



## SELECTION GUIDE

European tender

Hiring inspectors for Gasunie inspection of pressurized gas transport related equipment and pressure containing components

Reference: EA-2015.14/AW

Version 1.0

N.V. Nederlandse Gasunie  
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## 1 APPENDICES AND FORMS

### Appendices of this selection guide:

- Appendix 1 Code of conduct  
Describes the Gasunie code of conduct. *(1)GasunieCodeOfConduct2010.pdf*  
Gasunie expects suppliers to behave in the same way.
- Appendix 2 ARN 2013 – *((2)arn-2013-Version1-2013March28-English.pdf*  
& *(2)arn-2013-Version1-GasunieAddendum-English.pdf*  
These are the tendering regulations for the utility sector.
- General conditions *((2)GeneralConditionsGasunieForService 2011.pdf)*  
Gasunie’s general conditions contain generic rules and regulations. It aids in keeping the contract as simple as possible.
- Appendix 3 Contract *(3)GasunieContractInspectionEA-2015-14-AW.docx*  
The contract is a template for negotiation with the winning parties.
- Appendix 4 DAP *(3)DAPGasunieInspectionEA-2015-14-AW.docx*  
Dossier Assignments & Procedures contains description of day-to-day business such as administrative procedures. The DAP can be changed during the contract period.
- Appendix 5 Inspector level 3 profile competences *((5)GasunieInspectorProfile.pdf)*

### Forms to be completed for this tender:

- Form A *Self declaration for public procurement procedures by contracting entities*  
*(A)Self-declaration-ce-dynamic-form-june2014.pdf*
- Form B Reference – one only.  
*(B)GasunieReferenceInspection.docx*
- Form C Risk description & value added  
*(C)RiskDescriptionInspectionForGasunie.docx &*  
*(C)ValueAddInspectionForGasunie.docx*
- Form D Price  
*(D)GasunieTenderInspectionPrice.xlsx*
- Form E *(E)ImplementationplanGasunieInspection.docx*
- Form X *(X)SignatureOfApplicant.docx*  
To sign for all the information that is given for this tender.

### Forms to be completed at the request of Gasunie:

- Form Z KAR Document - *(Z)KAR+model+28-12-2011 for procurement.xls*  
Which will give Gasunie an indication of the financial position of applicant.

N.B.: All appendices and Forms of this tender are available in Ariba, and can only be seen by applicants who registered for this tender in Ariba.

## **2 INTRODUCTION**

The purpose of this tender is to select three applicants where Gasunie can hire inspectors who work for and on behalf of Gasunie. Gasunie itself has about twenty inspectors, and wants approximately 12 inspectors (almost six FTE) to accommodate a flexible workload. The inspectors shall, on behalf of Gasunie, perform inspection of pressurized gas transport related equipment and pressure containing components, mainly carbon steel. Inspections are done all over Europe, with emphasis on the Netherlands and Germany's Ruhr district. Further inspections are mainly needed in northern Italy, Denmark and the United Kingdom.

### **2.1 Gasunie**

N.V. Nederlandse Gasunie (<http://www.gasunie.nl/en>) is an international natural- gas infrastructure company delivering services related to the transmission of natural- gas. Gasunie owns one of the largest high-pressure networks in Europe, comprising more than 15.000 kilometres of pipeline, dozens of installations, and a large number (>1.000) of gas receiving stations. Gasunie aims to provide its services in an efficient and sustainable way in the free integrating gas market in Europe.

The Dutch government has recognized Gasunie as a 'vital' company in providing an uninterrupted supply of gas.

All Gasunie's activities are geared to facilitating, both the industrial and the domestic gas markets, in the Netherlands, Germany and further afield. This ranges from providing gas transport to constructing new infrastructure, from participating in new projects to developing new services. In all our activities we follow trends and requirements in the market closely. Our aim is to be able to offer our customers the best standard of service possible.

Gasunie has two subsidiaries that manage the gas transmission grid: Gasunie Deutschland in Germany and Gasunie Transport Services (GTS) in the Netherlands.

Gasunie also provides the market with gas storage facilities (EnergyStock), the pipeline to England (BBL) and the LNG terminal Gate at Maasvlakte. In addition, we facilitate and stimulate the green gas market through our subsidiary Vertogas. Producers and traders in green gas can use Vertogas for certification of their green gas.

### **2.2 GTS – Gasunie Transport Services**

Gasunie manages and develops the gas transmission network in the Netherlands via its wholly owned subsidiary GTS. GTS is responsible for the management, operation and development of the gas transmission system in the Netherlands, in accordance with its statutory tasks. GTS operates independently as legislation requires. For further information see the background information document and <http://www.gasunietransportservices.nl/en>.

### **2.3 Department V**

Department V (Dutch Veiligheid = Safety) is responsible for Gasunie corporate HSE policy. The areas of expertise are: Safety at work, occupational health, external safety, technical safety, process safety and environment. Department V provides these specializations for all of Gasunie and verifies that all work is conducted in a safe way in the broadest sense.

Subdepartment VK- Verification & inspections is responsible for technical safety inspections of all pressurized equipment at Gasunie. This department is accredited to conduct inspections based on IEC/ISO 17020. Gasunie is a notified UI (User Inspectorate).

This tender is carried out by and for subdepartment VK

### **3 CONTRACT AND ASSIGNMENT**

#### **3.1 Inspector profile**

##### *Profile*

Inspection and quality control of pressurized components and equipment

##### *Job description*

The inspector acts in name of Gasunie.

The inspector assesses the technical integrity of complex pressurized equipment based on both Gasunie Technical Standard and commonly used applicable codes.

The inspector's scope of work is at least, but not limited to:

- Vendor inspection,
- PED (UI),
- Issue a 3.2 inspection certificate (EN 10204).

##### *Minimal requirements*

- Bachelor degree in mechanical engineering or equivalent complimented by:
  - Certified SKO Level III, or
  - Certified LPI,
- Four years of relevant recent and up to date experience with and knowledge of inspection of pressurized equipment,
- Proven experience with design assessment,
- Inspector is to use the GTS (Gasunie Technical Standards) for inspections,
- Is able to use the ITP(Inspection Test Plans) in relation to the GTS,
- Profound knowledge of the PED (Pressure Equipment Directive, 97/23/EC),
- Good knowledge of English, both written and verbal, as all inspection reports are in English,
- Willing to travel and stay overnight.

Knowledge of Dutch and the language and culture of the country where the inspection is conducted is appreciated.

##### *Competences*

As the inspector will be acting on behalf of Gasunie, it is important the inspector behaves in a way that is typical for Gasunie. Further details of the inspector required competences is provided in Appendix (5)*GasunieInspectorProfile.xlsx*

Please note that this profile is a minimum requirement. If you do not have inspectors available with the desired profile, Gasunie kindly asks you not to participate in the tender.

### **3.2 Inspector and the assignment**

Supplier selects inspector(s) (in accordance to the requirements in this tender) to conduct inspections for Gasunie.

Inspector selection by Gasunie:

It is the intention of Gasunie that a chosen inspector works for Gasunie for the duration of the contract (obtained by this tender).

1. Every inspector will be submitted to an intake interview in which Gasunie has the right to accept or reject this inspector to work for Gasunie,
2. Every accepted inspector will attend a Gasunie training and introduction period (generally about a month) to familiarize himself with the work and the way Gasunie wants it to be done.

Job assignment for inspector

- a) Gasunie may conduct a mini tender for the suppliers selected via this tender before an inspection is done. In the mini tender it is determined who will do the inspection for what price. Once the mini tender has taken place it is possible, although not the intention, that a *Gasunie* inspector will do the inspection, and not one of the suppliers.

Please note: One of the questions in this tender is about the price. It is the maximum price the applicant will ask for any inspection. The mini tender, if used, determines the actual price per inspection. Otherwise the price is the one given for this tender.

#### **Term of the contract**

The Contract starts 1 December 2015, and runs for three years with the option for Gasunie to extend the term with two years.

#### **Estimated financial size of the contract**

Gasunie cannot predict how the organisation will develop during the period of the contract and can consequently not give any guarantee with regard to the amount of the services required. A global indication based on the volumes of the past of the total financial scope over a period of 3 years is EUR 3 million.

The (successful) applicant cannot derive any rights from this indication.

Gasunie estimation for yearly inspection work:

- 6.000 hours in the Netherlands and the Ruhr district (Germany),
- 2.000 hours in other countries in Europe.

Currently about 10 external inspectors are working for Gasunie, almost six FTE.

Gasunie wishes a fixed pool of about 12 external inspectors.

Every inspector has a month education by Gasunie. Because of this Gasunie investment, Gasunie strongly prefers an inspector to be available for the duration of the contract, or at least a few years.

The tender consists of one lot only.

Some suppliers may however be limited to a location of their own choosing. In such a case Gasunie might have to contract multiple applicants to cover the countries where the inspections may take place. This tender is to result in contracts with three applicants.

## 4 TENDER PROCEDURE

### 4.1 Procedure of this tender

This descriptive document relates to the European public tendering procedure for hiring inspectors for N.V. Nederlandse Gasunie.

This European invitation to tender shall be performed in accordance with European Directive 2004/17/EC. This tender is subject to the Procurement Act 2012 (special sector contracts) Act of 1 April 2013, incorporating rules on the procedures for the award of government contracts for works, goods and services (In Dutch: Aanbestedingswet 2012), Official Journal (Staatsblad) 2012, 542, and ARN 2013: tendering regulations for utility sector.

The notice of this tender was sent to TenderNed for publication. The contract will be awarded to the tenderers submitting the most economically advantageous tender.

Gasunie applies the criterion "the most economically advantageous tender (MEAT)" for awarding purposes. In order to determine the MEAT,

### 4.2 Planning

The planning below is an indication, no rights can be derived from it.

Planning of tender for Gasunie inspection	
Activity	Deadline
Publication on <a href="#">TenderNed</a>	28 July 2015
Last date questions can be asked about tender procedure	11 August 2015
Education participants	28 July 2015
First information notice	14 September 2015
Last date questions can be asked	21 September 2015
Last information notice	22 September 2015
<b>Deadline submission (at 12:00 noon precisely)</b>	<b>28 September 2015</b>
Gasunie publication of intended interviews	05 October 2015
Interviews starting	15 October 2015
Publication of intended awards	03 November 2015
End of Stand still period	23 November 2015
Signing of contract	24 November 2015

### 4.3 Exchange of information

Gasunie uses the Ariba procurement system for all procurement processes, including tendering. All questions and answers on this tender are to go via Ariba. If your company is not registered in Ariba you need to do so. More information about Ariba registration here:

Dutch: <http://www.gasunie.nl/leveranciers>

English: <http://www.gasunie.nl/en/suppliers>

Usage of Ariba for a tender is free.

The Gasunie contact person for this tender in the procurement department is:

Mr. Ad Weterings

+31 6 1100 5485 contact preferably by e-mail: [A.J.C.Weterings@gasunie.nl](mailto:A.J.C.Weterings@gasunie.nl)

When applicant has registered in Ariba: please e-mail this contact.

**It is NOT permitted to have contact with anyone else within Gasunie about this tender.**

You will be excluded from participation of this tender if you do.

The date and time of latest possible submission is given in the planning. In Ariba itself a display clearly shows how much time is left in this tender. Once the count down clock reaches zero (seconds) it is no longer possible to participate. It is possible to upload your answers/documents well before (days, weeks) before the clock reaches zero. Gasunie can only see your answers when you have submitted them AND the clock has reached zero.

Any questions about the use of Ariba can be directed to the Ariba help desk: phone **+31 800 0200 582**, or resolved by the various instructions on [www.gasunie.nl/en/suppliers](http://www.gasunie.nl/en/suppliers) (or Dutch: <http://www.gasunie.nl/leveranciers> ).

#### **4.3.1 Information and Information Notice**

Questions about the tendering procedure, the (content of the) tender documents and the (content of the) contract documents can be raised until (see planning).

Any question can only be submitted electronically using the 'Messages' functionality of Ariba for registered applicants only.

Replies to (relevant) questions will be given in an anonymized first Information Notice to be published in Ariba at the latest by (see planning). Applicants are assumed to know the content of the Information Notice, which takes precedence over the rest of this descriptive document and the related Appendices. If necessary, you may ask about Gasunie replies given.

The tender documents have been drawn up with care. However, if an applicant finds any aspects of them to be unclear, incomplete and/or contradictory or has any other objections to the contract, the procedure, the provisions and/or the requirements, it must notify Gasunie.

If an applicant does not make use of the opportunities offered, then this is at its own risk and both Gasunie and the other applicants are justified in assuming that the applicant has no objections to the tendering procedure, the provisions, requirements and other content of the tender documents. Objections and/or issues of clarity that are not raised until after a tender has been submitted are inadmissible.

#### **4.3.2 Individual information with a legitimate economic interest**

If an applicant wishes to raise a question but does not want it to be answered in the Information Notice on grounds of legitimate economic interest, it should act as follows: When submitting the question the applicant must clearly indicate that this is an "*individual question with a legitimate economic interest*". This means that the applicant automatically asks Gasunie not to answer the question in the Information Notice. The applicant must explain why it thinks that answering the question in the Information Notice would damage its legitimate economic interests.

Gasunie will decide whether the request of the applicant is justified in the light of its own opinion and on the basis of the reason given by the applicant.


If Gasunie accepts the request of the applicant, it will answer question concerned in an 'Individual Information Notice' sent only to the applicant concerned.

However, if Gasunie considers that answering the question would not reasonably damage the legitimate economic interests, and that the question should therefore be answered in the Information Notice, it will notify the applicant concerned accordingly. The applicant can then either withdraw the question or agree to Gasunie answering it in the Information Notice. If the applicant does not respond in good time to this notification that implies that the applicant agrees to Gasunie not answering the question in the Information Notice. Gasunie has no liability towards the applicant in this regard.

#### **4.4 Submission of tenders**

See the planning for an indication of the deadline for submitting a tender. See Ariba for a countdown clock (prominently displayed in the top right-hand corner). All the tender documents must have been submitted in electronic format via Ariba by this deadline.

The applicant bears the responsibility of submitting its tender on time. Applicants are therefore strongly advised to upload and release the data well before the deadline. Ariba closes automatically at the time indicated, and tenders can no longer be submitted after that point. Applicant needs to submit in Ariba to submit the answers. Ariba will show:

 You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

which is the only indication that the answers are uploaded and ready to be processed by Gasunie once the deadline has passed. Gasunie has no way of knowing or seeing whether an applicant has successfully submitted any response, until the deadline has passed.

During the tendering period the time still available is shown in Ariba under 'Time left'. The applicant can process and revise its tender throughout this period until the deadline. The information entered by the applicant cannot be seen by Gasunie until after the deadline.

Information other than asked for may not be added. Such additional information will not be taken into account in the assessment.

#### **4.5 Other tendering conditions**

1. By submitting a tender, the applicant agrees to the procedure and to the content, provisions, technical specifications and conditions of execution as set out in the tender and contract documents.
2. Gasunie will only accept genuine tenders. If a tender submitted for the contract in question appears to be abnormally low in the context of the work to be done, Gasunie may ask the applicant to clarify aspects of the composition of its tender which Gasunie thinks need to be clarified. If this clarification does not resolve the doubts which Gasunie has in respect of the abnormally low nature of the tender, Gasunie is entitled to reject the tender.
4. The applicant must treat the tender and contract documents sent to it as confidential, and may only allow them to be seen by third parties if this is necessary to enable it to submit a tender. All the information and documentation provided by the applicant as part of the tender becomes the property of Gasunie and will not be returned.
5. Only tenders received in time are assessed.

The date and time of latest possible submission is given in the planning. In Ariba itself a display clearly shows how much time is left in this tender. Once the count down clock reaches zero (seconds) it is no longer possible to participate. It is possible to upload your answers/documents well before (days, weeks) the clock reaches zero. Gasunie can only see your answers when you have submitted them AND the clock has reached zero.

#### **4.6 Procedural requirements, technique and layout of the application**

Of the attachments sent to Ariba only the following file types are permitted:

- o Microsoft Word, Excel or PowerPoint
- o PDF-documents, preferably searchable
- o Only the ".ZIP" format is permitted as a compression tool

All answers must be self-explanatory with regard to the question concerned, which means that no references to external sources may be given, or to answers to other questions.

Specific supplementary procedural requirements may be applicable to certain questions. Details of these are given in Ariba, e.g. the maximum number of pages used in an answer. Where there is a procedural requirement setting a maximum on the number of pages, the applicant is expressly invited to formulate answers concisely and in concrete terms.

If an answer does not fulfil these procedural requirements, Gasunie reserves the right to treat the answer concerned, irrespective of its contents, as if it has not been given.

It is preferable for all documents, information, explanations, answers to the questions and the like to be submitted exactly and in their entirety in the manner and order as indicated on Ariba. Ariba shall prevail in the event of any deviation and/or conflict with this selection guide.

Please note: The Dutch Public Procurement Act 2012 prescribes the use of Self Declaration. Gasunie points out to the applicants that the Self Declaration can only be completed properly with the help of Adobe software. Problems may occur if other tools are used.

#### **4.7 Notification of the contract award decision**

Gasunie intends to award the contract to the applicant which submitted the most economically advantageous tender.

Before awarding the contract, Gasunie will first inform all the applicants of the party to which it intends to award the contract (this is called the notification of the contract award decision). This contract award decision will be done using Ariba messages.

The following rules apply to the notification of the contract award decision:

- a. the applicant to which Gasunie intends to award the contract may (on being informed) receive a request to supply the evidence referred to in the self declaration *within 7 calendar days*,
- b. if Gasunie makes a request (as referred to in point a.) and the assessment of the evidence shows that the applicant does not meet the exclusion and/or suitability criteria, Gasunie will cancel the contract award decision,
- c. if the situation in point b arises Gasunie will make a new decision as to which applicant submitted the most economically advantageous tender. Gasunie will then announce a new contract award decision and repeat the preceding steps if necessary,
- d. when an applicant disagrees with the contract award decision and wishes to take legal steps he has to apply for an injunction via summary proceedings with the Court of Noord-Nederland, Groningen, within 20 calendar days of the date marked on the notification of the contract award decision sent to them.  
The 20 day deadline is regarded as a contractual date of expiry and claims by an applicant are not admissible if the parties have not served a summons in injunction proceedings on Gasunie by the deadline. This rule is included in order to maintain the diligence of the procedure and the legitimate interests of the winning applicant. By submitting a tender, applicant expressly agrees to this rule and regards it as a mutually agreed loss of rights clause.

## 5 TENDER QUESTIONS AND GRADING THE ANSWERS

### 5.1 Tender Questions

Here is a description of the questions of this tender and how the answers will be graded:

Question nr.	Criteria	Points
Q1	Code of conduct	K.O.
Q2	ARN, General Conditions, Contract, DAP	--
Q3	Self declaration	K.O.
Q4	Reference	K.O.
Q5	Risks description & value added	20
Q6	Implementation plan	20
Q7	Price	20
Q8	Resume's	20
Q9	Interview	20
	<b>Total</b>	<b>100</b>

#### Q1 Code of conduct

Gasunie requires a company that works for Gasunie to adhere to the Gasunie code of conduct. The code of conduct is a downloadable file in Ariba (*GasunieCodeOfConduct2010.pdf*), and it can be found here as well: <http://www.gasunie.nl/en/library>

Question:

Does your company adhere to the Gasunie code of conduct? (Yes/No)

Grading the answer:

This is a knock out question: a wrong answers leads to being excluded from this tender. Gasunie will only conduct business with your company if the answer is Yes.

#### Q2 ARN 2013, General conditions, Contract and DAP

This tender is subject to the provisions of ARN 2013 ((2)*arn-2013-Version1-2013March28-English.pdf*): the tendering regulations for the utility sector, and the Gasunie addendum to it ((2)*arn-2013-Version1-GasunieAddendum-English.pdf*)

The applicant must not be in any of the situations described in article 7 of ARN 2013, as it could cause a knock out for this tender. In the case of tenders submitted by a *partnership*, this applies to every member of the partnership.

For the contract Gasunie wishes to work with these general Gasunie conditions ((2)*GeneralConditionsGasunieForService 2011.pdf*), Contract template and DAP (Dossier Assignments & Procedures)

These will be finalized with every winning applicant.

The contract is described in: (3)*GasunieContractInspectionEA-2015-14-AW*,

The DAP is described in: (3)*DAPGasunieInspectionEA-2015-14-AW.docx*

Question:

Do you agree to use these documents as a basis for a contract to be finalized? (Yes/No)

Grading the answer:

No grade.

If you have any issues or questions please use the option to ask questions during the tender.

### Q3 Self Declaration

The completed Form (A) ('Self Declaration') for public procurement procedures by contracting entities ((A)Self-declaration-ce-dynamic-form-june2014.pdf) is required by law for any European tender.

Please complete the form.

Grading the answer:

Gasunie procurement will process the form which has to be filled in completely. Depending on the answers given a knock out may occur.

The applicant submits Form A ('Self Declaration') *at the time of* submission. *Evidence* only has to be provided *after* being requested by Gasunie.

If there is a contradiction between the grounds for exclusion listed in article 7 of ARN 2013 and those ticked off in Form A ('Self Declaration') the Form A ('Self Declaration') takes precedence over ARN 2013.

### Q4 Reference

Applicant has to submit one reference (*GasunieReferenceInspection.docx*) to ensure that applicant has experience in this area.

Question:

Please complete and upload the document *GasunieReferenceInspection.docx*

Grading the answer:

This is a knock out question: only an applicant with a correctly completed reference can partake in this tender.

### Q5 Risk description & value added

Question:

Please complete (C)*GasunieRiskDescription.docx* & (C)*ValueAddInspectionForGasunie.docx*

Format: each document may only have the length of max one page A4, using the margins and fonts provided in the document.

Ideally Gasunie has three suppliers who can each provide four inspectors (two FTE). It is however possible one or two suppliers do not have that many inspectors available for Gasunie.

So the question applicant may answer with either value added or risk description: how many inspectors does applicant have available for Gasunie for the duration of the contract, and especially: how is continuity of these people for Gasunie?

As the applicant of this tender is the specialist, Gasunie expects the applicant to give a (short!) description of all risks involved. Gasunie is concerned about continuity of keeping the same persons working for Gasunie, as well as financial risks e.g. because of travel times. Gasunie expects these and other risks to be described and how to mitigate these risks.

*Value added* is a description of what is the value added by your company: why is your company good at this, and why would it be equally or even better suited for this assignment than other companies?

The goal of the risk description & value added is to convince Gasunie it is dealing with a specialist in helping Gasunie to provide inspectors. When describing risks and value added, remain within the scope of this tender.

The format of both risk description & value added means that the answers must be very short. Gasunie is convinced only a specialist can write a short summary of the risks (and value added) involved in hiring an inspector.

Grading the answer:

The answers will be graded by a Gasunie team. First every individual will grade the answers on his own (to prevent influencing each other while grading), followed by a consensus meeting where the team as a whole will give one grade.

Risk description & value added together are graded according to the following scale:

Score based on trust					
Max Score	None	Below neutral	Neutral	Above neutral	Max
20	0	4	8	16	20

Grading Risk description:

1. Identify the most important risks outside the influence of applicant, complete with effective mitigation with verifiable information of ability to execute,
2. Applicant shows with this risk dossier that he is able to minimize risks for this contract,
3. Ambition and how pro actively applicant is willing to be for Gasunie to minimize risks.

Grading Value added:

1. Identification of realistic value added for Gasunie, with a verifiable description of how to execute this value added,
2. Applicant shows with these descriptions that he indeed adds value to the execution of this contract for Gasunie,
3. Ambition and how pro actively applicant is willing to be to add value for Gasunie.

## Q6 Implementation plan

Please complete *(E)ImplementationplanGasunieInspection.docx*

Gasunie would like to see a proposal on how you realize planning and continuity for Gasunie.

Format: the document may have the length of a maximum of two pages A4, using the margins and fonts provided in the document.

Grading the answer:

The answers will be graded by a Gasunie team. First every individual will grade the answer on his own (to prevent influencing each other while grading), followed by a consensus meeting where the team as a whole will give one grade.

The implementation plan is graded according to the following scale:

Score based on trust					
Max Score	None	Below neutral	Neutral	Above neutral	Max
20	0	4	8	16	20

## Q7 Price

The spreadsheet *GasunieTenderInspectionPrice.xlsx* contains questions about price.

Question:

Complete the price sheet.

Grading the answer:

The number of points received is shown in the spreadsheet itself.

There is one hour-price for inspectors working in the Netherlands + Ruhr district (Ruhr as defined here: <https://en.wikipedia.org/wiki/Ruhr>)

For work in the rest of Europe the traveling expenses can have a different (lower) price, as Gasunie does not want an inspector earning his money as a regular fee by traveling around. For the same reason, when traveling a lot, the use of a hotel is encouraged when that is economically better.

Gasunie rules in the contract:

1. Maximum of 12 hours per day are billable,
2. Car expense per km: € 0.26
3. If the time to travel one way exceeds two hours and more than one day is needed for the inspection the inspector will use a hotel.

Assumptions by Gasunie for inspectors:

- a) Inspection hours per year: 6000 combined for the Netherlands and Ruhr district, 2000 in the rest of Europe. These hours include all hours spend traveling. For the rest of Europe the time travelled is estimated at 20% of all (2000) hours.
- b) Travel and hotel expenses are invoiced afterwards at cost, without any handling fee,
- c) Supplier will actively apply effort to keep the cost for Gasunie as low as reasonably possible.

## Q8 Resume

Gasunie wants to be convinced supplier can deliver competent inspectors. This is why Gasunie asks applicant to send a resume of 20% of the inspectors that would be fit for Gasunie, with a maximum of ten resumes.

Question:

What is the number of inspectors applicant has available? Please supply of 20% of the inspectors a resume a minimum of two, a maximum of ten people that would be available for Gasunie.

Grading the answer:

Less than two resumes is a knock out.

Gasunie will check whether applicant has people with the right qualifications to assist Gasunie.

Every resume is judged by the contents of (5)GasunieInspectorProfile.xlsx which describes the desired profile for an inspector.

Every resume will get a grade, the grade for all the resumes combined is the average grade.

## Q9 Interview

Sufficient points on risk description & value added and the implementation plan are needed to be invited for an interview.

That is:

- A score of zero on either risk description & value added or the implementation plan is not allowed; and
- A combined score of at least 16 points is required.

For every applicant not meeting both requirements the tender is closed.

Gasunie will provide each applicant with an explanation of its score.

Of the applicants having enough points Gasunie will interview one inspector of your company who is to work for Gasunie.

All interviews (for the various applicants) will be done by one and the same Gasunie person.

Gasunie does the interview with an inspector who both knows the contents of this tender and who himself would be capable of becoming an inspector for Gasunie.

The inspector can provide answers to any questions Gasunie might have about the answers provided by applicant (for this tender). All applicants will get the same set of questions, plus

Gasunie might have some questions about the applicant's specific proposition.

The interview will be recorded, audio only, as the explanation and promises made in the interview are part of the proposal by the applicant. The interview will be done either in Dutch or English, depending on the preference of the person being interviewed.

Grading the answer:

The Gasunie tender team will be present as only listeners of the interview.

First every individual will grade the answer on his own (to prevent influencing each other while grading), followed by a consensus meeting where the team as a whole will give one grade, according to this scale:

<b>Score based on trust</b>					
<b>Max Score</b>	<b>None</b>	<b>Below neutral</b>	<b>Neutral</b>	<b>Above neutral</b>	<b>Max</b>
20	0	4	8	16	20

## Q10 Signature

Please fill in form *(X)SignatureOfApplicant.docx*, sign it, scan it and upload it as e.g. .pdf. This form expresses that this tender is answered by a person who is authorized to do so by applicant.

## 5.2 Questions for winning parties only

### 5.2.1 After submittal of documents

After publication of intended awards Gasunie will ask for the following documentation. Applicant is to submit that documentation within seven calendar days.

1. Other documents that might be requested by Gasunie for explanation or clarification purposes.
2. Form Z KAR Document  
*Z)KAR+model+28-12-2011 for procurement.xls*  
This form will give Gasunie an indication of the financial position of applicant, and the risk for Gasunie.

## 6 GROUNDS FOR EXCLUSION

Suitability requirements are based on the following minimum requirements:

### 6.1 Financial and economic capacity

The applicant must meet the minimum requirements set out in the table below in relation to the Financial and economic capacity suitability criterion:

The applicant submits **Form A** ('Self Declaration') *at the time of* submission (see section 2.4.1). Evidence only has to be provided *after* being requested (see section 2.4.2).

To estimate financial and economic capacity the tender contains the file (*(Z)KAR+model+28-12-2011 for procurement.xls*) to be filled in upon request by Gasunie.

Minimum requirement(s) for financial and economic capacity	Evidence	Submission of evidence:
The applicant has had an average turnover excluding VAT of at least €600.000 per year in the past three completed financial years.	the annual accounts of the past three completed financial years approved by an independent auditor <b>or</b> if the applicant is not required to draw up annual accounts, the unpublished annual accounts for the past three completed financial years together with an appraisal or composition declaration by an auditor.	<i>after</i> being requested
The applicant's financial and economic capacity is sound. If the KAR analysis shows that the risk is high, Gasunie reserves the right to exclude the applicant from further participation in the tender.	Form Z (Credit Analysis Report)  Gasunie reserves the right to check the accuracy of the declaration made by examining the three (3) most recent annual reports.	<i>after</i> being requested

### 6.2 Technical or professional competence

The applicant must have inspectors who meet the minimum requirements as set out in document *(5)GasunieInspectorProfile.pdf*.

### 6.3 Registration in the professional or trade register and signature

The table below shows requirements relating to registration in the professional or trade register, and the legal validity of the signature of the Form to be submitted in the context of this tender.

The applicant submits **Form A** ('Self Declaration') *at the time of* submission. Evidence as referred to in the table below only has to be provided *after* being requested.

Trade/professional register and signature	Evidence	Submission of evidence:
The applicant must be registered in the professional or trade register in accordance with the statutory requirements of the country in which the company is established (in the Netherlands: the Kamer van Koophandel [Chamber of Commerce])	An extract (not more than 6 months old) of the trade or professional register (in the Netherlands: extract from the Chamber of Commerce register)  In the case of a <i>partnership</i> , for each member of the partnership	<u>after</u> being requested
Representative must be allowed to sign.	One or more (consecutive) extracts (not more than 6 months old) from the trade register, or one or more powers of attorney showing that the signatory has the legal authority to act as representative.  In the case of a <i>partnership</i> , for each member of the partnership	<u>after</u> being requested

#### 6.4 Making use of the capacity and/or competence of a third party or member of the partnership

- a. If the applicant does not itself meet (one of) the minimum requirements referred to in section 6.1.1 (Financial and economic capacity), and in order to meet the requirement(s) in question makes use of the capacity of one or more third parties (including a parent company, sister company or subsidiary, or any other third party), the applicant must indicated this *at the time of* submission in 6.2 of **Form A** ('Self Declaration').  
After submission, following a request, **Form X** ('Making use of the capacity of a third party') must be submitted. This Form must be completed and signed both by the applicant and by the third party or parties of whom use is to be made. By means of this Form X the applicant indicates that it actually can have access to the resources of the third party in question that are needed for the execution of the contract.
- b. If the applicant does not itself meet (one of) the minimum requirements referred to in section 3.2.2 (Technical or professional competence), and in order to meet the requirement(s) in question makes use of the competence of one or more third parties (including a parent company, sister company or subsidiary, or any other third party), the applicant must indicated this *at the time of* submission in point 6.2 of **Form A** ('Self Declaration').  
After submission, following the request referred to in section 2.4.2, **Form Y** ('Making use of the competence of a third party') must be submitted. This Form must be completed and signed both by the applicant and by the third party or parties of whom use is to be made. By means of this Form Y, signed both by the applicant and by the third party or parties, the applicant indicates that it actually can have access to the resources of the third party in question that are needed for the execution of the contract. The applicant also declares by this form that, if it is awarded the contract, it will use the third party in question for the activities to which the requirement for which it intends to use the third party relates.
- c. Without prejudice to the provisions set out above in points a. and b., a partnership (combination) can, if it does not itself meet one or more of the minimum conditions referred to in section 6.1 (Financial and economic capacity) and/or 6.2 (Technical or professional competence) make use of the capacity and/or competence of one or more members of the partnership which does or do meet those minimum requirements.  
In that case, the member of the partnership which does meet the minimum requirement(s) indicates that at the time of submission by completing the relevant minimum requirements in point 6.1 of 'Self Declaration' (**Form A**).  
By having Form A signed by each member of the partnership, both the partnership and the member of the partnership which meets the requirement declare that the partnership actually can have access to the resources that are needed for the execution of the contract.

**Notification of immediate exclusion and/or rejection**

If the assessment referred to in section 5.1 leads to immediate exclusion and/or rejection of one or more applicants, the contracting authorities will notify it or them of this in writing as quickly as possible.

These applicants who have been immediately excluded and/or rejected will however still receive notification of the contract award decision.

If the applicants which have been immediately excluded and/or rejected do not agree to the immediate exclusion and/or rejection and/or the contract award decision and wish to apply for an injunction, they must do so by the deadline and in the manner indicated in the notification of the contract award decision.

Gasunie reserves the right to issue the aforementioned notification of exclusion and/or rejection at the same time as the notification of the award decision.