



NS

Procurement

Standard Selection Guidelines

TOILET SYSTEMS



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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: NS for the benefit of the European Tendering for toilet systems.

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 NS 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 NS 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. European Single Procurement Document
- II. Standard Questionnaire
- III. Reliance on financial-economic ability (third party)
- IV. Reliance on technical and professional ability (third party)
- V. Group of Economic Operators statement (combination statement)
- VI. Model audit opinion with regard to the financial selection criteria
- VII. Testimonial
- VIII. Quality Management Questionnaire (QMQ)
- IX. Selection requirements financial-economic ability (annex C)
- X. Selection matrix toilet systems
- XI. NS Supplier Code of Conduct (annex E)

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 documents.

- 1. This Selection Guide
- 2. The Annexes, with exclusion of the ARNS and the Sourcing protocol
- 3. The Standard Forms
- 4. The Announcement
- 5. The ARNS
- 6. The Sourcing 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 above mentioned documents. In case of inconsistencies, answers given later shall prevail over answers given earlier.

1.3 Contact person NS

The contact person designated by NS for this tender is:

NedTrain SCO Procurement Projects
Ted Vermolen
Senior Buyer

Tel: +31 (0) 6 1926 73 67
E-mail: ted.vermolen@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 NS other than the designated contact person.

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

NS will in no case be bound to any oral information provided on behalf of NS 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 or 030-2353897.



2 Short general description of the contract

NS 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 toilet systems for the VIRMm2/3 refurbishment & Overhaul project that covers approximately 242 coaches.

The amount of toilet systems is 119 pieces in two different types, to be delivered in 24 months, in the period Q3/2021 – Q4/2023. One type is the standard toilet system and the other the universal for passengers with reduced mobility. NS will provide all the 2-D drawings and 3-D models in the RFP-phase. Based on these models the Candidate has limited possibilities to make adjustments or changes. The pre-try out must be delivered within 9 months after awarding. Please note that full scope of the toilets contains the cabine, the toilet system and the bioreactor. For more information about the 'look and feel' see chapter 8.

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 this means an additional 100 pieces and/or an option for other similar refurbishment & Overhaul projects. Under the condition that the Tenderer still meets the NS minimal financial requirements, delivers conform the agreed delivery reliability and under the same conditions as framework agreement of VIRMm2/3. NS 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 (Minimum Order Quantity) for spare parts according our forecast available. Supplier will have all necessary spare parts available on stock at NS before the first train is on track (Q2/2021).

The drawings, models and documentation for spare parts are NS property.

Remark regarding Scope

NedTrain will appoint a manufacturer for the bio-reactor. This company will produce and bill the bio-reactor to the supplier of the toilet system. It is the responsibility of the supplier that the bio-reactor is fully integrated and functional with the toilet system and is delivered as a complete kit to NS.

Scope spare parts:

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

A final agreement can only be reached in the event that NS is granted the VIRMm2/3 refurbishment & Overhaul project by the Board of Directors of NS. If, after final award of the contract the tenderer/contractor to whom the contract has been awarded, contravenes, breaches or does not perform to an extent which NS considers (to its sole discretion) to be material, any one or more of its obligations, NS has the right to terminate the contract in whole or in part without compensation being payable by NS and transfer (the remainder of) the scope of supply (and as far as possible) to the tenderer who finished second in this European tender procedure, against the conditions offered by



that tenderer. NS reserves all rights to charge the initial contractor for any additional costs for NS, involved while changing to the second best party.

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 essential and of the highest importance, that any supplier selected for (a) part(s) of this project is committed to cooperate with all NS' s contracted parties. NS 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.

2.1 Description of the Project

The Refurbishment & Overhaul of the coaches shall be developed and executed by NS 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 |

NS investigates the possibility to accelerate the planning of the VIRMm2/3 project with 12 months. In the RFP phase we will be going in to more details about this aspect.

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 |

2.2 Project Refurbishment & Overhaul philosophy

NS’s philosophy within this refurbishment & Overhaul project is to look at the entire supply chain of the product or goods. NS’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 weighed by their importance. Furthermore it is of the utmost importance that the supplier plays an integral part in the design and build phases of NS.



Scope of Supply

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

NS is looking for a supplier who will be responsible for the engineering, design and delivery of all regional/intercity toilet systems for the VIRMm2/3 refurbishment & Overhaul project that has an economical and technical life span of at least 18 years.

This includes :

- standard toilet module
- universal toilet module
- bio-reactor
- Engineering (Software, WTB, Pneu, electric, diagnosis etc.)
- Engineering Tooling & Equipment to build and install the toilet module in the coach
- Engineering and supply of packaging to deliver the toilet system/bioreactor per coach directly to the production line
- Spare part catalogue and maintenance guide for the supplied toilet systems and bioreactors
- All documentations, including 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

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 NS during the RFP phase.

The contract will be awarded on basis of the best price-quality ratio.

2.3 Project Organisation Refurbishment & Overhaul VIRMm2/3

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

- Project leader
- Supplier Quality Assurance Engineer
- Production Engineer
- Purchaser
- Logistic Engineer
- Project 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.

2.4 Description of the NS organisation

It is important for your Application and, after possible selection, your Tender, that you take knowledge of NS and the activities performed by NS. For the background of NS and its business units, please consult www.ns.nl and www.nedtrain.nl



3 Procedural provisions

3.1 Schedule

1. Any question, remarks and objections of the Candidate must have been received no later than on 02 - 11 - 2017 (= Deadline for questions; see paragraph 3.2);
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 09 - 11 - 2017 (= Deadline for answers; see paragraph 3.2);
3. NS must have the Application of the Candidate in its possession, in Ariba Sourcing, no later than on **20 - 11 - 2017 at 14.00 hrs** (= Closing date and Closing time, see paragraph 3.3);
4. No later than in week 50 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;
5. No later than in week 50, the Candidates will be informed via Ariba Sourcing whether or not they have been selected, either or not provisionally, to submit an offer;
6. NS intends to send the Award Guideline to the selected Candidates no later than in week 3 - 2017], 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 13.3 ARNS, all the deadlines set by NS apply as fatal to the Candidates. 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 NS 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 NS 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.

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

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 NS 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 is irrelevant 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

NS attaches great importance to doing business with suppliers who are reliable and irreproachable. That is why NS 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 NS draws attention to the other obligations ensuing from Article 9 of the ARNS applicable to Group of Economic Operators, 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, NS 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. NS 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 “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, NS applies Selection requirements within the following categories:

- Financial-economic standing
- QMQ minimum score of 46 points
- Social suitability

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.



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 NS 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) of 10 million Euro per year
- B: Maximum percentage of the annual turnover with the same customer¹ (only applies to last financial year) of 30% per year
- C: Minimum annual turnover of toilet systems (only applies to last financial year) of 5 million Euro per year
- D: The Candidate declares to meet the minimum requirement of a shareholders equity of > € 0 (only applies to last financial year)
- E: Other financial Selection criteria: solvency, liquidity and profitability requirements (50% of the total 20 points Requirement)

Evaluation method

In annex C you find the Selection requirements of this Selection Guide. The other Financial criteria 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 NS during the term of the agreement, such at the discretion of NS, that the Candidate is, and remains financially and economically able to perform the agreement in its entirety. Upon the NS' first request, the Candidate will submit all information that the NS needs to determine whether the contractor is able to perform the agreement. Including, but not limited to, the extended balance sheets and profit+loss account of last 3 years, approved by auditors, in electronic format.

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.

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.

¹ different organizational components that form part of the same holding/group will be considered as one customer and the height of this percentage is needed because of the fact that the production of toilet systems is very complex and with high risk regarding the delivery reliability



4.2.3 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 ISO certificates

Selected Candidates shall be obliged to be minimally ISO9001 certified (or have a similar² 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.

4.2.5 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 VIII). Any Score below 46 Points automatically entails exclusion from further participation to this procedure.

The total score is based on the evidence in combination of (if necessary) the onsite QMQ-clarification by the 3 best Candidates. The purpose of this clarification is only to double check the provided evidence.

It should be noted that the relevant evidence of the QMQ must be applicable for the location where the engineering and production of the goods will take place.

4.2.6 Social suitability

4.2.6.1.1. Supplier Code of Conduct

NS 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 NS 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.

² "quality assurance measures"; see EU Procurement Legal rules and implementation, article 81;

Contracting entities shall, where they require the production of certificates drawn up by independent bodies attesting that the economic operator complies with certain quality assurance standards, including on accessibility for disabled persons, refer to quality assurance systems based on the relevant European standards series certified by accredited bodies. They shall recognize equivalent certificates from bodies established in other Member States. They shall also accept other evidence of equivalent quality assurance measures where the economic operator concerned had no possibility of obtaining such certificates within the relevant time limits for reasons that are not attributable to that economic operator provided that the economic operator proves that the proposed quality assurance measures comply with the required quality assurance standards.



4.2.6.1.2. CRS 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 NS 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. Depending on the number of FTEs, EcoVadis uses a separate pricing structure:

- Basic XS 1 – 24 FTE, price around 300 euros a year;
- Basic S 25 – 99 FTE, price around 450 euros a year;
- Basic M 100 – 999 FTE, price around 650 euros a year;
- Basic L 1000+ FTE, price around 1.100 euros a year.

For more information and the exact prices, see the EcoVadis website: www.ecovadis.com/plans-pricing/.

By submitting an application, the Candidate declares to conduct the EcoVadis evaluation within 120 days 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.

At the start of the EcoVadis evaluation the Candidate agrees, if there is no objection, that the overall scorecard will be shared with all current and future members of Railsponsible. Any objection against sharing the overall scorecard can be submitted to EcoVadis at the start of the evaluation. For more information on the main partners in the Railway Industry, see www.railsponsible.org.

4.2.7 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 and evaluation

5.1 Selection Criteria - General

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

- Experience
- References

The Selection Criteria and the assesment 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 3 best Candidates achieving the highest ranking and are therefore awarded the highest amount of points will be invited to the Award Stage.

5.1.1 Selection Criteria - Experience – References

NS will assess the Relevent Experience and / or References for the following aspects:

- | | |
|-----------------------------------|---------------------------|
| 1. Organization | maximum 35 points |
| 2. Delivery reliability | maximum 25 points |
| 3. Processes and systems | maximum 20 points |
| 4. Supply Quality Assurance (SQA) | maximum 20 points |
| Total | maximum 100 points |

The Candidate must describe their experience in the abovementioned areas in the Standard form X Selection matrix toilet systems. The experience should be described as concretely as possible and, if applicable, shown with the correct credentials. In this Standard form X there is also the explanation how these experiences will be evaluated. For all the references that are mentioned in this selection matrix there must be a declaration (see standard form VII testimonial) that the project/activities/deliverables it is done by full satisfaction of the Candidate.

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, NS will increase said number and invite all Candidates with the same scores to make an offer.

5.2 Selection criteria evaluation

Each member of the assessment committee evaluates the applications using the selection criteria. After completing the independent evaluations the score awarded by the members of the committee individually to the same candidate are compared. If there is no difference between the scores, this is the final grade of the assessment committee awarded to the candidate. If there is a difference between the scores given by the different members of the evaluation committee, the committee will convene for a plenary discussion intended to obtain clear understanding of the differing scores and



to reach consensus on the final score. On the basis of this plenary discussion, one consensus score sufficiently substantiated will be given to the respective candidate.



6 Evidence

Within the period provided to the Candidate, the Candidate will have to submit the following means of proof to NS:

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 |
| 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 |
| Payment of taxes and social security contributions | Declaration by the Tax and Customs Administration |
| Bankruptcy or similar situation | Extract from the Trade Register |
| Violation of obligations in the field of environmental law, social law or employment law | No means of proof |
| 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), NS will also accept information and documents from that member state which serve the same purpose as the means of proof mentioned above.



B. Financial and Economic Requirements

Insurance: valid 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.

C. Technical and Professional Ability

1. A valid copy of the ISO 9001 certificate ('or equivalent')

D. Social Suitability

1. – if the Candidate in the context of 4.2.3.1 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.

E. Quality management Questionnaire (QMQ)

If questions are answered with YES in the Quality management Questionnaire then Candidates must submit the appendices. Please notice that the appendices are numbered conform then numbering form the QMQ.



7 Parts to be submitted

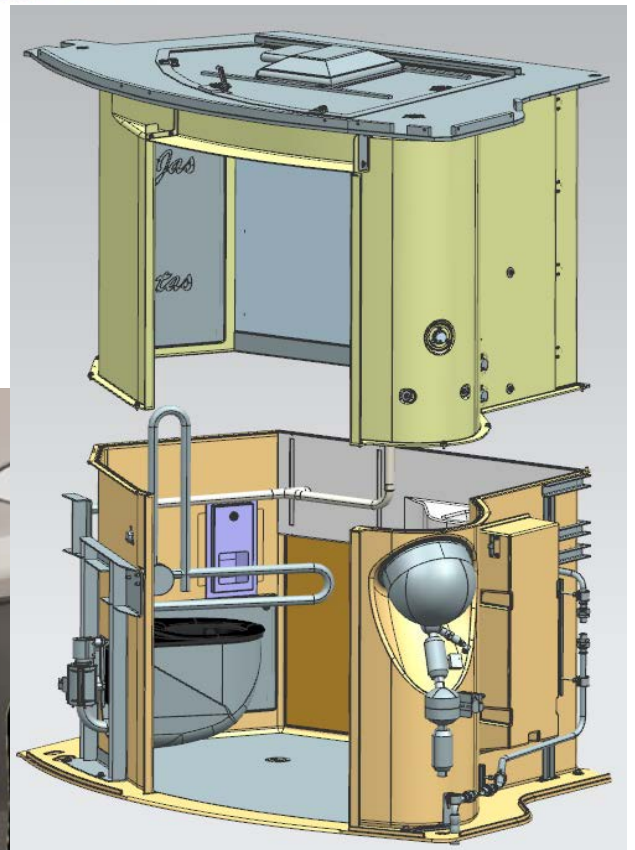
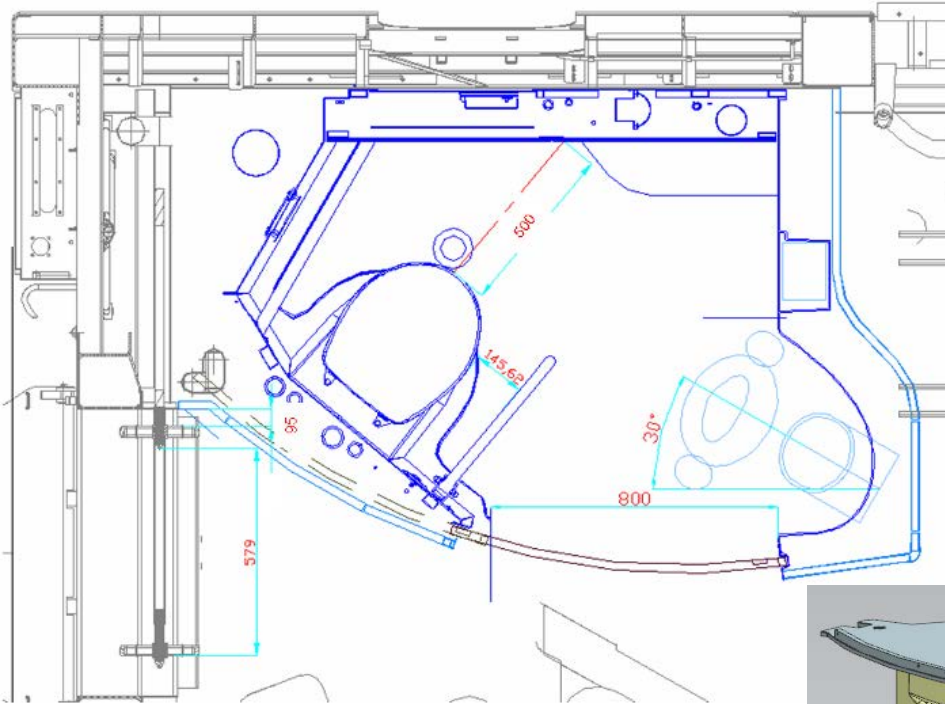
The maximum size of Standard Forms to be submitted is 60 MB. If the Candidate wishes to upload multiple attachments with their answer to a single question, the Candidate can only do so by combining the files into a single zip file and uploading said zip file.

In section 2 in Ariba the candidate must submit

1. the completed and signed "Standard Form I European Single Procurement Document"
2. If applicable, the completed and signed "Standard Form III Reliance on financial-economic ability third party"
3. If applicable, the completed and signed "Standard Form IV Reliance on technical and professional ability of third party"
4. If applicable, the completed and signed "Standard Form V Group of Economic Operators Statement" here
5. The completed and signed "Standard Form VI Model audit opinion with regard to the financial selection criteria"
6. The completed and signed "Standard Form VII Testimonial"
7. The completed and signed "Standard Form VIII QMQ-Form"
8. The completed "Standard Form IX Financial selection criteria" (annex C)
9. The completed "Standard Form X Selection matrix toilet systems"
10. The completed "Standard Form XI NS Supplier Code of Conduct" (annex E)



8 Reference guide toilet VIRMm1



Split concept toilet module







Author(s) Procurement Support & Intelligence
Date 1 Februari 2017
versus V1.2.0
Status: Final

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