



## **SELECTION GUIDELINE – Request for Information**

European tender based on a negotiation procedure with advanced selection for  
*PSIM – Physical Security Information Management*

N.V. Nederlandse Gasunie

Reference number: EA-2016.25/AW

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Version 1.0

N.V. Nederlandse Gasunie  
Groningen, The Netherlands, April 2017

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**Annexes of this Selection guideline:**

- Annex 1 Description Contract – Not in this RfI - will be added in the RfP.
- Annex 2 General terms and conditions ICT  
( *Annex 2 GasunieICTalgemeneVoorwaarden2014.pdf* )  
This is the Dutch version. The English version will be made available in the RfP.
- Annex 3 Results of PSIM market consultation by Gasunie  
( *Annex 3 SummaryInfoMarketConsultationPSIMgasunie.docx* )
- Annex 4 Gasunie tendering regulations, including ARN<sup>2016</sup>  
( *Annex 4 Gasunie tendering regulations 10-2016.pdf* )
- Annex 5 Gasunie Code of Conduct  
( *Annex 5 Code Of Conduct.pdf* )
- Annex 6 Model for submitting questions  
( *Annex 6 Model for submitting questions 10-2016.xlsx* )
- Annex 7 Lexicon – Background and explanatory notes with this tender  
( *Annex 7 Gasunie PSIM Lexicon.docx* )

**Forms to be submitted with application (§ 2.6.1):**

- Form A Self Declaration  
( *Form A - Instructions self declaration.pdf* )  
( *Form A – self declaration.xml* )
- Form B Reference PSIM manufacturer  
( *Form B – Reference PSIM manufacturer.docx* )
- Form C Reference System Integrator  
( *Form C – Reference System Integrator.docx* )
- Form D Statement of approval for this tender  
( *Form D – Statement of approval.pdf* )

**Forms to be submitted after application (§ 2.6.2):**

- Form X Reliance on the financial capacity of a third party  
( *Form X - Reliance on the financial capacity of a third party.doc* )
- Form Y Reliance on the ability of a third party  
( *Form Y - Reliance on the competence of a third party.doc* )

Please note: all annexes and forms are supplied through Ariba eSourcing (see Paragraph 2.2)

## **1 GENERAL INFORMATION ABOUT THE PROCEDURE AND THE CONTRACT**

### **1.1 Procedure**

This selection guideline applies to the European tender based on a negotiation procedure with advanced selection for PSIM for N.V. Nederlandse Gasunie (hereinafter: Gasunie).

The Dutch Public Procurement Act 2012 (special sector Contracts) and Gasunie tendering regulations, including the Tendering Regulation for the Utilities Sectors 2016 (ARN<sup>2016</sup>) are applicable to this tender. The ARN<sup>2016</sup> and the Gasunie tendering regulations are available as annexes in Ariba eSourcing.

The announcement of this tender was sent to TenderNed for publication on (see planning).

This selection guideline describes the process of selection of Candidates who are qualified to participate as Tenderer for the said tender. After the selection phase the procedure will continue with the tendering phase.

The Contract will be awarded during the RfP tendering phase to the Tenderer with the economically most advantageous offer.

The Contract specifications will be made available to all selected Candidates via Ariba eSourcing during the RfP tendering phase. The Contract provided by Gasunie in the RfP phase will consist of a small framework only. The details are to be determined by Gasunie and the Tenderer, however the general outline is provided by Gasunie in order to ensure completeness of the Contract. Part of the Contract will use Annex 2 General terms and conditions ICT of Gasunie (*Annex 2 GasunieICTalgemeneVoorwaarden2014.pdf*), added as Annex 2, However these terms and conditions can be subject to negotiation in the RfP phase.

Further information about the awarding of the assignment will be included in the RfP awarding guideline which will be made available to all selected Tenderers at the start of the RfP tendering phase.

### **1.2 N.V. Nederlandse Gasunie**

Gasunie is a European gas infrastructure company. Gasunie's network is one of the largest high-pressure gas transmission networks in Europe and comprises of more than 15.000 kilometres of pipeline in the Netherlands and North Germany, dozens of installations and approximately 1300 gas delivery stations.

The annual gas throughput is around 125 billion cubic metres. Gasunie serves the public interest in the markets in which it operates and strives to create optimum value for its stakeholders.

#### *Gasunie Code of Conduct*

In order to achieve its objectives it is extremely important to Gasunie to uphold its good reputation. As far as Gasunie is concerned, it is responsible for ensuring that its services are delivered as part of a value-chain which complies with international ethical business standards. Gasunie aims to cooperate with Contractors, suppliers, service providers and partners in a proper, professional manner and to ensure that all such parties act with integrity. Therefore Gasunie drew up the Gasunie Code of Conduct which not only applies to all Gasunie employees, but also to those who are employed by companies belonging to the Gasunie group and to those who are seconded to or working on the instructions of Gasunie.

The Gasunie Code of Conduct is applicable to this Tender and to the awarded Contract and has to be observed by Tenderer and his personnel and other auxiliary persons of Tenderer. The Gasunie Code of Conduct is available on the Ariba eSourcing platform (*Annex 5 Code Of Conduct.pdf*).

More information about Gasunie can be found in English at <https://www.gasunie.nl/en/startpagina> or in Dutch at <https://www.gasunie.nl>

### **1.3 The customer and the Contract**

The Gasunie customer is Gasunie corporate services – security. This department is responsible for all physical security matters at Gasunie. Gasunie has approximately 35 locations throughout The Netherlands. Some details about Gasunie locations are provided here in Dutch:

<https://www.gasunie.nl/over-gasunie/infrastructuur>

In English: <https://www.gasunie.nl/en/about-gasunie/infrastructure>

The Contract will be used for security of Gasunie locations in The Netherlands only.

The current PSIM (called Charon) is a Gasunie in-house development and has been in use for over 25 years. Based on knowledge of the market, which was confirmed by a market consultation, Gasunie does not want to invest any more in (in-house) development of a PSIM and replace it, as several are readily available on the market. Also, many of the off-the-shelf PSIMs offer more functionality which can be of use in the future.

Objectives of the Contract and of PSIM:

The Contract, and the implementation and maintenance of the new PSIM, has/have or support(s) the following Gasunie security objectives:

1. Protect the Gasunie infrastructure against undesirable internal and external influences on continuous Gas transport, as a disruption of gas transport can result in very severe public and economic damage.
2. Protect the people at Gasunie locations and offices against undesirable influences.
3. Protect against damage to the Gasunie image as a result of insufficient security in the event of a calamity.
4. Improve the effectiveness and efficiency of the Gasunie security people guarding the physical objects.

#### Scope of the Contract

##### Combination

Gasunie wishes a Contract with the PSIM manufacturer for the licenses and a separate Contract with the SI. However the offer by Candidates and Tenderers are to be made as a combination. The Contract will be awarded to the combination with the best (economically most advantageous) offer of PSIM manufacturer and SI. The reason Gasunie wants separate Contracts is to lower the risk of vendor lock-in with the SI.

##### Technical scope

The technical scope of the purchase is the PSIM software only, without any subsystems, also excluding any VMS (Video Management System). However it will include connecting to all the existing PSIM subsystems at Gasunie such as video, detection, gates, intercom, access control.

Gasunies ICT department itself will own, host and service all required infrastructure (network, servers and OS, database, clients and OS) on Gasunie premises. Gasunie is highly standardized on the Wintel platform, and the SQL database, tooling and virtualization on Microsoft.

More technical details are only provided for the Tenderers who are admitted to the RfP (Request for Proposal), as Gasunie does not want its security details known in the public domain. Candidates will be requested to sign a non disclosure agreement before being allowed as a Tenderer.

##### Scope of the Contract for System Integrator

Gasunie expects both the PSIM manufacturer and the SI to be security specialists. Gasunie wants to enjoy the benefits of parties with more expertise and experience than Gasunie has. Gasunie is not only searching for an SI who not only has an excellent technical solution background but also extensive experience in security consulting as well,

Tasks of the SI:

- in combination with the PSIM manufacturer : advise Gasunie on the best solution during and after the tender, and deliver an architecture design,
- Install and configure the new PSIM,
- Possibly install and configure a new(er) version of the PSIM or implement or support any other change of the PSIM during the contract period,
- Run, in cooperation with Gasunie, the project to migrate from the current to the new PSIM,
- Maintenance of the PSIM,

- Provide 2<sup>nd</sup> ( or perhaps), 3<sup>rd</sup> line support where needed during the contract period,
- Consult Gasunie on security matters related to the PSIM on request,
- Keep Gasunie informed on general PSIM related security matters,
- Assist Gasunie at the end of the contract period with a possible migration to another PSIM,

#### Scope Contract for the PSIM manufacturer

Gasunie expects both the PSIM manufacturer and the SI to be security specialists. Gasunie wants to enjoy the benefits of parties with more expertise and experience than Gasunie has. Gasunie is anticipating new security threats for which the current PSIM has no solution. By procuring a PSIM with a broad scope, Gasunie will have a PSIM that can run for a long time. As the PSIM is connected to many subsystems, replacement of a PSIM is expensive in terms of project, money, training and maintenance. For that reason, Gasunie wants to replace the PSIM not more often than absolutely necessary. The initial scope of the project is to replace the current PSIM, with additional PSIM functionality being bought and used at a later date, if required, which also depends on the costs of those functions. Gasunie expects the PSIM manufacturer to be innovative, so it can enjoy a product that continues to offer the latest innovations in the years to come.

Tasks of the PSIM manufacturer:

- (in combination with the SI): advise Gasunie on the best solution during and after the tender, and deliver an architecture design,
- Deliver a robust PSIM with security updates as needed and regular (at least yearly) updates for enhanced functionality,
- Provide 3<sup>rd</sup>-line support, where needed, for the duration of the Contract.

#### Size of the Contract

The size of the Contract is *estimated* to be:

- €500K for the PSIM licenses,
- €1000K for installation & configuration & migration and
- €100k per year for licenses, maintenance and service.

These numbers/amounts are for information purposes and do not offer a guarantee for the future. Candidates may not derive any rights from these amounts. Gasunie is not obliged to place actual (further) Contract with the Contractor.

Gasunie has carried out a market survey before publishing this tender. In that survey, many respondents gave an estimate of the costs involved. Of course, these costs depend on the current situation, the new situation, and thus the migration. The migration depends (among other things) on the use of interfaces with all the subsystems. This is also the main reason why this tender procedure (negotiation procedure with advance selection) was chosen. All details and costs involved will be discussed in the RfP. For more details, see the paragraph on the tendering procedure.

#### Term of the intended Contract

The Contract has an

**intended term of five years and an one time optional extension of five years.** Start date of the Contract is expected to be January 2018.

The Contract term has this length because every time the PSIM changes, large investments have to be done for not just the PSIM itself but also for education of all the PSIM users and Gasunie support staff. And a substantial migration project is to be done.

#### **1.4 Perspective tendering phase**

During this RfI selection phase **four** Candidates will be selected for the RfP tendering phase. During this RfI tendering phase the Candidates have to meet the requirements and conditions as described in chapter 3 ( Grounds for exclusion and qualification criteria) and chapter 4 (Selection procedure and criteria).

If Candidate cannot meet these requirements and conditions Gasunie advises not to participate.

#### **1.5 Lexicon**

Some words in this document are written with a capital (e.g. Candidate and Tenderer) . Those words are explained in the Lexicon ( *Annex 7 Gasunie PSIM Lexicon.docx* ).

## 2 TENDERING PROCEDURE

### 2.1 Planning

The dates and times in the table below are expressed in the Dutch local date and time. 12:00 is 12:00 PM at noon (not midnight). No rights may be derived from this planning as Gasunie reserves the right to change it at any time.

Activity RfI phase	Date / Period
Selection guideline published on TenderNed	25-april-2017
First publication Note of Information	8-may-2017
Deadline for questions by Candidate Please submit any questions you may have as early as possible.	17-may-2017 12:00
Last publication Note of Information	19-may-2017 17:00
Deadline submission of applications	<b>31-may-2017 12:00</b>
Provisional selection decision	13-june-2017
Legal protection period	23-june-2017
Final selection decision	23-june-2017
Start RfP tendering phase	3-july-2017

Planning for the RfP tendering phase. It may change when the RfP is published.

Activity RfP Tendering phase	Date / Period
Awarding guideline published/sent	03-July-2017
Deadline questions for first Note of Information	19-July-2017 12:00
First publication Note of Information	24-July-2017
Deadline to submit questions	15-August- 2017 12:00
Publication last Note of Information	18-August-2017
Deadline submission initial tender	<b>05-September-2017 12:00</b>
Assessment of tenders	18-September-2017
Clarifications and negotiations	between 18 Sept and 09-October-2017
Deadline submission Best and Final Offer	19-October-2017 12:00
Provisional awarding and rejection decision	31-October-2017
Legal protection period + Final awarding decision	20-November-2017

More information about the planning of the RfP tendering phase is included in the award guideline which will be made available to all selected Candidates.

### 2.2 Exchange of information

The exchange of information for this tender will be carried out entirely electronically via Ariba eSourcing (<https://service.ariba.com>). The use of Ariba eSourcing is free of charge.

It is not permitted to obtain information about this tender from Gasunie, other than as described in paragraph 2.3.

To be admitted to the tender in Ariba Candidate is requested to seek contact via Email with the Gasunie Contact person, mentioned on the title page of this document.

The application, including all necessary annexes, declarations and supporting documents must be submitted not later than (see item Deadline submission in the Planning) via Ariba. If nothing is submitted Gasunie assumes that the Candidate does not wish to take part in the tender. The Candidate is not permitted to submit additional information with his tender other than explicitly requested for by Gasunie.

Gasunie will attempt to carry out the assessment of the applications and announce its proposed selection on the date stated in the planning schedule

### **2.3 Submitting questions and Note of Information**

Questions relating to the tendering procedure, the tender documents and their contents, the Contract documents and their contents may be submitted until (see item Deadline to submit questions in the Planning)

Questions may only be submitted in electronic form (via the 'Messages' function) as mentioned in Par. 2.2, with the subject title 'Questions Note of Information'. Candidates must use the 'Model for submitting questions' for this purpose. This model is available in the Ariba eSourcing platform.

The answers to the (relevant) questions submitted will be formulated as an anonymous Note of Information. The Note of Information will be published in Ariba eSource on (see item Publication Note of Information in the planning), including any changes in the tender documents. Candidates are obliged to have taken note of the contents of the Note of Information. The Note of Information will prevail over the other part of the selection guidelines and any annexes.

If Candidate has any questions about the use of Ariba, Candidate can contact the Ariba help desk on tel. 0031 800 0200 582 or see the various manuals on <https://www.gasunie.nl/en/suppliers>.

Contact with other than with the Gasunie Contact person (mentioned on the first page of this document ) can lead to exclusion from participation in this tender.

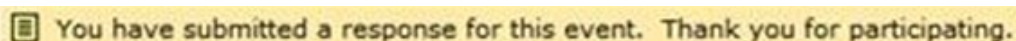
### **2.4 Submission of application**

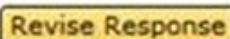
The deadline for the submission of an application is planned on (see item Deadline submission of applications in the Planning). Gasunie reserves the right to change this date and/or time. During the tendering period, the time remaining is visible in Ariba, shown as 'Time left'. Until the closing date/time is reached, the Candidate can edit and review his application. Any information submitted by the Candidate will only become available to Gasunie after the deadline has expired.

All application documents must be submitted electronically to Gasunie via the procurement system, Ariba eSourcing, before the closing date and time.

All application documents to be submitted with the application have to be legally signed. Candidate is not permitted to add additional information to the tender, other than explicitly requested by Gasunie. Such additional information will not be included in the assessment. The Candidate is responsible for the timely submission of his application. Candidates are therefore strongly advised to upload and release the documents/applications well before the deadline expires. Ariba will automatically close at the time specified. After the deadline, applications can no longer be submitted.

The Candidate will see the following message in Ariba if all required data has been uploaded and released. If the Candidate does not see this message, the application has not been successfully completed and cannot be taken into consideration.

 You have submitted a response for this event. Thank you for participating.

 Revise Response

## **2.5 Market consultation**

This tender is preceded by a market consultation. The market consultation was followed by several visits by Gasunie to PSIM customers, PSIM suppliers and SIs. The market consultation, what Gasunie learned from it and the subsequent visits are reflected in this tender, to ensure that all Candidates have the same information at their disposal when participating in this tender.

The document is available in Ariba  
( *Annex 3 SummaryInfoMarketConsultationPSIMgasunie.docx* ) .

## **2.6 Content of the application**

### **2.6.1 Documents to be submitted when applying**

The following, validly signed documents must be submitted not later than the date mentioned in the deadline in the planning.

#### **1. Form A Self Declaration**

Candidate must submit a completed and lawfully signed Form A when applying. In the event of applying as a collaborative partnership, each member of the collaborative partnership must submit a completed and lawfully signed Form A. In the case of reliance on the capacity and/or ability of a third party, this must be stated under part II C of Form A.

Instructions on how to complete the Self declaration is described in *Form A - Instructions self declaration.pdf*

#### **2. Form B, C Reference**

PSIM manufacturer Candidate uses Form B ( *Form B – Reference PSIM manufacturer .docx* ) to submit the testimonial/reference.

SI Candidate uses Form C ( *Form C – Reference System Integrator.docx* ) to submit the testimonial/reference.

Candidate combination must submit both completed forms when applying.

#### **3. Selection criteria**

Candidate must submit the requested information regarding the selection criteria as described in paragraph 4.2.

#### **4. Statement of approval**

Candidate, each of the SI and the PSIM manufacturer, completes and signs, as proof of agreement, one Form D – Statements of approval

( *Form D - Statement of approval.pdf* )

A failure to submit one or more of these documents, complete and free of errors, can result in a knockout: an exclusion from participation in this tender.

### **2.6.2 Documents to be submitted after application**

After applying, the Candidate must, within 7 calendar days of receiving a request to do so, supply the following documents via the 'messages' function in Ariba:

#### **1. Supporting documents for grounds for exclusion as indicated in the table of paragraph 3.1.**

In the event of tendering as a collaborative partnership, each member of the collaborative partnership must submit the said supporting documents.

#### **2. Supporting documents for grounds for exclusion as indicated in the tables of paragraph 3.2.**

See column 'Supporting documents (to be submitted on request)' as referred to in paragraph 3.2.

#### **3. Form X - Reliance on the financial capacity of a third party**

Insofar as Candidates rely on the capacity of a third party in terms of one or more minimum requirements in paragraph 3.2.1 (financial and economic capacity), as referred to in paragraph 3.3 sub a, the Candidate must submit form X after applying. Form X must be signed by both the Candidate and the third party.

#### **4. Form Y - Reliance on the ability of a third party**

If Candidates rely on the technical or professional ability of a third party in terms of one or more minimum requirements in paragraph 3.2.2, the Candidate should submit form Y after applying. Form Y must be signed both by the Candidate and the third party.

### 3 GROUNDS FOR EXCLUSION AND QUALIFICATION CRITERIA

The assessment of the applications received on time on the basis of Chapter 2 must be performed in accordance with the provisions mentioned in this chapter. If a Candidate does not fulfil one or more of the grounds for exclusion and suitability requirements described, this will lead to the exclusion from participation in this tender.

#### 3.1 Grounds for exclusion

##### Self Declaration

Candidates must not be in any of the situations mentioned in Form A Self Declaration. If applying as a collaborative partnership, the points mentioned above apply to each member of the collaborative partnership. When applying, the Candidate submits **Form A** ('Self Declaration'). Gasunie reserves the right to request supporting documents or information. This has to be delivered to Gasunie upon request, but no later than within one week.

Grounds for exclusion	Supporting documents (to be submitted on request)
Comply with the set requirements (grounds for exclusion) by ensuring Form A (Self Declaration) bears a valid signature	An extract (up to 6 months old at the date of submission) from the national chamber of commerce (in the Netherlands: extract from the Kamer van Koophandel) relating to the Candidate.
Compliance with the set requirements (grounds for exclusion) as stated on Form A.	One or more (consecutive) extracts (up to 6 months old at the date of submission) from the chamber of commerce, or one or more powers of attorney from which the signatory's authority to represent can be adequately inferred.

#### 3.2 Qualification criteria

The minimum qualification criteria which must be satisfied by Candidate are assessed with the following minimum requirements.

##### 3.2.1 Technical and professional ability

Regarding the technical or professional ability, Candidate must meet the minimum requirements/qualification criteria as set out in the table below.

When applying, Candidate must submit **Form A** ('Self Declaration'), in which Candidate declare that Candidate meet the minimum requirements set out below (see part IV of the Self Declaration). Supporting documents must only be delivered on request.

Minimum requirements Technical or professional ability	Supporting documents (to be submitted on request)
Candidate must declare that Candidate is in possession of a valid quality system (ISO 9001:2008 or equivalent). The scope of the quality system must (clearly) pertain to the work described by Gasunie in the tender documents	<ol style="list-style-type: none"> <li>1. Certificate or</li> <li>2. Comparable certificate or</li> <li>3. Elaboration of the quality system.</li> </ol> <p>Explanation of the evidence 1, 2, and 3:</p> <ol style="list-style-type: none"> <li>1. Certificate according to the European standards series and 29000 (ISO 9000 series)</li> <li>2. Equivalent certificate(s) or declaration(s) of independent third parties stating that the quality is equivalent to ISO 9000 series</li> <li>3. A description of the operating quality</li> </ol>

	system, incorporating at least: <ul style="list-style-type: none"> <li>• (the table of contents of) The internal quality manual, and</li> <li>• Reports of recent and regular quality audits, carried out by independent third parties, or other evidence of continuous quality testing.</li> </ul>
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Regarding the technical or professional ability, the Candidate must submit reference(s) showing that the Candidate meets the minimum reference requirements (core competences) as set out in the table below. When applying, the Candidate submits **Form B**. Supporting documents must only be delivered on request.

**Minimum requirements Reference(s)**  
**Please fill in the Reference document.**

For PSIM manufacturer : please complete the reference document  
 ( *Form B – Reference PSIM manufacturer .docx* )

The reference may be no more than three years old, counting from the start date of the sign-off of the delivery of the project to the date of submission for this RfI tender phase.

For SI: please complete the reference document  
 ( *Form C – Reference System Integrator.docx* )

The reference may be no more than three years old, counting from the start date of the sign-off of the delivery of the project to the date of submission for this RfI tender phase.

For each core competence/reference requirement, the Candidate must submit 1 reference showing that the Candidate satisfies. A reference submitted by the Candidate may relate to 1 or more reference requirements. For each reference, the Candidate must state which reference requirement (or requirements) the reference relates to.

Not meeting one or more of the Minimum requirements below can be considered a Knock out and can lead to exclusion of this tender.

**Minimum requirements**

**MR1. Code of Conduct**

Candidate will adhere to the Gasunie Code of Conduct (*Annex 5 Code Of Conduct.pdf*) for the tender and for any Contract that may follow

Question:

Candidate confirms he will adhere to the Gasunie Code of conduct.

**MR2. Screening**

The documents provided in the RfP tendering phase are of a Gasunie security confidential nature.

All the Candidates admitted to the RfP phase will be submitted to a screening.

The Gasunie Contract will also stipulate a screening for key personnel of the suppliers with a Contract.

The screening procedure is as follows:

- a. Gasunie will look in the screening at the person registered in Ariba to perform this tender.
- b. The managers of both the SI and the PSIM manufacturer have to send a copy of their passport or ID card to A.Weterings@Gasunie.nl or submit it at N.V. Nederlandse Gasunie, Concourslaan 17, 9727 KC Groningen, The Netherlands.  
 As soon as the screening is complete, these copies will be deleted or destroyed.
- c. Gasunie will perform a screening of the persons mentioned under a and b. The screening

- will look at criminal and/or terrorist connections.
- d. If Gasunie objects to participation in the tender, it will exclude the Candidate from the tender.
  - e. If there is no objection, the Candidate will get access to all the tender documents in Ariba.

It is Gasunie's intention the screening procedure takes a maximum of three work days.

Question:

Candidate confirms he approves and will assist with this screening.

### **MR3. Use of Ariba for orders and invoicing**

Once tenderer is awarded a Contract and becomes a Gasunie supplier use of Ariba for receiving PO (Purchase Orders) and sending invoices is obligatory.

Ariba charges a fee to supplier.

More details, in Dutch can be found here: <https://www.gasunie.nl/leveranciers>

In English: <https://www.gasunie.nl/en/suppliers>

Question:

Candidate confirms he will use Ariba for orders and billing

### **MR4. Submit the tender as a combination**

Gasunie wishes a Contract for the PSIM with the PSIM manufacturer, and a separate Contract with the System Integrator to lower the risk of SI vendor lock in.

Question:

Candidate confirms he will give the answers as a combination of PSIM manufacturer and System Integrator

### **MR5. Helpdesk 7x24**

The SI needs to have an helpdesk available 7x24, all days of the year, and as a follow up of the Gasunie call if needed 2<sup>nd</sup> line support is physically available at any Gasunie location within four hours.

Question:

Candidate confirms the SI can offer this service.

### **MR6. System integrator is the SPOC**

Question:

The SI will provide the SPOC (Single Point of Contact) for both PSIM manufacturer and SI, for both the project and maintenance thereafter.

Question:

Candidate confirms the SI will provide this SPOC.

### **MR7. Technical know how and experience**

These are mentioned in the reference as well.

Candidate is to have knowledge about and experience with:

1. A PSIM with several underlying subsystems that can be monitored and used, such as Intercom, Gates, Video, Motion detection,
2. Subsystem with possibly separate sub-instances, e.g. intercom could be more than one system, each with its own interfaces,

3. One central PSIM (software) location with a hot standby,
4. Surveillance of terrains (not just indoors),
5. Knowledge base and support of older systems connected to the PSIM, including related protocols, where it is permitted to use the experience, expertise and/or licenses and protocols of other parties,
6. Experience in corporate networks (WAN) to connect all the subsystems to the PSIM,
7. Experience with end-to-end maintenance of a security management system.  
As example: If a video is not show in the PSIM, the cause can be the video camera or the PSIM, or anything (hardware- or software-related) in between.

Candidate is to have in depth knowledge about:

- a. One central PSIM location and several independent ones as well, with, however, the one central PSIM used for all locations at certain times of the day (holidays, weekends, nights),

Question:

Candidate confirms PSIM manufacturer and System Integrator have this know how and experience.

Grading:

Having no knowledge on these core item(s) leads to a knock out.

How well Candidate is versed in these matters is a question that will be graded in the selection criterion S3 (see next chapter).

**4 SELECTION PROCEDURE AND CRITERIA**

**4.1 Introduction**

The selection procedure consists of

1. Applications submitted on time on the basis of paragraph 2.5.1 are checked for completeness first. Incomplete applications may lead to exclusion. Gasunie reserves the right to request supplementary information and/or clarification from the Candidates and/or submission of missing documents/supporting documents. If at any time during the tender (either RfI or RfP) the Candidate (or Tenderer) has given false information, Gasunie reserves the right, at any time during the tender, to exclude the Candidate (or Tenderer).
2. Candidate is to meet the grounds for exclusion (section 3.1) and qualification criteria (section 3.2). Based on the declarations in Form A ('Self Declaration') and the documents submitted, it is assessed whether the Candidate meets the grounds for exclusion and qualification criteria referred to in Chapter 3.
3. Every Candidate receives a score based on the Selection criteria S1 through S5 (section 4.2),
4. Four Candidates with the highest scores will be chosen and submitted to a screening (MR2). Every time a Candidate does not pass this screening a Candidate with the next highest score will be chosen and the (MR2) screening will be done for that Candidate.

No.	Selection criteria	Max score
S1	Supplier fit for purpose	20
S2	Supplier security	10
S3	Knowledge and ability to execute	30
S4	Innovative	20
S5	Support at Gasunie	20
<b>Maximum Total Points:</b>		<b>100</b>

Using these selection criteria, Gasunie wishes to select the Candidates for the tendering (RfP) phase who have experience in providing a PSIM for similar clients and scope as described in this tender.

There are five selection criteria, each with a maximum score. For each selection criterion the Candidate may submit limited amount of information, as noted in the table selection criteria, for example one page A4. If Candidate submits more than the requested pages/form, only the first requested page(s)/form(s) will be assessed. Each individual answer of each selection criterion must be submitted separately via Ariba eSourcing.

Every selection criterion is to be answered by together the System Integrator and maker of the PSIM. Every answers is to reflect the full size of the scope of this tender but not beyond it. The answers are to reflect the purpose of this tender as described in paragraph 1.3 (The customer and the Contract).

The selection criteria are assessed by a multidisciplinary team of experts consisting. Each team member will assess of the answers using the following criteria:

- The completeness of the submitted answer,
- The clarity of the answer,
- The extent of how the answer contributes to selection criterion subject and the Goal of the Contract (as described in paragraph 1.3),

- To what degree the answers relate to experience in Gasunie comparable environments,
- The consistency of the answers,
- How SMART the answers are,

Each member of the Gasunie tender team evaluates the answers individually. Evaluators can assign the following scores per question:

With a Max score of	None/poor	Insufficient	Neutral	Good	Excellent
10	0	2	4	8	10
20	0	4	8	16	20
30	0	6	12	24	30

Interpretation of the answers of the table above are as follows:

Answer is	Evaluation
None	The minimum required information is not present.
poor	The given information is (much) less than Gasunie expects and/or the description is (very) incomplete.
Insufficient	The given information is not quite in accordance with the expectations of Gasunie and/or it is not well enough defined for the scope and goal of this tender. Information about significant issues is lacking. The presentation is not convincing, it leaves one or more unresolved issues.
Neutral	The given information is in accordance with the minimum goals of the tender and is in accordance with what Gasunie expected at least. The presentation gives just enough assurances and is just convincing. The information is in accordance with the scope and goal of this tender.
Good	The given information is completely in accordance with the minimum goals of the tender and is in accordance with what Gasunie expected. The presentation gives enough assurances and is convincing. The information is in accordance with the scope and goal of this tender. One or more items given is positively distinctive.
Excellent	The given information is more than complete. The presentation gives good assurances and is convincing. The information is in accordance with the scope and goal of this tender. Several items given are positively distinctive implying a high quality service level and/or has the Gasunie required innovative elements.

Once all the assessing team members have given their individual scores, the Consensus score is determined by the entire tendering team in a meeting. The Consensus score is the score that will be communicated to the Candidate.

## 4.2 Selection criteria

The five selection criteria in more detail:

Each of the criteria is a question that is to be answered by the combination of the PSIM manufacturer and the SI.

No.	Selection criteria	Max points
S1	<p><b>Supplier fit for purpose</b></p> <p>Explain why Candidate is particularly fit for this assignment. In other words what is the added value of Candidate on top of the criteria (below this one) S2 up to and including S5. Limit your description to the (behavior of) Candidate. Please avoid technical descriptions (such as what a PSIM can do), as that will be the subject in the RfP phase of the tender.</p> <p>Format: No more than 1 page A4, with margins and typeface the same (size) as this tender document (Verdana 9 pt). Give no more than ten items, ordered with the most relevant one first, and the least relevant last. It is more important for Gasunie that relevant items are given than that ten items are given. If more than 10 items are mentioned only the first ten will be graded.</p> <p>Grading: 1. Identification of realistic value added for Gasunie, with a verifiable description of how to execute this value added, 2. Candidate shows with these descriptions that he indeed adds value to the execution of this contract for Gasunie, 3. Ambition and how pro actively Candidate is willing to be to add value for Gasunie.</p>	20
S2	<p><b>Supplier security</b></p> <p>Gasunie is interested in:</p> <ul style="list-style-type: none"> <li>• Governance: why and how is security policy made?</li> <li>• Education: how is everyone in your company made aware of and educated about the security policy to be followed?</li> <li>• Compliance: how is the security policy enforced?</li> </ul> <p>Format: No more than one page A4, with margins and typeface the same (size) as this tender document (Verdana 9 pt).</p> <p>Grading: Gasunie will determine whether this Supplier security (governance, education and compliance) is present and how well it is executed.</p>	10
S3	<p><b>Knowledge and ability to execute</b></p> <p>Please describe your capability to deliver what is needed to achieve the objectives of this Gasunie tender, as described in Par. 1.3, under 'Objectives of the Contract'.</p> <p>Gasunie is interested in knowledge and experience of Candidate in/with:</p> <ol style="list-style-type: none"> <li>1. One central PSIM (software) location with a Fall back,</li> </ol>	30

	<ol style="list-style-type: none"> <li>2. One central PSIM location and several independent ones as well, with, however, the one central PSIM used for all locations at certain times of the day (holidays, weekends, nights), with several underlying subsystems that can be monitored and used, such as Intercom, Gates, Video, Motion detection,</li> <li>3. Surveillance of terrains (not just indoors),</li> <li>4. Knowledge base and support of older systems connected to the PSIM, including related protocols, where it is permitted to use the experience, expertise and/or licenses and protocols of other parties,</li> <li>5. Experience in corporate networks (WAN) to connect the subsystems to the PSIM,</li> <li>6. Experience with end-to-end maintenance of a security management system. As example: If a video is not show in the PSIM, the cause can be the video camera or the PSIM, or anything (hardware- or software-related) in between,</li> </ol> <p>Format: No more than three pages A4, with margins and typeface the same (size) as this tender document (Verdana 9 pt).</p> <p>Grading: Each of the six items is worth five points.</p>	
S4	<p><b>Innovative</b></p> <p>Please describe in what way your company is innovative. For the PSIM manufacturer, the emphasis should be on how that results in a product that a company like Gasunie would want, and for the SI the emphasis should be on how it then provides the best project and maintenance for Gasunie.</p> <p>Gasunie is interested in e.g. :</p> <ol style="list-style-type: none"> <li>1. What is Candidates vision and ability to execute on innovations of the product,</li> <li>2. What is Candidates vision and ability to execute on innovations for project and maintenance,</li> <li>3. Any PSIM is in the middle of a set of sub-systems. What is Candidates vision and ability to execute on innovations to connect to existing and future sub-systems?</li> </ol> <p>Format: No more than one page A4, with margins and typeface the same (size) as this tender document (Verdana 9 pt).</p> <p>Grading: Gasunie is interested in the innovation expertise and experience of Candidate. The mentioned three points are what Gasunie is interested in, it may be more as Candidate may mention all relevant items relating to being innovative. The grade is given for what Candidate presents.</p>	20
S5	<p><b>Support for Gasunie</b></p> <p>Gasunie would like to ensure that Candidate is able to give support as needed by Gasunie.</p> <p>(The precise description of which support will be consumed, and how, by Gasunie will be given in the RfP.)</p> <p>Gasunie is interested in :</p> <ul style="list-style-type: none"> <li>• Consultancy on PSIM system(s) and security in general including experience with training of the customer in the use of the PSIM,</li> <li>• Migration, Customization(including workflows) and maintenance of a PSIM,</li> <li>• Maintenance: the way in which supplier can provide support with the</li> </ul>	20

	<p>goal of keeping the uptime very high, and minimize the number of incidents,</p> <p>Format: No more than two pages size A4, with margins and letter type the same (size) as this tender document (Verdana 9 pt).</p> <p>Grading: All three items carry the same weight when grading.</p>	
<b>Maximum Total Points :</b>		<b>100</b>

**4.3 Notification of direct exclusion and/or rejection**

If the assessment referred to in paragraph 4.1 gives rise to immediate exclusion and/or rejection of one or more Candidates, Gasunie will notify them in writing so as soon as possible.

When the Candidate who was immediately excluded and/or rejected does not agree with the direct exclusion and/or rejection and/or with the selection decision, and wishes to commence summary proceedings against such decisions, Candidate must do so within 10 calendar days and in the manner as indicated in the notification of the selection decision.

Gasunie reserves the right to make the aforementioned notification of exclusion and/or rejection at the same time as the notification of the selection decision mentioned in paragraph 4.3.

**4.4 Notification of the selection decision**

Candidates who meet the grounds for exclusion and qualification criteria in the selection guideline and, if applicable, the weighted selection criteria, will be invited to submit a tender in the next phase, the tendering phase. If weighted selection criteria are applied, the number of tenderers will be limited on the basis of the method indicated.

Prior to the continuation of the tendering procedure, Gasunie will simultaneously inform all Candidates of its selection decision (provisional selection decision). This selection decision will be electronically communicated via Ariba eSourcing.

After final selection, Gasunie will make the award guideline available to the selected Candidates.

#### 4.5 Subsequent tendering procedure

Further information regarding the continuation of the tendering procedure (the RfP tendering phase), planning, tender and the method of assessment and awarding will be included in the awarding guidelines document. The awarding criterion is the most economically advantageous tender, as stated in the awarding guidelines that will be made available to all selected Candidates via Ariba eSourcing.

The following weighted awarding criteria are included in the RfP award guideline:

From the Tenderers that are able to meet the requested requirements during the RfP tendering phase, the assignment will be awarded to the Tenderer with the economically most advantageous offer (in Dutch: Economisch meest voordelige inschrijving met de beste prijs kwaliteit verhouding). In order to determine the economically most advantageous tender, Gasunie applies the weighted awarding criteria in the RfP as follows:

No	Award criteria	Weight
<b>G2</b>	<b>Quality</b>	<b>70 %</b>
	2.1 Implementation and maintenance plan, such as: <ul style="list-style-type: none"> <li>▪ Architecture plan,</li> <li>▪ Installation, configuration,</li> <li>▪ Training of all Gasunie people involved,</li> <li>▪ Maintenance and support</li> </ul>	
	2.2 PSIM functionality: what functions can the PSIM provide	
	2.3 PSIM Usability	
	2.4 PSIM reporting	
<b>G1</b>	<b>Price</b>	<b>30 %</b>
	4.1 Total price Such as: <ul style="list-style-type: none"> <li>• Implementation,</li> <li>• Licenses updates, and maintenance,</li> <li>• Licenses production environment,</li> <li>• Licenses testing &amp; acceptance environment,</li> <li>• Number of required servers and clients,</li> <li>• Training of all Gasunie people involved</li> </ul>	

Of each criterion, the elaboration, weight and assessment will be described in detail in the awarding guidelines. The awarding guideline will be made available during the RfP tendering phase.

#### Negotiations

The clarification and negotiation form part of the RfP tendering phase. Gasunie will use the negotiation procedure in this tender, because differences in interpretation of the scope are conceivable as well as the chosen approach. These negotiations are used to guarantee that all Candidates have the same information at their disposal. In order to optimally apply the resources available, Gasunie reserves the right to conduct clarification and/or negotiation discussions with regard to the chosen approach, conditions and other aspects of the tender.