employed by ITER Organization to service all the ITER Buildings);
- The Contractor shall not perform any maintenance or related activities (besides basic internal cleaning if required) to vehicles stationed on the ITER Site.

6 List of deliverables and due dates

The Supplier shall provide the ITER Organization with the documents and data required in the application of this technical specification, the General Management Specifications [1] and any other requirement derived from the application of the contract. All deliverables shall be in English.

A minimum list of deliverables is provided in Appendix C.

7 Quality Assurance requirements

The Quality class under this contract is QA3, GM3S section 8 applies in line with the defined Quality class.

8 Safety requirements

Refer to the General Management Specifications [1], section 5. Sections 5.3 and 5.4 do not apply.

9 Special Management Requirements

Requirements for GMS Section 6 apply amended with the following specific requirements:

9.1 Meeting Schedule

Monthly meetings between ITER Organization and the Contractor's representatives will take place on a monthly basis to review the previous months services. Please refer to the General Management Specifications [1] for further details.

9.2 Work Monitoring

The contractor shall report daily through a shared application the number of passengers for each morning bus line.

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10 Key Performance Indicators

The Contractor shall follow and update on a monthly basis the servicing indicators provided in the table below:

Type	Topic	Reference documents	KPI	Threshold
Vehicles	Euro norm	Bus registration document	# of non-conformities observed	100% conformity to IO specifications
	Safety	Mines acceptance report / periodical inspection report	NA	for any major issue related to safety noticed and requiring counter-visit
	Servicing	Programme	# of breakdowns	Less than 2 breakdowns for every 1000 journeys (program guaranteed at least 99.8%)
	Display of lines title	Visual control - passenger claim	# of claims/quarter	Less than 2 claims per quarter
	Vehicle cleanliness Internal, External	IO criteria	# of claims/quarter	for each claim
Type	Indicator	Reference documents		Norm
Operations	Timing	Arrival and departure time at IO	# of claims/quarter	Less than 2 claims per quarter
	Routing and stops	Implementation plan	# of claims/quarter	No claim
	Continuity of service	backup solution implementation delay (alternative mode of transport offered within one hour)	# of claims/quarter	No claim
	Ticket sales management	ticket sales accountability	# of discrepancies observed/quarter	good administration of ticket sales accountability
	Routing and stops alteration	timetables and route maps	Documents updated in due time	documents updated within 2 days - less than 1 claim per quarter
	Deliverables transmission	deliverable's schedule	All deliverables received within due time	transmission delays given in TS Appendix B
Type	Indicator	Reference documents		Norm
Passengers information	Presence	Claim notebook	NA	100% of vehicles equipped
Type	Indicator	Reference documents		Norm
Drivers	Qualification and experience	Pre-qualification criteria	NA	100% of drivers of 25 years old min. with 3 years of valid driving licence
	Training	Training plan	100% of achievement	100% of achievement
	Respect of IO procedures	IO internal regulations	No claims	No claim

The Contractor shall provide ITER Organization with all proofs necessary to justify servicing indicator results.

Regarding servicing indicator for commuter buses, the programme is due to be performed in time with a tolerance margin of 0.2% (i.e. 2 events per month). Events taken into account and considered as service default:

- Delays (line departure and/or arrival from line start point and/or ITER Site) caused by Contractor proper default (staff, vehicle, organization...);
- Mechanical failure.

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Appendix A – Applicable and reference documents

The Applicable documents contain additional requirements of the present Technical Specifications and are listed below.

Documents	ITER ref.	Version
[1] General Management Specifications	82MXQK	1.4
[2] Current commuter Bus Route Maps and Timetables	BJGQYD	4.4
[3] Restaurant Bus Route Map	FA35RU	2.0
[4] Restaurant Bus Timetable	BMDTED	3.1
[5] Dispatch Bus Route Map	258CYA	1.0
[6] ITER Site Development Plan	2D3YX2	14

Appendix B – List of Deliverables

Ref.	Deliverable	Spec.ref.	Periodicity	Due Date*
01	Quality Plan		NA	1 month after T0
02	PPSPS		Each revision	1 month after T0
03	Prevention Plan		Annually	1 month after T0
04	Implementation Plan: ✓ Detailed timetables and route maps		NA	1 month after T0
05	Insurance certificates		Annually	1 month after T0 and then 1 month after insurance renewal
06	Monthly reports		Monthly	(before 15 of following month)
07	Daily statistics		Daily	Before 12:00 each weekday
08	Monthly meeting minutes		Monthly	(before 15 of following month)
09	Annual environmental reports		Annually	(31 Jan each year)
10	Annual conformity reports		Annually	(31 Jan each year)

*T0 = Contract signature date

ANNEX I

EXPRESSION OF INTEREST & PIN ACKNOWLEDGEMENT

To be returned by e-mail to: floriane.moynier@iter.org,

copy: mukamanaaline.nsengiyumva@iter.org

TENDER No. **IO/25/OT/70001263/FMR**
DESIGNATION of SERVICES: **Bus transportation services**
OFFICER IN CHARGE: **Floriane Moynier/ Aline Nsengiyumva-EXT
Procurement Division ITER Organization**

- ☐ 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

Please indicate your registration number:

☐ NO, but we shall register before the indicated tender launch date

Please list the users of ARIBA/IPROC that you wish to add as response team for this tender:

Name	E-mail
...	...

.....

ANNEX I

Signature:

COMPANY STAMP

Name:

Position:

Tel:

E-mail

Date: