



**NedTrain**

**Procurement**

# **Standard Selection Guidelines**

## **SEATS**



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# 1 Introduction

## 1.1 Reason and purpose of the selection procedure

**This is the Selection Guide of NedTrain B.V., hereinafter referred as NedTrain or NS for the benefit of the European Tendering for seats.**

For this contract, NS, as a special sector company, qualifies as an organisation subject to tendering, such according to the Public Procurement Act 2012, as amended by the act dated 22 June 2016, hereinafter: the Public Procurement Act. That is why NedTrain initiated this European tendering procedure. In this case, a negotiated procedure under announcement. This means that the tender procedure is divided into two stages. The first stage concerns the selection of suppliers who can be considered for submitting an offer. The second stage concerns the submission of an offer by the selected suppliers. The Selection Guide relates to the first stage.

On TenderNed and Tenders Electronic Daily (TED) an Announcement of this call for tender is made. This Selection Guide forms an integral part of the Announcement referring to this specific Selection Guide.

This Selection Guide contains a description of the contract, the procedure and a list of the Grounds for exclusion, Selection requirements and Selection Criteria, as well as all information required by NedTrain in that context in order to assess whether an interested supplier, hereinafter 'Candidate', can be invited for submitting an offer.

In this call for tender, the award criterion best price-quality ratio is applied. This criterion is elaborated in the Award Guideline; or 'Request For Proposal' ('RFP').

## 1.2 Table of Contents

The contents of this Selection Guide are as follows:

- Chapter 1: Introduction
- Chapter 2: Short general description of the contract
- Chapter 3: Procedural provisions
- Chapter 4: Grounds for exclusion and Selection requirements
- Chapter 5: Selection criteria
- Chapter 6: Evidence
- Chapter 7: Parts to be submitted



### **1.2.1 Annexes and Standard Forms**

The Annexes and Standard Forms are an integral part of this Selection Guide.

The Annexes contain provisions and conditions applicable to this call for tender, such as the Tendering Regulations of NS, the ARNS, and additional information about the contract. The Annexes are the following:

- A ARNS
- B Sourcing protocol
- C Selection requirements financial-economic ability
- D Explanation to financial-economic ability
- E NS Supplier Code of Conduct

The Standard Forms are the forms that you must use in this call for tender, for instance for asking questions or as part of your Application. The Standard forms are as follows:

- I Uniform European Tender Form
- II Standard Question Form
- III Reference Form
- IV Reliance on financial-economic ability (third party)
- V Reliance on technical and professional ability (third party)
- VI Combination Statement
- VII Model audit opinion with regard to the financial selection criteria
- VIII Testimonial
- IX Quality Management Questionnaire
- X Financial selection criteria
- XI Selection matrix SEATS

### **1.2.2 Documents ranking order**

This Selection Guide, the Annexes and Standard Forms have been put together with care. If there would nevertheless arise any inconsistency, the ranking order provided below shall apply whereby the upper documents shall prevail over the lower ranked documents.

1. This Selection Guide
2. The Annexes, with exclusion of the ARNS and the Sourcing and Auction protocol
3. The Standard Forms



4. The Announcement
5. The ARNS
6. The Sourcing and Auction Protocol

Furthermore applies that the answers given to questions asked and answered via the Event 'Messages/Berichten' in Ariba Sourcing (see below in paragraph 3.2), shall prevail over all abovementioned documents. In case of inconsistencies, answers given later shall prevail over answers given earlier.



### **1.3 Contact person NedTrain**

The contact person designated by NedTrain for this tender is:

NedTrain SCO Procurement Projects  
Joost Riggeling  
Senior Buyer  
Tel: +31 (0) 6 100 32 969  
e-mail: joost.riggeling@ns.nl

In relation to this call for tender, the Candidate, with the exclusion of the cases mentioned in paragraph 1.4, is not allowed to contact any persons within NedTrain other than the designated contact person.

If the Candidate attempts to contact other employees of NedTrain, the Candidate can be excluded from further participation to this tender procedure.

NedTrain shall in no case be bound to any oral information provided on behalf of NedTrain by one of its employees or representatives.

### **1.4 Electronic calls for tender - Ariba Sourcing**

This call for tender is performed electronically via the secured communication platform Ariba Sourcing.

Via this platform, the Candidate has obtained access to all documents pertaining to this call for tender. All written communication regarding this call for tender, including the asking of questions (see paragraph 3.2) or the Application (see paragraph 3.3) goes via Ariba Sourcing.

Under the 'Help' button you find a number of Guides and Tutorials which show how Ariba Sourcing works. In addition, the Candidate may consult the Procurement Support & Intelligence (PS&I) department of NS, via [procurementsupport@ns.nl](mailto:procurementsupport@ns.nl) or +31 30-2353897.



## 2 Short general description of the contract

NedTrain has the intention to conclude an agreement and agree on the terms and conditions of a spare part agreement with a supplier who is able to supply regional/intercity seats for the VIRMm2/3 refurbishment & Overhaul project that covers approximately 242 coaches. The term of the contract will cover the duration of the VIRMm2/3 refurbishment & Overhaul project.

In this contract there is an option for the VIRMm4 project which covers approximately 204 coaches and/or an option for other similar refurbishment & Overhaul projects, NedTrain may call on the option at its discretion and will have the possibility for extensions for the option(s) mentioned, as long as the extensions start within 2 years after the end date of the VIRMm2/3 refurbishment & Overhaul project.

Candidates can derive no rights from these options.

Additionally the ability to deliver spare parts for the period of the technical life cycle is included in the Scope of Supply.

Technical Life Cycle means the period from Acceptance of the first Scope of Supply until 18 years after Acceptance of the last Scope of Supply delivered under this Agreement, including Additional Orders.

Spare parts:

The supplier will have open, transparent and competitive spare parts prices available by the awarding of this contract.

Supplier will have the equal MOQ for spare parts according our forecast available. Supplier will have all necessary spare parts available on stock at NedTrain before the first train is on track.

The specifications for re-upholstery will be available for a third part approved by NedTrain. The drawings, cutter molds and documentation for spare parts is NedTrain property.

Scope spare parts:

The scope for spare parts are all necessary spare parts needed during the project phase and maintenance.

**Not into the scope** is re-upholstery during the maintenance.

A final agreement can only be reached in the event that NedTrain is granted the VIRMm2/3 refurbishment & Overhaul project by the Board of Directors of NS.

Special note to the VIRMm2/3 refurbishment & Overhaul Project

The upgrade of the VIRM coaches is a large refurbishment & Overhaul project. This Tender is an essential part of this project but, consequently, does not cover the complete scope of work. It is of the essence, and highest importance, that any supplier selected for (a) part(s) of this project is committed to cooperate with all NedTrain's contracted parties. NedTrain aims that the VIRMm2/3 refurbishment & Overhaul project and any optional future project(s) are to be executed:

- strictly in accordance with the project planning,
- reaching additional cost reduction by integrating the different sub-systems in a smart and efficient way into one system / train,
- with goods and services delivered exactly in time (in accordance with the "Just in Time"-principle), by suppliers with demonstrable proven technology and proof of track record.

Passive safety :

- in accordance with NS policy to incorporate passive safety into rolling stock. Basis for this policy is the collision at Amsterdam Westerpark, April 2012. NS has identified UNIFE REF: 001, Issue 1, dated 01 Dec. 2014, Technical Report for Interior Passive Safety in Railway Vehicles as a basis for technical specifications. Hereafter identified by Passive Safety.



Seats delivered shall comply with the Passive Safety in Railway Vehicles. For this reason the selected supplier must cooperate closely together with NedTrain and NedTrain's contracted parties to fulfil the Passive Safety requirements.

## 2.1 Description of the Project

The refurbishment & Overhaul of the coaches shall be developed and executed by NedTrain Refurbishment & Overhaul at Haarlem, the Netherlands.

The actual planning of the VIRMm2/3 project will be as follow:

- Q2 2018 – Q3 2019 Design phase
- Q4 2019 – Q4 2020 Pre Try Out (PTO)
- Q1 2021 – Q3 2021 Try Out (TO)
- Q3 2021 – Q4 2023 / Q1 2024 Serial production

NedTrain investigates the possibility to accelerate the planning of the VIRMm2/3 project with 12 months.

The accelerated planning of the VIRMm2/3 project will be as follow:

- Q2 2018 – Q2 2019 Design phase
- Q3 2019 – Q2 2020 Pre Try Out (PTO)
- Q2 2020 – Q4 2020 Try Out (TO)
- Q4 2020 – Q4 2022 / Q1 2023 Serial production

Please indicate when you see possibilities to accelerate the planning, as mentioned above.

The refurbishment & Overhaul project of VIRMm2/3 consist of 45 VIRM2/3 trainsets and 242 coaches:

- VIRM2/3, 4-car trainset 14 trainsets, mBvk1 – Abv6 – Abv3/4 – mBvk2
- VIRM2/3, 6-car trainset 31 trainsets, mBvk1 – ABv5 – mBv7 - Abv6 – Abv3/4 – mBvk2

## 2.2 Project Refurbishment & Overhaul philosophy

NedTrain's philosophy within this refurbishment & Overhaul project is to look at the entire supply chain of the product or goods. NedTrain's focus is on the total life span of the train which should, at least, be 18 years and thus the life Cycle Costs (LCC). To achieve this, focus is needed on Quality and Cost. This is reached through a "design to maintain" principle where Reliability, Availability, Maintainability, Safety, Health and Environment (RAMSHE) are linked to their Life Cycle Cost (LCC) and weighted to their importance. Furthermore it is of the utmost importance that the supplier plays an integral part in the design and build phases of NedTrain.

## 2.3 Scope of Supply

The Scope of Supply of this European Tender consists of the following:

NedTrain is looking for a supplier with demonstrable and proven experience with Passive Safety, who is being responsible for the engineering, design and delivery of all regional/intercity seats for the



VIRMM2/3 refurbishment & Overhaul project that has an economical and technical life span of at least 18 years.

This includes :

- First class compartment seats.
- Second class compartment seats.
- Tip-up seats in the balcony areas.
- Tip-up seats with ischiatic support at the wheelchair area.
- Longitudinal benches for regional/intercity.
- Engineering.
- Engineering Tooling & Equipment to install the seats in the coach.
- Engineering and supply of equipped trailers /containers to deliver the seats per coach directly to the production line.
- Spare part catalogue and maintenance guide for the supplied seats.
- All documentation, incl. homologation and certification.
- Ability to deliver spare parts up until the technical life cycle of the product.
- Logistics: delivery per coach JIT, responsible for the supply chain transports.
- Dedicated support at location Haarlem during Design, PTO and TO phase.

An indication of the number of seats per coach are available in Standard form XI named : "Seat total VIRMM23"

The Scope of Supply as described is an indication; during the tendering process and implementation of the project, the experience and / or new insights may lead to changes in the scope

The detailed specifications of the Scope of Supply will be published by NedTrain during the RFP phase.

The contract will be awarded on basis of the economically most favorable bid.

## **2.4 Description of the NS organisation**

It is important for your Application and, after possible selection, your Tender, that you take cognizance of NS and the activities performed by NS. For the background of NS and its business units, please consult [www.ns.nl](http://www.ns.nl) and [www.nedtrain.nl](http://www.nedtrain.nl)

## **2.5 Project Organisation Refurbishment & Overhaul VIRMM2/3**

The backbone of the project organisation is a multifunctional team with the following members:

- Project leader
- Supply Quality Assurance Engineer
- Production Engineer
- Purchaser
- Logistic Engineer
- Engineer
- Maintenance Engineer
- Reliability Engineer

The Team is responsible for the reliability, availability, maintainability, safety, health, environment, functionality, planning, Quality and Cost as well for the Project Refurbishment & Overhaul and life cycle.



## 3 Procedural provisions

### 3.1 Schedule

- Any question, remarks and objections of the Candidate must have been received no later than on Friday 30-06-2017 at 13.00 (= Deadline for questions; see paragraph 3.2);
- Any answers and responses to questions asked and/or remarks and objections made by Candidates who requested the Selection Guide, are sent and published via Ariba Sourcing no later than on Friday 07-07-2017 at 13.00 (= Deadline for answers; see paragraph 3.2);
- NedTrain must have the Application of the Candidate in its possession, in Ariba Sourcing, no later than on Thursday 17-08-2017 at 13.00 (= Closing date and Closing time, see paragraph 3.3);
- No later than in week 36 it will be announced via Ariba Sourcing whether the Candidate has been selected, either or not provisionally, for participation to the evidence event regarding the surrender of the evidence referred to in Chapter 6;
- No later than in week 36, the Candidates will be informed via Ariba Sourcing whether or not they have been selected, either or not provisionally, to submit an offer;
- NedTrain intends to send the Award Guideline to the selected Candidates no later than in week 41, and as much earlier if possible. The subsequent planning is included in the Award Guideline. No rights can be derived from this planning.
- In accordance with article 8.2, at week 37, 38 and 39 NedTrain may elect in its absolute discretion to perform an audit at the three (3) best candidates to verify the correctness or completeness of an Application or Tender Submission. An audit can if necessary, take place at a location (for instance at a production location).

This selection document and the associated appendices are confidential documents. Their contents must therefore be treated as strictly confidential. NedTrain may elect in its absolute discretion to conduct a verification audit at the selected Candidates. Such an audit involves verification of the information submitted. If this audit reveals that the candidate provided incorrect information, the number of points acquired by the candidate shall be corrected in accordance with the audit findings and a new ranking shall be determined.

If NedTrain determines during the verification audit that: 1) the Candidate does not meet the stated minimum requirements, the Candidate shall be excluded from further participation in the tendering procedure; 2) the Candidate has provided incorrect information regarding the weighted selection criteria, the Candidate can be excluded from further participation in the tendering procedure or the Candidate's score shall be corrected and a new ranking shall be determined.

In accordance with article 13.3 ARNS, all the deadlines set by NedTrain are firm and strict. The e-procurement tool Ariba Sourcing accepts no more Applications after the closing date and the closing time, it is then no longer possible to submit an Application. In this context, the system time of Ariba Sourcing registered with NedTrain applies as the actual time. The remaining time until the closing time is shown in the upper right corner of the screen. Any delays in the tender, for instance as a result of technical breakdowns, are always for the account and risk of the Candidates. The Candidates must immediately inform NedTrain of any technical breakdown, at all times. Only if the Ariba tool itself breaks down and the submission of an Application has become impossible shortly prior to the expiry of the Closing date and the Closing time, an Application may be considered to



have been submitted in a timely manner, provided that the conditions mentioned in article 6.1 ARNS have been fulfilled.

NedTrain reserves the right to deviate from the planning. In case of a change in the planning, the Candidates receive the revised planning.

### **3.2 Opportunity to ask questions, and answering the questions asked**

The Candidates are given the opportunity to ask questions about the Selection Guide, the Annexes, the Standard forms and the tender procedure. This is only possible via the Event 'Messages/Berichten' in Ariba Sourcing. Only the questions that are entered in Ariba Sourcing are handled.

Questions should be asked by means of the Standard form II, 'Standard Questionnaire'.

Any questions of the Candidates and the answers thereto are made available to all Candidates via the Event 'Messages/Berichten'. The questions are subsequently anonymised. The Candidates must thus put their questions to NedTrain anonymously, or in such a way that the questions can easily be made anonymous.

Questions and remarks can be asked and made, respectively, in Ariba Sourcing until the Deadline for questions. Only the questions that are entered in a timely manner are handled. The anonymised questions and answers can be found under 'Messages/Berichten', no later than on the Deadline for answers.

### **3.3 Manner of submission and conditions to submission for Application**

The Application is comprised of the documents mentioned in Chapter 7. The documents mentioned therein must be submitted correctly, completely and in a timely and proper manner. In case of an incorrect, incomplete, untimely or improper submission of the Application, a Candidate may be excluded from participation to the tender procedure.

In order to submit, the Candidate must click the yellow button 'Submit Entire Response/Volledige reactie indienen' after having answered all mandatory questions. If a Candidate has not answered all mandatory questions, they get an on-screen notification. The Candidate is then allowed to answer the unanswered questions, after which the Candidate can continue the submission. After submission of the Application, the Candidate is able to revise their Standard forms until expiry of the Closing date and Closing time. The Application becomes definitive after expiry of the above mentioned deadline, under the condition that the Application has been submitted correctly. It is best to submit the Application ample time before expiry of the deadline, in order to prevent problems. The Candidate can verify whether their Tender has been submitted correctly and has been received by NedTrain by clicking the link Event 'Messages/Berichten' in the upper left corner of the screen. Here you find a confirmation of the submission of the Application. Furthermore, the button 'Volledige reactie indienen / Submit Entire Response/' is replaced by the button 'Reactie aanpassen / Revise Response'.

### **3.4 Application review**

The Selection Committee, as composed by NedTrain in view of this call for tender, reviews of the Applications. The Selection Committee consists of employees or third parties appointed by NedTrain.



The evaluation of your Application proceeds as follows:

1. First, the Application is reviewed for correctness, completeness, timeliness and proper manner of submission (see paragraph 3.3).
2. Second, the Grounds for exclusion of the Application are assessed (see chapter 4).
3. Subsequently, it is assessed whether the Application meets the Selection requirements (see chapter 4).
4. Finally, the weighted Selection criteria are assessed and are awarded scores (see chapter 5).

If the Candidate does not comply with points 1 and/or 2 and/or 3, the result of the evaluation will be that the Application is disregarded, unless NedTrain decides not to proceed with exclusion with regard to point 2 and under application of Article 3.65 of the Public Procurement Act.

If the Candidate complies with points 1, 2 and 3, their Application will subsequently be reviewed for the degree in which the weighted Selection criteria are met. These Selection criteria, what the Candidate must provide in the context of these Selection criteria and the manner of evaluation are provided in chapter 5.

A maximum of 3 Candidates are invited to submit a Tender; the Award stage. The invited Candidates are Candidates to whom none of the Grounds for exclusion apply, or at least which Candidates are not excluded on the basis of one of the grounds for exclusion, which Candidates meet the Selection requirements and who received the best scores in respect of the Selection criteria further to the evaluation of the Selection Committee.

The evaluation on the basis of the Selection Criteria does not apply if the number of Candidates that applied is less than the abovementioned maximum and/or are considered for submission of a Tender on the basis of the evaluation mentioned behind numbers 1, 2 and 3.

### **3.5 Objections from rejected Candidates**

If a Candidate is not selected for making an offer, they receive a notice in writing. If a Candidate disagrees, they must give notice of this within 10 days after sending the notification, by instituting preliminary relief proceedings in conformity with the relevant provisions in the ARNS.



## 4 Grounds for exclusion and Selection requirements

### 4.1 Grounds for exclusion

NedTrain attaches great importance to doing business with suppliers who are reliable and irreproachable. That is why NedTrain applies the Grounds for exclusion in this call for tender, which grounds are included in the European Single Procurement Document (Standard form I).

The Candidate must indicate in the European Single Procurement Document that the Grounds for exclusion do not apply to them. In case of an Application through a Group of Economic Operators, each of the participants to the Group of Economic Operators must submit a European Single Procurement Document. For the sake of completeness, the NedTrain draws attention to the other obligations ensuing from Article 9 of the ARNS applicable to Group of Economic Operators, and which must be respected by the Group of Economic Operators in the tender procedure under consideration.

If one or more of the Grounds for exclusion apply to the Candidate or in case of a Group of Economic Operators, to one or more of the Economic Operators, the Candidate or the Group of Economic Operators shall be excluded from further participation to this tender procedure. Taking into account Article 3.65 of the Public Procurement Act, NedTrain may under certain circumstances decide not to exclude a Candidate. If one or more of the Grounds for exclusion apply to the Candidate, the Candidate must indicate in the European Single Procurement Document why they should not be excluded. NedTrain shall observe that comment when deciding on exclusion of a Candidate. If the European Single Procurement Document is filled out untruthfully, a Candidate might be excluded from further participation.

### 4.2 Selection requirements

In that respect, the Candidates must tick "yes" under section IV "α general instruction for all selection criteria" of the European Single Procurement Document (in the European Single Procurement Document selection criteria are taken to mean selection requirements).

In this call for tender, NedTrain applies Selection requirements within the following categories:

- Financial-economic standing
- Technical and professional ability
- Social suitability
- QMQ minimum score of 25 points.

In the paragraphs below, the requirements with which your Application has to comply are provided for each category.

If a Candidate does not comply with one or more of the Selection requirements, they are excluded from further participation to this Tender procedure.



In part  $\alpha$  of section IV of the European Single Procurement Document, the Candidate must tick the 'yes' box in order to indicate the prescribed Selection requirements are complied with.

#### **4.2.1 Financial-economic ability**

The selected Candidates must have sufficient financial-economic standing to be able to perform the contract timely and properly. The financial-economic standing is assessed by NedTrain on the basis of the 3 most recently closed financial years, on the basis of the following Selection requirements:

- A: Minimum annual turnover (only applies to last financial year)
- B: Maximum percentage of the annual turnover with the same customer (only applies to last financial year)
- C: Equity
- D: Other financial Selection criteria: solvency, liquidity and profitability requirements (50% of the total 20 points = Minimum requirement)

#### Evaluation method

In annex C you find the 3 Selection requirements (A, B and C) of this Selection Guide. The other Financial criteria (D) are weighted as indicated in annex D Explanation to Financial criteria. 50% of the total 20 points must be gained, this is a Selection requirement. Any score below 10.0 points automatically entails exclusion from further participation to this procedure. There is no rounding off in the calculation of the score.

If the Candidate anticipates that they cannot meet these Selection requirements, it is perhaps an option for the Candidate to apply to the strength of a third party. This third party must then comply with the set Selection requirements, the surrendered evidence must relate to this third party, and the conditions of article 10 ARNS must also be complied with.

Please note: The Candidate to whom the agreement is granted will not only have to comply with the Selection requirements regarding Financial economic ability upon Application, but also at the time of awarding and during the term of the agreement. The Candidate must also provide sufficient security to NedTrain during the term of the agreement, such at the discretion of NedTrain, that the Candidate is, and remains financially and economically able to perform the agreement in its entirety. Upon the NedTrain' first request, the Candidate will submit all information that NedTrain needs to determine whether the contractor is able to perform the agreement.

The Candidate's compliance with the Selection Requirements regarding financial-economic standing will initially be assessed on the basis of the European Single Procurement Document. If the Candidate is selected for the award stage, the Candidate must submit an audit certificate in accordance with Standard Form VII, model audit certificate within three (3) weeks after selection for the award stage.

#### **4.2.2 Insurance**

If the Candidate is awarded the contract, they must take out a corporate liability insurance with coverage of no less than 2.5 million Euros per event.

#### **4.2.3 Technical and Professional Ability**

In the context of the Technical and Professional Ability, the NedTrain sets requirements in terms of the Candidate's experience. The Candidate must have sufficient recent experience in performing



similar contracts. To prove this experience, the Candidate must submit one (1) Relevant Reference. A Relevant Reference must consist of 1 (one) contract/project;

1. have been performed and completed in the field of engineering with demonstrable and proven experience with Passive Safety, design, project management, manufacturing engineering, Supplier Quality Assurance and Just In Time delivery of regional/intercity seats for a train refurbishment project (New seats in used/old /pre-existing environment that has an economical and technical life span of at least 18 years).
2. Ability to deliver spare parts as a consequence of this contract over the (remaining) technical life cycle of the VIRM for a similar case like the one this contract refers to.
3. in the past 3 year(s);
4. pertain to the delivery of at least 10.000 product units

The Candidate must fill out Standard Form III entirely in such a manner so as to demonstrate their compliance with the Selection Requirements.

NedTrain requires the Candidates who have been invited for the award phase to submit a Testimonial (Standard Form VIII) from the client(s) who has/have given the Relevant Reference(s) within 15 days after the invitation is communicated via the Ariba system. If no testimonial is received on or prior to the deadline, the Application shall be disregarded and the Candidate shall be removed from the tender process.

#### **4.2.4 Social suitability**

##### **4.2.4.1 Supplier Code of Conduct**

NedTrain attaches great importance to the Candidate taking their responsibility in terms of Corporate Social Responsibility ("CSR"). **In the context of CSR, NS drew up a Supplier Code of Conduct (Annex E).** The Candidate to whom the contract is ultimately awarded must comply with this Supplier Code of Conduct or draw up a Code of Conduct of their own with which it complies and which substantially agrees with the NS' Supplier Code of Conduct. The Candidate must substantiate the substantial agreement (i.e. the "equivalence to") of any code they drew up and said agreement will be assessed by NedTrain at its own discretion.

By submitting an Application, the Candidate declares that the Supplier Code of Conduct will apply if the contract is awarded to them and that they will comply with this code or with a substantially similar code of conduct in place at the Candidate, as the case may be.

##### **4.2.4.2 CSR Evaluation**

In the context of CSR, the Candidate who is awarded the contract must conduct a ECOVADIS "Basic" evaluation (unless this has already been done in the twelve months prior to the publication of the call for tender on TenderNed) and, insofar as necessary, draw up a plan to mitigate risk. This results in an overall scorecard that provides NedTrain and the Candidate insight into the Candidate's strengths and development areas in terms of CSR. The Candidate will bear the costs of the evaluations (these amount to approximately 500 Euros). For more information, see the ECOVADIS website [<http://www.ecovadis.com/website/l-en/supplier-solutions.EcoVadis-41.aspx>].

By submitting an application, the Candidate declares to conduct the ECOVADIS evaluation within six (6) months after being awarded the Contract and, if the overall score is lower than 35 points, to draw up a plan to address any risks or concerns identified by ECOVADIS with the intent to score at least 35



points in a later evaluation. The costs of the evaluation(s), the preparation of an improvement plan and the execution thereof will be borne by the Tenderer.

#### **4.2.4.3 Professional competence**

Selected Candidates must be able to handle judicial matters in the manner intended with the performance of the contract.

The Candidate must be registered into the commercial register or professional register in conformity with the regulations applicable in the home Member State. In order to perform the contract, the Candidate must furthermore comply with any other obligations (e.g. Permits or membership to a professional or business association) that apply to them.

#### **4.2.4.4 ISO certificates**

Selected Candidates shall be obliged to be minimally ISO9001 certified (or have a similar quality program/system in place) during the contract for the VIRMm2/3 project by a statement-issuing body accredited by the International Accreditation Forum Multi-Lateral Agreement (IAF-MLA) and must have a proper scope to be able to perform as required in the project.

#### **4.2.4.5 Quality assurance**

In order to assess the degree to which your organization manages its internal processes with regard to Quality Assurance, the candidates are requested to complete the Quality Management Questionnaire (Standard Form IX).

Any Score below 25 Points automatically entails exclusion from further participation to this procedure.

A maximum of 25% of the total of the weighted score can be awarded to the Candidate for this item.

### **Evaluation based on the European Single Procurement Document**

The applicability of a Ground for Exclusion and the compliance with the Selection Requirements will initially be assessed on the basis of the European Single Procurement Document.

If the Candidate is selected for the Award Stage, the means of proof mentioned in chapter 6 of this Selection Guide must be submitted.

## 5 Selection Criteria

### 5.1 Selection Criteria - General

In order to determine which Candidates will advance to the Award Stage, NedTrain compiles a ranking based on how well the Candidates score in terms of the following Selection Criteria:

- References
- Experience

The Selection Criteria and the assessment methods will be elaborated upon in more detail below. In general, each and every Application will be assessed based on its own merits. However, this does not detract from the fact that the evaluation team can take the observations from the other Applications into account in their evaluation of the Selection Criteria mentioned below. After all, these can be co-decisive for the evaluation framework of the evaluation team.

The maximum number of Candidates to be invited to the Award Stage is indicated in paragraph 3.4. The top 3 ranked Candidates will be invited to the Award Stage.

#### 5.1.1 Selection Criteria – References – experience

NedTrain will assess the Relevant Reference and / or Experiences for the following aspects:

- 1) ENGINEERING (WEIGHTING 20%)
  - a. Experience with the Regulation for Common Safety Methods (CSM RA).
  - b. Experience with applying the Technical Specifications for Interoperability (TSI's).
  - c. Experience with development of GM/RT2100 compliant seats.
  - d. Experience with development of UNIFE REF 001 (or TECREC 100\_006) compliant seats

NedTrain will assess the Relevant Reference for the following aspects:

- 2) PROJECT MANAGEMENT (WEIGHTING 25%)
  - a) Experience with the development, and delivery of regional/intercity seats in the rolling stock industry
  - b) An overview of all project phases including an organization chart of the project organisation with details of skills and experience.
  - c) Experience in risk management. Describe the used processes and tools, examples of risks and their mitigation plans.
  - d) Experience with Lean philosophy and continuous improvement
  - e) Experience with change- and configuration management. Explain the process and tools
- 3) MANUFACTURING ENGINEERING (WEIGHTING 15%)
  - a. Experience with the delivery to a line production with fixed installation times
  - b. Experience with the development and design of seats for a line production with fixed installation times.
  - c. Experience with lean manufacturing
  - d. Experience with the delivery of (sub)-assemblies
  - e. Technical support during the project
  - f. Experience with the refurbishment projects (new seats in a refurbished train)
  - g. Experience with the delivery and writing of mounting instructions.
  - h. Experience to adapt standard tools in the design.
- 4) LOGISTICS (WEIGHTING 15%)
  - a. Experience with managing a transport planning.



- b. Experience with expediting your supply chain (raw materials) with a dedicated department or personnel? Describe how you manage your internal logistic KPI's.
- c. Experience with, the JIT philosophy regarding A-Parts to minimize stock
- d. Experience with engineering, manufacturing & handling custom made, returnable packaging
- e. Describe your throughput time in case of an emergency product re-delivery
- f. Experience with the delivery of the products in the mounting sequence of the customer

5) SUPPLIER QUALITY ASSURANCE (WEIGHTING 25%)

- a) Experience with quality systems
- b) Experience with planning tools
- c) Experience with APQP
- d) Experience with DFMEA
- e) Experience with SQA
- f) Experience with Control plan
- g) Experience with FAI

The Candidate must describe their experience in the above mentioned areas in the Reference Form (Standard Form III). The experience should be described as concrete as possible.

See further details at the attached Standard form XI "Selection matrix\_SEATS".

#### Evaluation

The evaluation team will assess the Relevant Reference(s) and Experience(s) as follows.

- Each member of the evaluation team will award a rating between 1 and 100, in which 1 = no compliance whatsoever and 100 = excellent compliance. A rating of 0 is only awarded when no information has been provided. Ratings are in whole numbers only.
- The rating that a Candidate is awarded for each Selection Criterion depends on the extent to which the Relevant Reference and Experience -in the opinion of the evaluation team members- demonstrates that the Candidate possesses the technical and professional ability described in and to be tested by the Selection Criterion.
- The ratings given by the individual members of the evaluation team will be averaged to a single rating, which will be rounded to the first decimal place.
- Subsequently, the final ratings for each reference and experience will be determined across all Selection Criteria, taking the indicated weighting into consideration. If no particular weighting is in place, all Selection Criteria will carry the same weight.
- The overall score over all Relevant References and Experiences is the sum of all final scores per reference and experience.

#### 5.1.2 Equal score Candidates

If multiple Candidates end up with the same score and the maximum number of Candidates invited to the award stage described in paragraph 3.4 is therefore exceeded, NedTrain will increase said number and invite all Candidates with the same scores to make an offer.



## 6 Evidence

Within the period provided to the Candidate, the Candidate will have to submit the following means of proof to NedTrain (see next page):

### **A. Grounds for Exclusion**

|  |   |
|--|---|
| Ground for Exclusions mentioned in European Single Procurement Document  | Means of proof                                    |
| Participation in criminal organisation   | Certificate of Conduct for Procurement            |
| Bribery  | Certificate of Conduct for Procurement            |
| Fraud  | Certificate of Conduct for Procurement            |
| Terrorist or terrorism-related offences  | Certificate of Conduct for Procurement            |
| Money laundering or terrorist financing  | Certificate of Conduct for Procurement            |
| Child labour and other forms of human trafficking  | Certificate of Conduct for Procurement            |
| Payment of taxes and social security contributions   | Declaration by the Tax and Customs Administration |
| Violation of obligations in the field of environmental law, social law or employment law   | No means of proof                                 |
| Bankruptcy or similar situation  | Extract from the Trade Register                   |
| Serious mistake, insofar as it concerns an irrevocable judgment or decision due to infringement of competition regulations           | Certificate of Conduct for Procurement            |
| Distortion of competition, insofar as it concerns an irrevocable judgment or decision due to infringement of competition regulations | Certificate of Conduct for Procurement            |
| Conflict of interest   | No means of proof                                 |
| Involved in preparation  | No means of proof                                 |
| Premature termination  | No means of proof                                 |
| False testimony  | No means of proof                                 |
| Influencing NS decision-making process   | No means of proof                                 |

The Certificate of Conduct for Procurement should not be older than 2 years at the time the Application is submitted and must represent the current situation at that time. If this is not the case or if the Candidate does not yet have a Certificate of Conduct for Procurement, we advise the Candidate to immediately apply for such a certificate from Justis, Department of the Ministry of Security and Justice, due to the turnaround time of such an application.

The Extract from the trade register must represent the current situation at that time and should not be older than six months, backdated from the moment the Application was submitted.

If the Candidate is a company with its registered office in a different member state of the European Union (i.e. not the Netherlands), NedTrain will also accept information and documents from that member state which serve the same purpose as the means of proof mentioned above. This information can be checked at eCertis.

### **B. Financial and Economic Requirements**

Ratios/turnover requirements: The Audit Certificate (Standard Form VII) filled out and signed by an auditor.



Insurance: copy of insurance certificate. If the Candidate has covered professional risks in a different manner, the Candidate must describe the manner in which it has and demonstrate that the above-mentioned insurance requirements are complied with.

If the Candidate has not covered professional risks in such a manner, the Candidate must submit a statement made by its insurance company in which the insurance company declares to establish an adequate professional risk indemnity insurance in connection with the contract and to do so prior to the award of the contract.

#### **B. Technical and Professional Ability**

References: a completed Testimonial Form ( Standard Form VIII)

#### **D. Social Suitability**

1. – if the Candidate in the context of 4.2.4.1 relies on their own code of conduct – a substantiation prepared by the Candidate in which they substantiate and motivate that said code of conduct is substantially in agreement with the Supplier Code of Conduct.
2. An extract of registration into the commercial or professional register according to the requirements set by the law of the Member State in which it is established; this statement must satisfy the relevant provisions under A. The extract has to be submitted only once;



## 7 Documents to be submitted

The maximum size of Standard Forms to be submitted is 60 MB. If the Candidate wishes to upload multiple attachments with their answer to a single question, the Candidate can only do so by combining the files into a single zip file and uploading said zip file.

**In section 2 in Ariba the candidate must submit**

- 1. The completed and signed "Standard Form I European Single Procurement Document"**
- 2. The completed "Standard Form(s) III Reference Form"**
- 3. If applicable, the completed and signed "Standard Form IV Reliance on financial-economic ability"**
- 4. If applicable, the completed and signed "Standard Form V Reliance on technical and professional ability"**
- 5. If applicable, the completed and signed "Standard Form VI Combination Statement".**
- 6. The completed and signed "Standard Form VII Model audit opinion with regard to the financial selection criteria"**
- 7. The completed and signed "Standard Form VIII Testimonial"**
- 8. The completed and signed "Standard Form IX QMQ-Form"**
- 9. The completed "Standard Form X Financial selection criteria"**
- 10. The completed "Standard Form XI Selection matrix\_SEATS"**



## 8 Credits

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