

Invitation to Tender

Distribution Automation Light box (DALI-box)

Public Procedure



Reference number: ENX-2016-DALI-01

ENEXIS B.V.

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Annexes

Annex number	Description Annex	Remarks
1	Checklist	
2	Accompanying letter	
3	Technical Specification	
4	Communication Requirements	
5	Security Requirements	
6	Enexis PID 104 DALI	
7	JSON over websocket - implementation guide	
8	Contract/Frame work agreement	
9	Enexis General Purchasing Conditions 2013	
10	Enexis Additional Conditions for Logistics 2013	
11	Demo assessment clarifications	
12	Reply format (empty)	
13	Dutch Smart Meter Requirements: P1 Companion Standard	
14	Information Notice	
15	Consortium statement	
16	Main contractor/Subcontractor(s) statement	
17	Holding company statement	
18	Supplier Code of Conduct	
19	Financial Capacity	
20	Additional minimum requirements	
21	Uniform Self-Declaration form	
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1. Definitions

In this Invitation to Tender, the following terms, if written with a capital letter, have the meaning as defined below.

Name or abbreviation	Description
Contracting Authority	Enexis B.V. and all companies belonging to its group or affiliated with it.
Consortium Partner	A Tenderer participating in a Consortium.
Consortium	A collaborative partnership of Tenderers pursuant to Article 3.50 in conjunction with 2.52 Procurement Act 2012
Award(ing) criteria (AC)	Criteria on the basis of which the most economically advantageous Tender is determined.
DALI-box	An assembly of components (i.e.: RTU, Modem, I/O) integrated in an enclosure, meant for remote monitoring and control functionality within secondary substations (MV/LV).
Tenderer/ Candidate	A company, whether in a Consortium or not, that has submitted or is going to submit a Tender.
Tender	Offer by the Tenderer based on the contents described in the Invitation to Tender.
Supplier	Tenderer who will win the contract based on this Tender.
Minimum Requirements (MR), Blocking items or Knock out (KO) criteria.	Requirements the Tenderer must meet in order to be eligible for awarding. In case Tenderer does not meet the minimum requirements, it will lead to direct exclusion of the Tenderer from the Tender process.
Subcontractor	The company that the Tenderer engages for the implementation of the Contract, in which Tenderer is responsible and liable for the Subcontractor.
Selection Criteria	Criteria regarding the Candidate's company, based on which a choice is made of the Candidates who will be assessed for the awarding criteria.
Agreement	The agreement that the Contracting Authority enters into with the Tenderer(s) to whom the Contract is awarded.
Framework Agreement	Agreement between Tender(s) and the Contracting Authority with the goal to establish the conditions within a specific period regarding contracts to be awarded, in particular regarding the price and the intended quantity.
Invitation to Tender	Current document. Containing the selection guideline, Contract specifications and the awarding criteria.
Grounds for exclusion	A situation referred to in Article 3.65 in conjunction with 2.86 and 2.87 Procurement Act 2012 that can lead to the exclusion of the Tenderer.

NOTE:

Local time is Central European Summer Time (CEST) and applies to all times stated in this document.

2. General

In this Invitation to Tender, the Public European tender procedure is described for the Tender Distribution Automation Light or DALI-box for MV-D secondary substations.

This European tender is implemented under the Procurement Act 2012.

2.1 Reading guide:

Chapter 1:	Definitions
Chapter 2:	A brief description of the Contracting Authority, nature and purpose of the Contract.
Chapter 3:	The procedure, submitting Tenders and conditions
Chapter 4:	The Award Criteria
Chapter 5:	Price
Chapter 6:	Logistics
Chapter 7:	Contract

A description of the technical specifications is included in the annexes. The templates referenced in this Invitation to Tender are also included in the annexes.

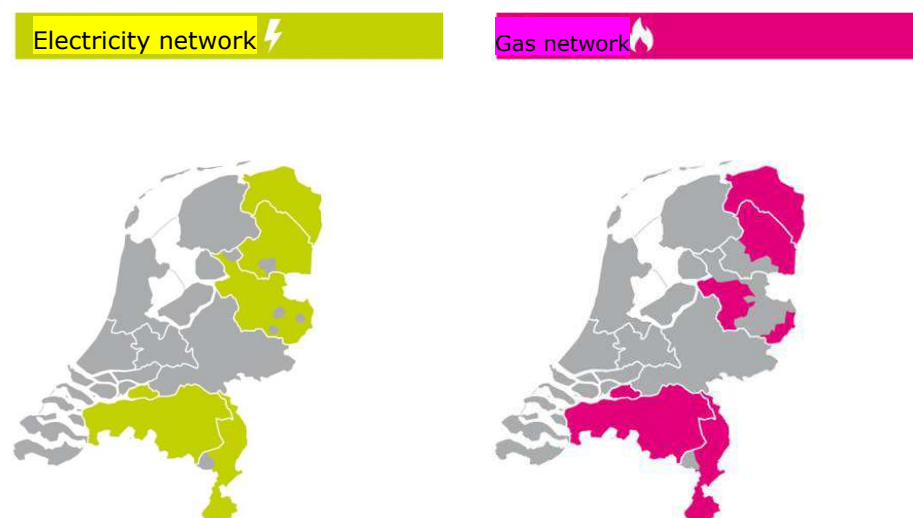
2.2 The Contracting Authority

2.2.1 Enexis

Enexis B.V. (hereinafter "Enexis") is an independent grid operator with about 4,450 employees and is responsible for the construction, maintenance and management of the transportation and distribution networks for electricity and gas in a large part of the Netherlands. Enexis is operating under the supervision of the Dutch energy regulator, Autoriteit Consument en Markt (ACM).

2.2.2 Work areas

Enexis manages a large share of the electricity and gas networks in the Netherlands.



2.2.3 Coverage area

The Enexis coverage area is formed by the provinces of Groningen, Drenthe, Overijssel, part of Flevoland, Noord-Brabant and Limburg. In these regions, Enexis manages approximately 142,000 kilometres of power lines and 40,000 kilometres of gas lines for 2.7 million electricity customers and 2.1 million gas customers. The work area is the whole of the Netherlands.

The Enexis office locations are spread throughout the Netherlands. The main office locations, including an indication of the number of workplaces, are 's-Hertogenbosch (360), Zwolle (400), Groningen (550) and Weert (330).

More information about Enexis can be found at www.enexis.nl.

2.3 Goal of European tender

Enexis intends to award 1 (one) Framework Agreement to 1 (one) supplier for the delivery of DALI-boxes for MV-D secondary substations. The Contract will be awarded based on the basis of best price-quality ratio (Former: most economically advantageous proposal).

2.4 Scope of the Contract

The Contract encompasses the delivery of DALI-boxes, meaning an assembly of components (i.e. RTU, WAN module, LAN interface, I/O) integrated in an enclosure, meant for remote monitoring and control functionality within secondary substations (MV/LV).

The purpose of DALI-boxes is to facilitate the following use cases:

- Remote control of public street lighting (alternative for our current ripple control solution) and tariff signals.
- Remote monitoring of transformer load (LV) and subsequent grid analytics.
- Remote monitoring short circuit indicators for SAIDI¹-reduction.

The duration of the Framework Agreement will be 1 (one) year with an option to extend with two times 1 (one) more years. The estimated turnover is 4.000 DALI-boxes for the initial duration of the agreement with an option to order 4.000 more boxes per year during extension periods. The provided number of boxes is an estimate. No rights can be derived from these estimates.

¹ SAIDI (System Average Interruption Duration Index) is representative of the average interruption time on LV (low-voltage) electricity networks.

3. Procedure Process & Conditions

3.1 Planning

The following table contains the most important dates for the Tender procedure. The Contracting Authority reserves the right to adjust the schedule. The Tender procedure is divided into 2 phases, a more detailed description of these phases can be found in paragraph 3.13.

Tender procedure	Date
Sending out Tender document	18-07-2016
Submit questions for Memorandum of Information	9-9-2016 12:00h
Sending out Memorandum of Information	23-09-2016
Submit Tender	7-10-2016 12:00h
Start assessment of Tenders	10-10-2016
Phase 1 of the assessment:	
- Preselection on Total Cost of Ownership (TCO)	15-11-2016
Phase 2 of the assessment:	
- Selection of top 3	15-11-2016
Phase 3 of the assessment:	
- Start building of DALI box demo versions	15-11-2016
- Assessment of demo versions by Enexis	23 until 25-1-2017
- Communication of demo assessment results	22-2-2017
- Intention to award	22-2-2017
Final Awarding	1-5-2017
Signing of the Framework Agreement	18-5-2017
Start of the Framework Agreement (mass delivery of first batch of DALI-boxes)	1-9-2017

3.2 Information provision and contact person

On behalf of the Contracting Authority, Mr. Stephan Scheeren (Purchaser, Stephan.Scheeren@enexis.nl, +31(0) 6 21104435) is the contact person for this tender.

Mr. Scheeren's office address:

Enexis B.V.
Magistratenlaan 116
5223 MB 's-Hertogenbosch
Attn: Mr. Stephan Scheeren, Purchaser

The backup contact persons are:

- Mr. Hossain El Hachhouchi (Senior Purchaser, Hossain.el.hachhouchi@enexis.nl) and
- Mr. Ivan Theunissen (Project Manager, Ivan.theunissen@enexis.nl).

It is not permitted to contact any persons other than the ones listed above regarding this tender. A Tenderer who contacts someone other than the stated contact persons about the subject of this Invitation to Tender **will be excluded from participation in the tender procedure.**

3.3 Memorandum of Information

There is an opportunity to request further information about this Invitation to Tender.

Requests for further information regarding the Invitation to Tender can be submitted by filling in the form "Annex 12 Information Notice" and sending this form by email to the contact person no later than 12:00h on 9-9-2016. The Contracting Authority answers the submitted questions through the Memorandum of Information. The questions will be answered by the Contracting Authority no later than 23-09-2016. The Memorandum of Information will be made available to all Tenderers. To ensure a swift response, you must only submit the questions in Excel format (not PDF) via email.

The Tenderers have the possibility to propose modifications to the Framework Agreement. The proposed modifications to the Framework Agreement must be submitted together with the request for further information no later than 12:00h on 9-9-2016. It is solely Enexis' decision to accept or reject the proposed modifications. The amended Framework Agreement will be published and must be accepted by the Tenderers who apply; this is a Minimum Requirement.

3.3.1 Pre-tender information meeting:

A pre-tender information meeting will be held if the number and/or nature of the questions submitted by the Tenderers necessitate this in the opinion of the Contracting Authority.

If the Contracting Authority considers this necessary, it will offer the Tenderers the opportunity to ask questions after the pre-tender information meeting, in accordance with the described procedure. If the Contracting Authority makes use of this opportunity, it will inform the Tenderers about this via e-mail.

3.4 Draft and final versions of Technical specifications and Awarding model

With the publication of the Invitation to Tender document the draft versions of the Technical Specifications and the Awarding model is sent to the Tenderers. Tenderers are allowed to comment on this draft version of the Technical Specifications until the the deadline for submitting the requests for further information.

These comments will be evaluated by the Contracting Authority. Where possible/necessary, the Contracting Authority will decide to modify the Technical Specifications and Awarding model (e.g. change Minimum Requirement to Awarding Criterium). The decision whether to modify the Technical Specifications and/or Awarding Model is at the sole discretion of the Contracting Authority.

The final versions of the Technical Specifications and the Awarding Model will be published in the Memorandum of Information (see section 3.3).

By following this approach, the Contract Authority expects to avoid a Technical Specification that none of the Tenderers can deliver.

3.5 Errors and contradictions

All documents with corresponding annexes prepared and compiled by the Contracting Authority and pertaining to the present Tender procedure, have been prepared with the utmost care. In the event a Tenderer discovers errors, illegalities, irregularities, contradictions or ambiguities, it must inform the Contracting Authority of this as soon as possible and no later than 12:00h on 9-9-2016. If the Tenderer has not alerted the

Contracting Authority in the prescribed manner in a timely way, the alleged error, illegality, irregularity, contradiction or ambiguity cannot be invoked against the Contracting Authority.

3.6 Date and time of Tender

The complete Tender must be received **no later than 12:00h on 7-10-2016** at the address given in section 3.2. Tenderers must submit one electronic version by e-mail to Stephan.scheeren@enexis.nl (maximum 8MB per e-mail). In case the files exceed 8 Mb please zip files in the email or use the internet site wetransfer.com to send the files. An alternative for the internet site wetransfer.com is allowed with the restriction that downloading is free of charge and the site is set up in Dutch or English.

Tenders arriving after this time will not be considered. The risk of delay in the receipt of the Tender rests with the Tenderer.

3.6.1 Validity period

The period of validity of the Tender is 12 months after the date of submission of the Tender.

3.7 Procedure for opening of Tenders

The Tenders will be opened by the Contracting Authority on **10-10-2016 at 09.00 hours**.

3.8 Terms and Conditions

3.8.1 Working language

The working language of this tender is Dutch or English. All documents must be submitted in Dutch or English.

3.8.2 Reimbursement of costs

Costs incurred in the preparation of the Tender are not reimbursed by the Contracting Authority.

The Contracting Authority reserves the right to suspend and/or terminate the tender procedure in whole or in part. In such a situation, Tenderers have no right to any form of (damage) compensation.

The three Tenderers whom are selected in the second phase of the assessment, will be asked to produce demo systems for the third phase of the assessment. These Tenderers can qualify for compensation of the costs that are solely attributable to the demo product if:

- The right amount of systems for the demo assessments is provided by the Tenderer.
- Sufficient support is provided to complete the assessment as specified by the Contracting Authority.
- The assessment of the demo was completed successfully and on time as specified by the Contracting Authority.

The compensation for the demo costs will be provided to the two Tenderers who are not awarded with the contract for delivery of the DALI-boxes as specified in this document. The

compensation is capped at an amount of EUR 20.000,00. The Tenderer has to specify the cost for preparing the demo which have to be compensated.

3.8.3 *Intellectual property Invitation to Tender*

All intellectual property rights including copyright on documents provided by the Contracting Authority and information in connection with the tender, understood to include in any case the Invitation to Tender and explanations provided, rest solely with the Contracting Authority.

Except as permitted by the Copyright Act, nothing from the documents provided by the Contracting Authority and corresponding annexes may be reproduced by means of printing, photocopying, microfilm or otherwise without written permission from the Contracting Authority, except and insofar it is reasonably necessary for the correct and complete answering of the questions, or the ability to make a Tender.

3.8.4 *Confidentiality*

The documents provided by the Contracting Authority in relation to this tender procedure must be treated as confidential and only provided or shown to employees who need to know for the submission of the Tender. Tenderers will communicate to their employees only the information needed to deliver their contribution to the Tender process.

Tenderers shall in no way –except as provided below- make available to third parties information regarding this Tender procedure, in any form whatsoever. The Tenderer is, however, permitted to make available information regarding the Invitation to Tender to Subcontractors and/or Consortium partners if and to the extent it is necessary for a Tender.

3.8.5 *General delivery conditions and industry conditions*

The application of industry conditions and/or general (sales) and/or delivery conditions of Tenderers are expressly excluded by the Contracting Authority.

3.9 **Selection criteria and Award decision**

The Tenders will be assessed as described in Chapter 4 and 5. All Tenderers will be informed of the intent to Award at the same time.

A Tenderer who wishes to appeal the intention to award must do so in writing, with substantiation, to the Contracting Authority, under penalty of inadmissibility, within a period of 20 days from the date of the intention to award. This written objection must be accompanied by a copy of the draft summons for a preliminary injunction. The relevant Tenderer must issue the summons within that 20-day period.

The authorised court is the Court of 's-Hertogenbosch.

If an objection is submitted by a Tenderer, the validity period is extended to two weeks after the date of decision of the competent court.

In principle, The Contracting Authority will definitively award the Contract to the Tenderer with the most economically advantageous proposal if no objection is made known in the prescribed manner within the 20-day period or if no summons is issued for a preliminary injunction within the period.

Final award can only be given to a Tenderer who still fulfils all requirements set out in this Invitation to Tender.

3.10 Complaints and complaints committee

A Tenderer who has a complaint about this tender procedure, the Invitation to Tender or an annex, can submit this complaint with justification to the Enexis Procurement Complaints Committee.

The Candidate may submit the complaint to:

Enexis Procurement Complaints Committee
Department JAZ
P.O. Box 856
5201 AW, 's-Hertogenbosch

The complaints committee will process the complaint and send a confirmation of receipt within two working days after receipt of the complaint with a deadline within which the complaints committee will make a decision. In connection with the processing deadline, the Tenderer is requested to submit his complaint as soon as possible.

The submission of a complaint does not suspend the tender procedure. It is up to the Contracting Authority to determine if they will stop, suspend or continue the tender procedure.

3.11 Consent conditions

By submitting a Tender, the Tenderer unconditionally accepts this Invitation to Tender, the conditions and requirements set forth herein and the Memorandum(s) of Information and all conditions stated therein regarding this tender procedure.

3.11.1 Signing

By signing Annex 15 (Signing), the Tenderer declares to have lawfully signed all the submitted documents for the application and to comply with all the Minimum Requirements set forth in this Invitation to Tender. A signed scan of the of annex 23 has to be added to the application. This is a Minimum Requirement.

3.12 Warranty

This subject is a knock out criterion:

The Tenderer must provide a minimum warranty of 24 months from the moment of arrival at the Enexis delivery location.

3.13 Tender assessment process (selection and evaluation)

The proposal selection and evaluation has 3 phases. The first phase is based on the TCO of the first submitted proposals. After phase 1 the 10 (ten) best Tenderers continue to phase 2 and will be assessed for the combination of quality and TCO. The best 3 (three) Tenderers from phase two will be invited to produce demo versions of the offered DALI-box.

3.13.1 Phase 1: Preselection on TCO

The selection process for the top 10 Tenderers based on TCO is described in paragraph 5.3.

3.13.2 Phase 2: Selection of top 3

Proposals from the 10 preselected Tenderers will be evaluated according to requirements and the awarding criteria. These requirements and criteria should serve as a guideline for the Tenderers as they develop their proposals. The Tenderer should bear in mind that proposals should at least comply with the Minimum Requirements.

3.13.3 Phase 3: Demo-version – assessment by Enexis

Based on the results of phase 2, the three best Tenderers will be invited to produce demo versions of the offered DALI-box.

One of the purposes of phase 3 is to check to which extent the demo version (one DALI-box) will meet the requested specifications and will be suitable for Enexis. Another purpose is to judge in a practical manner the user-friendliness and the robustness of the offered hardware and software solutions and the security related functionality.

After this demo assessment, a preliminary winning offer will be selected. The preliminary winning offer will subsequently be assessed in more detail in order to verify conformity to specs. For this purpose, the winning offer must provide a total of 3 (three) DALI-boxes to the Contracting Authority on **27 February 2017 – 09:00h** at the latest. Component tests, related to e.g. environmental conditions, security and communication requirements will be part of this verification.

It is Tenderer's responsibility to make sure that the product can be fully assessed by the Contracting Authority. This includes but is not limited to providing the necessary support (especially in the period of 27-2-2016 until 14-4-2016), hardware, and any retests by the Contracting Authority or other authorities where necessary. The three DALI-boxes that are provided by the Tenderer with the winning offer shall remain in the possession of the Contracting Authority for test purposes.

See annex 11 "Demo assessment Clarification" for further details about the demo assessment.

4. Grounds for Exclusion and Minimum Requirements for the Candidate

All requirements stated in this chapter are Minimum Requirements.

4.1 Checklist (Annex 1)

A checklist is attached as a guide for the preparation of the Tender. This checklist can be used as a verification for the completeness of the Tender. The Tender should include the completed checklist as a document in the order specified.

4.2 Information to be provided by Candidate

Please follow the instructions stated on the website below to fill in the European single procurement document (former: Self-Declaration form) and use the provided XML document.

<https://ec.europa.eu/growth/tools-databases/espd/filter?lang=nl>

The Candidate declares through the European single procurement document (former: Self-Declaration form) (Annex 21):

- The accuracy of the company information of the Candidate;
- The manner of participation: independently, in Consortium, with Subcontractors (see section 4.3);
- That the Candidate, the members of the Consortium and/or the Subcontractors are not in one of the circumstances of the Grounds for Exclusion as referred to in Article 3.65 in conjunction with 2.86 and 2.87 Procurement Act 2012 (whereby the applicable Grounds for Exclusion are checked on the Uniform Self-Declaration);
- Meets the established Minimum Requirements regarding:
 - Financial capacity/independency (see section 4.4.1 and 4.4.2);
 - Insurance (see section 4.4.3);
 - References (see section 4.5.1);
 - Quality management (see section 4.5.2);
 - CSR (see section 4.5.3).
 - Additional minimum requirements (see section 4.6)

4.3 Method of participation and declarations

A Candidate can participate in several ways:

1. Independently: the Candidate submits a Request to Participate with his company and does not rely on the knowledge, experience and/or financial capacity of other parties;
2. In Consortium: the Candidate submits a Request to Participate jointly with other companies or individuals. The Consortium designates a lead party that represents the Consortium. The Consortium can rely on the knowledge, experience and/or financial capacity of the Consortium partner(s). The Consortium partners are jointly and severally liable for the implementation of the Contract;
3. With Subcontractor(s)/Third party/Third parties: the Candidate submits a Request to Participate with Subcontractors /Third party/Third parties and can

rely on the knowledge, experience and/or financial capacity of the Subcontractor(s)/Third party/Third parties. As main contractor, the Candidate remains jointly and severally liable for the actions of the Subcontractor(s)/Third party/Third parties.

A Distribution Agreement between parties is also an acceptable base to participate under the above mentioned subcontractor(s) method.

In the above situations, the Candidate shall submit the following declarations:

Method of tender		Declarations to be submitted:
1	Independent	The Candidate submits: - The Uniform Self-Declaration - Reference elaboration
2	Consortium	The Candidate (lead party) submits: - The Uniform Self-Declaration including names of Consortium members (see point 1.5 of the Uniform Self-Declaration) - Reference elaboration
3	Subcontractors	The Candidate (main contractor) submits: - The Uniform Self-Declaration - Reference elaboration - An overview of the Subcontractors to be used to the extent the Candidate relies on the technical competence of the Subcontractor (see point 6.2 Uniform Self-Declaration)

4.3.1 Evidence

Contracting Authority reserves the right to request from the selected Candidate, the following evidence for verification of the accuracy of the Candidate's declarations:

Grounds for exclusion	Evidence documentation
Participation in criminal organisation	Certificate of Conduct for Procurement Means of proof for foreign candidates – see § 4.3.2
Corruption	Certificate of Conduct for Procurement Means of proof for foreign candidates – see § 4.3.2
Fraud	Certificate of Conduct for Procurement Means of proof for foreign candidates – see § 4.3.2
Money laundering	Certificate of Conduct for Procurement Means of proof for foreign candidates – see § 4.3.2
Bankruptcy	Trade Register extract Means of proof for foreign candidates – see § 4.3.2
Major fault (Competition law violations)	Certificate of Conduct for Procurement Means of proof for foreign candidates – see § 4.3.2
Tax/ Social Premiums	Tax statement Means of proof for foreign candidates – see § 4.3.2

A Certificate of Good Conduct (GVA) is a declaration from the Minister of Security and Justice that an investigation of the relevant individual or legal entity has raised no objections in connection with Tender on government contracts, special-sector contracts, concession agreements for public works or contests. A GVA can be requested at Justis by downloading the application form at:

<http://www.justis.nl/Producten/gedragsverklaringaanbesteden/hoevraagtuengvaaaan/>

The GVA is valid for 2 years.

Issue of the GVA takes several weeks (8 weeks for a legal entity). If the Contracting Authority requests the above evidence, they must be delivered within 28 days after request. Make your request as soon as possible.

4.3.2 Means of proof for foreign candidates

In respect of questions regarding grounds relating to criminal convictions from the uniform self-declaration, Enexis will accept as proof:

The provision of a statement issued by a judicial or government body from the country of domicile which states that the applicant is not in one or more of these situations (no more than six (6) months old calculated from the date on which the completed questionnaire was submitted).

A statement made under oath (no more than six (6) months old calculated from the date on which the completed questionnaire was submitted) in the presence of a notary will also be accepted.

In respect of questions regarding social security contributions and/or taxes from the uniform self-declaration Enexis will accept as proof:

A statement issued by an authorized body from the relevant member state and in cases where these bodies do not issue statements, a statement issued by the chartered accountant of the prospective candidate (no more than six (6) months old calculated from the date on which the completed questionnaire was submitted).

All supporting documents from the uniform self-declaration are to be provided in Dutch or English or accompanied by sworn translations (no more than six (6) months old calculated from the date on which the completed questionnaire was submitted).

The above mentioned proof has to be provided on request. We accept only originals of the relevant documents accompanied by the original of the sworn translation.

4.4 Qualitative minimum requirements: financial and economic capacity and insurance

4.4.1 Financial capacity

Answering model in Annex 19.

The following criteria are intended to establish that the Candidate has sufficient financial and economic capacity for fulfilling the Framework Agreement.

For the financial data the following minimum requirements will be used:

- Current Ratio > 1
- Quick Ratio > 0,5

- Interest Coverage ratio > 1

The candidate has to meet these requirements over the last two years (2014 and 2015).

The Candidate is allowed to have 1 year in which the mentioned minimum requirements are not met, provided that the Candidate will have a justified reason for this.

In order to validate the reason, Candidate is required to give an exact description of this reason.

If the above minimum requirements are not met and the reason for deviating from these requirements in 1 year are not validated as justified, this will mean exclusion from the next phases of this Tender

As proof of the accuracy of the filled in numbers, the following information/documents may be requested of the Candidate who submits a request to participate:

The annual reports of the mentioned years.

4.4.2 *Financial independency*

Candidates must comply with the requirement:

The candidate declares that during the last 3 years an average turnover (excl. VAT) of at least €3.000.000,- has been realized.

It is important that the continuity of the company or business unit can be guaranteed during the guarantee period and the period in which spare parts have to be available for Enexis.

By signing the uniform self-declaration, the Candidate declares that it meets the above requirement.

As proof of the accuracy of this Declaration, the following information may be requested of the Candidate who submits a Request to Participate:

An auditor's report with – in case of doubt about continuity – a continuity section (under Art. 17 Regulation on Behaviour and Professional Conduct for Accountants and Administrative Consultants).

4.4.3 *Insurance*

The Candidate submits a declaration from its insurer or agent stating that the Candidate is insured for (legal) liability, with minimum coverage of € 2.500.000,- per year. The insurance costs will be deemed to be included in the price.

By signing the uniform self-declaration, the Candidate declares that he meets the above requirement.

As proof of the accuracy of this Declaration, the following information may be requested of the Candidate who submits a Request to Participate: a declaration from the insurer that Candidate is insured for liability arising from the implementation of the Contract, with a minimum coverage of € 2.500.000,- per year.

4.5 Qualitative Minimum Requirements: technical capability

4.5.1 References

As proof of technical competence and knowledge of European Standards, the Candidate submits references on three experience levels; the company, the product line and the proposed product:

1. The company has to prove its experience with the delivery of RTUs to at least 3 utilities in member countries of the EU by listing the name and contact details of client and the type project and all required information.

The mentioned EU member countries must be in accordance with the following internet source: http://europa.eu/about-eu/countries/index_en.htm

Please indicate to which customers what product is delivered.

2. The (proposed) product should be mature and at least 50 pieces must have been delivered to customers somewhere in the world. Please indicate to which customers they are delivered. Clearly state what functionality is relevant for this reference.

If the reference project is implemented by Candidate and others, Candidate states what work was performed by the Candidate and what work was done by others. The Contracting Authority reserves the right to check the references given.

Please add the References to the Request to Participate by filling in the form "Annex 22 References".

4.5.2 Quality Management

The Candidate has:

Quality Management System ISO 9001, showing that the Candidate is certified for the production process. Please add a copy of the ISO 9001 certificate.

If the Candidate does not have a quality certificate, the Candidate must have a quality manual. In that case, the Candidate adds the table of contents of the quality manual to the Request to Participate plus the description of the production process.

Please add the copy of the ISO 9001 certificate or the Table of contents of the quality manual to the Request to participate as Annex as stated in the Checklist.

4.5.3 Corporate Social Responsibility

To proof that Candidate or holding company is appropriate with regard to social responsibility, Candidate needs to accept the Supplier Code of Conduct from Enexis by signing appendix 5. By signing appendix 5 Candidate declares to accept this supplier Code of Conduct.

4.6 Additional Minimum Requirements

The Tenderer must answer the questions regarding the additional Minimum Requirements below in annex 20.

4.6.1. The Tenderer must, if necessary, be willing and able to accept an inspection by personnel of Enexis and/or an independent external inspection organization appointed by Enexis.

4.6.2. The Framework Agreement will have an initial duration of 1 (one) year, with 2 (two) options for prolongation. Each option is a period of 1 years. The Tenderer must guarantee the supply of any (spare) components and OS/Software for at least 8 years after ending of the Framework Agreement.

4.6.3. The Tenderer must have a technical service department which can answer (incidental) complex technical questions during normal working hours (CET) in Dutch or English language.

4.6.4. The language skills of Tenderers personnel in Dutch or English must be at minimum level B2 according to the European framework of references. Refer to included sub annex 1 and 2 of annex 20.

More information can be found on this website:

http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key_reference/Overview_CEFRscales_EN.pdf.

5. Tender requirements

5.1 Assessment process

Step 1 (Procedural) requirements

Tenders created and formatted in full compliance with the requirements set out in this Invitation to Tender and submitted to the appropriate address, will be considered. If the information provided is not correct, the Contracting Authority shall exclude the Tenderers from further participation in the tender procedure.

If it emerges that information is missing, the Contracting Authority can decide to allow the rectification of the missing information from submitted data, depending on the severity of the deficiency. The latter is at the sole discretion of the Contracting Authority.

The Tender must meet the following Procedural Requirements:

1. The Tender is submitted on time;
2. The Tender must be complete and legally signed;
3. The price is based on a fair, competitive market price;

In case the Contracting Authority needs proof of the reply regarding a requirement, the Tenderer must provide supporting documentation on request. The Tenderer must specify where the information can be found in the documentation by mentioning the name of the documentation (annex) chapter, page, paragraph and line.

Step 2 Assessment of Grounds for Exclusion and Minimum Requirements

The Tenderer, each Consortium Partner (if there is a Consortium) and every Subcontractor whose financial and economic capability and/or technical ability is relied on (if relevant), is assessed based on the Minimum Requirements as stated in chapter 4 of this document.

Step 3 Assessment of Award Criteria Phase 1

The assessment of Award Criteria is in accordance with section 5.3.

Step 3 Assessment of Award Criteria Phase 2

The assessment of Award Criteria is in accordance with section 5.4.

Step 4 Assessment of Award Criteria Phase 3

The assessment of Award Criteria is in accordance with section 5.5.

In case the Framework Agreement has been stopped before the complete initial duration of the Framework Agreement (including options), then Enexis will have the possibility to contract the Tenderer which has ended on the second place etc.

5.2 Assessment team

The Contracting Authority establishes a multidisciplinary team that assesses the Tenders. Each Award Criterion is independently and individually assessed by the assessors.

All individual scores are subsequently calculated into a total score. The total score is a total of the scores of the awarding criteria from one phase.

5.3 Assessment Phase 1:

The 10 best TCO scoring Tenderers will be allowed to proceed to Phase two. The Tenderers will be assessed on the TCO criteria as described in below. The 10 (ten) Tenderers with the highest TCO score will be assessed in Phase 2. The rest of the Tenderers will be placed in the "waiting room" until the end of Phase 2. The minimum amount of Tenderers that will be assessed in phase two is 8, unless there are no more Tenderers in the waiting room. If Tenderers are excluded in phase 2 and the amount of Tenderers to assess is less than 8 then the next best scoring Tenderer(s) from the "waiting room" will be added to phase 2 of the assessment.

The value of the TCO scores in phase 1 of the assessment will also be used in phase 2 and 3 of the assessment regardless of the changes in the composition of the Tenderers in these phases. Only the weight can change.

Total Cost of Ownership (TCO)

The reply format pricing sheet is added as annex 12 (first tab page) for the price offered.

The pricing sheet consists of the following Minimum Requirements:

- the pricing sheet is completely filled in (this means that each line is filled out, even if the price is "0" or not applicable);
- prices/costs are entered under that subject, where they belong;
- the pricing sheet does not contain negative prices;
- it must only contain fixed prices; no indexations.

TCO consists of (see also the annex 12 Reply format for details):

- Price of standard configurations
 - *Total price 1 pc. DALI-box (weight based on 4.000 units)*
 - *Price one external (mobile) display, if applicable (refer Annex 3: Technical Specification, 1.4.3) (weight based on 30 units)*
- Price of software tools
 - *Software tooling/licenses for a minimum of 10 users*
 - *Hardware /server(s) to run central software tools, including installation and commissioning (refer Annex 3: technical Specification, 4.2.2 and 4.2.3)*
- Price of initial engineering
 - *Additional initial costs*
- Price of Training
 - *2 Training courses of Enexis people each to Expert level*
 - *2 Training courses of Enexis people to Basic level*
- Price of individual components
 - *1 pc. Last gasp power back up. (refer Annex 3: Technical Specification, 1.6.5) (weight based on 4.000 units)*

Note: Weight in TCO-model only calculated if design life ≤ 15 years.

- Price of support
 - *Support per hour on site, all included*
 - *Future software-development per hour at/by supplier on request of Enexis*
- Price of Service contract
 - *Yearly service costs, refer specification*
- Maintenance costs

- o *Failure consequences by means of external costs*
- o *Failure consequences by means of internal costs own staff*

The total price of the above mentioned prices will be the basis for the score.

The lowest total price from all Tenderers will receive a score of 100 points.

The highest total price from all Tenderers will receive a score of 0 points.

To calculate the score from the other Tenderers, the next formula will be used:

$$Score_{Candidate} = \frac{(P_{highest} - P_{Candidate})}{(P_{highest} - P_{lowest})} \times 100$$

P_{highest} = highest offered price

P_{lowest} = lowest offered price

P_{Candidate} = price offered by the candidate

5.4 Assessment Phase 2

The following Award Criteria, with corresponding weight criteria, are used in phase 2. The method of assessment is described in section 5.4.1.

Minimum Requirements	Acceptance of all minimum requirements (including knock out criteria), without reservation.	OK/not OK	
Weight	Award Criteria	Score in points	Weighed score
30%	Total Cost of Ownership (TCO)	Max 100	Max 30
25%	Technical Specifications	Max 100	Max 25
25%	Security Specifications	Max 100	Max 25
20%	User-friendliness	Max 100	Max 20
100%	Total		Max 100

5.4.1 Assessment Award Criteria

Total Cost of Ownership

The TCO score is the same as in phase 1.

Technical specifications

The technical specifications are described in annex 2, 3, 4 and 6.

The Awarding Criteria for technical specifications are described in annex 3.

How the Tenderers will be ranked is described in annex 3 and reply format specs.

The maximum score will be 100 points.

Security specifications

The security specifications are described in Annex 5.

The Awarding criteria for security specifications are described in Annex 5.

How the Tenderers will be ranked is described in reply format specs.

The maximum score will be 100 points.

User-friendliness

The Awarding Criteria for user-friendliness are described in Annex 3.

How the Tenderers will be ranked is described in Annex 3 and the reply format specs.

The maximum score will be 100 points.

5.5 Award Criteria Phase 3

The following Award Criteria, with corresponding weight criteria, are used in phase 3. The method of assessment is described in section 5.5.1.

Weighting	Criterion	Score in points	Weighed score
20%	Total Cost of Ownership (TCO)	Max 100	Max 20
15%	Technical Specifications	Max 100	Max 15
15%	Security Specifications	Max 100	Max 15
15%	User-friendliness	Max 100	Max 15
35%	Demo-assessment	Max 200	Max 35
100%	Total		Max 100

5.5.1 Assessment Award Criteria

TCO, Technical Specifications, Security Specifications and User-friendliness

The Awarding scores from phase 2 will be assessed during a demo session. This can result in score adjustments or in the case of not meeting the Minimum Requirements this will lead to the exclusion from the tender proces. The maximum score will be **100** points per category. The weight factor is different, as shown in section 5.5.

Demo assessment

In phase 3 several (new) user-friendliness and robustness Awarding Criteria will be introduced in order to award the physical offered and demonstrated product. Assigning scores will take place during a demo verification by employees of Enexis or by Enexis selected external consultants. The maximum score will be 200 points. For the awarding model refer to annex 11: Demo assessment clarifications.

6. Prices

Prices need to be excluding VAT and including:

- Prices fixed during the period of the contract.
- Delivered Duty Paid (DDP), in accordance with the Incoterms 2010, date of commencement: 1 January 2011;
- Including insurance that covers unloading on site;
- Transport licences;
- Costs involved in obtaining the transport licences required;
- Supply of all parts as stated in specifications;
- Operating instructions: Enexis would like to receive a digital version in Dutch or English language.
- Maintenance instructions: Enexis would like to receive a digital version in Dutch or English language.

Price conditions:

The Tenderer states the price specifications, unit prices and/or rates under the following conditions:

- The Tenderer states the price in euros (€) – (up to 2 decimal places behind the comma) excluding VAT.
- The prices include all costs (international bank transfer costs where applicable, insurance, etc.).
- Under no circumstances Enexis will accept additional administration costs.

Payment terms:

100% after delivery, 30 days after receipt of the invoice. We refer to our Invoice requirements (Annex 9).

7. Logistics

7.1 Logistics Conditions

This paragraph is a knock out criterion:

The Tenderer has to accept in full the Enexis additional Conditions for Logistics (Annex 10).

7.2 Packing requirements

This paragraph is a knock out criterion:

The assembled DALI-box in a packing for transport does not have any fragile and/or sharp protruding parts, antennas, etc. Accessories have to be delivered, securely stored, in the box.

Each individual product has to be delivered in such a packing that stacking of each packing (max. 3 pcs. high) is possible and damage during transport is prevented.

Each DALI-box must be delivered in a separate packing and labelled. This label must mention the following information: name of the article, production date (day, month, year). In case euro pallets are used it must be sealed or a packing must be applied that is easily removable. For detailed information we refer to the Enexis additional Conditions for Logistics (Annex 10).

7.3 Stocking requirements

This paragraph is a knock out criterion:

Enexis must obtain a permit to hold hazardous substances in stock. For this reason we require a list of all hazardous substances that are used in the batteries and volume of these hazardous substances per battery.

7.4 Delivery time

This paragraph is a knock out criterion:

The maximum lead time for the delivery of the DALI-boxes should comply to:

- Max. 8 weeks after ordering, based on a maximum order of 200 units.
- Max. 10 weeks after ordering, based on an order between 201 and 500 units
- Max. 12 weeks after ordering, based on an order between 501 and 1.000 units

We will order in pallet quantities.

Supplier must be able to deliver 1.000 DALI MV-D boxes each quarter of a year, starting with a first delivery of appr. 400 DALI MV-D boxes on 1-9-2017 (needed for the last quarter of 2017).

If the Supplier is unable to make the delivery within the above mentioned delivery time, a penalty clause will come into effect. This will consist of a penalty of 2% of the total price of the DALI- boxes which have not been delivered on time, at the start of each week of delay, with a maximum of 10%.

7.5 Return procedure

This paragraph is a knock out criterion:

Tenderer must describe a return procedure in case of defects or complaints.
Please add the return procedure as stated in the checklist.

7.6 Delivery locations

The delivery locations for the Distribution Automation boxes are:

- Enexis Distribution Centre Best.
De Dieze 17
5684 PR BEST
- Enexis Distribution Centre Hoogeveen.
De Stroom 18
7901 TE HOOGEVEEN
- Alfen (Enexis compact secondary substation supplier)
Hefbrugweg 28
1332 AP Almere

7.7 Expected quantities

It is very difficult to give a good estimate of the expected yearly quantities.
According to the best possible estimates from Enexis the expected quantities are
4.000 DALI-boxes during the first year of the contract.

As described above, these quantities are expected quantities based on the best possible estimates from Enexis at this point in time. As such these quantities are an indication. The candidate cannot derive any rights from these quantities.

7.8 Output control and acceptance new deliveries

Supplier performs output-control on DALI-boxes before they will be shipped to Enexis in order to guarantee correct functioning. A signed checklist will be part of the delivery of every shipped DALI-box or is provided digitally before receipt of the delivery by Enexis.

Enexis will perform acceptance tests to check specified functionality in case of changes before releasing it. These acceptance tests will be performed in Enexis' Protection Automation and Control Laboratories situated in Eindhoven and Hoogeveen. Enexis reserves the right to accept new firmware versions or to refuse it.

8. Contract

8.1 Duration

Enexis intends to award a contract to 1 (one) supplier.

The initial duration of the contract will be 1 (one) year.

Optionally this initial period will be prolonged with 2 times 1 (one) years. Making the total possible duration of the contract 3 (three) years.

The start of the contract will be in accordance with the date of the first delivery.

8.2 Drawing up of the contract/frame work agreement

The acceptance of the contract is a Minimum Requirement, the Tenderer has to agree with the contract, see annex 8.

8.2.1 Drawing up of the contract/frame work agreement by Enexis:

The drawing up of the contract/frame work agreement will be done by Enexis. The candidate has to agree to this way of working. This is a Minimum Requirement.

8.3 Conditions of candidates

The application of industry conditions and/or general (sales) and/or delivery conditions of Tenderers are expressly excluded by the Contracting Authority.

The above mentioned documents are shown in order of priority and will apply accordingly in the event of a dispute, mutual denial or a simple problem relating to the interpretation of this order and/or one of the appendices.

9. Annexes

Annex A1: Checklist

The checklist below provides an overview of the Annexes that are included in the Tender for DALI-boxes. This checklist indicates which documents have to be submitted as part of the Application for this tender procedure. The Candidate is required to use the prescribed forms for the Application.

Annex number	Description Annex	Annex in Tender	Added in the Tender: Yes/No
1	Checklist	1	☐ Yes ☐ No
2	Consortium statement	15	☐ Yes ☐ No
3	Main contractor/Subcontracter(s) statement	16	☐ Yes ☐ No
4	Holding company statement	17	☐ Yes ☐ No
5	Supplier Code of Conduct	18	☐ Yes ☐ No
6	Financial Capacity	19	☐ Yes ☐ No
7	Additional minimum requirements	20	☐ Yes ☐ No
8	European single procurement document (former: Self-Declaration form)	21	☐ Yes ☐ No
9	Copy of the latest credit rating	N.A.	☐ Yes ☐ No
10	References	22	☐ Yes ☐ No
11	Copy of the ISO 9001 certificate or the Table of contents of the quality manual	N.A.	☐ Yes ☐ No
12	Information Notice	14	☐ Yes ☐ No
13	Reply format (Excel format)	12	☐ Yes ☐ No
14	Technical Drawing of the offered solution	N.A.	☐ Yes ☐ No
15	Return Procedure	N.A.	☐ Yes ☐ No
16	Signing	23	☐ Yes ☐ No