

外部委託業者の募集

References: IO/26/OT/10034755/FMR

"Parcel Management and Postal services contract"

(郵便物・小包管理及び郵便業務サービス契約)

IO 締め切り 2026 年 9 月 25 日(金)

○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

ITER 機構では、ITER サイト内に所在するすべての建屋を対象として、郵便物および小包の受領、配布ならびに発送を行う郵便サービスを必要としています。これらのサービスは、外部からの郵便物・小包の配送だけでなく、ITER 機構内部における郵便物・小包の配送も対象とします。

契約者が実施する業務は、以下のとおりです。

✓ 業務A : 大型到着貨物の受領・仕分け・梱包・配送

ITER サイト近傍に設置された仕分け施設を経由して ITER 機構宛てに送付される大型到着貨物、すなわち重量 30kg を超え 500kg 以下の大型小包・梱包品について、受領、仕分け、梱包および配送を行うこと。

✓ 業務B : 郵便担当者 (Post Officer) およびクーリエ業務の提供

郵便担当者およびクーリエは、以下の業務を実施するものとします。

- ITER サイトで勤務する受取人宛ての軽量郵便物 (30kg 未満の書簡および小包) の受領および適切な配布
- ITER サイト内の各建屋への ITER 機構内部郵便物の配布
- ITER 機構から発送される郵便物の取りまとめ、料金別納処理 (franking) および発送手配

サービス範囲の詳細については、添付の技術仕様書 (参照番号 : GNPLLK v1.2) をご参照ください。

○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・提案依頼書 (RFP)

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-契約授与

フレームワークサービス契約は、RFP に記載された評価基準および評価手法に基づき、技術提案 60%、価格提案 40%の配点による「最良のコストパフォーマンス」に基づいて授与されます。

○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	2026 年 9 月 15 日
関心表明フォームの提出	2026 年 9 月 25 日
iPROC での提案依頼書の発行	2026 年 9 月 28 日
入札提出	2026 年 11 月 9 日
契約授与	2027 年 1 月
契約調印	2027 年 1 月
業務開始	2027 年 3 月 1 日

○必要なスキルと経験

業務Aについて、仕分け施設は、重量30kg超500kg以下のすべての大型小包のITER機構向け配送先として使用されます。当該施設は、到着するすべての小包を処理できる十分な収容能力および適切な設備を備えていなければなりません。また、ITERサイトから10km以内の場所に所在していることを要件とします。

ITERプロジェクトの公式言語は英語であり、すべてのコミュニケーション（口頭および書面）は英語で行われなければなりません。

○契約期間と実行

ITER機構は、2027年1月頃に本業務契約を締結する予定です。

業務期間として4年の固定期間と、オプションな追加の2年となります。業務サービス開始は2027年の3月1日となる見込みです。

○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。

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

一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「**Parcel Management and Postal services contract**」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。



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PRIOR INDICATIVE NOTICE (PIN)
OPEN TENDER SUMMARY
IO/26/OT/10034755/FMR
for
Parcel Management and Postal services 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 Parcel Management and Postal services 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 Service 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

Postal services are required by the ITER Organization to serve all the buildings located throughout the ITER Site to include reception, distribution and dispatch of incoming and outgoing mail/parcels. These services shall concern both external and internal (to the ITER Organization) mail/parcel delivery. The services to be performed by the Contractor will consist of the following:

- ✓ Activity A: Reception, sorting, packaging and delivery of large incoming items, i.e. large parcels and packages (exceeding 30kg and to a maximum of 500kg in weight) addressed to the ITER Organization by means of a sorting office situated close to the ITER Site.
- ✓ Activity B: The provision for the role of a Post Officer and courier who shall perform the following tasks:
 - The reception and correct distribution of light mail, (i.e. letters and parcels of less than 30kg), addressed to recipients working on the ITER Site;
 - Distribution of internal ITER mail to the various buildings throughout the ITER Site;
 - Organisation, franking and dispatch of outgoing mail from the ITER Organization.

For the full scope of services, please see the attached Technical Specifications, ref. GNPLLK v1.2

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 20 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 Service Contract will be awarded based on lowest priced technically compliant offer 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)	15 September 2026
Submission of expression of interest form	25 September 2026
Request for Proposal launched on I-PROC	28 September 2026
Tender Submission	9 November 2026
Contract Award	January 2027
Contract Signature	January 2027
Start of Services	1 March 2027

5 Quality Assurance Requirements

The Candidate shall have ISO 9001 (or recognized equivalent) else shall submit to the IO for approval its “Quality Assurance Program” in the Tender Submission for the IO’s review and acceptance.

6 Contract Duration and Execution

The ITER Organization shall award the Service Contract around January 2027.

The duration of the services will be four years fixed with the option of an additional two years. The start date will be 1 March 2027.

7 Experience

For Activity A, the sorting office will be used by the ITER Organization as the delivery address for all large parcels between 30kg to 500kg in weight. It must be of sufficient size and adequately equipped to deal with all incoming parcels. It must be located within a radius of 10 km from the ITER Site.

The official language of the ITER Project is English. All communication shall be in the English language (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, 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.

9 Sub-contracting Rules

Subcontracting is limited to 40 % 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.

Technical Specifications (In-Cash Procurement)**Technical specifications for the Parcel Management and
Postal services contract**

This document details the technical specifications for the Parcel Management and Postal services contract

Table of Contents

1	PREAMBLE	4
2	PURPOSE	4
3	ACRONYMS & DEFINITIONS	4
4	APPLICABLE DOCUMENTS	4
5	SCOPE OF WORK.....	5
6	DURATION	5
7	TECHNICAL REQUIREMENTS	5
7.1	Activity A: Sorting Office Services.....	5
7.1.1	<i>Reception.....</i>	6
7.1.2	<i>Security check during Reception.....</i>	6
7.1.3	<i>Security arrangements for the sorting office</i>	6
7.1.4	<i>Delivery to ITER Site</i>	7
7.1.4.1	<i>Locations</i>	7
7.1.4.2	<i>Operation</i>	7
7.1.4.3	<i>Couriers</i>	7
7.1.4.4	<i>Transportation</i>	7
7.1.4.5	<i>Tracking</i>	8
7.1.4.6	<i>Insurance.....</i>	8
7.1.5	<i>Personnel</i>	8
7.2	Activity B: On-Site Post Officer Services	8
7.2.1	<i>Mail Management</i>	8
7.2.2	<i>Specific Requirements and Conditions</i>	9
7.2.2.1	<i>Operation</i>	9
7.2.2.2	<i>Personnel</i>	9
7.2.2.3	<i>Transportation</i>	9
7.2.2.4	<i>Tracking</i>	9
7.2.2.5	<i>Insurance</i>	9
7.2.2.6	<i>Provisions</i>	9
8	MONITORING AND MEETING SCHEDULE	10
8.1.1	<i>Reporting.....</i>	10
8.1.2	<i>Meetings</i>	10
9	LIST OF DELIVERABLES AND DUE DATES	10
10	CONDITIONS AND INFORMATION	11

10.1 Safety11

10.1.1 Areas under operation11

10.1.2 Areas of the construction site.....12

10.2 Language.....12

10.3 Quality.....12

10.4 Information protection12

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 [1].

2 Purpose

This document provides the technical requirements for the provision of postal services for the ITER Organization.

3 Acronyms & Definitions

The following acronyms and definitions are the main ones relevant to this document.

Abbreviations	Descriptions
BFO	Buildings and Facilities Operation
IO	ITER Organization
PPSPS	French acronym for Plan Particulier de Sécurité et de Protection de la Santé – Specific plan of safety and health protection
Courier	Persons who transport mail from the sorting office to the ITER Site
Post Officer	Person responsible for all onsite postal activities

4 Applicable documents

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

Document title	ITER ref.	Version
[1] Internal Regulations	27WDZW	3.1
[2] ITER Site access Procedure	ITER_D_S38_93D	3.3
[3] Delivery Protocol	YDYGPU	1.3
[4] Reception, Distribution and Issuance of Mail	ITER_D_FB7EPL	1.8
[5] Contractor safety management procedure	ITER_D_Q2_GBJF	1.4
[6] PGC Safety Coordination plan	T6V4RP	6.3
[7] Rules of Coordination for Safety coordination between the health and Safety protection coordinator and the main contractors	UJ95AV	5.2

Document title	ITER ref.	Version
[8] Site development plan	2D3YX2	7
[9] Specific requirements on Procurement including French Classified Information	MQP L3 (G8YNCT v2.2)	2.2

These Technical Specifications takes precedence over the Applicable 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 document that would not have been transmitted by the ITER Organization.

Upon notification of any revision of an 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.

5 Scope of Work

Postal services are required by the ITER Organization to serve all the buildings located throughout the ITER Site to include reception, distribution and dispatch of incoming and outgoing mail/parcels. These services shall concern both external and internal (to the ITER Organization) mail/parcel delivery.

The services to be performed by the Contractor will consist of the following:

Activity A:

Reception, sorting, packaging and delivery of large incoming items, i.e. large parcels and packages (exceeding 30kg and to a maximum of 500kg in weight) addressed to the ITER Organization by means of a sorting office situated close to the ITER Site.

Activity B:

The provision for the role of a Post Officer and courier who shall perform the following tasks:

- The reception and correct distribution of light mail, (i.e. letters and parcels of less than 30kg), addressed to recipients working on the ITER Site;
- Distribution of internal ITER mail to the various buildings throughout the ITER Site;
- Organisation, franking and dispatch of outgoing mail from the ITER Organization.

6 Duration

The duration of the services will be four years fixed with the option of an additional two years. The start date will be 1 March 2027.

7 Technical Requirements

7.1 Activity A: Sorting Office Services

The following details the technical requirements of the services to be provided by the sorting office facility, which the Contractor will provide.

7.1.1 Reception

The sorting office will be used by the ITER Organization as the delivery address for all large parcels between 30kg to 500kg in weight.

It must be of sufficient size and adequately equipped to deal with all incoming parcels. It must be located within a radius of 10 km from the ITER Site and be installed with security systems (see section 7.1.3).

The Contractor shall, upon reception of parcels check against the delivery note all items included in every received parcel (without opening the package) to ensure that all the component parts are present and in good order and then pack the parcels appropriately for safe delivery to the specific location on the ITER Site. It shall be the responsibility of the Contractor to ensure the good order of all parcels upon reception at their sorting office; any damages noted at this time shall be communicated to the initial sender and in case of significant damage, be refused. The Contractor shall contact the ITER addressee (as identified on the parcel) and inform them of any discrepancies identified during the initial reception phase. Any parcel received without any delivery information (name/building/contractor) shall be opened by IO BFO Staff only in order to find the correct recipient.

Historically the number of parcels received for sorting and delivery to the ITER Site is approximately 700 - 800 per month.

7.1.2 Security check during Reception

The Contractor shall use the security indicators detailed in Appendix to identify if a delivered item may be of concern.

In case of the event of a suspicious package the Contractor shall immediately call the IO Contract RO.

7.1.3 Security arrangements for the sorting office

The building constituting the sorting office shall include an upstream sector accessible to deliverers and a downstream sector reserved only for operating personnel. The upstream sector shall allow the reception, first administrative control and checks and possibly a first sorting of the parcels. Delivery vehicles shall not enter the sorting office but shall come sideways or in reverse (delivery dock).

The two upstream and downstream sectors shall communicate via a secure pedestrian passage reserved for operators.

Each of the two sectors shall have storage spaces adapted to the characteristics and volume of the packages usually received by the area concerned.

The secure pedestrian crossing shall be subject to access control and reserves the passage to the only agents exploiting the transshipping platform.

Sorting Office's keys shall be securely stored outside the periods of use and regular inventory shall be done. A List of persons authorized to access the Sorting Office shall be approved by IO/BFO.

The Sorting Office shall protect against intrusion and be under permanent video surveillance. The check area within the Sorting Office shall have a CCTV surveillance installed.

7.1.4 Delivery to ITER Site

7.1.4.1 Locations

The ITER Site is split into two separate areas: “Office Areas” and “Construction Site Areas” with buildings housing staff present in both. Refer to [4] for the buildings concerned by these services. The Contractor will be required to deliver all received parcels to both areas of the site as necessary.

All parcels should have the specific location (i.e. building number), of the intended addressee within ITER Organization when received by the Contractor, which will allow them to determine which area of the ITER site they need to deliver to. In such cases where the addressee location is not given or is not clear the Contractor shall liaise with the Post Officer or Contract RO to acquire the appropriate information.

7.1.4.2 Operation

The parcels are to be delivered to the ITER Site the next working day after their reception at the sorting office (D+1).

The services shall operate every working day, (i.e. Monday to Friday) except on those days where the ITER site is closed such as Bank holidays. The exception to this is the Christmas site closure days where the sorting office shall remain open (except for Bank Holidays). The closure days identified for the ITER Site shall be communicated to the Contractor by the ITER Organization for each year of the Contract, in advance of each coming year.

The office opening hours on site are from 07:30 to 18:00.

The Contractor shall have the necessary means and equipment to both unload at the Sorting Office and transport/ deliver to the final location at the ITER Site (including locations within buildings or other specified locations) packages of up to 500Kg in weight.

The Contractor is also responsible for the collection of parcels from the ITER Site that are being collected by the courier companies from the Contractor’s warehouses (up to maximum weight of 500kg). The Department Assistants will be able to contact the courier directly in order to arrange collection from the concerned building/office.

7.1.4.3 Couriers

The entrances to the two areas of the ITER Site are security controlled. It is the responsibility of the Contractor, in co-operation with the IO Contract RO, to undertake the necessary actions for obtaining access to the ITER Site for all its staff that shall form a part of these services, procedures of which can be found in the document ITER Site Access Procedures [2] .

In order to respect the security rules, the Contractor shall not use any third party courier services unless the ITER Organization has given advance approval.

Couriers shall speak French and have a minimum knowledge of English to enable them to interact with ITER Staff if required.

7.1.4.4 Transportation

The Contractor needs to provide a suitable vehicle in order to allow the representative to travel and perform effectively their role. The vehicle must be properly maintained and insured. All costs related to the use and maintenance of the vehicle are to be borne by the Contractor. Whilst electric vehicles are not imposed, it is the preferred that any onsite vehicles shall be either electric or hybrid. The vehicle shall be of a suitable size and fitted with a tailgate to ensure the correct transportation of large parcels.

7.1.4.5 Tracking

The Contractor will implement a tracking system for all parcels which shall include recipient signature approval in order to trace the delivery history and to form a record of successful dispatch.

All tracking records shall be maintained by the Contractor and available for review through a SharePoint feature as and when necessary.

7.1.4.6 Insurance

The Contractor shall have the appropriate insurance/means to cover any costs with regards to damage to contents in the event that parcels are damaged either in the sorting office or in transit to the ITER Site.

7.1.5 Personnel

The Contractor will provide qualified staff in order to perform the services, who shall have favourable background checks in accordance with section 10.4 Information Protection and be in possession of a valid driver's license.

7.2 Activity B: On-Site Post Officer Services

The Contractor shall provide dedicated onsite Post Officer services.

Post office services onsite shall include:

- Receiving and sorting of incoming mail;
- Delivery of mail to various locations onsite;
- Collection and delivery of recommended mail;
- Collection and delivery of internal mail;
- Collection and franking of outgoing mail.

The following details the technical requirements for this role:

7.2.1 Mail Management

The ITER Organization is made up of different departments which are located throughout the buildings on the ITER Site. These buildings are located in the two areas that form the ITER Site: "Office Areas" and "Construction Site Areas". The Post Officer employed will be required to familiarise themselves with these Departments and their locations on-site in order to effectively manage the flow of both external and internal (intra-Departmental) mail. The procedures for the management of mail can be found in the attached document [4].

The historical volumes of mail that are processed on-site (including small parcels (less than 30kg), but not including intra-Departmental mail) are given below:

- **Standard mail:**
 - Incoming = approx. 700/month
 - Outgoing = approx. 300/month
- **Registered mail:**
 - Incoming = approx. 40/month
 - Outgoing = approx. 50/month

7.2.2 Specific Requirements and Conditions

7.2.2.1 Operation

The services shall operate every working day, (i.e. Monday to Friday) except on those days where the ITER Site is closed (including, but not exclusive to, weekends and public holidays). The closure days identified for the ITER Site shall be communicated to the Contractor by the ITER Organization for each year of the Contract, in advance of each coming year.

The Contractor shall respect the delivery times as noted in the document “Reception, Distribution and Issuance of Mail”[4] .The Contractor shall provide a contact telephone number. The service shall be reachable and operational during working hours.

It is the responsibility of the Contractor, in co-operation with the IO Contract RO, to undertake the necessary actions for obtaining access to the ITER Site for all its staff that shall form a part of these services, procedures of which can be found in the document ITER Site Access Procedures [2] .

7.2.2.2 Personnel

The Contractor will provide qualified staff in order to perform the services, who meet the following mandatory requirements:

- Fluent in French and basic level of English languages (spoken and written);
- In possession of a valid driver’s license;
- Favourable background check (see section 9.4);
- Staff employed on long-term contracts (preferably CDI) in order to ensure continuation concerning procurement of postal services

In the event of short-term absence of the Post Officer (i.e. illness, holidays etc.), the Contractor shall have in place, two fully trained “back-up” replacements. Both replacements shall have a valid permanent access and full security background checks completed in advance.

7.2.2.3 Transportation

The Contractor needs to provide a suitable vehicle in order to allow the representative to travel and perform effectively their role. The vehicle must be properly maintained and insured. All costs related to the use and maintenance of the vehicle are to be borne by the Contractor. Whilst electric vehicles are not imposed, it is the preferred that any onsite vehicles shall be either electric or hybrid.

7.2.2.4 Tracking

The Contractor will implement an electronic tracking system for all parcels and registered mail which shall include recipient signature approval in order to trace the delivery history and to form a record of successful dispatch. All tracking records shall be maintained by the Contractor and available for review through a SharePoint feature as and when necessary.

7.2.2.5 Insurance

The Contractor shall have the appropriate insurance/means to cover any costs with regards to damage to contents in the event that parcels are damaged in transit to the ITER Site.

7.2.2.6 Provisions

The ITER Organization will provide a space for the on-site representative, located next to the Access Control area of Entrance B (identified as building B86.0 on the site master plan).

All IT equipment shall be provided in this office space by the ITER Organization.

It will be the responsibility of the Contractor to provide all the necessary stationery items to allow the member of staff to perform their role effectively on-site.

8 Monitoring and Meeting Schedule

8.1.1 Reporting

The Contractor shall be responsible for compiling monthly reports throughout the duration of the Contract which will be submitted to ITER Organization for recording purposes. These reports shall detail the performance and activities of the Sorting Office, Post Officer and the Courier Service provided by the Contractor and present statistics as follows:

- Number of registered mails sent and received per department/per day including tracking reference, sender, type of parcel and the addressee;
- Number of letters/parcels sent (Franchised) per day including franking type (e.g. International, standard etc.);
- A full report of all parcels received including tracking reference, sender, type of parcel, tracking reference and the addressee;
- Cost breakdown for all sent letters/parcels;
- Number of packages collected/delivered by the courier service including weight, number of kilometres driven and cost breakdown.

All of the above shall be presented in Excel format and be displayed per day, cumulative and per entity. All reports shall be submitted to the IO Contract RO on a monthly basis for approval.

8.1.2 Meetings

Bi-annual review meetings between the ITER Organization and the Contractor will take place in order to:

- Follow-up the Contract;
- Follow and review performance;
- Share information impacting the services;
- Adjust client's goals;
- Define and implement corrective measures.

The IO may call for interim meeting whenever deemed necessary.

9 List of deliverables and due dates

The Contractor shall provide the ITER Organization with the documents and data required in the application of this technical specification and any other requirement derived from the application of the contract.

A minimum list of documents is listed below with associated due dates:

Ref.	Deliverable	Spec. ref.	Periodicity ¹	Due date ²
M1	Complete and submit PPSPS and PDP		NA	T0 + 2 weeks

¹ In addition to document updates, as and when necessary

² T₀ = contract signature date

Ref.	Deliverable	Spec. ref.	Periodicity ¹	Due date ²
M2	Complete staff training on franking machine and all concerned postal services		NA	T0 + 2 weeks
M3	Access request approved and procurement signed and approved		NA	T0 + 2 weeks
M4	Complete and submit Delivery protocol		NA	T0 + 2 weeks
M5	Submit Security arrangements for the sorting office		NA	T0 + 2 weeks
M6	Monthly reports		Monthly	Before 10 th of each month

The deliverables M1 to M2 shall be provided for approval to the ITER Organization in the following format:

- Text Documents: original MS Word® software versions and electronic pdf versions.

All deliverables shall be written in English.

10 Conditions and Information

10.1 Safety

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

Specific attention needs to be paid, by the Contractor, to the safe and respectful behaviour of its on-site 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 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 both of the above areas mentioned above.

10.1.1 Areas under operation

In the areas under operation, the Contractor Safety Management Procedure [6] and Delivery Protocol [3] both apply

10.1.2 Areas of the construction site

On the construction site, the general measures for the safety coordination of the common areas [7] and [8] apply.

A PPSPS shall be established by the Contractor and transmitted a maximum of two weeks after the signature of the TO, 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 its responsibilities with regards to the training of staff for their workstations and the general safety rules in accordance with articles L.4141-1 and following the French Labour code.

10.2 Language

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

10.3 Quality

This contract is considered as a quality Class 4 with no specific quality programme applicability of specific quality requirements.

10.4 Information protection

The contract is a protected contract of Category 3 [9] meaning that contractor's employees working on activities A and B will be subject to a background check performed by relevant Host State authorities before the said activities.

The contractor shall ensure that its personnel exercise the greatest discretion in relation to information that come to their knowledge during the course of duties. The contractor shall be liable for its staff and for disclosure of the information and documents communicated for the fulfilment of the contract to any other individuals than those needing to have knowledge thereof. Information related to activities A and B shall not be communicated outside the ITER site

Appendix 1

Indicators that a goods may be of concern

A. Indicators to Suspicious Deliveries/Mail

General indicators that a delivered item may be of concern include:

- ✓ an unexpected item, especially if hand delivered
- ✓ a padded envelope or other bulky package
- ✓ labelling or excessive sealing that encourages opening at a particular end or in a particular way
- ✓ oddly shaped or lopsided
- ✓ an envelope flap stuck down completely (normally gummed envelope flaps leave slight gaps at edges)
- ✓ marked 'to be opened only by...' 'personal' or 'confidential'
- ✓ unexpected or unusual origin (postmark and/or return address)
- ✓ no return address or return address that cannot be verified
- ✓ poorly or inaccurately addressed /address printed unevenly or unusually
- ✓ unfamiliar writing or unusual style
- ✓ unusual postmark or no postmark
- ✓ greasy or oily stains emanating from package
- ✓ odours emanating from package

B. Explosive or incendiary indicators

Additional explosive or incendiary indicators include:

- ✓ unusually heavy or uneven weight distribution
- ✓ small hole(s) in envelope or wrapping
- ✓ the presence of wiring

C. Chemical, biological or radiological (CBR) indicators

Additional chemical, biological or radiological (CBR) indicators include:

- ✓ powders or liquids emanating from package
- ✓ wrapping stained by liquid leakage
- ✓ marked with written warning(s)
- ✓ unexpected odours upon opening
- ✓ sudden onset of illness or irritation of skin, eyes and nose.

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_26_OT_10034755_FMR**
DESIGNATION of SERVICES: **Parcel Management and Postal services contract**
OFFICER IN CHARGE: **Floriane Moynier - 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: