

Selection Guidelines

for the purpose of the European tender

for

**Lot 1: Provision of Services Baggage Transport
Systems Lot 1 (South, Backbone)**

**Lot 2: Provision of Services Baggage Transport
Systems Lot 2 (Central, West)**

Lot: Projects Baggage

in accordance with the negotiated procedure

Final version 1.0

Date 25 July 2018

This tendering procedure is conducted in its entirety via

TenderNed
Marktplaats
voor aanbestedingen

Table of contents

Definitions	4
Preface 12	
1 Introduction.....	13
1.1 Schiphol Nederland B.V. as Contracting Authority.....	13
1.2 Three Lots	13
1.3 Scope and elements of the Assignment.....	14
1.4 Division into Lots.....	14
1.5 Schedule for the implementation of the Assignment	14
1.6 Form and duration of the Assignment.....	15
1.7 Award criterion to be applied in the Proposal and award phase	15
2 Basic principles and conditions	16
2.1 Procedural framework ARN ²⁰¹⁶	16
2.2 Phases of the procedure.....	16
2.3 Schedule of the tendering procedure	17
2.4 Communication during the tendering procedure	17
2.5 Complaints procedure/ Contracting Authority complaints desk	18
2.6 Submitting an application	19
2.7 Application conditions	19
2.8 Application by a Alliance and/or engagement of third parties (main contractor and subcontractor)	22
2.9 Other conditions	23
3 Assessment procedure	25
4 Requirements for Candidate	27
4.1 Grounds for Exclusion.....	28
4.2 Suitability Requirements: Financial and economic capacity	30
4.3 Suitability Requirements: Technical and professional competence	32
5 Selection criteria.....	41
5.1 Technical and professional competence (selection)	42
5.2 Organisation and staff (selection)	46
5.3 Corporate Responsibility (CR)	47
Annex A	49
Annex B	
Annex C51	
Annex D52	
Annex E 54	
Annex G56	
ANNEX H – ARN 2016.....	57
ANNEX I – Parental guarantee.....	58

ANNEX J High level scope BTS 1	59
ANNEX K High level scope BTS 2	60
ANNEX L High level scope Baggage Projects	61
ANNEX M NDA	62

DEFINITIONS

These Selection Guidelines follow the definitions from the Tendering Regulations for the Utilities Sectors 2016 (ARN²⁰¹⁶). Defined terms are capitalised.

Supplementary to the definitions from the ARN²⁰¹⁶, the following definitions are used:

AAS	Amsterdam Airport Schiphol
Access Management (incl. remote access)	Access Management aims to grant authorized users the right to access to the system, data or other assets to users, while preventing access to non-authorized users.
Agreement	The Agreement to be signed between Client and Contractor after the award of the Assignment, the draft of which forms part of the Request for Proposal.
Amended Documentation	The documents which the Contracting Authority has marked as "Amended Documentation". Amended Documentation concerns supplements to and amendments of the Selection Guidelines and Annexes.
Annex	An Annex to the tender documents. An Annex forms part of the tender documents.
Application Development	Application Development aims to make available applications and systems which provide the required functionality for the Baggage Transport System. This process includes the development and maintenance of custom applications as well as the customization of products from software vendors.
Application Management	Application Management is responsible for managing applications throughout their lifecycle. Application Management plays an important role in the application-related aspects of designing, testing, operating and improving the Baggage system, as well as in developing the skills required to operate the applications. 'Application Management' is an ongoing activity, as opposed to 'application development' which is typically a one-time set of activities to construct applications.
Architecture Management	Architecture Management aims to define a blueprint for the future development of the technological landscape, taking into account the service strategy and newly available technologies.
Area-exceeding control	The control which consists of the architecture layers business control and production control.
Area-specific control	The control within an area which consists of the architecture layers process control and element management.
Assignment	The "special sector assignment" within the meaning of s. 1.1 Public Procurement Act that is the object of this tendering procedure.

Availability Management	Ensuring that the extent to which a service is available meets the current and future needs of the business in a cost-effective way. Part of this process is maintenance management: the development of the maintenance concept description and the planning, scheduling, executing and improvement of maintenance activities.
Baggage Controls System (BCS)	Subsystem of the Baggage system. The BCS consists of the business control layer, the production control layer, the process control layer and the element management layer.
Baggage system	The whole of the subsystems combined: Baggage Transport System (BTS) and Baggage Controls System (BCS). Another name for the Baggage system is BHS (Baggage Handling System).
Baggage Transport System (BTS)	Subsystem of the Baggage system. The BTS consists of the electromechanical layer and the mechanical layer, including the element control components that control the electromechanical layer.
Basic Design	Design which includes basic mechanical layout (fit-in building layout incl. catwalks, fencing, access and escape routes), basic electromechanical layout (power distribution, power consumption, earthing) and interface requirements specifications.
Best Price-Quality Ratio / BPQR	The award criterion "Best Price-Quality Ratio".
BSC	Bagtrax System Controller
BSMS	Bag Store Management System. Controls the buffer, tracks baggage inside the buffer and controls the releasing of bags from the buffer.
Candidate	The company which, in response to the published announcement of the assignment tendered, makes its interest known by submitting an application to participate.
Capacity Management	Ensuring that the required capacity is provided, which aligns with both the current as well as the future needs of SNBV, against acceptable costs and ensuring that the capacity of the BTS meets the agreed upon capacity and performance requirements in a timely and cost-effective manner.
Change	The change and/or expansion in the mechanical or electromechanical layer, software, documentation and procedures that is required for the Provision of Services, which may be project-based in nature.
Change Evaluation	Being able to determine in a consistent and standardised manner (through a assessment) whether a (to be) changed service is able to deliver the required performances, before a Change is allowed to proceed to the next phase in the lifecycle. In addition, being able to determine what the (potential) risks of a change are for the results of the business operations, the existing and proposed services and Baggage Transport System.
Change Management	The structured implementation of (non-project-based) Changes.
Change Management	Controlling the entire lifecycle of all Changes (project-based implementation of Changes forms part of this) and ensuring that there are minimal disruptions to the Baggage system as a result of the implementation of Changes.

Change Request (CR)	A request to change one or more Configuration Items.
Compliance Management	To ensure services (asset's functionality), processes and systems comply with enterprise policies and legal requirements.
Configuration Item (CI)	A Configuration Item (CI) is the smallest manageable object used in the baggage infrastructure.
Continual Service Improvement	Ensuring that services are measurable, that services are reported on, and initiating efforts towards improvements. Improvement takes place in accordance with the PDCA-cycle.
Continuity Management	Continuity Management aims to manage risks that could seriously impact the BTS functionalities. Giving support to the overall continuity management process of SNBV by ensuring that the necessary BTS-functionalities are available again within the required and agreed service levels.
Contracting Authority	Schiphol Nederland B.V., also referred to as SNBV.
Contractor	The Participant with whom the Contracting Authority enters into the Agreement in the context of this tendering procedure.
Core Competence	The knowledge, experience and skill necessary to perform an essential part of the Assignment.
Customer Relationship Management	Establishing and maintaining a positive relationship between Supplier and SNBV based on understanding SNBV and its business needs. The Supplier ensures that it can meet the needs of SNBV in a situation in which the business needs change constantly. To this end, Supplier shall, as specified in Service Portfolio Management, compile an appropriate service catalogue and keep it up-to-date.
Demand Management	Ensuring (understand, anticipate and influence) that there is sufficient capacity/staffing to meet the required customer demand for services.
Design Coordination	Ensuring that the goals and objectives of the service design phase are achieved and meet the requirements specified by SNBV. The Supplier shall be the single point of contact for ASM for the coordination and checking of all activities and processes in this phase of the service lifecycle. Design coordination relates to the redesign of existing services and, on the other hand, relates to activities for the new services to be designed in relation to the Baggage Transport Systems.
Detailed Design	Design which includes detailed mechanical, electromechanical, instrumentation and network design documents.
Equipment	Mechanical or electromechanical entities of the BTS used for physically transporting baggage items. Typical equipment are tilt tray sorters, conveyor belts and screening machines.
ESPD	European Single Procurement Document: the document intended for the self-declaration as referred to in s. 3.64 read in conjunction with s. 2.84 Public Procurement Act.
Event Management	To make sure Configuration Items (CIs) and services are constantly monitored by controlling of 'events' (informative, warnings or exceptions) throughout their entire lifecycle, such as: detection, attribution of meaning and establishing the correct monitoring action.

External systems	External systems consist of components that are not part of the Baggage Handling System, but with which the Baggage Handling System does communicate and which, as such, are necessary for the handling of baggage at Amsterdam Airport Schiphol. These systems include but are not limited to: Capacity Planning System, Flight Information Display System (FIDS), Departure Controls System (DCS), Airport Service Bus (ASB), Airport Operational Database (CISS).
Facilities Management	To manage the physical environment where the Baggage Transport System is located. This includes all aspects of managing the physical environment, for example power and cooling, building access management, workshops and environmental monitoring.
Financial Management	(financial planning and monitoring of costs/results over a specific period): Managing the financial information provision regarding the Baggage Transport Systems to ASM – Technical Management Baggage. Supplier shall give insight into the expected and actual costs.
Greenfield	An environment which does not interfere with an existing Baggage system. Greenfield: starting a new baggage system at a location where there was no baggage system before.
Grounds for Exclusion	The compelling Grounds for Exclusion from this tendering procedure within the meaning of s. 2.86 Public Procurement Act and the optional grounds applied by the Contracting Authority for exclusion from participation in this tendering procedure within the meaning of s. 2.87 Public Procurement Act.
HBS	Hold Baggage Screening
Incident	A Configuration Item that is in such a condition that it can no longer fulfil its function.
Incident Management	In the event of Incidents, restoring normal business operations in accordance with the service levels, limiting the negative consequences (impact) of an Incident on (the activities of) the business operations as much as possible and ensuring that the best possible levels of quality and availability of the system are maintained.
Information Security Management	Ensuring that information is available and useable when required, that information is only available to authorised persons (confidentiality), that information is complete, accurate and protected against changes by persons who are not authorised to do this (integrity) and that the exchange of information between e.g. SNBV and its partners is reliable (authenticity and irrefutability).
Knowledge Management	Ensuring that experiences, ideas and information are (able to be) shared in such a manner that decisions are based on correct and complete information without needing to look up/rediscover the relevant knowledge again.
Licence Plate Code server (LPCs)	A subsystem which accepts incoming BSM's (Baggage Source Message) from external DCS's (Departure Control System). It provides baggage-related information associated with License Plate Codes to the control systems of the baggage handling facilities.

Lot	An independent component of a larger assignment, which results in a separate Agreement with a Supplier.
Lot	A demarcated part of the Assignment for which a Proposal can be submitted.
LTM	Logistic Transport Manager, responsible for the routing of baggage items between inputs and outputs of logical segments.
LUM	Loading Unit Management
Maintenance	All activities for the purpose of maintaining or restoring the Baggage Transport System to the technical condition required for the Baggage Transport Systems to fulfil its functions.
Major maintenance projects	Major maintenance is scheduled maintenance with respect to the replacement and/or reparation of existing functions of the Baggage system or System functionality.
MIS	Management Information System
MU	Make-Up
New-build (projects)	The addition of and/or expansion with new components of the Baggage system or System functionality. New-build also includes the replacement of an entire baggage handling area (e.g. E-basement).
OC	Operational Control
ODSGOVER	Software component for monitoring baggage movements. The core function of ODSGover is governance at production and process level, i.e. it provides functions to monitor and control the execution during the day. Its main functions are business activity monitoring, event processing and real-time flow simulation.
Operations Management	Performing day-to-day routine tasks (incl. supervision, coordination and combination) related to the operation of the Baggage Transport System. The supplier is able to indicate proactively in the language of the user (Day-to-day Operations) what the impact of technical disruptions in the BTS has been/will be on the operational baggage process;
Participant	The Candidate selected by the Contracting Authority to participate in the Proposal and award phase by submitting a Proposal for one or more Lots.
Person responsible for the installation	A person designated as directly responsible for the safe and efficient operation of the electrical installation and the safety of the electrical work equipment.
PLC	Programmable Logic Controller
PNST	PlaNning SysTem
Preventive Maintenance	The performance of activities in order to prevent disruptions, defects, damage or complaints with respect to the Baggage Transport System.
Problem	A problem is an undesirable situation which indicates the still to be discovered cause of one or more existing or potential Incidents.

Problem Management	Problem Management aims to manage the lifecycle of all Problems. The primary objectives of this process are Controlling the lifecycle of all problems from the moment that a problem is identified, towards the investigation leading to the cause of the problem, the recording of all information with respect to this, and any actions to be taken to solve the problem. Problem management comprises all activities that are required to diagnose the underlying cause of Incidents and to find a solution for these problems. It also ensures that the solution is implemented by the correct monitoring procedures, i.e. via Change Management and Release Management. 'Proactive Problem Management' analyzes Incident Records, and uses data collected by the Baggage system to identify trends or significant Problems.
Provision of Services	Service Management and project-based implementation of Changes.
Public Procurement Act	Dutch Act of 1 July 2016, containing revised rules regarding tendering procedures (amended Public Procurement Act 2012 [<i>Aanbestedingswet 2012</i> , "AW"]), Bulletin of Acts, Orders and Decrees [<i>Stb.</i>] 2016, 241, including amendments.
Reference	A statement as referred to in s. 2.92a Public Procurement Act in which the Candidate shows that it has the required Core Competence(s).
Release and Deployment Management	Release and Deployment Management consists of making plans, time schedules and checking the composition of releases (release packages), testing and distributing the releases and delivering the new functionality required by the business operations, whilst protecting the integrity of the existing services.
Request for Proposal	The request for an offer, including Annexes, as referred to in the Public Procurement Act, which is provided by the Contracting Authority to the selected Candidates for participation in the Proposal and award phase and for submitting a Proposal, and which contains a (further) description of the object of the tendering procedure.
Request Fulfilment	Controlling the lifecycle of all service requests. Request Fulfilment is the process for the handling of all requests. An important difference between an Incident and a service request is that an Incident is usually an unscheduled event, while a service request (request from a user for information, advice, standard change or access to an application) is more something that can and should be scheduled in.
Risk Management	To identify, assess and control risks. This includes analyzing the value of assets to the business, identifying threats to those assets, and evaluating how vulnerable each asset is to those threats.
Safety Management (Health, Safety & Environment)	Comprises the efficient controlling of safety risks for dwelling and working near of and/or works on electrotechnical installations, whereby accident prevention, risk limitation and the wellbeing of people and the environment are taken into careful consideration.
SCADA	Supervisory Control And Data Acquisition

Selection Guidelines	This document, including all Annexes and Standard Forms, that have been provided to the potential Candidates by the Contracting Authority and in which the Assignment, the tendering procedure, the Grounds for Exclusion, the (minimum) Suitability Requirements and the selection criteria are described.
Service Asset and Configuration Management	Maintain information about Configuration Items (knowing what is where and making adjustments where necessary) required to deliver services and ensuring that accurate and reliable information about these assets is available when this information is required. This information comprises details on how the assets are configured and what the mutual relationships between the assets are.
Service Catalogue Management	Ensuring there is a Service Catalogue is produced and maintained, containing accurate information on all operational services and those being prepared to be run operationally. This process provides vital information for all other ITIL service management processes: service details, current status and the services' interdependencies. This information is only made available to those who are allowed access to it (authorised persons).
Service Level Management	Ensuring that service level agreements are established, secured and updated, ensuring that all service management processes, operational level agreements and underpinning contracts are aligned with the agreed upon service level goals, monitoring and reporting on service levels, periodically (monthly, quarterly and yearly) evaluating the Provision of Services and ensuring that proactive measures for improvement are implemented where this is justified as to costs.
Service Management	Provision of Services comprising Operations Management, Strategy Management, Service Portfolio Management, Financial Management, Demand Management, Customer Relationship Management, Design Coordination, Service Catalogue Management, Service Level Management, Capacity Management, Availability Management, Continuity Management, Information Security Management, Supplier Management, Transition Planning and Support, Change Management, Service Asset and Configuration Management, Release & Deployment Management, Service Validation & Testing, Change Evaluation, Knowledge Management, Event Management, Incident Management, Request Fulfilment, Problem Management, Access Management, Continual Service Improvement, Technical Management, Application Management, Safety Management, Risk Management, Facilities Management, Compliance Management, Architecture Management, Application Development and Spare Parts Management.
Service Portfolio Management	Compiling an appropriate service catalogue and keeping it up-to-date. The service portfolio distinguishes between services in the pipeline (proposed or in development), service catalogue (live or available to use) and discontinued services.

Service Validation and Testing	Validating and testing of a new or changed component. Ensuring that new or changed CI's are fully in line with the design specifications and that these meet customer expectations.
Skilled person	A person who is responsible for the safe and reliable performance of his/her activities in his/her area of responsibility.
SMPS	Service Management Process Supervision. Standard VIBM software component for baggage handling. SMPS is responsible for the planning and visualisation of this planning.
SNBV	Schiphol Nederland B.V., where appropriate also referred to as the "Contracting Authority".
Solution group	This is the manufacturing supplier with specialist knowledge of the specific product, which performs activities that cannot or may not be performed by Supplier.
Spare Parts Management	Spare Parts Management aims to ensure the right balance between being out-of-stock and to avoid unnecessary spare parts stock. Spareparts can become obsolete due to modifications and replacements. Therefore, it is important that the spare parts stock levels are managed actively. Part of this process is the development of the recommended spare parts list, automatic replenishment, managing exchange parts and improvement of spare parts stock based on delivery times and failure probability.
Standard Form	A mandatory form to be used by a Candidate when drafting and submitting the application, as included in these Selection Guidelines.
Strategy Management for Services	Formulating (and delivering in time) how Service Management provided by the Supplier aligns with the strategy of SNBV and enables SNBV to achieve its business objectives.
Supplier	The Participant to whom SNBV has awarded the assignment within the context of this tendering procedure.
Supplier Management	Managing the Solution groups and the services they provide. It is the task of Supplier Management to ensure that services provided by Solution groups link up seamlessly with the expectations of SNBV (support the needs of the business) and that Solution groups meet their contractual commitments.
System functionality	Describes the way in which the Baggage system functions.
TC	Transport Controller. A system controlling the electromechanical equipment of one or more technical segments.
Technical Management	Technical Management provides technical expertise and support for the management of the Baggage Transport System (BTS). Technical Management is the activity that is responsible for a stable technical infrastructure. The Supplier supports the scheduling of activities, implementation of changes and maintenance of the system. Within this process, the Supplier is responsible for providing technical expertise and general management of BTS.
TenderNed	Electronic platform used to conduct this European tendering procedure, available at: www.tenderned.nl.

TFC	Tubtrax Flow Controller
TM	Transport Manager. A system supervising one or more Transport Controllers forming a logical unit in West/D-pier.
Transition Planning and Support	Providing an overall planning for the transition of services and the coordination of all resources that are required for this.

PREFACE

These are the Selection Guidelines of Schiphol Nederland B.V. for the European tendering procedure Lot 1: Provision of Services Baggage Transport Systems Lot 1 (South, Backbone), Lot 2: Provision of Services Baggage Transport Systems Lot 2 (Central, West), Lot: Projects Baggage.

By publishing these Selection Guidelines on TenderNed, the Contracting Authority invites interested parties, which meet all the specified requirements and conditions, to submit an application. These Selection Guidelines provide information about the course of the tendering procedure and the information requested in the context of the tendering procedure.

The Contracting Authority is following a negotiated procedure for the tendering procedure of several Lots. More information on the separate Lots can be found in paragraph **Fout! Verwijzingsbron niet gevonden..** Any market participant can participate in this procedure by responding to the announcement which the Contracting Authority has published on the website www.TenderNed.nl. For a manual of TenderNed, go to:

<https://www.tenderned.nl/cms/tenderned-voor-ondernemingen>

The selection phase of this negotiated procedure proceeds as follows: based on a public announcement, market participants may request the Selection Guidelines via TenderNed and submit an application on the basis of the Selection Guidelines. In its application, the Candidate must demonstrate that it meets the (minimum) requirements specified by the Contracting Authority (translated into Grounds for Exclusion and Suitability Requirements with respect to the performance of the Assignment). The application also contains further details which the Candidate bases on the selection criteria, as set out in chapter 2. The procedure for this tender is set out further in paragraph 2.2 of these Selection Guidelines.

If you have not received the complete Selection Guidelines or have not received them in good order, please notify us via TenderNed as soon as possible, but before the deadline for asking questions for information notice no. 1. Please state which documents are missing, incomplete or damaged. Paragraph 2.4 of these Selection Guidelines describes how you may submit questions.

1 INTRODUCTION

Together with its home carrier KLM, the other airlines and its sector and business partners, Schiphol Group has developed Amsterdam Airport Schiphol into a mainport. Schiphol Group is proud that travellers repeatedly rank Schiphol highly. Schiphol Group wants to develop Amsterdam Airport Schiphol into Europe's preferred airport: the preferred airport of travellers, airlines and logistical service providers.

1.1 Schiphol Nederland B.V. as Contracting Authority

Schiphol Nederland B.V. (SNBV) is part of N.V. Luchthaven Schiphol. N.V. Luchthaven Schiphol performs its activities under the name Schiphol Group.

Schiphol Group is the operator of Amsterdam Airport Schiphol, the largest airport of the Netherlands.

Schiphol Group's mission is "Connecting the Netherlands": i.e. to continue to connect the country optimally with the rest of the world and thus contribute to welfare and wellbeing in the Netherlands and abroad; connecting to compete and to complete. We develop our activities in a balanced manner, both at home and abroad. In doing so, we focus on our core values: reliability, efficiency, hospitality, inspiration and sustainability.

It is the ambition of Amsterdam Airport Schiphol to be and to remain Europe's preferred airport; the airport that generates value with its quality, capacity and extensive network of destinations.

We operate our most important airport, Schiphol, as an AirportCity, a dynamic metropolitan area where we offer travellers and airlines all the services they need, 24 hours a day. More than 500 companies are based at Schiphol, employing 65,000 people.

In order to support its mission and ambition and also to maintain its competitive position, Schiphol Group is tendering the Provision of Services in two different Lots. In a third Lot, Schiphol Group is tendering Projects Baggage. In doing so, SNBV aims to select the right specialist for each Lot.

1.2 Three Lots

The Assignment is tendered in three Lots.

Lot 1: Master Agreement Provision of Services Baggage Transport Systems Lot 1 (South, Backbone)

Lot 2: Master Agreement Provision of Services Baggage Transport Systems Lot 2 (Central, West)

Lot: Framework Agreements Projects Baggage

Candidates may submit an application for one or more or all three Lots. However, SNBV will award Lot 1 to a different party than Lot 2.

If the Candidate qualifies for more than one Lot, it must be indicated in the award phase which Lot (Lot 1 or Lot 2) is preferred. If a Participant comes in first place for both Lot 1 as well as Lot 2, the award will take place on the basis of the preferred Lot. The award of the other Lot will go to the Participant who in the tendering procedure ended in second place for the Lot in question (i.e. the Lot that was not preferred by the Participant who won that Lot).

With respect to the Lot Framework Agreements Projects Baggage, two (2) framework agreements are awarded to two (2) different parties. SNBV may put future assignments to these two parties by way of a mini-competition. This procedure is explained further in the Request for Proposal.

Note: Each Lot for which a Candidate wishes to apply and submit a Proposal under these Selection Guidelines, the Candidate must make a full application (i.e. must submit a full set of documents for each Lot.)

1.3 Scope and elements of the Assignment

The high-level scope of the three Lots is described in three different documents:

Annex E1: High-level scope Provision of Services Baggage Transport Systems Lot 1 (South, Backbone)

Annex E2: High-level scope Provision of Services Baggage Transport Systems Lot 2 (Central, West)

Annex E3: High-level scope Projects Baggage

1.4 Division into Lots

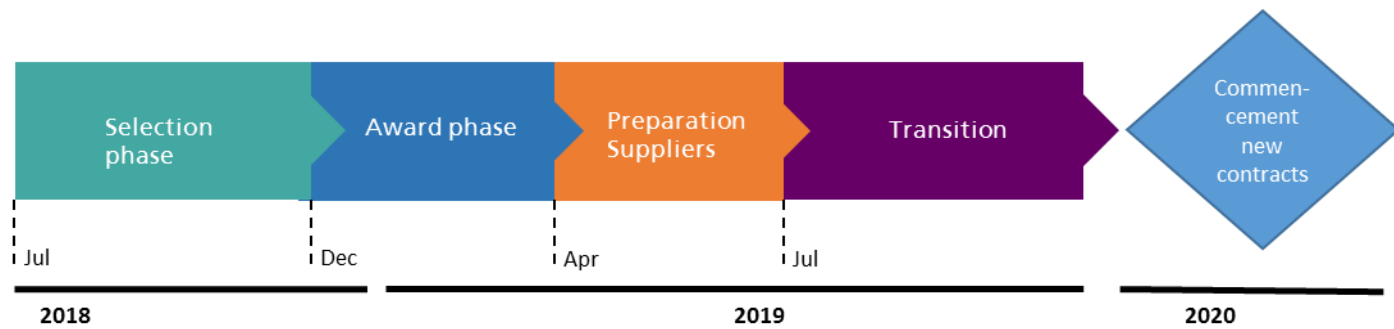
As indicated, the Assignment (see paragraph 1.3) is tendered in three Lots. In order to maintain the quality and capacity of the Baggage Transport Systems, the Contracting Authority has opted to tender in two different Lots for the Provision of Services for Baggage Transport Systems. Schiphol wants to continue to provide sufficient and high-grade capacity and quality to airlines, travellers, visitors and staff of Schiphol companies in the future.

Projects Baggage is tendered in one Lot due to the high complexity of the Projects and the experience required to implement these Projects. The comprehensive market consultation carried out by SNBV showed that there is broad support in the market to merge these future assignments into one Lot.

If and insofar as “clustering” might occur with respect to the above, the Contracting Authority is of the opinion – if applicable – that it is permissible in this case for the following reasons: the tendering costs for the entire market (for both Contracting Authority as well as for market participants) is reduced. Also important to the Contracting Authority is the desire and the need to ensure continuous quality in the implementation of Projects Baggage at the airport. Within this context, the Contracting Authority has carefully analysed and assessed the market conditions, in particular, the position of SME’s, and has concluded that the position of SME’s is not significantly worsened as a consequence of the structure opted for.

1.5 Schedule for the implementation of the Assignment

The table below outlines the period within which the Assignment must be carried out. These dates are indicative and no rights can be derived from it.



1.6 Form and duration of the Assignment

Lot Provision of Services Baggage Transport Systems Lot 1 (South, Backbone): one master agreement

Lot Provision of Services Baggage Transport Systems Lot 2 (Central, West): one master agreement

Lot Projects Baggage: two framework agreements

Duration: Initial period is five (5) years. Optional extension years are three (3) times one (1) year.

1.7 Award criterion to be applied in the Proposal and award phase

The Assignment is awarded on the basis of the award criterion "Best Price-Quality Ratio" (BPQR). This means that besides the price, quality criteria will also be taken into consideration in the selection of the Contractor.

2 BASIC PRINCIPLES AND CONDITIONS

In this chapter, the basic principles and applicable conditions for this tendering procedure are outlined further.

2.1 Procedural framework ARN²⁰¹⁶

The Tendering Regulations for the Utilities Sectors 2016 (ARN²⁰¹⁶) apply to this tendering procedure. The English translation of the ARN²⁰¹⁶ can be found in Annex H.

In the event of any conflict between the English-language ARN²⁰¹⁶ and the Dutch-language ARN²⁰¹⁶, the Dutch-language ARN²⁰¹⁶ shall prevail.

2.2 Phases of the procedure

The tendering procedure concerns a European tendering procedure in accordance with the negotiated procedure. In this tendering procedure, potentially suitable Participants are selected (selection process) on the basis of the applications to participate submitted by the Candidate. Subsequently, the selected offerors are requested to submit a Proposal on the basis of the Request for Proposal (proposal process) to be sent out by SNBV. Ultimately, the proposal process results in an award to the offeror with the Best Price-Quality Ratio (Best PQR).

The negotiated procedure distinguishes the following phases:

- Selection phase;
- Proposal and award phase.

A negotiated procedure proceeds as follows:

1. Selection phase: Based on the public announcement, potential Candidates may request the Selection Guidelines and on the basis thereof may submit a request to be invited for the Proposal and award phase. Parties do this by submitting an application. On the basis of the organisational characteristics of the Candidate (expressed in Grounds for Exclusion, (minimum) Suitability Requirements and selection criteria), the Contracting Authority selects a maximum of five (5) parties for the Proposal and award phase for each separate Lot. As such, by submitting an application, the Candidates do not yet make a substantive proposal in this phase to acquire/perform the Lot;
2. Proposal and negotiation phase: By sending the Request for Proposal, the Contracting Authority invites the selected Candidates to submit a Proposal for the Lot in question. The selected Candidates are requested to submit a first Proposal in accordance with the Request for Proposal. A Proposal contains the proposal to acquire/perform the Lot. The Contracting Authority will invite the Participants for negotiations. After the negotiations have been concluded, the Participants must submit a final Proposal per Lot on the basis of the Amended Documentation. Based on the assessment of the final Proposals received, the Contracting Authority intends to contract one Contractor for each separate Lot.

In the selection phase, an assessment of the applications of Candidates takes place on the basis of the Grounds for Exclusion, (minimum) Suitability Requirements and, if necessary, selection criteria, with the purpose of selecting Candidates who will be invited to participate in the Proposal and award phase. The selection procedure, including the applicable Grounds for Exclusion, (minimum) Suitability Requirements and selection criteria, is set out in the following chapter of these Selection Guidelines.

2.3 Schedule of the tendering procedure

The Contracting Authority started this tendering procedure by publishing the announcement for the utilities sector Assignment on TenderNed. The table below sets out the schedule for this tendering procedure. The Contracting Authority reserves the right to amend the schedule.

Schedule of the selection phase	Date
Publication announcement selection phase on TenderNed	27-07-2018
Closing date for submitting questions	03-09-2018, 08:30 am (strict deadline)
Response to questions in information notice 1	10-09-2018
Closing date for submitting questions	17-09-2018, 08:30 am (strict deadline)
Response to questions in information notice 2	24-09-2018
Closing date for submitting an application	08-10-2018, 08:00 am (strict deadline)
Announcement of provisional selection	22-10-2018
Deadline for receiving supporting documents ESPD verification	10 calendar days after announcement of provisional selection
Announcement of final selection	t.b.d.
Start of transition	01-07-2019
Commencement date of Agreement	01-01-2020
After the announcement of the final selection, the selected Candidates are informed of the schedule of the Proposal and award phase.	

For the “Closing date for submitting questions” and the “Closing date for submitting an application”, the final times are strict deadlines. Questions and/or comments submitted after these deadlines will not be answered. Applications received later than the specified deadline are not included in the assessment. The Contracting Authority reserves the right to change all deadlines.

In principle, the Candidate is excluded if it does not observe the above dates/deadlines or the dates/deadlines as changed by the Contracting Authority.

2.4 Communication during the tendering procedure

2.4.1 Contact with Contracting Authority

Any communication regarding this tendering procedure shall be solely via TenderNed. There shall be no communication in any other manner. No rights can be derived from oral statements, commitments or agreements that are not recorded by way of a message or publication by the Contracting Authority on TenderNed. It is not permitted to approach officers directly or indirectly in the context of this tendering procedure. Any attempt to influence, in any way whatsoever, any employee(s) involved in the tendering procedure, may result in exclusion from participation in this tendering procedure.

2.4.2 Submitting questions and comments

Potential Candidates may ask questions and submit comments on any tender document via TenderNed. As included in the schedule, during this tendering procedure, potential Candidates have two opportunities to ask questions or make comments. In principle, the Contracting Authority will not respond to questions not submitted in time or submitted in a different manner by the potential Candidate. The answers to questions submitted in time will be provided via TenderNed in an information notice.

Potential Candidates are responsible for submitting questions correctly and in time. If the Contracting Authority has not received a question, the burden of proof that the question was sent in time lies with the potential Candidate. Note the closing date specified in the paragraph "Schedule of the tendering procedure" in these Selection Guidelines.

Any errors and/or inconsistencies in and/or objections to the contents of these Selection Guidelines with Annexes and/or procedure that is followed within the context of the tendering procedure must be submitted during the question round(s). If this does not occur, the Contracting Authority is justified in assuming that potential Candidates have no objection to the contents of the Selection Guidelines with Annexes and/or the procedure that is followed, as a result of which their right to object later on shall lapse.

Questions must be submitted in English. When submitting questions, you should indicate precisely to which part (name of document, section and page number) of the tendering documents the question relates. Please do not use company names, product names or other names related to your business in your questions.

The Contracting Authority concludes a question round by sending an information notice containing the (anonymised) questions of potential Candidates and the answers of the Contracting Authority. The Contracting Authority will also include any changes to the tender documents in the information notice. The published information notice forms part of the Selection Guidelines and prevails over the rest of the Selection Guidelines and the Annexes. Documents the Contracting Authority has marked as "Amended Documentation" prevail over the information notice. The Contracting Authority makes the information notice available to all potential Candidates via TenderNed. The Contracting Authority reserves the right to put comments aside or to only process them partially.

2.4.3 *Commercially confidential questions*

If a potential Candidate has questions for the Contracting Authority that are of a "commercially confidential" nature and it is, therefore, undesirable for those questions to be answered in an information notice, the Contracting Authority shall have the option to answer such questions outside of the information notice. The potential Candidate must submit such questions via the TenderNed messaging module, stating "Commercially confidential – Do not answer in the information notice".

The Contracting Authority shall always assess such "commercially confidential" questions on their merits. If the Contracting Authority is of the opinion that such questions cannot be considered "commercially confidential", in principle, it will feed this back to the potential Candidate which asked these questions. This potential Candidate shall then be given the opportunity to withdraw the questions or to resubmit them for answering in the information notice. When dealing with questions of a "commercially confidential nature", the Contracting Authority will at all times endeavour to ensure a level playing field.

2.5 Complaints procedure/ Contracting Authority complaints desk

The Contracting Authority has set up a complaints desk where parties involved in tendering procedures of the Contracting Authority can submit a complaint regarding alleged inaccuracies and irregularities in a tendering procedure. However, a complaint cannot be submitted until after the alleged inaccuracies and inconsistencies have been put to the Contracting Authority in the question round and the Contracting Authority has responded to it in an information notice. If a potential Candidate continues to

disagree with the Contracting Authority's response in the information notice, it may submit a complaint with the complaints desk. The subsequent procedure is as follows:

- (1) Complaints must be submitted in writing and with reasons by email to the secretary of the complaints desk of the Contracting Authority. The email address is: Tender_klacht@schiphol.nl. The written complaint must state, with reasons, the subject of the complaint and the (legal) grounds. An appropriate approach to a solution must also be proposed. The written complaint must also contain the date, name and address of the complainant and the designation/reference of the tendering procedure that is the subject of the complaint.
- (2) The secretary of the complaints desk will confirm receipt of the complaint as soon as possible.
- (3) The complaints desk will then promptly investigate whether the complaint is justified, taking into account as far as possible the schedule and lead time of the tendering procedure. Note that a complaint does not put the tendering procedure on hold.
- (4) If the Contracting Authority concludes after the investigation by the complaints desk that the complaint is justified, or partly justified, and that the Contracting Authority will take corrective measures, the Contracting Authority will give written notice of this as soon as possible. Depending on the phase in this tendering procedure, it may occur that the measures by the Contracting Authority are communicated to all potential Candidates in the tendering procedure at the same time that the complainant receives the notice. This is to prevent any parties from gaining an advantage.
- (5) If after the investigation by the complaints desk the Contracting Authority concludes that the complaint is not justified, no measures will be taken and the Contracting Authority will notify the complainant in an appropriate manner in writing.

2.6 Submitting an application

The application must be submitted via www.TenderNed.nl. In order to safeguard the confidentiality, applications cannot be submitted by post or by email.

The strict deadlines are stated in the paragraph "Schedule of the tendering procedure". Applications that have not been submitted in time will be considered by the Contracting Authority not to have been made and, consequently, will not be processed by the Contracting Authority. Potential Candidates bear the risk for the timely and complete submission of their application. The Contracting Authority and TenderNed are not responsible for errors made by potential Candidates regarding the timely and complete provision of information. In case of any doubt, please contact the helpdesk of TenderNed. We advise you to submit your application well in advance of the deadline. Potential Candidates bear the risk of any malfunction during uploading. The Contracting Authority will not be able to open the virtual safe on TenderNed prior to the strict deadline.

By submitting an application, the Candidate declares that it agrees with the provisions contained in these Selection Guidelines and with the other provisions applicable to this tendering procedure. By submitting an application, the Candidate also agrees with the tendering method chosen by the Contracting Authority. If the Candidate is of the opinion that the Selection Guidelines contain inaccuracies, the Candidate must give written notice of this before the closing date for submitting an application. If the Candidate fails to do so, the Candidate cannot invoke such inaccuracies upon or after any award of the Assignment.

2.7 Application conditions

The following conditions must be met when submitting an application:

2.7.1 Number of times an application can be submitted

Companies may only apply once, either as an individual company or as party of a Alliance with other companies. If multiple companies within one group are interested, they may only participate in this tendering procedure if they apply as a single Candidate, whether or not as a Alliance with third parties.

Candidates are free to submit an application for one or more or all three Lots. However, SNBV shall award Lot 1 to another party than Lot 2.

2.7.2 Group

If a Candidate, or one of the members of a Alliance (if the Candidate is a Alliance) is part of a group, the parent company must declare that none of the other members of the group have applied for the Assignment.

2.7.3 Multiple Candidates within one group

If multiple companies within one group have applied as multiple Candidates for the Assignment, the parent company must determine which company within the group will withdraw as Candidate. If the parent company fails to make a choice within seven (7) calendar days of the Contracting Authority's request to that effect, the Contracting Authority will proceed to make a choice by drawing lots.

2.7.4 Contact about the Assignment

Any company will be excluded from (further) participation in this tendering procedure if it is guilty of having contact of any kind whatsoever, directly and/or indirectly (through for example third parties) with other (potential) Candidates/Participants about the Assignment to be tendered and the contents of the application or Proposal, respectively. In particular, with regard to the price to be offered or the mutual division of work, all of this with the exception of consultations necessary to form a Alliance if this is justified.

2.7.5 Costs

Any costs of Candidates in relation to the drafting or submitting of the application are not eligible for reimbursement by the Contracting Authority in any way whatsoever.

2.7.6 Form and contents of the Proposal

Form: The Proposal may be submitted as Word- [.doc or .docx], Excel- [.xls or .xlsx] or PDF-files. Other extensions are not permitted, unless expressly indicated otherwise.

Contents: The Proposal will only be assessed if it is not strategic and/or manipulative.

2.7.7 Documents relating to this tendering procedure

These Selection Guidelines and all associated Annexes have been compiled with due care. Nevertheless, should there be any inconsistencies or discrepancies between these documents, the ranking or applies,

whereby a document ranked higher prevails over a document ranked lower (in other words, the list is in decreasing order of importance)

These Selection Guidelines and all Annexes may be amended and/or supplemented by way of an information notice. An information notice of a later date prevails over an information notice of an earlier date.

If, after taking note of the latest information notice, a (potential) Candidate is still of the opinion that these Selection Guidelines or any associated documents contain inconsistencies, inaccuracies, illegalities, irregularities, obscurities, imperfections, unreasonably burdensome requirements and/or other defects, the (potential) Candidate, on penalty of lapse of right, must institute preliminary relief proceedings before the Amsterdam Court no later than seven calendar days before the closing date for submission of the application, by effecting service of a summons on the Contracting Authority. This period is an expiry period.

The (potential) Candidate must submit a copy of the summons via the TenderNed messaging module. By requesting these Selection Guidelines (including Annexes), the (potential) Candidate declares it agrees with this.

2.7.8 Reliance on financial capacity/technical competence of third party/parties

In order to comply with the (minimum) Suitability Requirements, a Candidate may rely on the financial capacity and/or technical competence of one or more third parties, irrespective of the legal nature of its ties with such third party/parties.

If the Candidate wishes to rely on the *financial capacity* of one or more third parties, pursuant to article 11 of the ARN²⁰¹⁶, it must meet the following requirements in its application:

- (i) The name(s) of the third party/parties concerned must be stated,
- (ii) Supporting documents must be submitted which show that the third party/parties concerned meet(s) the requirements specified in the Selection Guidelines with respect to financial capacity, and
- (iii) A copy of the commitment(s) with the party/parties concerned must be provided, showing that the Candidate actually has those resources of such third party/parties at its disposal as are necessary for the performance of the Assignment.

In such a case, the Candidate must state this in part II section C of the ESPD (Annex B). The Candidate must also complete Annex C. Annex C, completed and signed by the Candidate and the third party/parties concerned, and the associated supporting documents, must be attached to the application.

If the Candidate wishes to rely on the *technical competence* of one or more third parties, it is required, pursuant to article 11 of the ARN²⁰¹⁶, to demonstrate the following in its application:

- (i) That the third party/parties concerned meet(s) the requirements specified in the Selection Guidelines with respect to technical competence, and
- (ii) That the Candidate actually has the resources (in the broadest sense) of such third party/parties at its disposal during the term of the Assignment, as necessary for the performance of the Assignment, in accordance with Annex D.

In such a case, the Candidate must state this in part II section C of the ESPD (Annex B). The Candidate must also complete Annex D. Annex D, completed and signed by the Candidate and the third party/parties concerned, and the associated supporting documents, must be attached to the application.

If the technical competence of one or more third parties is relied upon, the third party/parties concerned must actually be deployed accordingly in the performance of the Assignment. The Candidate must also explain in its plans during the Proposal and award phase, where such applies, how the Candidate guarantees that the technical competence of the third party/parties will actually be used in the performance of the Assignment.

In the context of this tendering procedure, it is not permitted to rely upon a third party to which a Ground for Exclusion applies.

Note: If more than one third party is relied upon, a copy of the Annex must be completed and signed for each third party separately and must be attached to the application.

2.8 Application by a Alliance and/or engagement of third parties (main contractor and subcontractor)

If a Candidate consists of a Alliance of companies, the following also applies:

2.8.1 Alliance: ESPD

Each member of a Alliance must submit a fully completed ESPD. The legally authorised representative of each Alliance member must sign the ESPD and the Annexes. Each Alliance member must demonstrate that the person signing the ESPD and the Annexes is a legally authorised representative. It must also be indicated in Part II of the ESPD what the role is of each Alliance member in the Alliance.

2.8.2 Alliance: Statement on syndication

The Alliance must submit a statement on syndication with the application. Annex G of these Selection Guidelines contains the format.

2.8.3 Alliance agreement upon request

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

2.8.4 Alliance: Joint and several liability

Upon being awarded the Assignment, each Alliance member must declare, in accordance with article 10.4 ARN²⁰¹⁶, that it is jointly and severally liable for the performance of the entire Assignment.

2.8.5 Alliance: Changes not permitted

After the application, no changes may be made to the Alliance without the prior written consent of the Contracting Authority. Permission shall only be granted in very special circumstances (e.g. in the event of mergers or acquisitions of Candidates or members of a Alliance). The Contracting Authority may attach

conditions to such permission. A Alliance must in any case continue to meet the requirements specified in these Selection Guidelines.

2.8.6 Alliance: General partnership or legal entity

If the winning Proposal is made by a Alliance, the Alliance must, after being awarded the Assignment, form a general partnership (VOF) or legal entity to perform the Assignment.

2.8.7 Engagement of third parties

- Even though they independently meet the (minimum) Suitability Requirements specified in this tendering procedure, Candidates or a Alliance of Candidates may wish to engage third parties in the performance of the Assignment. In principle, Candidates must perform the entire Assignment themselves. The engagement of third parties is only permitted if the Candidate, in the following phase of the tendering procedure, has explicitly specified which third parties it wishes to engage and for which elements of the Assignment it intends to do so.
- The Candidate must also guarantee that the third party in question meets all the requirements of this tendering procedure for the activities assigned to this third party.
- The Contract Authority has the right to verify the correctness of this guarantee.
- The Candidate bears full responsibility for the third parties it engages.
- If a Candidate already intends to engage third parties in the performance of the Assignment, it must state the details of these third parties in the ESPD (Annex B).

2.9 Other conditions

2.9.1 Working language

The working language during the entire tendering procedure is English.

2.9.2 Intellectual property

The intellectual property of the information provided by the Contracting Authority shall at all times remain vested in the Contracting Authority. Without the prior written consent of the Contracting Authority, nothing in these Selection Guidelines may be duplicated by means of printing, photocopying, microfilm, scanning or otherwise, except for the purpose of submitting an application. Any violation of this provision may result in immediate exclusion from this tendering procedure and may be deemed a circumstance as referred to under article 7 ARN²⁰¹⁶ and/or under article 22.2 ARN²⁰¹⁶. The provisions in this paragraph do not affect the right of the Contracting Authority to claim damages.

2.9.3 Confidentiality

The Contracting Authority shall treat as confidential any information provided by the Candidate which it knows, or reasonably ought to know, to be confidential, and shall in any case take account of the legitimate (commercial) interests of the Candidate.

2.9.4 Applicable terms and conditions

This tendering procedure and the (possibly) resulting Assignment shall not be subject to any delivery, payment and/or other terms and conditions, other than the (contractual) conditions stipulated by the Contracting Authority in the tender documents. An application or Proposal made under (deviating) conditions shall be deemed not to have been submitted. The Contracting Authority expressly rejects the applicability of any general terms and conditions of the Candidate or Participant, respectively.

2.9.5 Proviso regarding discontinuation of procedure

The Contracting Authority is not obliged to make an award decision in this tendering procedure or to enter into an Agreement with a Participant. (Potential) Candidates / Participants cannot cite the following activities of the Contracting Authority:

- a. suspending and/or cancelling this tendering procedure; or
- b. suspending and/or postponing the award decision and/or attaching further conditions to it; or
- c. refraining from making an award decision; or
- d. refraining from following up on an award decision; or
- e. refraining from entering into the Agreement;

as the basis for any claim whatsoever for compensation from the Contracting Authority, including any legal successor(s) and/or affiliated (legal) persons, for damages and/or costs, of whatever type and on whatever basis, and by participating in this tendering procedure they expressly and unconditionally accept the abovenamed provisos of the Contracting Authority.

2.9.6 Choice of law and forum

This tendering procedure is governed by the laws of the Netherlands. Any disputes must be submitted to the competent court at Amsterdam, the Netherlands.

2.9.7 Ownership of information

All information carriers and documentation provided by the Candidate as part of the application shall become the property of the Contracting Authority and shall not be returned, but shall be treated and stored confidentially, and shall be destroyed in due course.

2.9.8 Consent

By submitting an application, the Candidate declares its unconditional agreement with the provisions in these Selection Guidelines and the other provisions applicable to this tendering procedure. Conditional applications shall be deemed not to have been made and shall not qualify for award of the Assignment.

3 ASSESSMENT PROCEDURE

The objective of the selection procedure is to select the maximum number of Candidates for each separate Lot, as stated below, who will be invited to submit a Proposal.

In addition to the selection criteria which are assessed on the basis of an absolute assessment (yes > points; no > no points), there are selection criteria which are assessed on the basis of a qualitative assessment. This is done using the pairwise comparison methodology. This is indicated at the specific selection criteria. The answers to the questions for these selection criteria will be assessed individually by the members of the assessment team (assessment commission). Each expert in the assessment team will compare Proposals with each other pairwise. First Proposal A with Proposal B, then Proposal A with Proposal C, etc.

After the selection criteria have been assessed individually by the different members of the assessment team, the different opinions are considered and discussed per selection criterion in a plenary session. In this plenary session, the members of the assessment commission jointly arrive at the final score (consensus), including the strong and weak points per selection criterion.

The Candidate with the best answers for the selection criterion in question is awarded the full amount of points. The other Candidates are not awarded any points for this selection criterion. If two or more Candidates score comparably (as the best) on a selection criterion, these two or more Candidates are awarded these points in full.

With this approach of both individual assessments and a joint team meeting, in which the different members of the assessment team discuss each other's assessments, SNBV excludes possible subjective elements during the assessment and ensures that the assessment takes place in an objective and transparent manner.

The result of the assessment is then reviewed by a (company) lawyer of SNBV and finally by the tender board of SNBV.

The assessment

The assessment of the applications follows the steps below:

Steps in the selection procedure
1. Receiving applications in time/in full
2. Grounds for Exclusion
3. (Minimum) Suitability Requirements
4. Selection criteria
5. Provisional selection
6. Checking supporting documents
7. Final selection

Explanation:

1. First, the application is assessed as to timeliness, completeness and compliance with the requirements (see paragraph 2.7.6). If an application is not complete (e.g. declarations, statements or documents are missing) after the closing date, or if an application does not meet the requirements, this may result in exclusion.

2. Second, the Contracting Authority will check the applications against the specified Grounds for Exclusion. If a Ground for Exclusion applies to a Candidate, in principle, this will result in exclusion.
3. Third, an assessment will take place to determine whether the (minimum) Suitability Requirements have been met. If a Candidate fails to meet one or more of the (minimum) Suitability Requirements, the Contracting Authority may proceed to put the application aside.
4. The five (5) Candidates with the highest number of points per Lot will be eligible to participate further in the tendering procedure. If more than five (5) Candidates remain after the assessment of the (minimum) Suitability Requirements, this number will be reduced to five (5) by conducting an assessment based on the selection criteria.

All applications will be assessed by an expert, multidisciplinary assessment commission. The members of the assessment commission will first assess the applications individually and award points for each selection criterion. The individual assessments will then be discussed in a plenary session. During this session, the members of the assessment commission will jointly arrive at the final score (consensus). The result of the assessment is then reviewed by the tender board of the Contracting Authority.

If two or more Candidates have achieved the same final score and, as a result, more than the desired number of Candidates would have to be selected for the Proposal and award phase, the Contracting Authority will expand the number of Candidates that is invited for the Proposal phase with the number of Candidates that have a shared last place.

5. The provisional result of the assessment, i.e. the provisional selection, is notified to all Candidates who have applied. At the same time, the selected Candidates will be requested to provide the required supporting documents within ten (10) calendar days.
6. If an assessment of the supporting documents reveals that one (or more) of the Grounds for Exclusion applies to one (or more) of the selected Candidates and/or does not meet all (minimum) Suitability Requirements, or if supporting documents are received after the deadline, the Candidate in question will be excluded from further participation in this tendering procedure and its place will be taken by the next-ranked Candidate who was eligible for this on the basis of the assessment, but who was rejected on the basis of the number of points awarded.
7. In accordance with article 13.4 of the applicable ARN²⁰¹⁶, an objection period of five (5) calendar days after the announcement of the selection decision will commence. Within five (5) calendar days after the date of the provisional selection, rejected Candidates must submit any objection to the Contracting Authority in writing and with reasons. The Contracting Authority will notify the objecting Candidate of whether it persists in its selection decision (opinion). After the notification of the opinion, a further period of ten (10) calendar days will commence so that, if desired, the objecting Candidate may institute preliminary relief proceedings with the civil court in accordance with the provisions of article 13.5 in conjunction with art. 21.1 of the ARN²⁰¹⁶. The selection decision becomes final as soon as the objection periods expire unused.

4 REQUIREMENTS FOR CANDIDATE

The following paragraphs specify which information a Candidate must provide for the purpose of the assessment on the basis of the Grounds for Exclusion and (minimum) Suitability Requirements. This chapter sets out which requirements apply to each element.

Note: Each Lot for which a Candidate wishes to apply and submit a Proposal under these Selection Guidelines, the Candidate must make a full application (i.e. must submit a full set of documents for each Lot.)

Chapter	No.	Document	Upon application	Upon request
Grounds for Exclusion	E1	ESPD (scanned version)	x	
	E1	ESPD (per post)		x
	E2	Registration national professional / commercial register	x	
	E3	Statement Dutch tax authorities [Belastingdienst]		x
	E4	Certificate of conduct for procurement		x
	E5	Non-Disclosure Agreement	x	
Suitability Requirements: Financial and economic capacity	SR1	Solvency, Profitability and Liquidity	x	
	SR2	Parental guarantee	x	
	SR3	Turnover required	x	
	SR4	Core Competence/Reference / Annex X	x	
	SR5	Dutch language statement	x	
	SR6	Certificates / diplomas/ education and training	x	
	SR7	Health, safety and environmental management system	x	
	SR8	Availability statement	x	

In order to reduce the administrative burden on Candidates, the Contracting Authority makes use of the ESPD and a limited number of supporting documents. The application must be accompanied by the supporting documents specified in the above table under the column 'Upon application'. Upon receiving a written request from the Contracting Authority, the Candidate must submit the supporting documents within ten (10) calendar days as specified in the above table under the column 'Upon request'. E-Certis may be used to submit supporting documents: <https://ec.europa.eu/growth/tools-databases/ecertis>. Candidates bear the risk of the supporting documents not being received in time.

In the case of an application in Alliance or with subcontractors, paragraph 2.8 of these Selection Guidelines also applies. Unless indicated otherwise, these supporting documents must be submitted by each of the Alliance members.

In the first instance, the assessment will be based on the answers provided to the questions in the ESPD and the supporting documents to be submitted with it. The Candidate guarantees that these statements, at the time of submission, correspond with the Candidate's actual situation at the time.

4.1 Grounds for Exclusion

The following Grounds for Exclusion apply to this tendering procedure:

4.1.1 *E1: European Single Procurement Document*

Only the original copy of the ESPD annexed in Annex B to the Selection Guidelines may be submitted in respect of the application. The text of the ESPD may not be typed over, added to or changed. Modification of the ESPD in any way whatsoever, regardless of the degree of modification, may result in exclusion from participation in the next phase of this tendering procedure.

When completing the ESPD, the Candidate must specify the Lot(s) for which it wishes to submit a Proposal (see page 4 of the ESPD). The ESPD must be completed either digitally or by hand and must be submitted as a PDF with the application.

The legally valid signing of the application/Proposal is also considered a signing of the ESPD. The signature must be placed by a legally authorised representative of the Candidate. The legal validity must be demonstrated by way of an extract from the commercial register or, if necessary, a power of attorney (if the person in question holds a power of attorney, both the extract as well as the power of attorney must be submitted with the application).

If, after verification within the aforesaid period, the information provided in the ESPD proves to be untrue or cannot be verified within that period because of the absence of the aforementioned supporting documents, this may be interpreted as being a false statement under s. 2.87(1)(h) Public Procurement Act. This may lead to exclusion, as a result of which the relevant Candidate will lose its place on the shortlist and will be excluded from further participation in the tendering procedure.

Section 2.86 of the Public Procurement Act

All Grounds for Exclusion specified in s. 2.86 of the Public Procurement Act apply and have, therefore, been incorporated in the ESPD. To prove that the Candidate is not in one of the circumstances specified in s. 2.86 Public Procurement Act, the Contracting Authority shall receive the ESPD from the Candidate, on the basis of which may be assumed that the Grounds for Exclusion do not apply to the Candidate.

Moreover, by way of the ESPD, the Candidate also indicates that the supporting documents referred to in s. 2.86 Public Procurement Act will upon the first request of the Contracting Authority be provided within ten (10) calendar days, such as the 'Certificate of conduct for procurement'.

Section 2.87 of the Public Procurement Act

All Grounds for Exclusion specified in s. 2.87 of the Public Procurement Act apply and have, therefore, been incorporated in the ESPD. To prove that the Candidate is not in one of the circumstances specified in s. 2.87 Public Procurement Act, the Contracting Authority shall receive the ESPD from the Candidate, on the basis of which may be assumed that the Grounds for Exclusion do not apply to the Candidate.

Moreover, by way of the ESPD, the Candidate also indicates that the supporting documents referred to in s. 2.87 Public Procurement Act will upon the first request of the Contracting Authority be provided within ten (10) calendar days.

In the case of an application as a Alliance, the Alliance is excluded if one or more of the Alliance members are in one or more of the circumstances referred to above.

4.1.2 E2: Registration in national professional / commercial register

A statement, no older than six months, as referred to in s. 2.89(1) Public Procurement Act, which shows that the Candidate, in accordance with the requirements that apply in the country where the Candidate is established, is registered in the national professional/commercial register, or, if such a statement is not issued in the country of establishment, a declaration or certificate provided under oath. In the Netherlands, an extract of registration in the commercial register of the Chamber of Commerce meets this requirement.

Amongst other things, the extract must show that the person who signed the application is a legally authorised representative of the Candidate. If the signature is provided by someone other than the person listed in the commercial register of the Chamber of Commerce, (a copy of) the required power of attorney must also be attached.

If the Candidate is a Alliance, a certificate of registration in the national professional / commercial register of each Alliance member must be provided.

In addition, a certificate of registration must be provided for third parties which the Candidate relies upon or wishes to engage in the performance of the Assignment.

4.1.3 E3: Statement from Dutch tax authorities

A statement of the Dutch tax authorities [*Belastingdienst*], no older than six (6) months (Ground for Exclusion s. 2.86(4) Public Procurement Act), regarding payment of social security contributions and/or taxes must be submitted within ten (10) calendar days of any request of the Contracting Authority.

The Candidate must take into account that it must apply for the statement from the Dutch tax authorities. The Candidate bears the risk of an application for the statement unexpectedly taking longer. Therefore, the Candidate is advised to promptly, and prior to a possible request of the Contracting Authority, apply for a statement from the Dutch tax authorities.

4.1.4 E4: Certificate of conduct for procurement

A copy of the certificate of conduct for procurement or comparable, within the meaning of s. 2.89(2) and paragraph 4.1 Public Procurement Act. The certificate of conduct for procurement must reflect the actual situation of the Candidate at the time it is submitted. It must not be older than 24 months, calculated from the closing date for submitting an application. If a Ground for Exclusion arises after the certificate of conduct for procurement has been issued, the Candidate must state this in its application (on penalty of exclusion).

The Candidate must take into account that it must apply for the certificate of conduct for procurement from the Judicial Agency for Testing, Integrity and Screening [*Dienst Justis*], which will decide on the application:

- for a natural person: within four weeks of receipt of the application;
- for a legal entity: within eight weeks of receipt of the application.

The Candidate bears the risk of the application for the certificate unexpectedly taking longer. Therefore, the Candidate is advised (if it is unsure of whether it has a prior record) to promptly, and prior to a possible request of the Contracting Authority, apply for a certificate of conduct for procurement.

4.1.5 E5: Non-Disclosure Agreement

The Candidate must sign the non-disclosure agreement in accordance with Annex M and submit it together with the application.

If the Candidate is a Alliance, each Alliance member must provide a signed non-disclosure agreement.

Note: For each Lot the Candidate wants to submit a Proposal for and wants to apply for pursuant to these Selection Guidelines, the Candidate must make a full application (i.e. must submit a complete set of documents for each Lot.)

4.2 Suitability Requirements: Financial and economic capacity

The following minimum Suitability Requirements will apply with regard to financial and economic capacity.

4.2.1 SR1: Solvency, Profitability and Liquidity

For all Lots Candidate must comply with at least two (2) out of the three (3) Suitability Requirements: Solvency, Profitability and Liquidity.

Solvency

Candidate must have sufficient financial and economic capacity available to perform the Engagement effectively. That capacity will be assessed, *inter alia*, on the basis of the solvency level in the annual financial statements for the past three (3) financial years. Candidate must demonstrate the following:

- Solvency (shareholders' equity/total assets) ≥ 0.25

The above will be assessed, *inter alia*, on the basis of the annual financial statements for the past three (3) financial years, with the Candidate's solvency level being analysed. The Candidate's financial capacity can be assessed based on the financial and economic capacity of its parent company (if any), provided that the parent company issues a statement to the effect that it accepts full liability for performance of the Engagement and the financial capacity of the Candidate.

The most recently adopted and – pursuant to Section 394 or 395(1) of Book 2 of the Civil Code – published (consolidated) annual financial statements (of Candidate or, where relevant, its parent company) may not contain any section on the continuity of the company. In addition, the auditor's opinion, within the meaning of Section 393(5) of Book 2 of the Civil Code, on said annual financial statements may not take the form of a negative opinion within the meaning of Section 393(6) of Book 2 of the Civil Code.

Profitability

Candidate must have sufficient financial and economic capacity available to perform the Engagement effectively. That capacity will be assessed, *inter alia*, on the basis of the profitability level in the annual financial statements for the past three (3) years. Candidate must demonstrate the following:

- Profitability (net profit divided by average shareholders' equity) $\geq 1\%$

The above will be assessed, *inter alia*, on the basis of the annual financial statements for the past three (3) financial years, with the Candidate's profitability level being analysed. The Candidate's financial capacity can be assessed based on the financial and economic capacity of its parent company (if any), provided that the parent company issues a statement to the effect that it accepts full liability for performance of the Engagement and the financial capacity of the Candidate.

The most recently adopted and – pursuant to Section 394 or 395(1) of Book 2 of the Civil Code – published (consolidated) annual financial statements (of Candidate or, where relevant, its parent company) may not contain any section on the continuity of the company. In addition, the auditor's opinion, within the meaning of Section 393(5) of Book 2 of the Civil Code, on said annual financial statements may not take the form of a negative opinion within the meaning of Section 393(6) of Book 2 of the Civil Code.

Liquidity

Candidate must have sufficient financial and economic capacity available to perform the Engagement effectively. That capacity will be assessed, *inter alia*, on the basis of the liquidity level in the annual financial statements for the past three (3) years. Candidate must demonstrate the following:

- Liquidity (current assets + liquid assets/short-term borrowed capital) ≥ 1

The above will be assessed, *inter alia*, on the basis of the annual financial statements for the past three (3) financial years, with the Candidate's liquidity level being analysed. The Candidate's financial capacity can be assessed based on the financial and economic capacity of its parent company (if any), provided that the parent company issues a statement to the effect that it accepts full liability for performance of the Engagement and the financial capacity of the Candidate.

The most recently adopted and – pursuant to Section 394 or 395(1) of Book 2 of the Civil Code – published (consolidated) annual financial statements (of Candidate or, where relevant, its parent company) may not contain any section on the continuity of the company. In addition, the auditor's opinion, within the meaning of Section 393(5) of Book 2 of the Civil Code, on said annual financial statements may not take the form of a negative opinion within the meaning of Section 393(6) of Book 2 of the Civil Code.

By signing the European Single Procurement Document, the Candidate warrants that it meets the Suitability Requirement to comply with two (2) out of the three (3) above Suitability Requirements: Solvency, Profitability and Liquidity.

4.2.2 SR2: Parental guarantee

The Candidate must agree to and provide the Parental guarantee annexed in Annex I.

4.2.3 SR3: Turnover required

For the Candidate to prove that it has sufficient financial economic capacity to perform the Assignment without financial risks for SNBV correctly and in time, the Candidate must demonstrate that in the last three financial years it has achieved on average per financial year a turnover of at least € 30 million (excl. VAT). This weighted average must be calculated as follows:

$$\frac{(\text{turnover 2015}) + ((\text{turnover 2016}) * 2) + ((\text{turnover 2017}) * 3)}{6}$$

This required turnover is applicable to all Lots.

4.3 Suitability Requirements: Technical and professional competence

Candidates must be technically and organisationally capable of performing the Assignment within the preconditions specified by the Contracting Authority with respect to time, quality and costs. The requested competence may be demonstrated by way of one Reference for each Core Competence.

A maximum of one Reference project or Reference contract may be submitted for each Core Competence; a single Reference project / contract may be used to demonstrate multiple Core Competences.

4.3.1 SR4: Core Competences/References:

Candidates must be technically and professionally capable of performing the Assignment within the preconditions specified by the Contracting Authority with respect to time, quality and costs. The requested Core Competence must, additional/contrary to s. 2.92a Aw 2012, be demonstrated with a minimum of one Reference which meets the minimum Suitability Requirements. A maximum of one Reference contract may be submitted for each Core Competence; a single Reference contract may be used to demonstrate multiple Core Competences.

Lot 1 and 2:

Candidates must be technically and professionally of performing the Assignment within the preconditions specified by the Contracting Authority with respect to time, quality and costs. The requested Core Competence must be demonstrated by way of two References, whereby (Reference 1) meets twelve (12) minimum Suitability Requirements and Reference 2 meets four (4) minimum Suitability Requirements. In addition, Reference 1 is assessed further on the basis of six (6) selection criteria and Reference 2 on the basis of three (3) selection criteria. With Reference 1, a Candidate can score a maximum of 46 points and with Reference 2 a maximum of 22 points (see paragraph 5.1).

Where capitals are used, this refers to a definition as included in the list of definitions in these Selection Guidelines (chapter 1).

Lot Projects Baggage:

Candidates must be technically and professionally capable of performing the Assignment within the preconditions specified by the Contracting Authority with respect to time, quality and costs. The requested Core Competence must, additional/contrary to s. 2.92a Aw 2012, be demonstrated with two References, whereby (Reference 1) meets seven (7) minimum Suitability Requirements and Reference 2 meets four (4) minimum Suitability Requirements. In addition, Reference 1 is assessed further on the basis of seven (7) selection criteria and Reference 2 on the basis of four (4) selection criteria. With Reference 1, a Candidate can score a maximum of 30 points and with Reference 2 a maximum of 30 points (see paragraph 5.1).

Where capitals are used, this refers to a definition as included in the list of definitions in these Selection Guidelines (chapter 1).

Core Competences/References of the Lots:

The tendering procedure consists of three Lots, whereby the following applies for each Lot:

Lot 1: Provision of Services Baggage Transport Systems Lot 1 (South, Backbone)

To demonstrate suitability with respect to this Lot, the Candidate must have the following Core Competences:

1. Service Management
2. Project-based implementation of Changes

	Reference Core Competence 1:	Reference Core Competence 2:
<i>minimum requirement</i>	1-12	1-4
<i>selection criterion</i>	1-6 (total 46 points)	1-3 (total 22 points)

Reference Core Competence Service Management:

1. The Provision of Services under this Reference must be for Baggage Transport Systems at an airport.
2. The Baggage Transport System supports both a local (arrival and departure) as well as a baggage transfer process.
3. The Candidate must give a description, in the format as included in Annex E1, of the Provision of Services for this Reference, which demonstrates relevance with respect to the present tendered Assignment. The completed format must be signed and certified as accurate by an authorised officer of the Reference in question. In addition, per Reference, an authorised officer must sign a testimonial.
4. The Provision of Services under this Reference takes place under either a current agreement, which entered into force no later than 1 July 2017, or under an agreement which did not expire prior to 1 January 2017.
5. The Provision of Services concerns incident management;
Please specify your answer.
6. The Provision of Services concerns problem management;
Please specify your answer.
7. The Provision of Services concerns Change Management;
Please specify your answer.
8. The Provision of Services concerns service level management;
Please specify your answer.
9. The Provision of Services concerns availability management;
Please specify your answer.
10. The Provision of Services takes place under an agreement with obligation of result, whereby the result is determined by way of KPI's;
Please specify your answer.
11. The number of unique bags (reclaim excluded) processed via the Baggage Transport System on an average operational day (holidays excluded) is at least 10,000 per day.

Please specify your answer.

12. The number of unique bags (reclaim excluded) processed via the Baggage Transport System on an average day's holiday is at least 15,000 per day.

Please specify your answer.

Reference Core Competence project-based implementation of Changes:

1. It concerns the project-based implementation of a Change on a Baggage Transport System at an airport. This Reference must concern an integration within the existing architecture; in other words, it must not concern a Greenfield Reference.
2. The project-based implementation of the Change at an airport must have been completed after 1 January 2015.
3. The Candidate must give a description, in the format as included in Annex E2, of the Provision of Services for this Reference, which demonstrates relevance with respect to the present tendered Assignment. The completed format must be signed and certified as accurate by an authorised officer of the Reference in question. In addition, per Reference, an authorised officer must sign a testimonial.
4. The project-based implementation of the Change must contain the following hallmarks of complexity.

Please specify your answer.

- a. The Change has an operational impact; during the implementation of the Change, one of the following primary baggage functions: input, throughput, sorting, screening, identification (excluding handhelds) or storage, must not be available for a total of at least 10%. In other words, the sum of the unavailability percentages (as may occur as separate instances during the Change) of this primary baggage function must be at least 10%.
- b. The Change must be implemented in an operational environment and is not only implemented within the regular maintenance window.
- c. The Change includes an adjustment to the control components that control the electromechanical layer.
- d. The Change must be preceded by a risk analysis.
- e. A fall-back scenario has been established for the Change.
- f. As a result of the Change, the Candidate must have handed over a renewed declaration of conformity (CE declaration).
- g. For the purpose of the Change, the Candidate must coordinate other parties required for the implementation of the Change, whereby these parties are not contracted directly by the Candidate.
- h. The Candidate has drafted a project plan for the implementation of the Change. This plan must contain a quality, safety and environment component.

Lot 2: Provision of Services Baggage Transport Systems Lot 2 (Central, West)

To demonstrate suitability with respect to this Lot, the Candidate must have the following Core Competences:

1. Service Management
2. Project-based implementation of Changes

	Reference Core Competence 1:	Reference Core Competence 2:
<i>minimum requirement</i>	1-12	1-4
<i>selection criterion</i>	1-6 (total 46 points)	1-3 (total 22 points)

Reference Core Competence Service Management:

1. The Provision of Services under this Reference must be of Baggage Transport Systems at an airport.
2. The Baggage Transport System supports both a local (arrival and departure) as well as a baggage transfer process.
3. The Candidate must give a description, in the format as included in Annex E3, of the Provision of Services for this Reference, which demonstrates relevance with respect to the present tendered Assignment. The completed format must be signed and certified as accurate by an authorised officer of the Reference in question. In addition, per Reference, an authorised officer must sign a testimonial.
4. The Provision of Services under this Reference takes place under either a current agreement, which entered into force no later than 1 July 2017, or under an agreement which did not expire prior to 1 January 2017.
5. The Provision of Services concerns incident management;
Please specify your answer.
6. The Provision of Services concerns problem management;
Please specify your answer.
7. The Provision of Services concerns Change Management;
Please specify your answer.
8. The Provision of Services concerns service level management;
Please specify your answer.
9. The Provision of Services concerns availability management;
Please specify your answer.
10. The Provision of Services takes place under an agreement with obligation of result, whereby the result is determined by way of KPI's;
Please specify your answer.
11. The number of unique bags (reclaim excluded) processed via the Baggage Transport System on an average operational day (holidays excluded) is at least 20,000 per day.

Please specify your answer.

12. The number of unique bags (reclaim excluded) processed via the Baggage Transport System on an average day's holiday is at least 30,000 per day.

Please specify your answer.

Reference Core Competence project-based implementation of Changes:

1. It concerns the project-based implementation of a Change on a Baggage Transport System at an airport. This Reference must concern an integration within the existing architecture; in other words, it must not concern a Greenfield Reference.
2. The project-based implementation of the Change at an airport must have been completed after 1 January 2015.
3. The Candidate must give a description, in the format as included in Annex E4, of the Provision of Services for this Reference, which demonstrates relevance with respect to the present tendered Assignment. The completed format must be signed and certified as accurate by an authorised officer of the Reference in question. In addition, per Reference, an authorised officer must sign a testimonial.
4. The project-based implementation of the Change must contain the following hallmarks of complexity.

Please specify your answer.

- a. The Change has an operational impact; during the implementation of the Change, one of the following primary baggage functions: input, throughput, sorting, screening, identification (excluding handhelds) or storage, must not be available for a total of at least 10%. In other words, the sum of the unavailability percentages (as may occur as separate instances during the Change) of this primary baggage function must be at least 10%.
 - b. The New-build project has an operational impact; during the implementation of the New-build project, at least two of the following primary baggage functions: input, throughput, sorting, screening, identification (excluding handhelds) or storage, are not available for at least 20%. Therefore, this unavailability percentage applies for the sum of unavailability of each of the primary baggage functions during the New-build project.
5.
 - a. The Change must be implemented in an operational environment and is not only implemented within the regular maintenance window.
 - b. The Change includes an adjustment to the control components that control the electromechanical layer.
 - c. The Change must be preceded by a risk analysis.
 - d. A fall-back scenario has been established for the Change.
 - e. As a result of the Change, the Candidate must have handed over a renewed

declaration of conformity (CE declaration).

- f. For the purpose of the Change, the Candidate must coordinate other parties required for the implementation of the Change, whereby these parties are not contracted directly by the Candidate.
- g. The Candidate has drafted a project plan for the implementation of the Change. This plan must contain a quality, safety and environment component.

Lot: Projects Baggage

To demonstrate suitability with respect to this Lot, the Candidate must have the following Core Competences:

1. Design New-build projects
2. New-build projects

	Reference Core Competence 1:	Reference Core Competence 2:
<i>minimum requirement</i>	1-7	1-4
<i>selection criterion</i>	1-7 (total 30 points)	1-4 (total 30 points)

Reference Core Competence 1 Design New-build project

1. It concerns a Basic Design and a Detailed Design of a New-build project of a Baggage Transport System at an airport. This Reference must concern an integration within the existing architecture; in other words, it must not concern a Greenfield reference.
2. It must concern a Reference-approved Basic Design and Detailed Design of a New-build project at an airport. The final approval/discharge must have taken place after 1 January 2013.
3. The Candidate must give a description, in the format as included in Annex E5, of the Provision of Services for this Reference, which demonstrates relevance with respect to the present tendered Assignment. The completed format must be signed and certified accurate by an authorised officer of the Reference in question. In addition, per Reference, an authorised officer must sign a testimonial.
4. The Basic Design and Detailed Design must concern at least five of the seven following primary baggage functions: input, throughput, output, sorting, screening, identification or storage.
5. The Basic Design and Detailed Design must be laid out on a New-build project whereby the number of unique bags (reclaim excluded) that can be processed, is at least 5,000 per day.
6. Area-specific control must be part of the Detailed Design.
7. Building restrictions must have been given to the Basic Design as precondition.

Reference Core Competence 2 New-build project

1. It concerns a New-build project of a Baggage Transport System at an airport. This Reference must concern an integration within the existing architecture; in other words, it must not concern a Greenfield reference.
2. The New-build project at an airport must have been completed after 1 January 2013.
3. The Candidate must give a description, in the format as included in Annex E6, of the Provision of Services for this Reference, which demonstrates relevance with respect to the present tendered Assignment. The completed format must be signed and certified accurate by an authorised officer of the Reference in question. In addition, per Reference, an authorised officer must sign a testimonial.
4. The New-build project must contain the following hallmarks of complexity. Please specify your answer.
 - a. The New-build project has an operational impact; during the implementation of the New-build project, at least two of the following primary baggage functions: input, throughput, sorting, screening, identification (excluding handhelds) or storage, must not be available for a total of at least 20%. In other words, the sum of the unavailability percentages (as may occur as separate instances during the New-build project) of these primary baggage functions must be at least 20%.
 - b. The New-build project must be implemented in an operational environment.
 - c. The scope of the New-build project comprises the Equipment, the element control and the Area-specific control.
 - d. The New-build project must be preceded by a risk analysis.
 - e. A measure (fall-back scenario or replacing capacity) has been taken to prevent (additional) loss of capacity as a consequence of the New-build project.
 - f. For the purpose of the New-build project, the Candidate must coordinate other parties required for the implementation of the New-build project, whereby these parties are not contracted directly by the Candidate.
 - g. The Candidate has drafted a project plan for the implementation of the New-build project. This plan must contain a quality, safety and environment component.

If the Candidate makes use of a not yet (fully) completed Assignment, it may only specify the actually achieved result of the existing contract – a prognosis of the results shall not suffice. The Candidate must provide all References referred to. The Contracting Authority reserves the right to check the accuracy of the Reference by contacting the contact person of the Reference organisations.

In the case of an application in Alliance or with the use of third parties (subcontractors), the members of the Alliance or main and subcontractors must jointly demonstrate that the Candidate meets the above requirements.

4.3.2 SR5: Requirements with respect to the Dutch or English language

With its application, the Candidate must submit a declaration, using Annex F, that the staff responsible for and in charge of the performance of the Assignment and the management team on location of SNBV has command of the Dutch language both orally and in writing.

4.3.3 SR6: Certificates / diplomas/ education and training

Lot 1: Provision of Services Baggage Transport Systems Lot 1 (South, Backbone)

The Candidate certifies that staff which is deployed for the performance of the Provision of Services meets the following requirements no later than at the start of the transition:

- The Candidate must have a Person responsible for the installation (*Installatieverantwoordelijke*, hereafter: "IV").
- The IV must be NEN-EN50110-1 / NEN 3140 Stipel-certified.
- The Candidate must have an appointment policy with respect to the appointment of Skilled persons.
- The Candidate must ensure that a Skilled person is present on location 24/7.
- A Skilled person must be NEN-EN50110-1 / conform NEN 3140 Stipel-certified.
- All staff performing activities in electrical cabinets must be sufficiently trained persons (VOP's) conform NEN-EN50110-1 / NEN 3140.
- The Candidate must ensure that two company emergency response officers (BHV's) are present on location 24/7.
- VCA Full (or comparable certificate) for managerial staff in the service team.
- VCA (or comparable certificate) for staff at operational level in the service team.
- Staff must be in possession of a Certificate of No Objection (*Verklaring van Geen Bezwaar*) in civil aviation.

The Candidate certifies that staff, which is deployed for the purpose of the performance of the Provision of Services, will complete the training and education with the parties that are prescribed in the award phase.

A statement must be provided that Candidate meets the above requirements.

Lot 2: Provision of Services Baggage Transport Systems Lot 2 (Central, West)

The Candidate certifies that staff which is deployed for the performance of the Provision of Services meets the following requirements no later than at the start of the transition.

- The Candidate must have a Person responsible for the installation (IV).
- The IV must be NEN-EN50110-1 / NEN 3140 Stipel-certified.

- The Candidate must have an appointment policy with respect to the appointment of Skilled persons.
- The Candidate must ensure that a Skilled person is present on location 24/7.
- A Skilled person must be NEN-EN50110-1 / conform NEN 3140 Stipel-certified.
- All staff performing activities in electrical cabinets must be sufficiently trained persons (VOP's) conform NEN-EN50110-1 / NEN 3140.
- The Candidate must ensure that two company emergency response officers (BHV's) are present on location 24/7.
- VCA Full (or comparable certificate) for managerial staff in the service team.
- VCA (or comparable certificate) for staff at operational level in the service team.
- Staff must be in possession of a Certificate of No Objection (*Verklaring van Geen Bezwaar*) in civil aviation.

The Candidate certifies that staff, which is deployed for the purpose of the performance of the Provision of Services, will complete the training and education with the parties that are prescribed in the award phase.

A statement must be provided that Candidate meets the above requirements.

Lot: Projects Baggage

The Candidate certifies that staff which is deployed for the implementation of Projects meets the following requirements.

- The Candidate must have a Person responsible for the installation (IV).
- The IV must be NEN-EN50110-1 / NEN 3140 Stipel-certified.
- The Candidate must have an appointment policy with respect to the appointment of Skilled persons.
- A Skilled person must be NEN-EN50110-1 / conform NEN 3140 Stipel-certified.
- All staff performing activities in electrical cabinets must be sufficiently trained persons (VOP's) conform NEN-EN50110-1 / NEN 3140.
- VCA Full (or comparable certificate) for managerial staff working in the construction area.
- VCA (or comparable certificate) for staff at operational level working in the construction area.
- Staff must be in possession of a Certificate of No Objection (*Verklaring van Geen Bezwaar*) in civil aviation.

A statement must be provided that Candidate meets the above requirements.

In the case of an application by a Candidate in Alliance, only the Alliance member which will perform the activity in the Assignment for which the quality assurance regulation is required, needs to meet the specified requirement.

4.3.4 SR7: Health, safety and environmental management system

The Candidate provides documents showing that the Candidate is in possession of a health, safety and environmental management system on the basis of VCA or demonstrably comparable certificate. The certificate, issued by an accredited certification institute, must be valid on the launching date of the tender and must relate to the nature of the activities. A valid certificate must also be provided for the subcontractors referred to and a VCA** certificate must be provided by the main contractor.

In the case of an application by a Candidate in Alliance, only the Alliance member which will perform the activity in the Assignment for which a health, safety and environmental management system is required, needs to meet the specified requirement.

4.3.5 SR8: Availability statement

A statement in accordance with article 11 of the ARN²⁰¹⁶ must be provided.

5 SELECTION CRITERIA

If, on the basis of the assessment of the Grounds for Exclusion and (minimum) Suitability Requirements, more than five (5) Candidates are found to be suitable, the Contracting Authority will rank the Candidates found suitable, as referred to in article 12 of the ARN²⁰¹⁶. The ranking order is determined by the total number of points scored by the Candidate.

The overviews below set out the mutual weighting of the selection criteria and the maximum number of points that can be awarded.

Lot 1

selection criteria, weighting and score	
Criterion	Score
Technical and professional competence Reference 1: (6 criteria) Reference 2: (3 criteria)	46 points 22 points
Organisation and staff (4 criteria)	20 points
Corporate Responsibility (CR) (3 criteria)	12 points
Total	100 points

Lot 2

selection criteria, weighting and score	
Criterion	Score
Technical and professional competence Reference 1: (6 criteria) Reference 2: (3 criteria)	46 points 22 points
Organisation and staff (4 criteria)	20 points
Corporate Responsibility (CR) (3 criteria)	12 points
Total	100 points

Lot Projects

selection criteria, weighting and score	
Criterion	Score
Technical and professional competence Reference 1: (7 criteria) Reference 2: (4 criteria)	30 points 30 points
Organisation and staff (2 criteria)	20 points
Corporate Responsibility (CR) (3 criteria)	20 points
Total	100 points

5.1 Technical and professional competence (selection)

Lot 1: Provision of Services Baggage Transport Systems Lot 1 (South, Backbone)

Reference 1: Core Competence Service Management.

Reference 1: Supplementary to the minimum Suitability Requirements specified for Reference 1 (in paragraph 4.2), the following selection criteria are specified with respect to Reference 1. Where an outline is requested, it must be no longer than 10 lines (font size 10). Where capitals are used, this refers to a definition as included in the list of definitions in these Selection Guidelines (chapter 1). If no outline is provided, no points will be awarded.

1. The Provision of Services concerns supplier management;

YES: 5 points, NO: 0 points.

If yes, outline your experience.

2. The Provision of Services concerns release and deployment management.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

3. The Provision of Services concerns information security management.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

4. The Provision of Services concerns service asset and configuration management.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

5. The number of unique bags (reclaim excluded) processed via the Baggage Transport System on an average day's holiday is:

Between 15,000 and 25,000: 5 points

Between 25,000 and 35,000: 10 points

More than 35,000: 16 points

Please specify your answer.

6. In addition to Baggage Transport Systems, the scope of the Reference also comprises Area-specific control.

YES: 10 points, NO: 0 points.

If yes, outline your experience.

Reference 2: Core Competence project-based implementation of Changes:

Supplementary to the minimum Suitability Requirements specified for Reference Core Competence project-based implementation of Changes (in paragraph 4.2), the following selection criteria are specified with respect to this Reference. Where an outline is requested, it must be no longer than 10 lines (font size 10). Where capitals are used, this refers to a definition as included in the list of definitions in these Selection Guidelines (chapter 1). The Reference at an airport must have been completed after 1 January 2015.

1. In addition to Equipment, the scope of the Reference also comprises Area-specific control.

YES: 7 points, NO: 0 points.

If yes, outline your experience.

2. The Change has an operational impact; during the implementation of the Change, one of the following primary baggage functions: input, throughput, sorting, screening, identification (excluding handhelds) or storage, must not be available for a total of at least 15%. In other words, the sum of the unavailability percentages (as may occur as separate instances during the Change) of this primary baggage function must be at least 15%.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

3. How did you substantiate the test phase prior to going live operationally?

No more than one page. This selection criterion is assessed with the pairwise comparison methodology: 10 points.

Lot 2: Provision of Services Baggage Transport Systems Lot 2 (Central, West)

Reference 1: Core Competence Service Management.

Reference 1: Supplementary to the minimum Suitability Requirements specified for Reference 1 (in paragraph 4.2), the following selection criteria are specified with respect to Reference 1. Where an outline is requested, it must be no longer than 10 lines (font size 10). Where capitals are used, this refers to a definition as included in the list of definitions in these Selection Guidelines (chapter 1). If no outline is provided, no points will be awarded.

1. The Provision of Services concerns supplier management;

YES: 5 points, NO: 0 points.

If yes, outline your experience.

2. The Provision of Services concerns release and deployment management.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

3. The Provision of Services concerns information security management.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

4. The Provision of Services concerns service asset and configuration management.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

5. The number of unique bags (reclaim excluded) processed via the Baggage Transport System on an average day's holiday is:

Between 30,000 and 40,000: 5 points

Between 40,000 and 50,000: 10 points

More than 50,000: 16 points

Please specify your answer.

6. In addition to Baggage Transport Systems, the scope of the Reference also comprises Area-specific control.

YES: 10 points, NO: 0 points.

If yes, outline your experience.

Reference 2: Core Competence project-based implementation of Changes:

Supplementary to the minimum Suitability Requirements specified for Reference Core Competence project-based implementation of Changes (in paragraph 4.2), the following selection criteria are specified with respect to this Reference. Where an outline is requested, it must be no longer than 10 lines (font size 10). Where capitals are used, this refers to a definition as included in the list of definitions in these Selection Guidelines (chapter 1). The Reference at an airport must have been completed after 1 January 2015.

1. In addition to Equipment, the scope of the Reference also comprises Area-specific control.

YES: 7 points, NO: 0 points.

If yes, outline your experience.

2. The Change has an operational impact; during the implementation of the Change, one of the following primary baggage functions: input, throughput, sorting, screening, identification (excluding handhelds) or storage, must not be available for a total of at least 15%. In other words, the sum of the unavailability percentages (as may occur as separate instances during the Change) of this primary baggage function must be at least 15%.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

YES: 5 points, NO: 0 points.

If yes, outline your experience.

3. How did you substantiate the test phase prior to going live operationally?

No more than one page. This selection criterion is assessed with the pairwise comparison methodology : 10 points.

Lot: Projects Baggage

Reference Core Competence Design:

1. The design of the New-build project concerns connection to Area-exceeding control.

YES: 6 points, NO: 0 points.

If yes, outline your experience.

2. The Basic Design and Detailed Design contain more than five of the following seven primary baggage functions: input, throughput, output, sorting, screening, identification or storage.

YES: 3 points, NO: 0 points.

If yes, outline your experience.

3. The Basic Design and Detailed Design must be laid out on a New-build project, whereby the number of unique bags (reclaim excluded) that can be processed, is at least 10,000 per day.

YES: 3 points, NO: 0 points.

If yes, outline your experience.

4. Simulation activities are part of the design New-build project.

YES: 3 points, NO: 0 points.

If yes, outline your experience.

5. How has the design taken the maintainability of the Baggage system into account?

No more than one page. This selection criterion is assessed with the pairwise comparison methodology: 5 points.

6. To what extent has the design Reference taken the application of innovative solutions into account?

No more than one page. This selection criterion is assessed with the pairwise comparison methodology: 3 points.

7. Extra points are awarded if the Core Competences design and New-build project can be demonstrated within one Reference.

YES: 7 points, NO: 0 points.

Reference Core Competence New-build project:

1. The New-build project concerns connection to Area-exceeding control.

YES: 7 points, NO: 0 points.

If yes, outline your experience.

2. The New-build project has an operational impact; during the implementation of the New-build project, at least two of the following primary baggage functions: input, throughput, sorting, screening, identification (excluding handhelds) or storage, must not be available for a total of at least 25%. In other words, the sum of the unavailability percentages (as may occur as separate instances during the New-build project) of these primary baggage functions must be at least 25%.

YES: 7 points, NO: 0 points.

3. Emulation activities are part of the New-build project.

YES: 7 points, NO: 0 points.

If yes, outline your experience.

4. How did you substantiate the test phase prior to going live operationally?

No more than one page. This selection criterion is assessed with the pairwise comparison methodology: 9 points.

5.2 Organisation and staff (selection)

Lot 1:

1. **The Candidate has experience with performing maintenance conform MSG-3 or RCM-2.**
YES: 10 points, NO: 0 points.
If yes, outline your experience.
2. **The Candidate has experience with performing maintenance on baggage screening machines (HBS).**
YES: 3 points, NO: 0 points.
If yes, outline your experience.
3. **The Candidate has an ISO 9001 certificate.**
YES: 3 points, NO: 0 points.
4. **The Candidate has an ISO 27001 certificate.**
YES: 4 points, NO: 0 points.

Lot 2:

1. **The Candidate has experience with performing maintenance conform MSG-3 or RCM-2.**
YES: 10 points, NO: 0 points.
If yes, outline your experience.
2. **The Candidate has experience with performing maintenance on baggage screening machines (HBS).**
YES: 3 points, NO: 0 points.
If yes, outline your experience.
3. **The Candidate has an ISO 9001 certificate.**
YES: 3 points, NO: 0 points.
4. **The Candidate has an ISO 27001 certificate.**
YES: 4 points, NO: 0 points.

Lot Projects Baggage

1. **The Candidate has an ISO 9001 certificate.**
YES: 10 points, NO: 0 points.
2. **The Candidate has an ISO 27001 certificate.**
YES: 10 points, NO: 0 points.

5.3 Corporate Responsibility (CR)

Corporate responsibility

The Contracting Authority runs its business with respect for people and the environment. For the Contracting Authority it is not only important *what* is achieved with the business, but also *how*. The Contracting Authority stands for sustainable value creation and a conscious consideration for people, planet and profit. For the Contracting Authority, a leading company firmly rooted in society, Corporate Responsibility (CR) is about making choices for the future of the business, the environment and society as a whole. In doing so, the Contracting Authority focuses on five themes: Sustainable employment, Accessibility, Climate-friendly aviation, Raw materials and residual flows, Environment, noise and air quality. More information on CR can be found at www.schiphol.nl/cr. The full annual financial statements can be found at www.jaarverslagschiphol.nl.

From this perspective, the Contracting Authority strives to do business with a Contractor who uses CR as a guideline for its business and, where possible, can support the Contracting Authority in achieving its own CR objectives. Within this context, the Contracting Authority reserves the right to require that the subcontractors contracted for the performance of the Assignment apply the CR objectives at a minimum.

Lot 1: Provision of Services Baggage Transport Systems Lot 1 (South, Backbone)

Reference 1: Core Competence Service Management. Supplementary to the minimum Suitability Requirements specified for Reference 1 (in paragraph 4.2), the following selection criteria are specified with respect to Reference 1.

1. Indicate how you approach the reuse of parts/components in the reference.

No more than one page. This selection criterion is assessed with the pairwise comparison methodology: 4 points.

2. Does your organisation have an ISO 14001 certificate?

YES: 4 points, NO: 0 points.

3. Which three examples can you give to demonstrate that you have acted in accordance with the principles of the circular economy? You can find examples of circular economy at:

<https://www.schiphol.nl/nl/schiphol-group/pagina/circulaire-economieprojecten/>

No more than one A4 page per example. Please specify your answer.

If 0 or 1 example demonstrated: 0 points

If 2 examples demonstrated: 2 points

If 3 examples demonstrated: 4 points

Lot 2: Provision of Services Baggage Transport Systems Lot 2 (Central, West)

Reference 1: Core Competence Service Management. Supplementary to the minimum Suitability Requirements specified for Reference 1 (in paragraph 4.2), the following selection criteria are specified with respect to Reference 1.

1. Indicate how you approach the reuse of parts/components in the reference.

No more than one page. This selection criterion is assessed with the pairwise comparison methodology : 4 points.

2. Does your organisation have an ISO 14001 certificate?

YES: 4 points, NO: 0 points.

3. Which three examples can you give to demonstrate that you have acted in accordance with the principles of the circular economy? You can find examples of circular economy at:

<https://www.schiphol.nl/nl/schiphol-group/pagina/circulaire-economieprojecten/>

No more than one A4 page per example. Please specify your answer.

If 0 or 1 example demonstrated: 0 points

If 2 examples demonstrated: 2 points

If 3 examples demonstrated: 4 points

Lot: Projects Baggage

Core Competence Major maintenance (project) or New-build (project). Supplementary to the minimum Suitability Requirements specified for Reference Core Competence Major maintenance (project) or New-build (project) (in paragraph 4.2), the following selection criteria are specified with respect to this Reference.

1. Indicate how you approach the reuse of parts/components in the reference.

No more than one page. This selection criterion is assessed pairwise comparison methodology: 5 points.

2. Does your organisation have an ISO 14001 certificate?

YES: 5 points, NO: 0 points.

3. Which three examples can you give to demonstrate that you have acted in accordance with the principles of the circular economy? You can find examples of circular economy at:

<https://www.schiphol.nl/nl/schiphol-group/pagina/circulaire-economieprojecten/>

No more than one A4 page per example. Please specify your answer.

If 0 or 1 example demonstrated: 0 points

If 2 examples demonstrated: 6 points

If 3 examples demonstrated: 10 points

ANNEX A – LOT 1

Checklist

The Application must be structured as follows. The checklist, filled in and signed by a duly authorised representative, must be submitted with the Application for each Lot.

Chapter	No.	Document	Upon application	Upon request	Annex in assignment
Grounds for Exclusion	E1	ESPD (scanned version)	x		1
	E1	ESPD (per post)		x	
	E2	Registration national professional / commercial register	x		2
	E3	Statement Dutch tax authorities [Belastingdienst]		x	
	E4	Certificate of conduct for procurement		x	
	E5	Non-Disclosure Agreement	x		3
<u>Suitability Requirements:</u> Financial and economic capacity	SR1	Solvency, Profitability and Liquidity	x		4
	SR2	Parental guarantee	x		5
	SR3	Turnover required	x		6
	SR4/ SC1	Core Competence/Reference	x		7
	SR5	Dutch language statement	x		8
	SR6	Certificates / diplomas/ education and training	x		9
	SR7	Health, safety and environmental management system	x		10
	SR8	Availability statement	x		11
	SC2	Organisation and staff	x		12
	SC3	Corporate responsibility	x		13

Annex B

ESPD - European Single Procurement Document

The European Single Procurement Document is attached as a separate document.

ANNEX C

Utilisation of financial capacity

The undersigned hereby declare that:

- **[name of Candidate]** invokes the resources of **[name of third party]** with respect to the requirement referred to in Section 2.7.8 of the Selection Guidelines;
- **[name of third party]** complies, alone or together with **[name of Candidate]**, with this requirement, as is shown by the enclosed Evidential Document;
- in the event of **[name of Candidate]** being awarded the Engagement, **[name of Candidate]** can have the resources of **[name of third party]** freely at its disposal, at its first request, throughout the term of the Engagement that are necessary for performance of the Engagement;
- in the event of the Engagement being awarded to Candidate, **[name of third party]** fully and unconditionally guarantees fulfilment of the obligations arising from the Engagement. (In the event of a holding company or parent company being relied on and a "2:403 statement" is available, the latter must be submitted with the Standard Form.)

The undersigned hereby declare that they have signed this statement truthfully and also that they are legally authorised to do so.

The undersigned hereby agree to Principal being entitled to require additional documentation and information on the basis of Section 3.68 read in conjunction with 2.102 of the Public Procurement Act.

Third Party

Name of third-party firm	
Name of duly authorised representative of third party	
Position	
Signature of duly authorised representative	
Place and date	

For approval:

Candidate

Name of Candidate	
Name of Candidate's duly authorised representative	
Position	
Signature of duly authorised representative	
Place and date	

ANNEX D

Utilisation of technical competence

The undersigned hereby declare that:

- **[name of Candidate]** invokes the resources of **[name of third party]** with respect to the requirement referred to in Section 2.7.8 of the Selection Guidelines;
- **[name of third party]** complies, alone or together with **[name of Candidate]**, with this requirement, as is shown by the enclosed Evidential Document;
- in the event of **[name of Candidate]** being awarded the Engagement, **[name of Candidate]** can have the resources of **[name of third party]** freely at its disposal, at its first request, throughout the term of the Engagement that are necessary for performance of the Engagement;
- at the first request of Principal, **[name of Candidate]** will deploy **[name of third party]** as subcontractor for performance of the Engagement.

[name of third party] will be deployed for the following element(s) of the Engagement:

- ...

The undersigned hereby declare that they have signed this statement truthfully and also that they are legally authorised to do so.

The undersigned hereby agree to Principal being entitled to require additional documentation and information on the basis of Section 3.68 read in conjunction with 2.102 of the Public Procurement Act.

Third Party

Name of third-party firm	
Name of duly authorised representative of third party	
Position	
Signature of duly authorised representative	
Place and date	

For approval:

Candidate

Name of Candidate	
Name of Candidate's duly authorised representative	
Position	
Signature of duly authorised representative	

Place and date	
----------------	--

ANNEX E

See separate attachment; E1 – E6

ANNEX F

Candidate declares that the staff responsible for and in charge of the performance of the Assignment and the management team on location of SNBV has command of the Dutch language both orally and in writing.

Yes

☐

Name of Candidate	
Name of Candidate's duly authorised representative	
Position	
Signature	
Place and date	

ANNEX G

Statement on the Formation of Alliance

The Alliance must submit a statement regarding formation of a Syndicate upon applying.

The Candidate is a Alliance because:

STATEMENT:

(describe the number, importance, and capacity of the Syndicate Members in relation to the work/supply/services to be performed):

In the case of a Syndicate being formed, the Candidate must also submit a Syndicate Agreement with organisation chart within ten (10) calendar days after the announcement of the (provisional) selection result, as well as a statement regarding the acceptance of joint and several liability, in accordance with the requirements set out in Articles 10.2 and 10.4 of the ARN²⁰¹⁶.

The undersigned hereby declares that it has signed this statement truthfully and also that it is legally authorised to do so.

Name of Candidate	
Name of Candidate's duly authorised representative	
Position	
Signature	
Place and date	

ANNEX H – ARN 2016

ARN 2016, version 1.0 dd. 1 juli 2016

The Tendering Regulations for the Utilities Sectors 2016 (ARN2016) apply to this tendering procedure.
The English translation of the ARN2016 can be found in a separate document as attached.

ANNEX I – PARENTAL GUARANTEE

See attachment I: Parental guarantee

ANNEX J HIGH LEVEL SCOPE BTS 1

ANNEX K HIGH LEVEL SCOPE BTS 2

ANNEX L HIGH LEVEL SCOPE BAGGAGE PROJECTS

ANNEX M NDA