



Pre-qualification

concerning the engineering, procurement,
manufacturing and installation of
a Biomass Heat Installation for SVP Productie B.V.

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1. Definitions

The following words and expressions shall have the meanings as stated below:

Application means the application for qualification of an economic operator via Tendered.

Candidate means an economic operator that has sought an invitation or has been invited to take part in the negotiated procedure.

day means a calendar day.

Final ITT means the last Invitation to Tender provided by SVP via Tendered for tenderer's best and final offer.

Information Notice means the notices sent by SVP via Tendered to all (potential) Candidates which contain relevant information with regard to the Pre-qualification Procedure.

Invitation to Tender (ITT) means the procurement documents provided by SVP via Tendered and which contains all information with regard to the Tender.

Pre-qualification Procedure means the procedure as detailed in the Tender dossier regarding rules and objective criteria for the exclusion and qualification of economic operators requesting qualification.

Tendered means the online IT platform used by SVP to make available the Tender dossier, to dispatch Information Notices, to receive Applications and to communicate with (potential) Candidates.

Tender means the second (tender) phase of the negotiated procedure for the work covered by the procedure.

Tender dossier means all documents regarding the Pre-qualification Procedure and the Tender, in both instances provided by SVP, via Tendered as referred to in the 2012 Public Procurement Act.

SVP is Stadsverwarming Productie B.V., the contracting entity.

Third Party is any other legal entity than the Candidate (third parties also include other legal entities within a concern).

2. Pre-qualification Procedure

2.1 Introduction

The information for the Candidate in this introduction includes information about SVP Productie B.V., hereafter 'SVP', the special-sector company subject to the 2012 Public Procurement Act ("Aanbestedingswet 2012"). SVP is an affiliate of Stadsverwarming Purmerend B.V. the latest company is fully owned by the municipality Purmerend in the Netherlands.

SVP uses Tendered to facilitate the complete Pre-qualification Procedure. Please use the following link for a full explanation of the use of Tendered:

<https://www.tendered.nl/cms/english>

2.2 SVP

Since 1 July 2014, SVP has been producing its own heat with the BioWarmteCentrale "De Purmer" (BWC) and two auxiliary gas heated plants. As a result, SVP has developed into an integrated heat company, with chain optimization from heat production to delivery to end users. SVP uses the BWC to supply 80% of its more than 26,000 customers with sustainable heat, while the heat production in Purmerend is highly sustainable and the security of supply to its customers is guaranteed.

The BWC (44 MW) burns 100,000 tonnes of biomass (wood chips) per year. The wood chips are available from sites of Staatsbosbeheer. The wood chips are a by-product of the regular management of forests, nature and landscape. Wood is a sustainable, renewable raw material and CO2 neutral. Burning wood chips does not increase the amount of CO2 in the atmosphere.

SVP is the most sustainable heat company in the Netherlands: with the BWC we save many tonnes of CO2 on an annual basis.

2.3 Scope of the contract

In view of the objective of the Dutch Government to reduce the use of gas as a fuel as much as possible and replace it by alternative and sustainable energy SVP intends to realize a new around 15 MW Biomass Heat Plant to reduce the use of gas as a fuel as much as possible in favour of sustainable heat generation.

The scope of the intended contract shall include engineering, procurement, manufacturing and installation. The scope of the works, the technical - and the legal conditions will be specified in the c Tender. The basis of contract will be FIDIC Yellow Book (First Edition 1999).

2.4 Tender dossier

The Tender dossier can be found on Tenderend.

The Tender dossier will be provided in English and the ruling language for communication in writing during the Pre-qualification Procedure will also be English or Dutch.

If necessary, the Tender dossier will be amended/amplified by issuing Information Notices (IN). These will be written in English.

Please note!!! *In order to ensure that the Pre-qualification Procedure is conducted with due care, the Candidate must adhere to the provisions of this Tender dossier. Failure to do so may result in an Application being declared null and void under the relevant provisions of this Tender dossier.*

3. Procedure

3.1 Schedule

The schedule for this Pre-qualification Procedure can be found below. All dates up to and including the date of the closing date submission of evidence are mandatory. However, SVP reserves the right to alter the schedule.

Phase 1 – Pre-qualification	(foreseen) end date
Submission publication	October 12 th , 2018
Closing date for questions	October 24 th , 2018 at 23.59 hrs
Closing date clarifications (sending IN)	October 30 th , 2018
Deadline Application	November 13 th , 2018 at 17.00 hrs
Provisional qualification	November 19 th , 2018
Final qualification	December 7 th , 2018
Closing date submission of evidence	December 3 rd , 2018
Sending Invitation to Tender	January 2 nd , 2019

3.2 Consortium

Two or more economic operators may jointly submit an Application as a consortium. Each consortium will be treated as one Candidate. (Please see also paragraph 4.2 [*Forming a Consortium*]).

Please note!!! *An economic operator may not submit more than one Application, either as an independent Candidate or as a member of a consortium. A Candidate or consortium member may not additionally be a subcontractor of a Candidate (or different Candidates).*

If a Candidate is unable to meet the suitability requirements by himself, he may seek recourse of third parties (please see also paragraph 4.3 [*Recourse*]).

3.3 Questions

During the Pre-qualification Procedure the Candidate may ask questions by using Appendix 6 [*Questions for Information Notice*]. In Appendix 6 the first column contains the number of the question. The second column contains the name of the document, the paragraph and/or the number of the survey question, Candidate's question relates to. The third column contains the complete or

partial text from the document and/or survey question the Candidate's question relates to. The fourth column contains the actual question.

Any questions must be submitted **not later than** the respective date and time for submission of questions as stated in the schedule as included paragraph 3.1.

If a question makes clear that the information and/or questions in the Tender dossier conflict with each other or are inconsistent or ambiguous in some other way, SVP has the right to rectify the conflict, inconsistency or ambiguity at any time. Questions and answers will be published in anonymised form as part of one or more Information Notice(s), which will be provided to all Candidates. Changes made to the Tender dossier will also be provided to all Candidates in the Information Notice(s). SVP will upload the Information Notice(s) to the 'Information Notice' folder in Tendered.

SVP explicitly draws Candidates' attention to the following: Circumstances may occur whereby a Candidate believes it may invoke an exceptional situation, for example its inability to meet a requirement because - in the Candidate's opinion - it constitutes an unreasonably burdensome requirement. SVP cannot consider such request unless it is timely submitted as a written question prior to the submission of the Application. As a condition for granting such a request SVP must be entitled to disclose the request and SVP's reply to other Candidates in an anonymised form.

Please note!!! *that depending on the moment on which your company/consortium applies for qualification as a Candidate, earlier Notices of Information may have been published on this Tendered platform. You are requested to verify whether earlier Notices of Information have been published and if so, to take these into account. Published notices are uploaded in the map Documents/Information Notice.*

3.4. Acceptance of clause concerning forfeiture of rights

This Tender dossier has been produced with the utmost care. Nevertheless, it cannot be ruled out that the Tender dossier contains ambiguities and/or deficiencies. SVP expects Candidates to display a proactive attitude by informing SVP of any ambiguities and/or deficiencies in the Tender dossier as soon as possible after discovery and in all instances **not later than 12 days** before submitting their Application to SVP at a time that still allows rectification. Consequently, Candidates will forfeit any right to lodge objections on the grounds of alleged violations in the Tender dossier (and the consequences thereof) of the law governing the tenders. By submitting an Application the Candidate will be deemed to have fully and unconditionally accepted the content of the Tender dossier. SVP will not be liable in any way for the consequences of any ambiguities and/or deficiencies in the Tender dossier.

3.5. Submission of the Application

The procedural requirements that apply to the pre-Pre-qualification Procedure are specified in chapter 4. When submitting the Application, the Candidate must use the templates appended to this pre-qualification document.

3.6. Evaluation/Assessment procedure for the application for Qualification

The Application will be assessed as follows:

1. A check will be made on whether the Application received is complete and on time for. If the Application is incomplete, the Application may be declared null and void and subsequently be disregarded.
2. The Application will be checked against the procedural requirements listed in chapter 4 on Tendered. If the Candidate's Application does not meet the procedural requirements, the Application will be declared null and void and will be disregarded.
3. A check will be made on whether any exclusion grounds as listed in the European Single Procurement Document ("ESPD"), are applicable to the Candidate, consortium members and/or Third Parties that the Candidate engages in order to meet the suitability requirements. If the exclusion grounds apply to a Candidate, consortium members and/or Third Parties that the Candidate engages in order to meet the suitability requirements, the Candidate will be excluded from the procedure and disregarded.
4. A check will be made on whether the Candidate satisfies the suitability requirements included in chapter 5 on Tendered. If the Candidate fails to satisfy the suitability requirements, it will be excluded from participation of the Pre-qualification Procedure and the Application will be disregarded.

After the assessment as described above, SVP will inform the Candidates of SVP's qualification decision. In the qualification decision SVP will request evidence as stated in 4.5 [Evidence for a valid Application]. The received evidence will be evaluated. In case the evidence leads to the conclusion that Candidate doesn't meet the requirements the qualification of Candidate will be terminated.

3.7. Additional information

SVP reserves the right to audit documents and to make inspection visits to a Candidate's (including its subcontractors) premises and/or the work site. The purpose of any such visit would be to verify the information provided by the Candidate in the context of the Application, regarding matters such as:

- available facilities;
- processes performed;
- reference projects;
- documented relations with parties included in the Application;
- other matters / circumstances that SVP considers relevant.

3.8. General rules

The following general rules apply:

1. All correspondence shall take place exclusively via Tendered. Documents must be submitted in editable format Word or Excel as well as in PDF.
2. If, after reading the Tender dossier, the Candidate chooses not to apply, SVP requests the Candidate to notify SVP of this in writing via Tendered.
3. The costs incurred by the Candidate will not be reimbursed. SVP is not liable for any costs and/or other expenses incurred or to be incurred by the Candidate in relation to the Pre-qualification Procedure and/or any Tender arising from it, either during the qualification, the tender phase or during any subsequent discussions, irrespective of whether or not such discussions result in the award of a contract to the tenderer.
4. SVP reserves the right to interrupt or discontinue the Pre-qualification Procedure at any time - without being liable for further costs and/or owing any compensation - without this entitling Candidate to claim compensation of any kind.
5. An Application submitted subject to conditions or restrictions will be excluded from the Pre-qualification Procedure.
6. In addition to the submitted documents appended to the questions on Tendered, SVP reserves the right to require further documentation and evidence so as to evaluate the Application for the sole purpose of clarifying the Application.
7. SVP explicitly draws Candidates' attention to the exclusion of industry conditions and/or general conditions of Candidates.
8. Oral communications, commitments or agreements shall have no legal force, unless confirmed in writing.
9. The Application and all correspondence during the Pre-qualification Procedure and the entire contract period shall be in English or Dutch.
10. The Tender dossier must be treated as confidential by its recipients. Information provided by SVP in connection with this Qualification System may not be used for any purpose other than the one for which it was provided.
11. Under penalty of exclusion, Candidates will not be allowed to engage in talks with designers, consultants or other employees of or persons working for the Biomass Heat Plant project about the Qualification System or any directly related subjects while the Pre-qualification Procedure is in progress, unless it is explicitly stated that such talks are allowed. This same restriction applies to contacts between representatives and/or employees of the Candidates and competent authorities involved in awarding licences and between representatives and/or employees of the Candidates and owners, leaseholders and/or tenants and/or holders of

business or other rights to movable or immovable properties that form part of the work. However, these contacts shall not lead to exclusion if these contacts have not influenced the competition, such as the sole discretion of SVP.

12. Correspondence and received Applications will not be returned after the Pre-qualification Procedure.
13. The contact person as mentioned in Tendered will be regarded as - and shall act as - single contact person for the Application.
14. In order to be qualified Candidate has to meet the requirements as set in this Pre-qualification Procedure. In case a requirement is not met by Candidate SVP will determine if the defect is recoverable in which case Candidate shall be allowed to rectify the defect within the timeframe as set by SVP.

3.9. Objection

Candidate will be informed of the qualification decision at the earliest possible opportunity. If Candidates object to the qualification decision, they must make their objections known to SVP within 10 (ten) days of the day after the day the qualification decision has been sent via Tendered by serving an application for interim measures before the competent preliminary injunctions court at Arnhem. If a Candidate initiates legal proceedings in connection with the qualification decision after these 10 days, SVP will adopt the position that the Candidate has inadmissible claims. This period must therefore be regarded as a time limit.

SVP has the right to prolong the abovementioned period for individual Candidates, e.g. in a case where a respective Candidate has asked questions that cannot be answered within the aforementioned period.

A Candidate who starts summary legal proceedings is requested to send a copy of the draft summons via Tendered and to ask SVP to provide the unavailability dates of SVP and its legal counsel in advance. SVP has the right to provide a copy of the served summons to stakeholders.

Any summary legal proceedings will not oblige SVP to suspend the Pre-qualification Procedure. SVP will have the right to continue the Pre-qualification Procedure and the Tender procedure with the parties qualified.

If SVP has notified the qualified Candidates of the summary legal proceedings, the qualified Candidates will be required to intervene in the legal proceedings, on penalty of forfeiture of the right to take further action against any changes to the intended qualification.

4. Procedural requirements

This paragraph contains the procedural requirements for Application that must be met in order to submit a valid Application. Failure to submit documentary evidence or deviation from a prescribed template may result in a rejection of the Application at the sole discretion of SVP.

4.1 Letter of Application

The Candidate must fill in and complete the appended Letter of Application (Appendix 1), sign it and upload it to folder All Documents ("alle documenten") on Tendered. By signing this Letter of Application, the Candidate declares that all information and documents provided are an integral part of Candidate's Application. If the Candidate is a Consortium, each member of the Consortium must upload a separate and signed Letter of Application.

The Letter of Application must be signed by a natural person legally authorized to represent the Candidate. If the authorization is based on a power of attorney the power of attorney shall also be uploaded. The authority to represent the Candidate and - where applicable - to sign the power of attorney must be demonstrated in the respective extract of the commercial register as and when SVP requires this further information.

Please note!!! *Only one contact person can be designated by a Consortium. The Letter of Application of each Consortium member must mention the same contact person.*

4.2 Forming a Consortium

Two or more economic operators may jointly apply as Candidate by forming a consortium. Each consortium will be treated as one Candidate.

When a consortium applies, as Candidate, the ESPD must be completed and uploaded.

In its qualification decision SVP shall require that **Statement joint and several liability and leadership / secretarial and administrative duties (for consortiums)** is submitted to SVP at SVP's first request.

4.3 Recourse

If a Candidate intends to rely on the financial and/or economic standing and/or technical capacities and/or professional capacities of Third Parties in order to meet one or more suitability requirements, he must demonstrate that the required standing and/or capacities will actually be at its disposal throughout the execution of the contract.

When a Candidate relies on one or more Third Parties, the Candidate shall upload to this question a completed and duly signed **Statement regarding recourse to financial and/or economical standing and/or technical or professional capacities of Third Parties** as appended Appendix 2 for each Third Party that gives recourse.

4.4 European Single Procurement Document

Candidate is obliged to submit the English version of the ESPD, the so called "**European Single Procurement Document (ESPD)**" as appended to this question.

Please note!!!

1. In case of a consortium each member of the consortium must **individually** complete the appended **ESPD** (in the folder documents of Tendered: "UEA-198928 20181005111702" in pdf or xml format) (please see also paragraph 4.2).
2. If a Candidate intends to rely on a Third Party with regard to financial and/or economic standing and/or technical and/or professional capacities, the respective Third Party must complete the appended **ESPD** (in the folder documents of Tendered: "UEA-198928 20181005111702" in pdf or xml format) (please see also paragraph 4.3).

In its qualification decision SVP shall request additional documentary evidence with regard to the ESPD as submitted by the Candidates (and the documents as mentioned in paragraph 4.5). The additional documentary evidence consists of a Certificate of Conduct for Procurement (Gedragsverklaring Aanbesteden) or an equivalent certificate or document. Should such a certificate or document not exist in the country of establishment of the Candidate a person authorized to represent the Candidate may issue a sworn statement or declare solemnly in front of a competent court, a competent administrative body or civil law notary, respectively a competent regulatory body the following:

I [name signatory], in my capacity as [function] of [name and legal form Candidate], hereby declare and confirm on behalf of [name and legal form Candidate], that the Exclusion Grounds under Part III of the European Single Procurement Document with regard to this Pre-qualification Procedure, as attached to this declaration, are not applicable to [name and legal form Candidate].

Please note!!! *In case the Certificate of Conduct for Procurement should not be available in Dutch or English, it shall be translated into English.*

To complete the template please download the appended **ESPD** as a .xml file to your computer. Upload from your computer this file to <https://ec.europa.eu/tools/espd> and complete the form. For your convenience we have included an **UEA-Manual ESPD for guidance** as Appendix 3.

4.5 Evidence for a valid application

Below the means of evidence are specified which the Candidate must submit after SVP's qualification decision as proof that the requirements for a valid application are met. In addition, requirements have been included regarding the (content of) evidence relating to the grounds for exclusion, requirements and suitability requirements in question.

Candidates qualified shall be requested to upload -if applicable- the following means of evidence into the 'My documents / Supporting documents' folder within 14 days.

1. A recent extract (not older than 6 months) of the commercial register stating that the legal person who signed the Letter of Application and - if applicable, the power of attorney - is legally authorized to do so. (See paragraph 4.1);
2. A statement joint and several liability and leadership/secretarial and administrative duties (for consortiums) (See paragraph 4.2)
3. A Certificate of Conduct for Procurement (Gedragsverklaring Aanbesteden) or an equivalent certificate or document. Should such a certificate or document not exist in the country of establishment of the Candidate, a person authorized to represent the Candidate shall issue a sworn statement or declare solemnly in front of a competent court, a competent administrative body or civil law notary, respectively a competent regulatory body. (See paragraph 4.3);
4. The auditor's report. (See paragraphs 5.1 and 5.2);
5. The statement(s) of satisfaction of the reference project(s). (See paragraph 5.3);
7. The quality management system certificate or the evidence of the equivalent system. (See paragraph 5.4).
8. The certificate of the safety management system or the evidence of the equivalent system. (See paragraph 5.5).

SVP may allow a Candidate to submit the required evidence at a later date, but no later than fifteen (15) days prior to sending the Final ITT. The failure to submit the evidence (in time) may - at SVP's sole discretion - lead to the rejection of the Candidate's application.

5. Suitability requirements

5.1 Financial ratio's

The Candidate must be in sound financial health to assure the continuity of the works throughout the duration of the contract. The Candidate must have at least realized the following financial ratios in the **most recent three financial years closed**:

1. **Average equity ratio** defined as equity minus third party interests divided by total assets multiplied by 100%, must be $\geq 20\%$;
2. **Average liquidity** ratio defined as current assets divided by current liabilities, must be ≥ 1 .
3. **Debt service coverage ratio (DSCR)** defined as EBITDA divided total debt service must be ≥ 1 .

The ratios are calculated using the financial figures as recognized in the audited financial statements of the last 3 years. The most recent year submitted has a weight of 3, the most recent year minus 1 a weight of 2 and the most recent year minus 2 a weight of 1.

The eldest financial year closed may not be older than 4 years, calculated from the year of Application.

For the parameters in the above formulas the following definitions apply:

Equity is equal to a firm's total assets minus its total liabilities;

Total assets: *The final amount of all gross investments, cash and equivalents, receivables, and other assets as they are presented on the balance sheet;*

Current assets *are balance sheet accounts that represent the value of all assets that can reasonably expect to be converted into cash within one year. Current assets include cash and cash equivalents, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash;*

Current liabilities *are a company's debts or obligations that are due within one year, appearing on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.*

EBITDA *are earnings before interest, taxes, depreciation and amortization.*

Total debt service *are interest payments + lease payments + principal repayment.*

If the Candidate is applying to be qualified as a consortium, the calculation of the ratios stated above must be based on the average cumulative financial figures of the consortium members.

I. Please note!!! *A Candidate whose liquidity is less than 1 can nevertheless satisfy this minimum requirement by utilizing a committed non-current (> 1 year) credit facility (made) available for the duration of the project.*

In case the Candidate is part of a group in which the financial results are consolidated, the Candidate shall present the consolidated financial ratios.

If so and for the avoidance of doubt: SVP considers the submission of consolidated financial figures by a Candidate being a subsidiary as a recourse by the Candidate on the financial standing of a Third Party. The company within the group at which level consolidation of the financial figures has taken place shall complete and sign Appendix 2 and complete and upload (via Candidate) also an ESPD.

The data must be entered in the word file **Appendix 4 [Financial ratios]**. Any additional data necessary may be enclosed.

II. Please note!!! *In its qualification decision, SVP shall require an auditor's report confirming the figures specified in the word file **Appendix 4 [Financial ratios]** to be submitted to SVP.*

5.2 Annual turnover

Because of the complexity and size of the works, the need that the works are carried out in a continued way to meet the milestones agreed with the Dutch government and the fact that pre-financing of an order is to a certain level required by the Contractor, the Candidate's average annual turnover over the most recent three years shall be equal to or greater than: **EUR 3.600.000,-** (in words; three million Euro excl. VAT). The calculation of the average turnover shall be carried out in the same way as specified in paragraph 5.1.

I. Please note!!! *The same financial years must be used for the calculation of the average turnover.*

In the **Appendix 4**, the Candidate must enter its overall turnover (excl. VAT) as well as its overall average turnover over the most recent three financial years closed. If the Candidate is a consortium, the turnover must be calculated based on the cumulative relevant average turnover of each consortium member.

In case the Candidate is part of a group in which the financial results are consolidated he must enter in **Appendix 4** the consolidated annual turnover of the holding company on which level the financial results are consolidated.

If so and for the avoidance of doubt: SVP considers the submission of consolidated financial figures by a Candidate being a subsidiary as a recourse by the Candidate on the financial standing of a Third Party. The company within the group at which level consolidation of the financial figures has taken place shall complete and sign Appendix 2 and complete and upload (via Candidate) also an ESPD.

II. Please note!!! *In its qualification decision, SVP shall require an auditor's report confirming the figures specified in the table submitted in the qualification.*

5.3 Technical competence

The Candidate must submit (in accordance with **Appendix 5 (a, b, c and d)**) a reference for each of the anticipated and below listed core competences with regard to Biomass Energy Plants:

- a. **Engineering capacity:** The Candidate has experience with (detailed) engineering of complete Biomass Energy Plants, including fuel handling, boiler, fuel gas treatment, heat and/or electricity supply based on grate fired boilers with fuel input >7 MW for clean biomass types and/or demolition wood.
- b. **EPC experience:** The Candidate has experience with execution of EPC contracts of Complete Biomass Plants or Waste to Energy plants.
- c. **Boiler / grate supply:** The Candidate has experience with engineering, procurement, construction and commissioning of grate fired boilers with fuel input >7 MW for clean biomass types.
- d. **DeNOx supply:** The Candidate has experience with engineering, construction and commissioning of deNOx installation for grate fired Boilers for clean biomass types.

The reference project(s) have been executed since 01-01-2013 and the reference projects under a, b and c must have a contract value of at least EUR 3.600.000, - not including VAT. The project(s) must be completed (Take over by the Employer/Principal/Company must have been accomplished).

Individual reference projects may be used several times to validate one or more of the above mentioned competences. SVP reserves the right to verify the reference projects with the principal.

Please note!!! An economic operator cannot use the experience of a consortium of which it was a member if it has not actually and directly performed the requested core competence(s) itself.

In its qualification decision SVP shall require statements of satisfaction of each reference project submitted.

5.4 Quality management system

In its qualification decision, SVP shall require a valid copy of the appropriate certificate(s) and/or documentation of Candidate.

The Candidate must have an ISO 9001:2015-certified or equivalent quality management system in place for the following activities:

- Design & engineering;
- Procurement;
- Fabrication;
- Installation.

If one or more of the above mentioned activities are carried out by a Third Party or a member of a consortium that Third Party or consortium member must have a ISO 9001:2015 certificate or equivalent quality management system in place.

In case the Candidate has an equivalent quality management system in place, he is requested to upload documentation that demonstrates that equivalency, such to the satisfaction of SVP.

The application of the equivalent system must be audited by an independent external auditor.

In its qualification decision, SVP shall require a valid copy of the appropriate certificate(s) and/or documentation of Candidate.

5.5 Safety management system

The Candidate must operate a certified safety management system (VCA, OHSAS 18001:2007 or equivalent). In case the Candidate has an equivalent safety management system in place, he is requested to upload documentation that demonstrates that equivalency, such to the satisfaction of SVP.

If the Candidate is a consortium, all members of the consortium must have a certified safety management system (VCA, OHSAS 18001:2007 or equivalent management system) in place.

The application of the equivalent system must be audited by an independent external auditor.

In its qualification decision, SVP shall require a valid copy of the appropriate certificate(s) and/or documentation of Candidate.