



Appendix C – Requirements

**Tender in accordance with the European open procedure for
Testing fireworks (F2 and theatre fireworks)**



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Introduction

This appendix includes the requirements for the tender in accordance with the European open procedure for "Testing fireworks (F2 and theatre fireworks)".

By submitting a Tender, you as Tenderer, explicitly consent to all requirements and conditions specified in this Appendix and declare that you will continue to comply with these throughout the entirety of the contract period. This also applies to any subcontractors and/or third parties deployed for these services. Failure to comply with one or more requirements will result in your Tender being disqualified from the assessment process and therefore excluded from the tendering process.

1. General requirements

#	Description	Explanation
	Framework Agreement	Tenderer agrees to the draft Framework Agreement (Appendix A) including any changes notified in a Memorandum of Information.
	General Government Terms and Conditions (ARVODI-2018)	The General Government Terms and Conditions for Public Service Contracts 2018 (ARVODI-2018) apply to this contract.
	Legislation and regulations	Tenderer complies with applicable legislation and regulations in relation to the contract.
	Confidentiality	Employees of the Tenderer will treat all confidential and sensitive information, both commercial and public, that comes to their attention during the execution of the contract. This also includes information that arise from aggregation and combining of public information that must be considered sensitive.
	Legal requirements	All information submitted by the Tenderer has been completed truthfully and can be honored by the Tenderer. The Tendering Authority reserves the right to compensation in the event of incorrect and/or incomplete information and/or inability to fulfill what has been offered by Tenderer.
	Seperation of duties	Tenderer may not be involved in the production process or certification of fireworks.

2. Performance requirements

#	Description	Explanation
	Comply with national laws and regulations	Testers must be qualified to set off fireworks and work safely in accordance with national laws and regulations.
	NEN-standards F2	The following NEN-standards must be complied to in relation to the contract: NEN-15947-4 NEN-15947-5
	NEN-standards theatre fireworks	The following NEN-standards must be complied to in relation to the contract: NEN-16256-4 NEN-16256-5
	Sound level meter	Sound level meter must at least comply with Sound level meter to Class I or NEN 61672-1:2013 with free field microphone.
	Anemometer	The anemometer must be able to measure with an accuracy of at least 0.5 m/s according to NEN-EN 15947-4.
	Temporary storage of firework	Tenderer shall work with such storage and transport conditions and ensure that the conformity of the product with the essential safety requirements is not compromised. Tenderer may not test and reject products that can no longer meet the safety requirements due to poor storage or transport. The temporary storage must in any case be safe, dry and closed in accordance with national laws and regulations.



	Independency	Tenderer and its employees have no relationship with fireworks manufacturers or fireworks importers/distributors.
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3. Service provision

#	Description	Explanation
	Availability	Availability during regular working days and office hours. It may incidentally occur that work has to be done outside regular office hours and working days (such as in the weekend). In consultation with the Tenderer work may take place outside regular working days.
	Accessibility	Tenderer must be accessible to Tendering Authority during regular office hours.
	Workplace provision	During the test period, Tenderer will provide at least two workstations. The workstations must at least meet the following requirements: - Desk/table - Chair - Electricity
	Sanitary facilities	A toilet must be available at the test location.
	On site lunch provision	Possibility to have lunch at the test location or not more than a 15 minute drive from the test location.
	Presence of ILT employees	Tendering Authority is present on test days with at least two people. The number of people can be expanded in consultation.
	Contact person	Tendering Authority must be able to address one person who coordinates everything.

4. Report

#	Description	Explanation
	Content of the report	The report must at least include: - Factual observations tested against the relevant NEN-standard; - Photos; - Deficiencies.
	Submission of draft report	Tenderer shall submit the draft report no later than five working days after the service has been carried out.
	Submission of final report	Tenderer shall submit the final report no later than four (4) weeks after the test period.
	Factual representation and observations	Tenderer shall only write down factual representations and observations in the reports. Tendering Authority shall assess the firework product on the basis of this factual representation and observations.

5. Financial and administrative requirements

#	Description	Explanation
	Invoicing	Tenderer invoices per project. Tenderer states the number of test days and tested items on the invoice.
	E-invoicing	Tenderer cooperates without additional costs to use UBL 2.0 as the exchange format for the digital invoice, because of the transition to the world/UN/CEFACT standard. Tenderer can also use another exchange standard as long as it is in line with e-invoicing within the government. Tenderer is prepared to join the implementation of Electronic Ordering and Invoicing (EBF) free of charge.
	E-invoicing ILT	Tenderer submits invoices by means of e-invoicing. For more information about e-invoicing, Tendering Authority refers to the



		website: www.helpdesk-efactureren.nl. A manual can be found here (Handreiking verzekeringen financiële rijk). The e-invoice, including the required supporting documents for the services provided, should be addressed to: Ministerie van Infrastructuur en Waterstaat UDAC/F&I/066 P.O. Box 20906 2500 EX The Hague The e-invoice contains the following mandatory information: • Reference: xxxxxxxxxx (SAP order number); • Name of the performance declarer; • Description of the service. The following information can be used to address the e-invoice: - Government identification number (OIN): 00000001851407742000 - VAT identification number: NL 0032.14.412.B13
	Invoicing method	Tendering Authority and Tenderer will agree on the invoicing method during the term of the agreement. The invoice will contain a breakdown of tested items and number of test days.
	Indexation	The rates stated in the quotation submitted by Tenderer are fixed at least until 1 January 2026. Subsequently, the quoted rates may be adjusted once a year, as of 1 January 2026, by a maximum of the CBS price index figure. Tenderer must notify the Tendering Authority's contract manager of the request for price revision in writing at least six weeks before the revision date. If the index figures have not yet been determined at that time, the provisional figures will be used without any subsequent settlement. The changes will take effect after Tendering Authority has agreed to them in writing.

6. Contractmanagement

#	Description	Explanation
	Consultative structure	Tendering Authority and Tenderer meet at least two (2) times per year to discuss, among other things (but not limited to), the progress of the collaboration, financial progress and results.
	Escalation protocol	After the award decision, Tendering Authority and Tenderer will agree on an escalation protocol.
	Contact person	Tendering Authority and Tenderer will provide permanent contacts.
	Indexation	Tenderer is given the opportunity to make an annual proposal for indexation.