

Capital Programme

**Today
the drawing board**

**Tomorrow
all aboard**

**C5500 Passenger Transportation
Installations**

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PREFACE

These Selection Guidelines outline the selection phase of the tender procedure for a supplier of Passenger Transportation Installations to Schiphol's Capital Programme. This is referred to as the "Project".

These Selection Guidelines provide information to interested parties regarding the nature and scope of the Project and the rules applicable to the tender procedure. The ultimate goal of the tender procedure is to nominate a party to whom the Appointment to supply the Project will be awarded. All interested parties that wish to participate in this tender procedure are advised to read these Selection Guidelines carefully.

Amsterdam Airport Schiphol

Amsterdam Airport Schiphol is one of the world's major airports and we aim to retain that position in the future. Every day we work in collaboration with our partners to exceed our passengers' expectations. The airport is therefore currently undergoing a major renewal and renovation programme, called the Capital Programme. Our airport's founders were pioneers who showed courage and vision. They thought outside the box at a time when that expression did not even exist. Following their pioneering spirit, today we are building tomorrow's Schiphol – always seeking the best ideas and creative solutions.

Capital Programme

Schiphol's Capital Programme affects the entire airport infrastructure. Encompassing constructions and infrastructural adjustments both on landside and on airside, it touches the core of Schiphol as an operational Mainport. The infographic below (included in these Selection Guidelines as annex A) visualizes the main projects included in the Capital Programme, for example:

- The construction of a new pier (56.000 m2);
- The construction of a new terminal (100.000 m2);
- The development of landside infrastructure including roads, utilities and various multi story car parks;
- The development of Schiphol Plaza.

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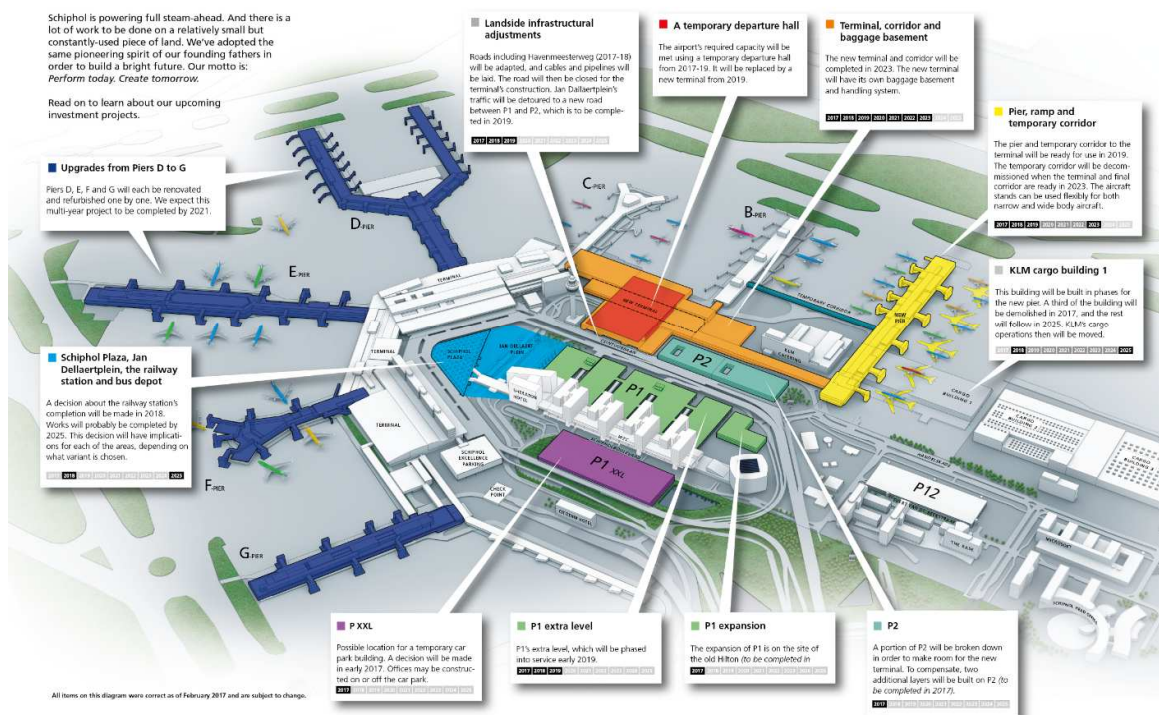


Image 1. Capital Programme Infographic

Capacity expansion and quality improvement

The implementation of the Capital Programme is essential as Schiphol wants to excel in comparison with its competitors, in terms of both capacity and quality, now and in the future. Therefore, capacity development combined with improving quality and passenger experience has been included as a central component in the strategy, whereby sufficient scope is offered for inspiring new concepts. Schiphol has set out in its strategy how it aims to maintain and further develop the position of Mainport Schiphol as a multi-modal hub and 'Europe's Preferred Airport'. The details of this strategy are broken down into five themes: 'Top Connectivity' (connecting), 'Excellent Visit Value' (competitive), 'Competitive Marketplace' (attractive place in which to work, do business and to visit), 'Development of the Group' (strengthening) and 'Sustainable and Safe Performance' (safe and future-proof). Integrating these themes in all of its projects, by 2025 the Capital Programme will enable Schiphol to welcome 25% more passengers and retain its Mainport position.

Area A

Amongst others, the Capital Programme encompasses the construction of a new pier and terminal. This development entails the expansion of the single-terminal concept with the so-called Area A. In line with its mission and strategy, Schiphol has formulated four specific project ambitions for the development of Area A: passenger-centric, excellent process, future proof and sustainable. With these ambitions complemented by its architectural ambitions, Schiphol anticipates that it will be able to grow further and will also be able to facilitate the airlines and passengers with a high-quality product in the future.

Passenger Transportation Installations

To proceed with its Area A expansion plans, in December 2016 Schiphol contracted a party to design the new pier. The preliminary design of this pier is expected mid-2017, whilst the technical design should be finished by the end of Q3 2017. By the end of 2019 the new pier will be operational. It is expected that the design of the new pier will encompass various Passenger Transportation Installations that will process arriving and departing passengers. The Appointment to produce, supply, install and optionally also maintain these Passenger Transportation Installations, and optionally also for a number of smaller projects that the Schiphol Capital Programme encompasses, will be brought to market by means of a European tender for which these are the Selection Guidelines.

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DEFINITIONS AND ABBREVIATIONS

The following definitions are used in these Selection Guidelines:

Agreement	means the Agreement, as defined in FIDIC General Provisions, to be signed between SNBV and the Contractor following the Award of the Appointment. The draft version of the Agreement will be available with the Request for Proposals
Application	means the Application by the Candidate to participate in the tender procedure for the Project based on these Selection Guidelines
ARN ²⁰¹⁶	means the Dutch Tendering Regulations for the Utilities Sector 2016 (<i>Aanbestedingsreglement Nutssectoren 2016</i>)
Appointment	means the work described in detail in these Selection Guidelines
AW 2012	means the Dutch Public Procurement Act (Aanbestedingswet) 2012 as applicable since July 1, 2016
Award	means the award of the Appointment to the Tenderer that has submitted the Proposal with the MEAP
Candidate	means a legal entity, or Syndicate, that expresses its interest by submitting an Application
Contractor	means the legal entity/Tenderer whom has been awarded the Agreement for the Project on the basis of the MEAP
Detailed Selection	means the stage of the tender procedure in which SNBV will – if more than three (3) Applications meeting the Suitability Requirements have been received – make a more specific selection from the Candidates selected during the First Selection based on the Selection Criteria specified in these Selection Guidelines

ESPD	means the European Single Procurement Document. This is a uniform tender document in compliance with article 2.84 of AW 2012. The ESPD is a mandatory component of the Application
FIDIC	means the Federation Internationale des Ingenieurs-Conseils, the international federation of consulting engineers
First Selection	means the phase of the tender procedure in which SNBV will make a selection based on the Applications submitted by the Candidates. The selection will be based on the Grounds for Exclusion and Suitability Requirements defined in these Selection Guidelines
Grounds for Exclusion	means the criteria that will result in exclusion as defined in these Selection Guidelines
Information Notice	means the document used by SNBV to provide information and clarification to the Candidates during the tender procedure
MEAP	means the Most Economically Advantageous Proposal pursuant to the award criteria as specified in the Request for Proposals
Project	means the project for the production, supply, installation and potentially also maintenance of the Passenger Transportation Installations for the Schiphol Capital Programme as outlined in these Selection Guidelines
Proposal	means the technical and commercial proposal of the selected Candidate, in accordance with the Request for Proposals
Reference Project	means a Reference Project as referred to in article 2.92a of the AW 2012
Request for Proposals	means an invitation issued by SNBV to the Tenderer participating in the tender procedure to submit a Proposal, including the annexes therein
Scope	means the nature and extent of the Project
Selection Criteria	means the criteria for the purposes of Detailed Selection of Candidates as referred to in the Selection Guidelines

Selection Guidelines	means this document which contains, amongst other topics, a brief description of the Scope, the tender procedure, the Grounds for Exclusion, the Suitability Requirements, and the Selection Criteria, including its annexes
SNBV	means Schiphol Nederland B.V., the contracting entity of the tender procedure and where applicable also referred to as "Client"
Suitability Requirements	means the requirements as referred to in paragraph 5.1.2 of these Selection Guidelines
Syndicate Member	means a legal entity that participates in a Syndicate
Syndicate	means an association of legal entities as referred to in article 10 of the ARN ²⁰¹⁶
Tenderer	means the selected Candidate who is invited by SNBV to submit a Proposal in accordance with the Request for Proposals
TenderNed	means an electronic platform used for conducting this European tender procedure (www.tenderned.nl)

Unless stated otherwise, other terms and abbreviations will have the meaning as described in the FIDIC contract, under General Conditions

1. GENERAL

This chapter provides a general introduction, information regarding the tender procedure and a time schedule containing all the individual steps, activities and deadlines leading to the result of the selection phase of this tender.

1.1 Introduction

These are the Selection Guidelines for the tender for a supplier of Passenger Transportation Installations for the new pier and optionally also for a number of smaller projects (for instance the construction of the car parks, the AB-corridor and the BC-corridor) that Schiphol Capital Programme encompasses. These Selection Guidelines and all documents relating to this tender procedure have been published on TenderNed (www.tenderned.nl, TenderNed number: 129253).

The AW 2012 and the ARN²⁰¹⁶ apply to this tender. The ARN²⁰¹⁶ is included as annex B to these Selection Guidelines. Please note that a Dutch version and an English translation have been attached. The English version is a draft version at this time. The Dutch version shall prevail, in case of any conflict.

The Appointment for the Project will be awarded in accordance with a FIDIC contract, complemented by SNBV's particular conditions, which will include amendments and additions to the general conditions. These will be made available together with the Request for Proposals.

The information in these Selection Guidelines relating to any aspect, including the Scope, duration of the Appointment and the scheduling of the tender procedure are indicative: no rights may be derived from them.

1.2 Tender procedure

This European tender will be awarded through a restricted negotiated procedure (as referred to in the AW 2012). In the tender procedure, potentially suitable Candidates will be selected on the basis of Candidates' Applications (selection phase). In this selection phase SNBV aims to select a maximum of three (3) Candidates.

Subsequently, the selected Candidates will be asked to submit a Proposal on the basis of a Request for Proposals to be sent by SNBV (award phase). The tender procedure will eventually result in the Award of the Appointment to the one Tenderer with the MEAP (Most Economically Advantageous Proposal). The contract award criteria will be specified in the Request for Proposals.

1.3 Schedule of the tender

The indicative time schedule for this tender procedure is stated in table 1. Schedule.

Table 1. Schedule

Schedule of the Tender			
	Activity	Actor	Day Date Time (Time zone: CEST)
Selection phase	Notice on TenderNed	SNBV	Thursday, 16 February 2017
	Deadline for submitting questions for this tender via TenderNed	Candidate(s)	Thursday, 9 March 2017
	Publication of Information Notice on TenderNed	SNBV	No later than Thursday, 16 March 2017
	Deadline for submitting Applications	Candidate(s)	Tuesday, 28 March 2017, before 12:00 noon
	Assessment of Applications	SNBV	Wednesday, 29 March 2017 until Wednesday, 19 April 2017
	Announcement of provisional selection results	SNBV	Wednesday, 19 April 2017
	Deadline objection period in accordance with the ARN ²⁰¹⁶	Candidate(s)	5 calendar days following the announcement of the provisional selection results
	Deadline for documents submitted for verifying the ESPD	Selected Candidate(s)	10 calendar days following the announcement of provisional selection results
	Announcement of final selection results	SNBV	Monday, 1 May 2017
Award phase	The schedule for the award phase will be outlined in the Request for Proposals. SNBV intends to complete the Award of the Appointment Q3 2017.		

All Candidates should bear in mind that the latest dates for submitting their Applications and questions as stated in the schedule above are final deadlines. All other dates are provisional; no rights can be derived from them.

1.4 Document structure

These Selection Guidelines are structured as follows:

- Chapter 2 – APPLICATION REQUIREMENTS
Chapter 2 describes the applicable conditions and Application requirements.
- Chapter 3 – THE APPOINTMENT
Chapter 3 outlines the Scope of work and the activities to be performed by the supplier of the Passenger Transportation Installations, as well as the Appointment that will be concluded.
- Chapter 4 – SUBMITTING AN APPLICATION
Chapter 4 provides information about submitting an Application.
- Chapter 5 – SELECTION
Chapter 5 describes the selection process.
- Chapter 6 – COMMUNICATION
Chapter 6 outlines the conditions applicable to the communication concerning this tender procedure.
- Chapter 7 – CHECKLISTS OF DOCUMENTS TO BE SUBMITTED
Chapter 7 includes checklists concerning the documents to be submitted with an Application.
- Chapter 8 – ANNEXES
Chapter 8 lists the annexes that are an integral part of these Selection Guidelines. The annexes will be published via TenderNed as separate documents.

2. APPLICATION REQUIREMENTS

This chapter describes the applicable conditions and Application requirements.

2.1 Number of Applications

A company may apply no more than once in total as a Candidate, either independently or as a Syndicate. Companies belonging to the same group of companies will be considered the same company in this tender procedure. If several companies within a single group are interested, they may participate in the tender procedure only if they apply as a single Candidate, regardless of whether they participate in combination with third parties.

SNBV reserves the right to exclude Candidates who cannot demonstrate convincingly that their participation does not distort competition. It is presumed that competition is distorted in case of different Candidates who are part of the same group (as referred to in Book 2, Section 24, under b, of the Dutch Civil Code) and who submit separate Applications, either independently or in a partnership. It is presumed that competition is also distorted if a legal entity submits an Application independently or in a partnership and simultaneously acts as a subcontractor to another Candidate in this tender. These examples are not exhaustive.

2.2 Group

If the Candidate or one of the Syndicate Members (in the event of a Syndicate) is part of a group, the parent company must declare that none of the other group members has applied for the Appointment.

2.3 Multiple Candidates within a single group

If multiple businesses within the same group have applied for the Appointment as separate Candidates, the parent company must determine which of the group members will withdraw their candidacy. If the parent company fails to make a decision within seven (7) calendar days following a request from SNBV to do so, SNBV will make the decision by means of drawing lots.

2.4 Candidates and subcontracting to third parties for performance of the Agreement

This chapter details the requirements and conditions pertaining to a Syndicate.

Syndicate: ESPD

In case of a Syndicate every Syndicate Member individually needs to submit an ESPD. This must be done using the ESPD module part II on TenderNed.

Syndicate: Declaration of syndication

Upon Application, a Syndicate must submit a declaration of syndication. Annex C of these Selection Guidelines contains the template for this declaration.

Syndication agreement upon request

Upon request, the Syndicate must submit a syndication agreement within ten (10) days in accordance with article 10.2 of the ARN²⁰¹⁶.

Syndicate: Jointly and severally liable

In case of a Candidate that is a Syndicate, each Syndicate Member will, in accordance with article 10.4 ARN²⁰¹⁶, at the time of accepting the Agreement, accept joint and several liability for the proper and full performance of the Agreement to be performed by that Candidate in a written statement.

Syndicates: No changes permitted

After submitting an Application, no changes may be made to the composition of the Syndicate as stated without the prior written permission of SNBV. This permission will only be granted in extremely exceptional circumstances (e.g., in the event of mergers or takeovers by Candidates or Syndicate Members), and only if such change is in accordance with the AW 2012. SNBV may set conditions when granting its permission. In any event, Syndicates must continue to comply with the requirements in these Selection Guidelines.

Syndicates: Legal entity

If the Contractor consists of a Syndicate, then upon Award of the Agreement, the Syndicate must set up a legal entity for the purpose of executing the Appointment.

Engaging third parties

- In case a Candidate wishes to appeal to the financial and economic standing, or the technical expertise and professional skill of a third party, the Candidate must comply with the regulations set out in article 11 of the ARN²⁰¹⁶. If the Candidate has designated other legal entities, this must be indicated in the Application in part II section C of the ESPD.
- Although independently meeting the requirements set in this tender procedure, both independent Candidates or Candidates consisting of a Syndicate may engage third parties for the performance of the Agreement. In principle, Candidates must perform the Agreement entirely independently. Engaging third parties is only allowed with prior written consent of SNBV.
- The Candidate must guarantee that the third party involved meets all requirements made in this tender procedure for the activities to be assigned to that third party.
- SNBV is entitled to assess the accuracy of this guarantee.
- The Candidate bears full responsibility for third parties it engages.
- The Candidate must demonstrate that the third party is available for the services and will perform part of the services for which the Candidate relies on it, in event that the Agreement is awarded to the Candidate. By clearly and correctly completing part II of the ESPD, Candidate declares that upon announcement of the (provisional) selection results it can provide documentary evidence to this end.

This documentary evidence must be a dated and signed statement in which the third party unconditionally and irrevocably states that, in case the Agreement is awarded to the Candidate, the means/personnel/knowledge/personnel of the third party are available to the Candidate AND the third party will carry out the part of the services for which the Candidate relies on the third party.

2.5 Language

Notwithstanding article 5 of the ARN²⁰¹⁶ the language of this tender procedure is English. The documents submitted by the Candidates must be drawn up in the English language. If there are valid reasons (validity to be determined solely by SNBV) why annexes to the Application cannot be submitted in English, then SNBV can permit these annexes to be submitted in Dutch. In such an event, the Candidate will submit a substantiated request for permission to SNBV via TenderNed's message module in a timely manner (at least three (3) weeks prior to Application), subsequent to which SNBV will issue a decision in writing within one (1) week of whether or not permission has been granted.

The working language during the performance of the Agreement is the English language for all verbal and written communication. This includes the provision of all technical documents, such as drawings and specifications, in both English and Dutch languages. More information about this will be included in the Request for Proposals. SNBV emphasizes the importance of knowledge and understanding of the local rules and regulations, as well as the importance of communication in Dutch, which will be necessary during the performance of the Agreement.

2.6 Cost of submitting an Application

Any costs incurred by the Candidate for drawing up or submitting an Application will in no way whatsoever be eligible for compensation by SNBV.

2.7 Intellectual property

SNBV holds the intellectual property rights to the information it provides. Without SNBV's prior written consent, nothing in these Selection Guidelines may be multiplied (for other purposes than submitting the Application) by means of printing, photocopying, microfilm or otherwise. Violation of this provision may lead to immediate exclusion from the tender procedure and may be deemed as a circumstance as referred to in article 22.2 of the ARN²⁰¹⁶. The provisions of this paragraph 2.7 do not prejudice SNBV's rights to damages.

2.8 Confidentiality

By participating in the tender procedure, Candidates are obligated to handle any information received from SNBV confidentially and refrain from passing that information on to third parties, unless this information is in the public domain. They are permitted to pass on this information to third parties (subcontractors or Syndicate Members) engaged by the Candidates involved in the tender procedure under an

obligation of confidentiality. This obligation does not apply if the provisions of the Selection Guidelines or other announcements by SNBV expressly provide otherwise.

SNBV will treat confidentially any information from the Candidate which confidential nature it knows of or reasonably ought to know of, and will at all events take the Candidate's justified (business) interests into account.

2.9 General terms and conditions

No delivery, payment, and/or other conditions apply to this tender procedure and any contract ensuing from it other than the (contractual) conditions that SNBV sets out in the Request for Proposals. Any Application or Proposal invoking (different) conditions will be deemed not to exist. SNBV expressly rejects the applicability of any general terms and conditions of the Candidate.

2.10 Administrative terms and conditions

ESPD

- For the purposes of the Application, the ESPD digital module on TenderNed must be used.
- Candidates (in case of a Syndicate all Syndicate Members) must fill out the ESPD(s) truthfully and completely. The ESPD must be completed either digitally or by hand. A digitally completed ESPD must be (1) printed out, (2) signed, (3) scanned and (4) submitted as part of the Application.
- Do not use the XML version in the tender dossier (*an XML-file will automatically be generated by TenderNed*), use the ESPD digital module (in Dutch: 'Uniform Europees Aanbestedingsdocument') on TenderNed.
- You can change the language of the ESPD to English at the top of the digital module.
- If there is insufficient space on the ESPD to answer the questions, then the answers must be provided in separate annexes to the ESPD.
- The ESPD must be signed and the annexes must be initialled by a legally authorised representative of the Candidate. The legal authorisation must be demonstrated by means of a copy of the Chamber of Commerce registration. If the person who signs (part of) the Application requires a power of attorney to do so, Candidates must submit this power of attorney with their Application. In the case of a Syndicate, each of the Syndicate Members must demonstrate that the signatory of the ESPD is a legally authorised representative.
- Candidates may not submit a conditional Application.

Compliance

The Candidate or Tenderer must at all times be compliant with – and thereby understand – Dutch law, rules and regulations (e.g. the criteria of the Buildings Decree), and Schiphol policies.

Meet requirements during entire tender procedure

During the entire tender procedure, none of the Grounds for Exclusion may apply to the Candidates and Candidates must meet all Suitability Requirements. If at any point

in time this is no longer the case, the Candidate concerned must inform SNBV immediately in writing. In such circumstances, SNBV is entitled to exclude the Candidate concerned and invite the successive Candidate who previously was not selected to participate in the award phase.

2.11 Consent with tender procedure and forfeiture of rights

By submitting an Application, the Candidates fully agree with the tender procedure as described in these Selection Guidelines. The Selection Guidelines have been prepared with great care. SNBV requires interested parties to be proactive. Interested parties have an obligation to inform SNBV and/or ask for clarification – prior to submitting their Application – about any objections, omissions, mistakes, contradictions or ambiguities etc., in order to allow SNBV to address such irregularities in time. If Candidates do not inform SNBV and/or do not ask for clarification, SNBV will trust the tender procedure can be continued unchallenged and will proceed with the receipt of the Applications. Candidates that do not object to prior to their Application forfeit the right to object in court against these mistakes, omissions or contradictions etc.

3. THE APPOINTMENT

3.1 Appointment description

SNBV is looking for a Contractor, or Syndicate, that can produce, deliver, install and optionally also maintain the Passenger Transportation Installations for the new pier and optionally also for a number of smaller projects (for instance the construction of the car parks, the AB-corridor and the BC-corridor) that Schiphol Capital Programme encompasses. These Passenger Transportation Installations will have a substantial impact on Schiphol's strategy on how to become and remain Europe's Preferred Airport:

- to achieve 'Excellent Visit Value' the passenger flows and the transportation of goods have to run as smooth and efficient as possible at all times;
- to achieve 'Sustainable Performance' Schiphol sets out to certify the new pier and terminal at least in accordance with the LEED GOLD certification standard. Passenger Transportation Installations can contribute significantly to the attainment of this sustainability ambition.

With this in mind, SNBV wishes to select Candidates who take pride in their work. The envisaged Contractor, or Syndicate, is an expert when it comes to the delivery of smooth passenger flows and efficient transportation of goods. It truly engages in the challenges Schiphol Capital Programme is posed with and challenges the Schiphol Capital Programme, its designers, its systems integrator and/or main contractors when it comes to the adaptation and delivery of solutions that best enable smooth passenger flows and efficient transportation of goods whilst facilitating the attainment of Schiphol's sustainability ambitions.

The Contractor, or Syndicate, is thus expected to be pro-active, look beyond standard solutions, propose innovative solutions (using proven technology), maintain an open form of communication with Schiphol Capital Programme, its designers, its systems integrator and/or main contractors and possess enough boldness to challenge when necessary. Essentially, the Contractor, or Syndicate, is motivated to work on Schiphol's Capital Programme as part of a team and contribute to the realization of set goals in a positive way. The image below schematically visualizes the Capital Programme organisation and the position of the Contractor, or Syndicate, for the Passenger Transportation Installations therein.

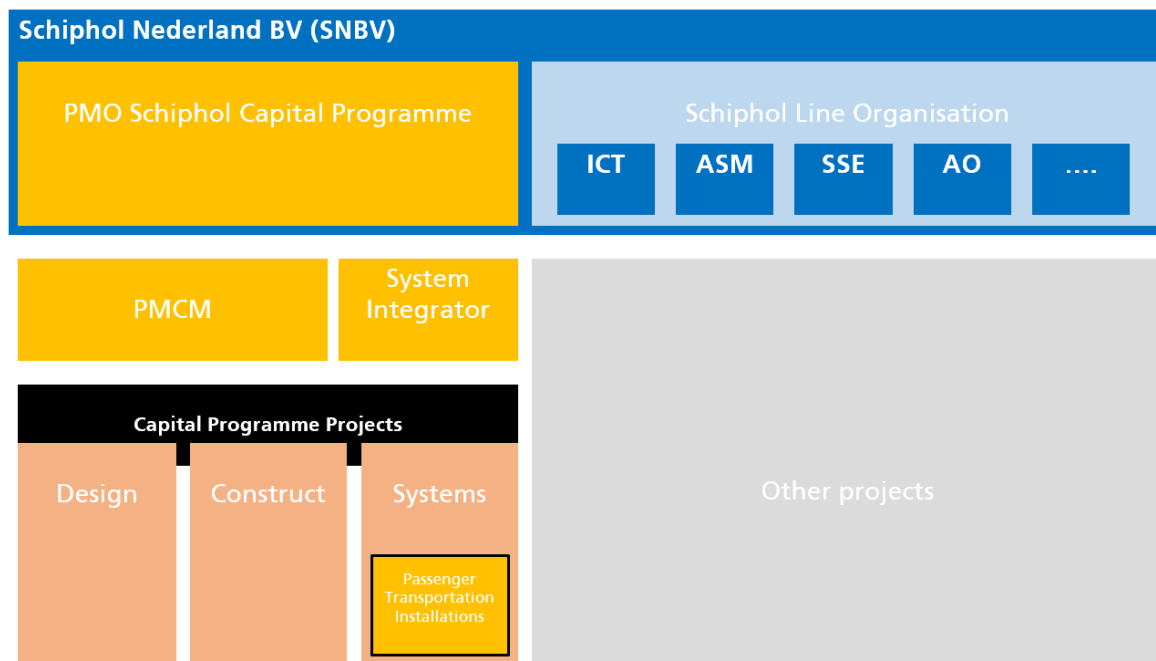


Image 2. Schematic overview Capital Programme organisation

In addition, the Contractor, or Syndicate, will be experienced in working on complex, time-driven, large-scale projects. The main challenge of the Capital Programme team is to deliver its projects on schedule. Therefore, it is critical that the Contractor, or Syndicate, can deliver short production lead times and is significantly skilled when it comes to swift start-ups of its operations and installation processes. The Contractor, or Syndicate, is welcomed to provide SNBV as end client with solutions aimed at delivering on or even ahead of schedule.

All Passenger Transportation Installations the Contractor, or Syndicate, delivers are executed with high aesthetic quality and encompass solid technical solutions, ensuring smooth ridership and, for instance, well-executed cladding contributing to an elegant delivery of the architectural design.

Finally, the Contractor, or Syndicate, knows how to deliver within the set budget notwithstanding the constraints that are typically inherent of complex, time-driven, large-scale projects. In short, the Contractor, or Syndicate, takes pride in delivering high quality in every sense of the word.

The Contractor, or Syndicate, will be asked to produce, deliver and install the Passenger Transportation Installations, maintenance is an optional part within the Scope of work.

The full Scope of work and the requirements based on the Scope of work will be described in greater detail in the specifications that will be made available together with the Request for Proposals.

3.2 Volume

Schiphol's Capital Programme encompasses miscellaneous projects, visualised in the Capital Programme Infographic (annex A). This tender is aimed at appointing a Contractor, or Syndicate, that can supply Passenger Transportation Installations for the new pier and optionally also for a number of smaller projects (for instance the construction of the car parks, the AB-corridor and the BC-corridor) that Schiphol Capital Programme encompasses.

As the design for the new pier is currently being drawn, the exact volume of Passenger Transportation Installations needed is yet unknown. It is estimated that the new pier will entail approximately 75 installations – more specific information about this will be available before the award phase of this tender starts and will thus be included in the Request for Proposals.

The construction of the new pier is expected to start beginning 2018. By the end of 2019 the pier must be operational. This means all Passenger Transportation Installations in the new pier will have to be installed and tested within a one year time frame.

3.3 Motivation for one lot

The Scope of work for the Passenger Transportation Installations will be tendered in one lot. It is highly desirable for this Appointment to encompass one lot only as this will allow for restriction of complexity during construction of the new pier and optionally also a number of smaller Capital Programme projects, amongst others in terms of coordination and communication. As to not increase the already high complexity of the programme any further, it is adamant that only one Candidate, or Syndicate, that can provide the entire Scope of work is selected and awarded the Appointment.

Due to the Scope and specific complexities of the Appointment, SNBV expects that the delineation of the Appointment will not alter the amount or type of possible interested and suitable parties. The Scope encompasses work which in the opinion of SNBV can be provided by a range of small and medium enterprises, either independently, but in any event as part of a Syndicate.

3.4 Form and duration of the Appointment

The Appointment for the Project will be awarded in accordance with a FIDIC Agreement, complemented by SNBV's particular conditions, which will include amendments and additions to the general conditions. These will be made available together with the Request for Proposals.

This Appointment is programme-related. The Agreement to be concluded with the intended Contractor, or Syndicate, will be valid during the execution of the Appointment. The Appointment will commence on the Agreement award date and remain valid until the completion date of the new pier, which is expected end 2026. In case the option of maintenance of the Passenger Transportation Installations is also

awarded, the duration of the Agreement will be extended with the awarded maintenance term.

SNBV is entitled to extend the duration of the Agreement if this is necessary for the execution of the Appointment.

4. SUBMITTING AN APPLICATION

This chapter provides information about when, where and how a Candidate is to submit an Application.

4.1 Application

In order to be eligible for a Request for Proposals, Candidates must submit an Application via www.TenderNed.nl no later than the date and time stated in paragraph 1.3 of these Selection Guidelines. A short manual describing how to use www.TenderNed.nl has been included in these Selection Guidelines as annex D (Six steps to bidding for public procurement contracts online by TenderNed).

SNBV notes that Candidates must have an 'E-recognition' account to be able to use TenderNed. After application, it takes several working days before the 'E-recognition' becomes available. Candidates are therefore advised to register in time, to make the submission of an Application possible.

No Application may be submitted by e-mail. This prohibition safeguards confidentiality.

The stated date and time by which Applications must be submitted is a strict deadline. Any Applications received after the deadline will not be processed. At all times, Candidates are responsible for submitting their Applications on time and in the proper manner.

SNBV advises Candidates to submit their Applications well in advance of the deadline. Any malfunctions during uploading are at the Candidates' own risk. SNBV cannot open the virtual safe on TenderNed before the final deadline.

The Application consists of a number of files and may only be submitted via TenderNed. For an overview of the files that must be submitted, we refer you to the checklists in chapter 7 of these Selection Guidelines.

The Application must be submitted in Word- [.doc or .docx], Excel- [.xls or .xlsx] or searchable PDF-files (not scans). Any other file formats cannot be read.

5. SELECTION

This chapter describes the selection process that will be conducted during the selection phase of this tender. The selection phase is divided into three stages: the First Selection, the Detailed Selection and the verification of the European Single Procurement Document (ESPD).

Based on the criteria in this chapter, a maximum of three (3) Candidates will be selected for participation in the award phase of this tender, provided there are enough Candidates.

The aim of the First Selection is to select those Candidates whose Applications comply with the Suitability Requirements as described in paragraph 5.1 and to whom no Grounds for Exclusion are applicable.

If more than three (3) Candidates remain following the First Selection, a Detailed Selection will take place based on the criteria stated in paragraph 5.2 in order to arrive at a maximum of three (3) Candidates who will be invited to submit a Proposal.

Subsequently, the selected Candidates will be requested to hand in the supporting documents (see table 6) and the data in their ESPD's will be checked as described in paragraph 5.3.

Candidates must not submit any evidence concerning the Grounds for Exclusion and Suitability Requirements together with their Applications, with the exception of the documents listed in table 5 (chapter 7).

Only after SNBV requests documentary evidence, must the Candidates submit that evidence, as soon as possible, but within ten (10) days after the request was made in the announcement of the (provisional) selection results. If a Candidate does not submit the requested evidence on time, SNBV is entitled to exclude that Candidate from the tender and invite the successive Candidate who previously was not selected to participate in the award phase.

5.1 First Selection

This paragraph details the selection process for the First Selection of this tender. All Applications submitted by Candidates that are valid, complete and submitted on time will be assessed by SNBV in accordance with the following steps:

Table 2. First Selection

First Selection	
Step	Process
1. Grounds for Exclusion	Assessment on the basis of AW 2012 Grounds for Exclusion as described in paragraph 5.1.1.
2. Suitability Requirements a. Financial and economic capacity;	Subsequently, the Applications will be assessed based on the Suitability Requirements relating to financial and economic capacity, technical and professional capability, registrations

b. Technical and professional capability; c. Registrations; d. Third Party Maintenance.	and Third Party Maintenance as described in paragraph 5.1.2.
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5.1.1 Grounds for Exclusion

Applicable Grounds for Exclusion

None of the mandatory and optional Grounds for Exclusion referred to in sections 2.86 and 2.87 AW 2012 may apply to a Candidate, or Syndicate. As proof that a Candidate, or Syndicate, is not in any of the circumstances referred to in sections 2.86 and 2.87 AW 2012, a Candidate, or Syndicate must submit one ESPD, on the basis of which it may be assumed that the Grounds for Exclusion do not apply to that Candidate, or Syndicate.

In case of a Syndicate, the ESPD must be signed by the legal representative of all of the Syndicate Members. The Syndicate in question will be excluded if one or more of the circumstances referred to above apply to one or more Syndicate Members.

By signing the ESPD, the Candidate or, if applicable, all individual Syndicate Members, furthermore declare that they possess the tax declaration or equivalent as referred to in sections 2.89 (3) and (4) AW 2012 and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

Finally, by signing the ESPD, the Candidate, or, if applicable, all individual Syndicate Members, declare that they possess the tendering statement of conduct or equivalent as referred to in sections 2.89 (2) and (4) AW 2012 and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

5.1.2 Suitability Requirements

The Candidate must meet all Suitability Requirements.

A. Financial and economic capacity

A.1 Financial statements

The Candidate must have sufficient financial and economic capacity in order to successfully complete the Appointment. SNBV considers this to be necessary due to the Scope of the Appointment and the time frame in which it must be carried out. Amongst other things, the financial and economic capacity will be assessed using the financial statements of the last three (3) financial years, based upon which the Candidate's solvency and liquidity will be analysed.

The financial capacity of the Candidate may be assessed based on the financial and economic capacity of its parent company (if applicable), on the condition that the parent company issues a declaration accepting full liability for the execution of the Appointment and the financial capacity of the Candidate.

The most recent financial statement (consolidated or otherwise) that the Candidate – or if applicable, its parent company – compiled and published in accordance with Book 2, Article 394(1) or 395(1) of the Dutch Civil Code must not include any sections about the continuity of the business, and the auditor's declaration – as referred to in Book 2, Article 393(5) of the Dutch Civil Code – relating to this financial statement must not be negative as referred to in Book 2, Article 393(6) of the Dutch Civil Code.

By signing the ESPD, the Candidate or, if applicable, all individual Syndicate Members, declare that they possess these financial statements and this auditor's declaration relating to the most recent financial statement to be compiled and published and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

A.2 Solvency and liquidity

The Candidate must have sufficient financial and economic capacity to be able to execute the Appointment effectively. This capacity will be assessed based on the solvency in the financial statements of the last three (3) financial years and the liquidity in the financial statements of the most recent financial year. In this case, the Candidate must be able to demonstrate:

- Solvency ratio (Shareholder's Equity / Total Assets) larger or equal to 0.15.
For the purposes of this ratio:
 - a. "Shareholder's Equity" means the sum of its total paid-up capital, retained earnings and reserves;
 - b. "Total Assets" means the sum of its balance sheet total.
- Liquidity ratio (Current Assets / Current Liabilities) larger or equal to 1.0.
For the purposes of this ratio:
 - a. "Current Assets" means assets that are either cash, cash equivalents or assets that can reasonably expected to be converted into cash within one year;
 - b. "Current Liabilities" means debts or obligations that are due within one year.

The terms defined above shall be interpreted in accordance with international accounting standards and the ratio shall be calculated on the basis of the Candidate's financial statements, drawn up in accordance with such standards.

A.3 Banker's reference

Within ten (10) days after notification of the provisional selection result, the Candidate, or Syndicate, must provide a copy (not an original, originals will not be stored and/or returned!) of a banker's reference demonstrating that the business must be considered financially capable of properly performing the work as stated in paragraphs 3.1 and 3.2

of these Selection Guidelines. This banker's reference must be issued by a financial institution that has one of the following credit ratings:

- Standard and Poor's Financial Services LLC or its successor is BBB or above; or
- Fitch Ratings Limited or its successor is BBB or above; or
- Moody's Investors Service, Inc. or its successor is Baa2 or above.

The banker's reference must be accompanied by a letter of intent from the same financial institution stating that it will issue a bank guarantee on demand for 5% of the total Appointment value during the full duration of the Agreement (including the defects liability period).

By signing the ESPD, the Candidate or, if applicable, all individual Syndicate Members, declare that they possess this banker's reference and letter of intent and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

B. Technical and professional capability

The Candidate must be technically and professionally capable to execute the Appointment within the conditions set by SNBV regarding time, money and quality. Therefore, Applications will be assessed based on the Suitability Requirements below.

B.1 Quality management system

The Candidate is required to operate a quality control system that has been certified by an official certification body based on the NEN-ISO:9001 series or equivalent. The certificate must be valid on the Agreement award date and must pertain to the nature of the Scope of works.

If an Application is made by a Candidate consisting of a Syndicate, this requirement needs only be satisfied by the Syndicate Member responsible for performing the activity that requires the quality control scheme during the execution of the Appointment.

By signing the ESPD for this tender, the Candidate certifies that it is in possession of this certificate and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result.

SNBV points out that it will audit the Contractor to which it intends to award the Appointment.

B.2 Environmental management system

SNBV requires that the Candidate has taken adequate measures to consider the environment. To this end, the Candidate must have an environmental management system in place as referred to in s 3.70 AW 2012 that has been certified by an official certification authority on the basis of NEN-ISO:14001 or equivalent. The certificate must be valid on the Agreement award date and must pertain to the nature of the Scope of works.

If an Application is made by a Candidate consisting of a Syndicate, this requirement needs only be satisfied by the Syndicate Member responsible for performing the activity that requires the environmental management system during the execution of the Appointment.

By signing the ESPD for this tender, the Candidate certifies that it is in possession of this certificate and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result.

SNBV points out that it will audit the Contractor to which it intends to award the Appointment.

*B.3 Safety assurance system| VCA**-certificate or equivalent*

The Candidate must be in possession of a safety assurance system based on a VCA**-certificate or equivalent. The certificate, issued by an accredited certification authority, must be valid on the Agreement award date and must pertain to the nature of the Scope of works. Any subcontractors must also be in possession of a valid certificate and must be able to produce it.

If an Application is made by a Candidate consisting of a Syndicate, this requirement needs only be satisfied by the Syndicate Member responsible for performing the activity that requires the safety assurance system during the execution of the Appointment.

By signing the ESPD for this tender, the Candidate certifies that it is in possession of this certificate and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result.

SNBV points out that it will audit the Contractor to which it intends to award the Appointment.

B.4 Requirements with regard to language

Along with the Application, the Candidate must provide a declaration in which the Candidate declares that the personnel that will be charged with the installation of the Passenger Transportation Installations has command of the Dutch language. This requirement is met by signing the ESPD.

B.5 Core competences – Reference Projects

The Candidate must possess the core competences necessary to successfully fulfil the duties under the Appointment. The Candidate must demonstrate these competences with Reference Projects. The Reference Projects must be submitted as part of the Application by completing the form in annex E for each Reference Project.

The Candidate must possess the core competencies below. The Candidate must submit no more than one Reference Project per core competence.

A. Experience in production, delivery and installation of Passenger Transportation Installations for complex, time-driven, large-scale projects

The Candidate must demonstrate that it has experience with the production, delivery and installation of miscellaneous Passenger Transportation Installations, including lifts, escalators and moving walks at minimum, for complex, time-driven, large-scale projects whilst staying within the set budget.

The Reference Project must meet the following criteria:

- The Reference Project is a 'complex project' as stated at point 7 of the general requirements further on page 26/27.
- The Reference Project must include the production, delivery and timely installation of, at minimum, 50 Passenger Transportation Installations, including at least lifts, escalators and moving walks, within a time span of 2 years from the agreement award date to the complete installation of all Passenger Transportation Installations. The delivery and installation must not have exceeded the set budget and must not have compromised the continuous live (24/7/365) operational environment surrounding the construction site.

B. Experience with working under a main contractor

The Candidate must demonstrate that it has experience with regular coordination and communication with a main contractor regarding the production, delivery and installation of Passenger Transportation Installations.

The Reference Project must meet the following criteria:

- The Reference Project is a 'complex project' as stated at point 7 of the general requirements further on page 26/27.
- The Reference Project must include the installation of, at minimum, 50 Passenger Transportation Installations, requiring regular coordination and communication with a main contractor in order to install all Passenger Transportation Installations according to specifications in a timely manner.
- The Reference Project must demonstrate that the Candidate possesses enough boldness to timely address problems, challenges and issues it foresees with a main contractor. This includes the suggestion and discussion of potential solutions with a main contractor or, if needed, even the end client.

C. Experience in delivering high quality transportation solutions enabling smooth passenger flows and efficient transportation of goods

The Candidate must demonstrate that it can truly engage in its client's challenges and that it, by showing leadership in combination with a collaborative approach to work, knows how to produce, deliver and install high quality transportation solutions that enable smooth passenger flows and efficient transportation of goods.

The Reference Project must meet the following criteria:

- The Reference Project is a 'complex project' as stated at point 7 of the general requirements further on page 26/27.
- The Reference Project must include the installation of, at minimum, 50 Passenger Transportation Installations, including at least lifts, escalators and moving walks,

aimed at realising solutions that best facilitate smooth passenger flows and efficient transportation of goods. The Candidate must demonstrate how it truly engaged in its client's challenges and pro-actively challenged its design and hereby contributed to finding these high quality, preferably innovative (using proven technology), solutions based on its knowledge and experience.

D. Experience in enabling the end client to achieve its sustainability ambition

The Candidate must demonstrate that it has experience in producing, delivering and installing Passenger Transportation Installations that enable the end client to achieve its sustainability ambition.

The Reference Project must comply with the following criteria:

- The Reference Project is a 'complex project' as stated at point 7 of the general requirements further on page 26/27.
- The Reference Project the Candidate provided Passenger Transportation Installations to must have been issued with at least a LEED SILVER sustainability certification or equivalent.

Demonstrating technical and professional capability

Upon Application, the Candidate must provide a maximum of one relevant Reference Project for each of the Suitability Requirements (A to D). A single Reference Project may be provided to demonstrate more than one Suitability Requirement. As a result, the Candidate must demonstrate the Suitability Requirements by submitting a minimum of one (1) and a maximum of four (4) Reference Projects. One (1) reference form (annex E) must be filled in for each Suitability Requirement and all filled in reference forms must be included in the Application.

The general requirements for each Reference Project are:

1. The requirements have to be demonstrably fulfilled.
2. Reference Projects can only contain activities that have been actually performed by the Candidate itself (not by a third party or a subcontractor of the Candidate, etc.). If and when a Candidate, or Syndicate Member, relies on a third party that has performed these activities this must be independently verifiable, and in any such case the Candidate, or Syndicate Member, must comply with the requirements as set out in paragraph 2.4 of these Selection Guidelines relating to engaging third parties.
3. The concerning appointment of the Reference Project(s) was completed ten (10) years or less prior to the final Application deadline.
4. Reference Projects must have been completed to the satisfaction of the client. By signing the ESPD, the Candidate or, if applicable, all individual Syndicate Members, declare that they possess the testimonials as referred to in section 2.93 (a) AW 2012 and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.
5. The Candidate may list Reference Projects carried out in a syndicate or alliance. This experience is only included in the assessment if the Candidate can prove that it has

performed the relevant activities itself. Only the demonstrable share of the Candidate in the syndicate or alliance is taken into consideration.

6. The Candidate may list Reference Projects in which it was a subcontractor, on the condition that the Candidate can prove that these projects have been carried out to the satisfaction of the principal client of the main contractor.
7. Reference is made to a 'Complex Project' for all core competences. To qualify for the core competences, the Reference Project must comply with the definition of Complex Project. A Complex Project means:
A project that includes: non-residential, non-storage, non-industrial building with a functionally complex programme of requirements, meaning a building with various separate logistical user flows such as visitors and/or employees, a high level of security for these flows of people, various user functions or designated uses for the building. For example: a convention centre, a building for exhibitions, a museum, hospital, train or transport station, or airport terminal. The building is characterised by a live operational environment with complex operational and physical interfaces during the delivery and installation stage.

B.6 Organisational capacity and project organisation

The Candidate is to submit a description of the legal form, the type of ownership and the type of management of its company. In case of a Syndicate, this information should be given for all Syndicate Members accompanied by a description of the intended form of cooperation and division of tasks between Syndicate Members.

The description of the organisation structure must furthermore contain a clarification of the internal work procedures, available personnel and production means (machinery) and materials of the Candidate or, in case of a Syndicate, the Syndicate Members.

Finally, the description must substantiate that the Candidate, or Syndicate, is sufficiently staffed, equipped, prepared and has sufficient production capacity available to realise large-scale appointments encompassing miscellaneous Passenger Transportation Installations and specifically to realise the production, delivery and installation of the estimated total number of Passenger Transportation Installations required for the new pier, approximately 75, before the end of 2019.

This description must be submitted as part of the Application by completing the form in annex F.

B.7 Aesthetic quality and solid technical solutions

The Candidate must demonstrate that it has experience in delivering Passenger Transportation Installations with a high aesthetic quality using solid technical solutions ensuring the durability of the installations. To substantiate its experience, the Candidate, or Syndicate, must submit a maximum of ten (10) photographs illustrating how their Passenger Transportation Installations contributed to an elegant realization of the architectural design. At minimum one photograph of a lift shaft with well-executed cladding must be included.

For this purpose, Candidates must submit a maximum of ten (10) photographs in digital format accompanied by a supporting text of maximum two (2) A4 sheets printed on one side only, written in Arial font in size 11.

C. Registrations

C.1 Commercial register

Candidate or – in the event of Application as a Syndicate – each Syndicate Member must be entered in the professional register or commercial register in accordance with the regulations applicable in the country in which they are based.

A certificate of registration in the commercial or professional register must be submitted in accordance with section 2.98 AW 2012. If a Candidate is a Syndicate, the certificate of registration of each Syndicate Member must be included. In addition, the certificate of registration of third parties that the Candidate subcontracts to or that it wants to engage for the execution of the Appointment must be included.

By signing the ESPD for this tender, the Candidate certifies that it is in possession of this certificate and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result.

D. Third party maintenance

The Agreement to be concluded with the intended Contractor, or Syndicate, will encompass the production, delivery and installation of Passenger Transportation Installations for the new pier and optionally also for a number of smaller projects (for instance the construction of the car parks, AB-corridor and BC-corridor) that Schiphol Capital Programme encompasses. Its maintenance is an optional part within the Scope of work. SNBV is entitled to assign the technical maintenance of all installed Passenger Transportation Installations to its main contractor (so-called third party maintenance). Should SNBV choose to do so, it is of imminent importance for SNBV that the Candidate signs a third party maintenance declaration whereby it declares that, in case the Candidate will be awarded the Appointment, it will fully cooperate to facilitate third party maintenance and that it will unconditionally fulfill its guarantee obligations.

Upon Application, Candidate, or Syndicate, must submit a signed third party maintenance declaration as included in these Selection Guidelines in annex G.

The information in these Selection Guidelines relating to the Scope and duration of the Appointment are indicative: no rights may be derived from them. The decision to award (part of) the Appointment remains at the sole discretion of SNBV.

5.2 Detailed Selection

This paragraph describes the selection process for the Detailed Selection.

If more than three (3) Candidates remain following the First Selection, a Detailed Selection will take place based on the Selection Criteria stated in this chapter in order

to arrive at a maximum of three (3) Candidates who will be invited to submit a Proposal.

5.2.1 Selection Criteria

The Detailed Selection consists of SNBV's assessment of Candidates in relation to their ability to execute the specified Appointment and will be based on in-depth research with regard to the Suitability Requirements described in paragraph 5.1.2 (technical and professional capability).

For the substantiation of the Detailed Selection, Candidate, or Syndicate, is required to submit one list per Selection Criterion summarizing all Reference Projects that comply with the criteria stated in *Table 3*. These lists must be submitted as part of the Application by completing the form in annex H for each Selection Criterion.

During the Detailed Selection, the technical and professional capability of the Candidates will be assessed based on the following Selection Criteria:

Table 3. Selection Criteria

Technical and professional capability		Points available	Weighting
1.	<u>Experience with complex, time-driven, large-scale projects</u> The Candidate must be experienced in working on complex, time-driven, large-scale projects. To demonstrate this experience, Candidate must submit a list summarizing the projects it completed five (5) years or less prior to the final Application deadline and that comply with the following criteria: • The project encompasses at least 50 Passenger Transportation Installations; • The project encompasses a mix of Passenger Transportation Installations – lifts, escalators and/or moving walks; • The project has been realized from agreement award date to full completion within 2 years at maximum.	1, 4, 6, 8, or 10	35%
2.	<u>Experience with collaborative working</u> The Candidate must be able to truly cooperate in a positive and collaborative manner with its end clients and her contracted parties (for example her designers, systems integrator and main contractors). To demonstrate this experience, Candidate must submit a list summarizing the projects it completed five (5) years or less prior to the final Application deadline and that comply with the following criteria: • The project encompasses at least 50 Passenger Transportation Installations; • The project required collaboration with various stakeholders such as the end client, designers, systems integrator and main contractors; • The project has been implemented according to schedule; • The project has been implemented without the occurrence of any disputes resulting in legal procedures.	1, 4, 6, 8, or 10	35%

3.	Delivery of sustainable transportation solutions The Candidate must be capable of enabling the end client to achieve its sustainability ambition. To demonstrate this experience, Candidate must submit a list summarizing the projects it completed five (5) years or less prior to the final Application deadline and that comply with the following criteria: • The project encompasses at least 50 Passenger Transportation Installations; • The project has been issued with at least LEED SILVER sustainability certification or equivalent.	1, 4, 6, 8, or 10	40%
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5.2.2 Assessment of Selection Criteria for Detailed Selection

The assessment of the Selection Criteria for Detailed Selection and the allocation of points will be based on a relative assessment system with the following allocation of points:

Table 4. Allocation of points for each Selection Criterion.

Points	Description of allocation of points
10	Highest number of submitted Reference Projects complying with all required criteria.
8	Second highest number of submitted Reference Projects complying with all required criteria.
6	Third highest number of submitted Reference Projects complying with all required criteria.
4	Fourth highest number of submitted Reference Projects complying with all required criteria.
1	Lowest number of submitted Reference Projects complying with all required criteria.

In case one or more Candidates submit an equal number of Reference Projects complying with all required criteria, the allocation of points will be determined by assessing the content of the Reference Projects based on the following criteria:

1. Selection Criterion 1: most points will be allocated to the Candidate with the Reference Project including the installation of the highest number of Passenger Transportation Installations in the shortest amount of time.
2. Selection Criterion 2: most points will be allocated to the Candidate with the Reference Project including the installation of the highest number of Passenger Transportation Installations. In case Candidates submitted Reference Projects with an equally high number of Passenger Transportation Systems, the Candidate with the highest number of Reference Projects including this high number of Passenger Transportation Systems installed will be allocated the most points.

3. Selection Criterion 3: most points will be allocated to the Candidate with the Reference Project that has been issued the highest sustainability certification. In case Candidates submitted Reference Projects with sustainability certifications of an equally high standard, the Candidate with the highest number of Reference Projects that have been issued with this sustainability certification will be allocated the most points.

Subsequently, for each subcriterion, the weighted score will be determined by multiplying the absolute score per Selection Criterion by the weighting factor corresponding to that Selection Criterion (absolute score*weighting factor = weighted score).

The total score per Candidate will be determined by adding together the subtotals for each Selection Criterion.

5.2.3 Ranking

The ranking of the Candidates is determined on the basis of the total score. The Candidate with the highest total score will be ranked as number 1, the Candidate with the next highest score will be ranked as number 2 etc. The Candidates ranked in positions 1 – 3 will subsequently be invited to submit a Proposal.

If multiple Candidates achieve a score that ranks them in position 3, the score for Selection Criterion C (*delivery of sustainable transportation solutions*) will break the tie. If Candidates also achieve the same score for this Selection Criterion, the score for Selection Criterion A (*experience with complex, time-driven, large-scale projects*) will break the tie. If Candidates also achieve the same score for this Selection Criterion, the final ranking of the Candidates in question will be decided by drawing lots.

5.3 Verification of ESPD

As stated in these Selection Guidelines, all assertions made in the ESPD will be verified by checking documentary evidence. All Candidates selected are required to submit the documentary evidence requested within ten (10) days following announcement of the (provisional) selection results. For an overview of the requested documentary evidence, please refer to the checklist in Chapter 7, Table 6 of these Selection Guidelines, entitled 'Checklist of supporting documents to be submitted following Selection'. SNBV reserves the right to request supplementary supporting documents. The references submitted may be subjected to supplementary verification in accordance with the provisions in the Selection Guidelines and section 2.92a AW2012.

If the information submitted proves to be contrary to the truth following verification within the set verification period, or if no verification was able to take place within the set verification period due to the lack of the supporting documents mentioned above, this can constitute a false statement as referred to in article 2.87(1)(h) of the AW 2012,

and this can result in exclusion, in which event the Candidate in question will lose its place on the shortlist and will be excluded from further participation in the tender procedure. In this case SNBV reserves the right to invite the successive Candidate who previously was not selected to participate in the award phase.

6. COMMUNICATION

This chapter outlines the conditions applicable to the communication concerning this tender procedure and how Candidates may submit questions and comments about these Selection Guidelines.

6.1 Inconsistencies

These Selection Guidelines have been drawn up with great care. If a Candidate discovers any inconsistencies, the Candidate should report these during the round of questions referred to in paragraph 6.3. Submitting an Application implies that the Candidate, as a submitter, is deemed to agree to all terms and conditions in this tender procedure. If a Candidate should object to a certain component or certain aspects of the procedure, the Candidate should state its objections in writing – stating reasons – as soon as possible and no later than the moment the Application is submitted, by means of the round of questions referred to in paragraph 6.3 of these Selection Guidelines and possibly also follow this up by submitting a complaint as referred to in paragraph 6.4 to SNBV's complaints desk.

Any notifications or objections should be substantiated, and accompanied by proposals for correction or amendment. SNBV requires a proactive approach of interested parties, meaning that objections or suggestions must be made in a timely manner, in a stage when SNBV can remedy them.

According to the European Court of Justice's case law, a Candidate or Tenderer who fails to act in accordance with that which is stated above forfeits its rights in this respect.

6.2 Contact

All communication with respect to this tender must take place via TenderNed.

Approaching other SNBV officers, directly or indirectly, regarding this tender is not allowed. This may lead to immediate exclusion from the tender procedure.

Any Candidate or Tenderer will be excluded who has made or later makes contact of any kind – whether directly or indirectly via, for example, third parties – with existing or potential Candidates or Tenderers regarding the Appointment being tendered or the content of the Application or Proposal, in particular the price that will be offered or the distribution of duties, with the exception of any necessary consultation regarding syndication, if justified.

6.3 Questions

Any questions relating to the tender procedure or the documents provided can be submitted via www.TenderNed.nl in accordance with the schedule in paragraph 1.3.

See http://www.tenderned.nl/egids/handleiding/handleiding_ondernemers#m2

Questions must be submitted in the English language and in editable format (MS Word or similar, but not PDF).

The answers to questions submitted on time will be published via an Information Notice via TenderNed (www.TenderNed.nl). All questions (anonymised) and all answers will be available to all Candidates.

Candidates are responsible for the timely and proper submission of questions. If a question is not received by SNBV, the Candidate bears the burden of proof regarding the timely submission of the question.

6.4 SNBV complaints procedure/complaints desk

SNBV has instituted a complaints desk for parties with an interest in SNBV's tender procedures to lodge a complaint about any errors or irregularities occurring during a tender procedure. However, a complaint may not be lodged until the alleged errors and irregularities have been notified to SNBV using the question format and SNBV has provided its response via an Information Notice. If the Candidate or Tenderer disagrees with SNBV's response in the Information Notice, it may then lodge a complaint with the complaints desk. The procedure is as follows:

1. Complaints must be submitted in writing to SNBV's complaints desk secretary, stating the reasons for the complaint. The email address is: Tender_klacht@schiphol.nl. In this written complaint, the Candidate must substantiate its reasons and legal/other grounds for making the complaint. In addition, a suitable solution must also be indicated. The written complaint must always include the date of the complaint, the name and address of the complainant and the particulars of the tender procedure to which the complaint relates.
2. The secretary of the complaints desk will confirm receipt of the complaint as soon as possible.
3. The complaints desk will then expeditiously investigate whether the complaint is valid, taking into account the schedule and processing time of the tender procedure to the greatest extent possible. Please note: complaints do not halt the tender procedure.
4. If SNBV finds the complaints desk's investigation results provide evidence that the complaint is partially or wholly valid and SNBV subsequently takes corrective measures, SNBV will as soon as possible give notice in writing of these measures. Depending on the phase the tender procedure is in, SNBV may communicate the measures it will take to all Candidates or Tenderers at the same time as the complainant receives the notice. This is done to prevent providing an undue advantage to a party.
If SNBV finds the complaints desk's investigation results provide evidence that the complaint is not valid, no measures will be taken and SNBV will notify the complainant accordingly, in writing and stating reasons.

6.5 Additional information

SNBV reserves the right to request additional information relating to the Application.

6.6 Final provisions

Reservation regarding halting the procedure

SNBV reserves the right to temporarily or permanently halt the present tender procedure, for whatever reason, at SNBV's sole discretion. Should this occur, the Candidate will not be entitled to compensation of any costs incurred.

Applicable law and competent court

All disputes arising from this tender procedure, including any negotiations pertaining to the tender procedure and any resulting legal relationships, will be exclusively submitted to the competent court in Amsterdam. This tender procedure is governed by Dutch law.

7. CHECKLISTS OF DOCUMENTS TO BE SUBMITTED

This chapter provides two checklists that summarize the documents to be submitted with an Application. These checklists serve solely to assist the Candidate and do not need to be submitted.

The Application must include all documents listed in table 5 below. This table contains:

- A 'Tab' column indicating where the Candidate must include the relevant information in its Application;
- A 'Description of requested document' column briefly describing the document requested;
- A 'Format' column listing the formats included in the annexes to be used by the Candidate;
- A 'Paragraph' column referring to the paragraph that describes the subject to which the requested document refers.
- A 'Topic' column stating the topic to which the requested document refers.

Table 5. Checklist of documents to be submitted with the Application

Checklist of documents to be submitted with the Application				
Tab	Description of requested documents	Format	Paragraph	Topic
1.	ESPD (scanned version) <i>Fully completed and legally signed:</i> • If Candidate, or Syndicate Member, is part of a group, the parent company declares that none of the other group members has applied for the Appointment (§ 2.4); • In case of a Syndicate every Syndicate Member individually needs to submit an ESPD (according to the ESPD module part II on TenderNed) (§ 2.4); • In case a Candidate wishes to appeal to the financial and economic standing, or the technical expertise and professional skill of a third party, the Candidate must comply with the regulations set out in article 11 of the ARN²⁰¹⁶. If the Candidate has designated other legal entities, this must be indicated in the Application in part II section C of the ESPD (§ 2.4); • The Candidate must demonstrate that the third party is available for the services and will perform part of the services for which the Candidate relies on it, in event that the Agreement is awarded to the Candidate. By clearly and correctly completing part II of the ESPD, Candidate declares that upon announcement of the (provisional) selection	Annex C	§ 2.4, § 5.1.1	Administrative Terms and Conditions

	results it can provide documentary evidence to this end. (§ 2.4); • As proof that a Candidate, or Syndicate, is not in any of the circumstances referred to in sections 2.86 and 2.87 AW 2012, a Candidate, or Syndicate must submit one ESPD (annex C), on the basis of which it may be assumed that the Grounds for Exclusion do not apply to that Candidate, or Syndicate (§ 5.1.1); • The Candidate or, if applicable, all individual Syndicate Members, declare that they possess the financial statements and auditor's declaration relating to the most recent financial statement to be compiled and published and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result (§ 5.1.1); • The Candidate or, if applicable, all individual Syndicate Members, declare that they possess the banker's reference and letter of intent and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result (§ 5.1.1); • The Candidate certifies that it is in possession of the NEN-ISO:9001 certificate or equivalent and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result (§ 5.1.1); • The Candidate certifies that it is in possession of the NEN-ISO:14001 certificate or equivalent and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result (§ 5.1.1); • The Candidate certifies that it is in possession of the VCA**-certificate or equivalent and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result (§ 5.1.1); • The Candidate must declare that the personnel that will be charged with the installation of the Passenger Transportation Installations has command of the Dutch language. This requirement is met by signing the ESPD (§ 5.1.1);			
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	The Candidate certifies that it is in possession of a certificate of registration in the commercial or professional register and that this documentary evidence will be provided upon notification that the Candidate has been (provisionally) selected, within the period specified by SNBV of ten (10) days from the notification of the (intended) selection result (§ 5.1.1). The ESPD must be signed and the annexes must be initialed by a legally authorized representative of the Candidate. The legal authorization must be demonstrated by means of a copy of the Chamber of Commerce registration. If the person who signs (part of) the Application requires a power of attorney to do so, Candidates must submit this power of attorney with their Application. In case of a Syndicate, each of the Syndicate Members must demonstrate that the signatory of the ESPD is a legally authorized representative.			
2.	Declaration of syndication (if applicable) With detailed motivation of the syndication	Annex D	§ 2.4	Syndicates
3.	Reference projects First Selection	Annex F	§ 5.1.2	Suitability Requirements
4.	Description of organisation structure B.6 Organisational capacity and project organisation – please use annex F	Annex G	§ 5.1.2	Suitability Requirements
5.	Photographs B.7 Aesthetic quality and solid technical solutions	None	§ 5.1.2	Suitability Requirements
6.	Third party maintenance declaration	Annex H	§ 5.1.2	Suitability Requirements
7.	Substantiation of Selection Criteria I, II and III	Annex I	§ 5.2.1	Selection Criteria

Subsequently, the information provided by the selected Candidates in the Application and accompanying annexes will be verified using documentary evidence. This documentary evidence must be submitted to SNBV as soon as possible, but within ten (10) days after the request was made in the announcement of the provisional selection results. Table 6 lists all documentary evidence to be submitted upon selection.

Table 6. Checklist of documents to be submitted following (provisional) selection

Checklist of documents to be submitted following selection				
Tab	Description of requested documents	Format	Paragraph	Topic
1.	Syndication agreement (if applicable) Articles 10.2, 10.4 and 11 of the ARN ²⁰¹⁶ with the organisational chart as referred to in article 10.2 of the ARN ²⁰¹⁶ , if applicable	None	§ 2.4	Application requirements
2.	Written statement to accept joint and several liability (if applicable) Only applicable in case of a Syndicate	None	§ 2.4	Application requirements
3.	Written and signed statement of third party Only applicable in case of third parties engaged.	None	§ 2.4	Application requirements

	<i>Third party unconditionally and irrevocably states that, in case the Agreement is awarded to the Candidate, the means/personnel/knowledge/ personnel of the third party are available to the Candidate AND the third party will carry out the part of the services for which the Candidate relies on the third party.</i>			
4.	Proof of registration in the national professional/ trade register (Chamber of Commerce) <i>If applicable, a copy of the power of attorney. For each Syndicate Member or Third Party that is engaged for the execution of the Contract, if applicable</i>	None	§ 2.10, § 5.1.2	Application requirements Social eligibility
5.	Declaration form from the tax authorities or equivalent <i>Section 2.89 (3) and (4) AW 2012</i>	None	§ 5.1.2	Grounds for Exclusion
6.	Tendering Statement of Conduct or equivalent <i>Section 2.89 (2) and (4) AW 2012 For every Syndicate Member or Third Party who is engaged for the execution of the Contract (if applicable) More information on how to obtain this document can be found on https://www.pianoo.nl/externelink/aanvragen-gedragsverklaring-aanbesteden-gva</i>	None	§ 5.1.1	Grounds for Exclusion
7.	Financial Statements <i>Including the auditor's declaration relating to the last financial statement to be compiled and published</i>	None	§ 5.1.2	Suitability Requirements
8.	Declaration accepting full liability for the execution of the Appointment and the financial capacity of the Candidate (if applicable) <i>Only applicable when the financial capacity of the Candidate is assessed based on the financial and economic capacity of its parent company</i>	None	§ 5.1.2	Suitability Requirements
9.	Banker's reference <i>A copy of a banker's reference including a letter of intent to issue a bank guarantee</i>	None	§ 5.1.2	Suitability Requirements
10.	A copy of the ISO-9001 certificate <i>Or, if applicable, of an equivalent certification standard. The certificate must be awarded to the Candidate or the relevant Syndicate Member</i>	None	§ 5.1.2	Suitability Requirements
11.	A copy of the ISO-14001 certificate <i>Or, if applicable, of an equivalent certification standard. The certificate must be awarded to the Candidate or the relevant Syndicate Member</i>	None	§ 5.1.2	Suitability Requirements
12.	A copy of the VCA**-certificate <i>Or, if applicable, of an equivalent certification standard. The certificate must be awarded to the Candidate or the relevant Syndicate Member</i>	None	§ 5.1.2	Suitability Requirements

13.	Testimonials <i>For the Reference Projects as submitted in annex E all testimonials from the primary clients, regarding section 2.93a AW 2012</i>	None	§ 5.1.2	Suitability Requirements
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8. ANNEXES

This chapter lists the annexes that are an integral part of these Selection Guidelines.

Annex A	Capital Programme Infographic
Annex B	Tender Regulation for the Utilities Sector 2016 (Aanbestedingsreglement Nutssectoren 2016) – Dutch version and English translation
Annex C	Declaration of syndication
Annex D	Six steps to bidding for public procurement contracts online by TenderNed
Annex E	Reference Projects form Suitability Requirements
Annex F	Organisational capacity and project organisation
Annex G	Third party maintenance declaration
Annex H	Reference Project lists Selection Criteria