

NS

Procurement

Standard Selection Guidelines

VIRMm 2/3 CCTV system



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1 Introduction

1.1 Reason and purpose of the selection procedure

This is the Selection Guide of NS, hereinafter referred as NedTrain or NS for the benefit of the European Tendering for an CCTV system.

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: Documents 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 (Aanbesteding Reglement Nederlandse Spoorwegen)



- 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 matrix
- XI Selection matrix

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 and Auction 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 abovementioned 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:

NS SCO Procurement Projects

Andre van der Schot

Sr. Purchaser

Tel: +31 (0) 6 12612088

e-mail: andre.vanderschot@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 +31 (0)30-2353897.



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 and maintenance agreement with the supplier who is able to supply an CCTV system for different train sets. The scope of the agreement will cover the modernization of the VIRMm2/3 trainsets and will include several options for the supply of CCTV system for other train sets, including the VIRMm4 project and the SLT project. NS may call on the option at its discretion and will have the possibility for extensions for the option mentioned, as long as the extensions start within 2 years after the end date of the VIRMm2/3 refurbishment project. Candidates can derive no rights from these options.

The modernization of the VIRMm2/3 trainsets covers the refurbishment & Overhaul project of approximately 242 coaches. The term of the agreement will therefore 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 the SLT project which covers approximately 648 coaches

A final agreement can only be reached in the event that NS is granted the VIRMm2/3 refurbishment project by NS Groep N.V., which is yet undecided.

The upgrade of the VIRM coaches is a large refurbishment 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 NS and all its contracted parties. NS aims that the VIRMm2/3 refurbishment 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 of the coaches shall be developed and executed by NS Treinmodernisering at Haarlem, the Netherlands.

The initial planning of the VIRMm2/3 project will be as mentioned below:

- 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 Serial production

The refurbishment 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 philosophy,

The main focus of our philosophy is:

- Optimizing the life Cycle Costs (LCC) during the total life span of the train, which is 18 years. To achieve this, emphasis is needed on Quality and Cost, which 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.
- Involving the supplier to play an integral part in the design and build phases.
- Looking at the entire supply chain of products or goods within this refurbishment project.

2.3 Project refurbishment Strategy

The refurbishment of VIRM 2/3 is a continuation of the refurbishment of VIRM1. The following strategies are defined:

1. NS intends to conclude a Waiting Agreement with the second best bidder after the awarding of the agreement with winning bidder. When the result of the delivered Product/Services of the winning bidder is negatively experienced by NS (argued and based on the agreement), NS intends to terminate the agreement with the winning bidder and intends to conclude an agreement with the waiting bidder, in accordance with the terms and conditions mentioned during the awarding phase.
2. In case of a good performance the supplier will be rewarded.
3. On-site presence during the developing phase will be expected from the supplier
4. The use of the production principles of a Takt system¹ still remains for the refurbishment of the VIRM 2/3

¹**Takt system**: A fixed processing time per station. by keeping a fixed processing time at all stations a steady flow through the production line is created.



2.4 Strategy regarding selection and awarding of suppliers

NS selects supplier(s) who are able to manage and take on primarily the followings roles:

Supplier to a Taktsystem:

NS expects the supplier to have knowledge and experience regarding delivering to a Takt system¹. Supplier needs to produce within the agreed planning with minimum of defects versus optimal costs with a manufacturable design and a good project preparation. All this with a continuous improvement mindset and attitude.

System integrator:

NS expects the supplier to be a competent partner in engineering for rolling stock. Therefore, practical knowledge of common industry standards, such as EN45545, EN50155, EN50153, EN50128, ONVIF and EN50121 are key. Experience with functional and technical requirements (and proving compliance of said requirements). An understanding of refurbishment projects and their variables is important. We find added value in a party that helps us innovate, but also understands the value of proven technology. Above all, we expect a pro-active party that feels a shared responsibility for developing a quality product.

To provide the requested level of knowledge and experience, we feel that a company needs to invest in a steady base of permanently employed engineers, who are able to develop their skills and can act as able advisors.

Logistic integrator:

NS expects the supplier to manage the material planning and the physical distribution which is linked to the NS logistical process. The responsibility of the supplier consists mainly on delivering the right components with the right quantity at the right time at the right site (JIT philosophy). This is usually done with the stock on wheels principle where assemblies are adjusted to the Takt system¹ and mounting sequence.

Furthermore the supplier is responsible for managing the agreements between purchasing and planning departments (both internal as well external). One of the most important agreement is the redelivery within 24 hours in case of emergency.

Project management:

NS expects the supplier to have the knowledge and experience regarding managing multiple sub suppliers in a comparable scope and its complexity. The supplier shall take care that the multiple sub suppliers support each other throughout the different phases of the project (from the developing phase, production and the delivery) in the mentioned scope of supply. With this the supplier will manage the mutual dependency in the diverse components and processes. The supplier will organize their own supply chain (based on the principles of lean which will result in an efficient and effective project). Furthermore the supplier shall give maximum support during each phase of the project.

Supplier Quality Assurance:

The Supplier is expected to show the following qualifications:

- Proactive working approach
- Focus on continuous improvement
- Compliant with the safety requirements as valid for "rail and transportation law and regulations"

The Supplier needs to be sure that all processes in the manufacturing departments are aligned to these qualifications. In order to comply to this, several quality procedures and quality assurance



actions will be used starting from the development phase of the products up to and including the first product delivered in the series.

Maintenance of hardware and software

When maintenance work has to be carried out at the CCTV system, the supplier shall make the spare parts of the CCTV system available to NS on a location suitable for the execution of such work. NS shall carry out such work itself at a location in the Netherlands. The replacement parts must be 'plug and play'. NS shall register the material, the material costs and shall register the labour costs involved with the maintenance work in order to calculate the values.

In consultation with NS the supplier determine the Lowest Replaceable Unit (LRU) level at the CCTV system. NS shall replace the agreed Lowest Replaceable Unit (LRU) at the CCTV system by itself. In consultation with NS the supplier determine the level of parts that are suitable for repair at the supplier and the parts that should be scrapped. The parts that are suitable for repair shall be sent to the supplier and shall be repaired incl. the latest modifications. The repaired parts shall be sent to NS.

Supply of Spare Parts:

NS has the ability to have the supplier deliver spare parts as a consequence of this assignment over the (remaining) technical life cycle of the VIRM2/3 and the option train sets.

In the case NS is enabling this request at least the following applies:

- (a) NS therefore wishes to enter into an agreement with the Supplier with regard to the delivery of spare parts in accordance with the terms and conditions (including but not limited to Delivery Times, prices quality).
- (b) Supplier acknowledges the effect of spare parts timely availability on the availability of the VIRM 2/3 and the systems within VIRM 2/3 and declares it is able to supply in such way that no down time of VIRM 2/3 or systems within VIRM 2/3 is caused due to non-availability of spare parts;
- (c) Supplier has expertise in the area of supply, overhaul and repair of spare parts and is willing to share this know-how with NS, while NS is willing to share its user experience;
- (d) Supplier is responsible for the timely delivery of the spare parts;
- (e) Supplier shall permit NS and use its best efforts to make it possible that NS shall have the right to purchase spare parts directly form the Sup-suppliers and/or OEM of the smallest replaceable part;
- (f) Supplier and NS shall establish supply chain cooperation between NS, Supplier and its Sub-suppliers during the Technical Life Cycle and therefore the Supplier shall involve its Sub-suppliers for the critical components (systems);
- (g) Deliverability; Supplier will ensure that all spare parts during a period of, the remaining technical life cycle in which VIRM 2/3 will be operational after commencement date of a supplier agreement will be available for delivery to NS subject to generally accepted and market conform conditions. If the production of a certain spare parts is stopped by Supplier, Supplier will inform NS thereof in advance in writing with due observance of in any event a period that equals the Standard Delivery Time of the spare parts or spare parts in question, with a minimum of six calendar months, in order to give NS the opportunity to place a final



Purchase Order for said spare parts. Supplier will provide NS a obsolescence plan for the period referred to namely the remaining technical life cycle of VIRM 2/3.

- (h) Intellectual Property rights; NS is entitled to all intellectual property rights in respect of the Goods, documentation or working procedures designed and/or produced for or commissioned by NS. The results of Services and the drawings, texts, models, manuals, samples, aids, calculations, software, matrices, moulds, other documents and data media produced or used by NS or the supplier specifically designed for NS are transferred by the supplier to NS;
- (i) No (minimal) purchase obligation; NS is not obliged to purchase a certain (minimal) amount of supplier from supplier under a supplier agreement;
- (j) After use, Spare Parts must not have any adverse environmental impact under applicable law at the time of ordering such Spare Parts. The Supplier shall take back any Spare Part which has such an adverse environmental impact after its use and shall scrap such Spare Part at its risk and expense and remove it under its own responsibility and liability.

Supply chain Management:

NS expects the supplier to deliver the most important Key Performance Indicators (KPI) during the awarding phase of this Tender and assessed by NS, managed on an active and proactive attitude during all phases of the project. The KPI's are based on the most important risks regarding the scope of the supply.

Obsolescence Management:

NS requirements for rolling stock, systems, sub- or partial systems are very extensive and extremely complex. Standards for availability, reliability, maintainability and safety of the rolling stock and their systems and sub-systems are extremely high. Their target life cycle necessitates increasing investment to ensure the reliability and availability, as well as maintainability and safety, of the entire rolling stock, including all systems and sub-systems. This also includes long-term availability of replacement and exchange parts which does not compromise the necessary maintainability.

NS is aware that Obsolescence Issues of even the smallest Item may cause influences in relation to approvals by the Dutch Railway Authority (IL&T), and require unscheduled and costly measures. It is therefore important that the supplier is able to implement Obsolescence measures in a timely manner and therefor sets up a sufficient Obsolescence Management.

The technology used is subject to increasingly short innovation and lifecycles, and at risk of becoming Obsolete in increasingly short intervals. In this context, services, software, hardware, process technology products, tools, assemblies, components, materials, (personal) know-how, etc. are considered Obsolete if they are no longer in production from the manufacturer to the original specification, including all required approvals.

Maintaining all elements fully fit for service in a condition suitable for maintaining operations constitutes a high cost position for NS. This is why a comprehensive review and the application of Obsolescence Management in accordance with the IEC 62402 standard is becoming increasingly important, now and in the future.

IEC 62402 'Obsolescence management – Application guide' describes the fundamentals of an Obsolescence Management approach.

The supplier shall be exclusively responsible for the correct performance of Obsolescence Management and must therefore observe the following points:

- Suitability of Obsolescence Management for the operation and maintenance of the Products.
- Compliance with statutory and regulatory requirements, as well as established engineering practice.

2.5 Scope of supply

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

NS is looking for a supplier:

- with demonstrable and proven experience with roles as mentioned above in 2.4.
- that will be responsible for the development and delivery of an CCTV system in an existing train, with the limitation to use the current building space of VIRM2/3. The VIRMm2/3 refurbishment project has a technical life span of at least 18 years.
- With demonstrable and proven experience in the delivery of a highly reliable CCTV system on rolling stock.

Description CCTV system

A CCTV image registration and storage system will be installed in existing trains of type VIRM2/3.

Function:

- The system records vestibules areas and the passengers compartments;
- Additionally, the system records what is happening in front and behind the train.
- Simultaneously with both previous functions, the system is able to live-stream the images from 2 cameras to the wayside at a frame rate of 25 frames per second

Scope of delivery / placement:

- 8x IP Camera in each coach: 2 in each vestibule directed at entrance doors, and 2 in both passengers compartments. Fit in design and color scheme of the train;
- 1x IP Front camera behind the front screen in both drivers cabins facing forward;
- 1x Network Video Recorder (NVR) with removable storage medium, mounted in the central coach;
- All software and provisions necessary to support proper interaction with existing train and wayside functionality.
- Cabling and cable supports are not in scope of supplier.

Purpose:

- Cameras in the passengers areas: contribute to social security;
- Front cameras: reduce the timespan needed to clear the train after a collision/ incident.

Image quality:

- Front camera: 25 fps minimally, 1920 x 1080 pixel. High quality even at bad light conditions and -transitions. "Observation" (*) between 5 – 20m @160km/h, "Detection" (*) between 20 - 200m;
- Camera's in vestibules: 25fps minimally, minimum 800 x 600 pixel, "Recognition" (*);
- Camera's in compartments: 25fps minimally, minimum 800 x 600 pixel, "Observation" (*), 90% coverage of passengers seats.

(*) = according to DORI classification
(EN-IEC 62676-4 standard).

Power:

- The CCTV system is fed by 110 VDC. The cameras are preferably fed by Power over Ethernet (PoE) with a maximum of 60W per camera.



NVR/Storage:

- The images from all cameras in a trainset are recorded by the NVR on a removable storage medium, by 25 fps.
- Quick storage of images from the front camera is aimed at, in order to minimize loss of footage due to damage or malfunction in case of a collision;
- Recorded images older than a preset period of 7 days are automatically overwritten;
- The recorded images can be obtained from the system both physically and digitally;
- Images can be locally viewed by means of a laptop with special software;
- Dependent upon the operating mode of the train, as communicated to the CCTV system through the IP-connection, the system either:
 - Records images from the cameras and is accessible for digital retrieval of images
 - Or
 - Is only accessible for digital retrieval of images
- The storage medium is encrypted with AES256
- User Management is based on RBAC¹
- Roles are defined with different kind of access to functions of the NVR (NS will supply a list of the different type of roles)
- User certificates are supported for access to the NVR
- Access to recorded images can be authorized on a camera basis

Network and remote access:

- All cameras and the NVR are connected to the train IT-network (V-LAN) by means of ethernet switches with PoE capability (part of train infrastructure);
- The CCTV system is accessible locally through ethernet and remotely from the wayside.
- Remote access from the wayside is realized by train IT-network and vehicle gateway;
- Remote viewing of live images from 2 cameras and the possibility of taking a snapshot of all camera images;
- To prevent abuse, special requirements apply regarding the cameras (ONVIF-compliant), communication (compatibility with NS Security Video Management System.)
- Encryption.
- NVR and cameras can be remotely managed;
- NVR and cameras can be remotely updated with new firmware or software

Other requirements:

- NVR and Cameras are actively supported by the manufacturers with updates, security updates and bugfixes;
- Cameras and NVR are ONVIF compliant.

The Scope of Supply as described is an indication; during the tendering process and implementation of the project, the experience of the supplier 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 economically most favorable bid.

¹ RBAC = Role Based Access Control



2.6 Description of the NS organisation

It is important for the Application and, after possible selection, the Tender, that cognizance of NS and the activities performed by NS will be taken. For the background of NS and its business units, please consult www.ns.nl and www.nedtrain.nl

2.7 Description of the Refurbishment & Overhaul workshop

NS Treinmodernisering, is a work site where NS performs very specific activities. Rolling stock is assembled from a car, to which many components are fitted. A large proportion of these components are refurbished. Such refurbishment activities take place at the NS Treinmodernisering locations. Furthermore, NS performs (major/radical) design changes and modifications at an NS Treinmodernisering location.

NS has 2 NS Treinmodernisering locations, each with its own specialism. For example, NS Treinmodernisering Haarlem refurbishes and overhauls complete rolling stock units, repairs damage to the rolling stock and refurbishes bogies and wheel sets. The refurbishment of compressors and various electrical, pneumatic and hydraulic components takes place in NS Componenten Bedrijf (or NCB for short) (NS Component Company) at Berkel-Enschot.

Both NS Treinmodernisering locations perform refurbishment activities themselves but in some cases also contract out refurbishment activities to subcontractors.

2.8 Project Organisation Refurbishment 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
- Project Engineer

The Team is responsible for the reliability, availability, maintainability, safety, health, environment, functionality, planning, quality and cost as well for the Project Refurbishment and life cycle.



2.9 NS Maintenance Facilities

NS has various types of equipment, often specifically for the maintenance of train rolling stock and sometimes for a specific rolling stock type. The ability and authority to use/apply an item of equipment depends greatly upon the current regulations and environmental requirements at a location. A licensing procedure may be necessary for the location at which a new process/item of equipment is to be realized.

The terms car/car stands and car lengths are used in the explanation of the various types of equipment. The term 'car' is used to mean a single wagon/coach of a rolling stock type. Depending upon the rolling stock type, the length of a car can vary between 17 and 27 metres. If cars are mentioned in relation to an item of equipment then, unless stated otherwise, 1 car represents a length of 27 metres.

2.9.1 Locations

NS has more than 30 locations distributed across the Netherlands for the performance of maintenance. Depending upon the current regulations and environmental requirements at the locations in question, rolling stock can be maintained there. The setting up/changing and even new construction of locations are long-term, expensive projects with many (political) implications. With regard to the maintenance of rolling stock, we generally talk about the "Servicebedrijf" (service company), the "Onderhoudsbedrijf" (maintenance company) and Refurbishment & Overhaul within NS. The "Servicebedrijf" (SB) generally consists of various Service Locations (SBs), Specialized Service Locations (SSBs) and Technical Centers (TCs). This is where the day-to-day maintenance and cleaning takes place. These locations also serve as 'parking spaces' and a shunting area for the rolling stock. Furthermore, there are "Onderhoudsbedrijven" (OB) (maintenance depots) for the performance of major maintenance and NS Treinmodernisering work sites for refurbishment etc.

2.10 Maintenance Management

Maintenance Management is executed by Train Fleet teams and supported by reliability engineers, maintenance engineers, system engineers, configuration managers and supply chain managers. Modifications and upgrades are developed by systems engineers and NS Treinmodernisering engineers.



3 Procedural provisions

3.1 Schedule

1. Any question, remarks and objections of the Candidate must have been received no later than on **19-03-2018** (= 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 **26-03-2018** (= 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 **06-04-2018 13:00 hr** (= Closing date and Closing time, see paragraph 3.3);
4. No later than in week **week 16-2018** 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. In accordance with article 8.2, between **week 17-2018** NS intends to perform an verification 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 the location of the candidate (preferable at a production location).
6. In accordance with article 8.2, between **week 17-2018** NS can perform an verification audit at the three (3) best candidates to verify the correctness or completeness of the reference. An verification audit can if necessary, take place at the location (for instance at a production location) of the referent company.
7. No later than in week **week 18-2018**, the Candidates will be informed via Ariba Sourcing whether or not they have been selected, either or not provisionally, to submit an offer;
8. NS intends to send the Award Guideline to the selected Candidates no later than in **week 20-2018**, and as much earlier if possible. The subsequent planning is included in the Award Guideline. No rights can be derived from this planning.

This selection document and the associated appendices are confidential documents. Their contents must therefore be treated as strictly confidential.

A verification audit may be performed at the selected Candidates at the engineering and production site(s).

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 NS determines during the 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 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 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 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, 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, 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:

- 1) Financial-economic ability
- 2) Insurances
- 3) Technical and professional ability
- 4) Technical competence
- 5) ISO certification
- 6) Quality Management Questionnaire
- 7) 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.



In part □ 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 NS on the basis of the 3 most recently closed financial years, on the basis of the following Selection requirements:

- A: Minimum annual turnover of €3.750.000,= (only applies to last financial year)
- B: Maximum percentage of 30% 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 can lead to 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.

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 year.



4.2.3 Technical and Professional Ability

In the context of the Technical and Professional Ability, NS 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 provide two (2) relevant references.

Candidates may refer to one and the same relevant reference to prove their capabilities required for competence 1 and for competence 2. A reference must be completed in the past two (2) year(s) or a reference is started the last two (2) years and is ongoing.

The following competence are required:

Competence 1

The Candidate has performed in a comparable refurbishment project or new build project in the rolling stock industry in the last two (2) years, where the candidate was fully responsible for the complete engineering process, including but not limited to the knowledge of common industry standards, such as EN45545, EN50155, EN50153, EN50121, ONVIF, EN50128 and Technical Specifications for Interoperability such as TSI-SRT. Experience with functional and technical requirements (and proving compliance of said requirements) and the understanding of refurbishment projects and their variables. The Candidate was not primarily dependent on experience and knowledge from external engineering.

Competence 2

The Candidate has performed as an Integrator managing multiple sub-suppliers in one (1) project with comparable product complexity and scope quantities, with a throughput time from start of development till delivery of a first Article Inspection of the CCTV system, within a timeframe of 10 months.

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

NS 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 7 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 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.

4.2.5 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.



4.2.6 Supplier 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).

- minimum of **Points 29**

4.2.7 Social suitability

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.

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 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 (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.

4.2.8 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, NS 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 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 – References – experience

Asses disciplines

NS will assess the Relevant References and / or Experiences of the Standard form - XI - Selection matrix.

The final rating for each candidate is based on his reference and experience and will be determined across all Selection Criteria, taking the indicated weighting into consideration:

- Weight of selection criterion (in %)

The final rating of the given Relevant Reference and Experience by the candidate will be rounded to the first decimal place.

The overall score over all Relevant References and Experiences is the sum of all final scores per reference and experience.

The final rate of the overall score will be a round number.



Selection criteria

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

Standard form - XI - Selection matrix

- If a question is answered with "YES" and the requested reference or experience is not submitted it will always result in a score of zero points for the concerning question.
- If a question is not answered, no point will be appointed.
- The reference or experience shall have the same number as the related question.
- The reference or experience should be explained in Dutch or English language.
- The reference or experience should fully correspond to the question.

The experiences or reference from the Standard form - XI - Selection matrix will be assessed in accordance with the evaluation criteria on page 24.



Evaluation

The evaluation team will assess the Relevant Reference(s) and Experience(s). The evaluation team is a multidiscipline team.

Each member will award a rating as follows:

Response on Selection criterion	Evaluation of the response	Valuation in points
Missing / Does not correspond	No response at all or Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Would represent a very high risk solution for the contracting authority	<u>0</u>
Moderately corresponding	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements May represent a high risk solution for the contracting authority certainty and is just convincing enough. The information relates to this contract and is satisfactory.	<u>3</u>
Corresponds fully and goes further	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements Low/no risk solution for the contract in authority and is distinctive in one or more aspects.	<u>7</u>
Distinctive	Submission sets out a robust solution and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the contracting authority; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described Low/no risk solution for the contracting authority	<u>10</u>



All given answerers from the Candidate must be **Specific, Measurable, Acceptable, Realistic** and **Time bound**.

All given answerers from the Candidate must in **Font style: Arial; Height: 10**

Each member of the assessment committee evaluates the applications using the evaluation criteria.

After completing the independent evaluations the marks/score awarded by the members of the committee individually to the same tenderer/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/marks 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/mark. On the basis of this plenary discussion, one consensus score sufficiently substantiated will be given to the respective candidate.

Each Selection Criterion has a weighting factor per discipline.
The total rating of all selection criteria is 100.



Example (see table below):

Final rate for candidate in this example is 37,9 of the total 60.

Selection criterion	Rating candidate	Weight of selection Cr.	Multiply with 10	Final rating
Nr 1	7	7 %	x 10	4,9
Nr 2	10	10 %	x 10	10
Nr 3	7	15 %	x 10	10,5
Nr 4	3	20 %	x 10	6
Nr 5	10	3 %	x 10	3
Nr 6	7	5 %	x 10	3,5
Total		60 %		37,9
Max				60

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 this 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 NS (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), 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

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 4.2.7 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 that zip file.

In section (specify) in Ariba the candidate will submit:

- The completed and signed "Standard Form I European Single Procurement Document"
- The completed "Standard Form(s) III Reference Form"
- If applicable, the completed and signed "Standard Form IV Reliance on financial-economic ability third party"
- If applicable, the completed and signed "Standard Form V Reliance on technical and professional ability of third party"
- If applicable, the completed and signed "Standard Form VI Group of Economic Operators Statement" here
- The completed and signed 'Standard form - IX - QMQ'
- The completed and signed 'Standard form - X - Financial selection criteria'
- The completed and signed 'Standard form - XI - selection matrix'



8 Credits

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