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Selection Guidelines for European tender for four separate appointments (lots):

1. Programme management & construction management Logistics		
2. Project management & construction management Project Landside	3. Project management & construction management Project Pier-Airside	4. Project management & construction management Project Terminal



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Selection Guidelines – structure

These Selection Guidelines outline the selection for the tender for four separate procurement lots:

1. the programme management and construction management of the logistics of the Capital Programme,
2. the project management and construction management of Project Landside,
3. the project management and construction management for Project Pier-Airside and
4. the project management and construction management for Project Terminal.

These are referred to as the "Appointments".

These Selection Guidelines provide information to interested parties regarding the nature and scope of the Appointments and the rules applicable to the tendering procedure. The ultimate goal of the tendering process is to nominate two or more parties to whom the different lots will be awarded. A party can participate in one, two, three or all four lots. A party cannot be awarded more than two lots, as further described in Chapter 3.

Most of the processes and requirements are described in the same manner for each lot. However, due to the specifics of each lot, in certain parts of these Selection Guidelines different processes and requirements apply to each lot.

Therefore, all interested parties that wish to participate in this tendering process are advised to read these Selection Guidelines carefully. Also, please be advised that the Dutch Public Procurement Act stipulates that requirements, prescribed documents, statements and signatures, must be complied with and submitted in the set manner. Non-compliance in any way, may lead to exclusion from this Tender. Candidates are advised to accurately and diligently submit an Application, and obtain the necessary information on the applicable rules and regulations.

These Selection Guidelines are structured as follows:

- Chapter 0 – SUMMARY - AREA A:
This chapter briefly summarises Area A.
Area A is a cluster of projects of which the Projects form a part.
- Chapter 1 – GENERAL
Chapter 1 outlines the tendering procedure, the Projects, the Appointments and the Scope.

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- Chapter 2 – APPLICATION REQUIREMENTS
Chapter 2 describes the applicable conditions and Application requirements.
- Chapter 3 – SUBMITTING AN APPLICATION
Chapter 3 provides information about submitting an Application.
- Chapter 4 – SELECTION
Chapter 4 describes the selection process.
- Chapter 5 – COMMUNICATION
Chapter 5 outlines the conditions applicable to the communication concerning this tendering process.
- Chapter 6 – CHECKLISTS OF DOCUMENTS TO BE SUBMITTED
Chapter 6 includes checklists concerning the documents to be submitted with an Application.
- Chapter 7 – ANNEXES
Chapter 7 lists the annexes that are an integral part of these Selection Guidelines. The annexes will be published via TenderNed as separate documents.

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Definitions and abbreviations

The following definitions are used in these Selection Guidelines:

Ambitions Document	The document in which the Project is broadly defined and in which SNBV's ambitions are expressed in written form and in images
Agreement	The Agreement, to be signed between SNBV and the Consultant following the Award for each respective Project. The draft version of the Agreement will be made available with the Request for Proposal
Area A	Area A includes the Projects Landside, P/A, Logistics and Terminal. The project ambitions (in the Ambitions Document) of Area A apply to each Project
Annexes	The annexes to these Selection Guidelines
Appointment	Each of Lot 1, Lot 2, Lot 3 and Lot 4, as described in these Selection Guidelines
Application	Application by the Candidate to participate in the tendering process for the Projects based on these Selection Guidelines
ARN ²⁰¹⁶	2016 Dutch Tendering Regulations for the Utilities Sector (<i>Aanbestedingsreglement Nutssectoren 2016</i>) – See Annex F
AW 2012	Dutch Public Procurement Act 2012 (<i>Aanbestedingswet 2012</i>)
Award	The awarding of each Appointment to the Participant that has submitted the Tender with the BPQR for that Appointment
Award phase	The phase of the tendering procedure following the Selection phase where the Appointments will be awarded to the Participants that have submitted the BPQR
BPQR	Best price-quality ratio (<i>Beste Prijs Kwaliteit Verhouding</i>)
Candidate	A legal entity that expresses its interest by submitting an Application
Certificate of Conduct	A Certificate of Conduct in compliance with article 4.1 of AW 2012
Competence	A core competence of the Candidate, being a Suitability Requirement to qualify for the Award phase, as described in

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	Chapter 4 of these Selection Guidelines and Section 3.3 of Annex H
Constructor	The main contractor executing the construction phase of the respective Project
Consultant	The professional firm or individual named in the Agreement, who is employed by SNBV to perform the Services
Design Team	The team or organization that will be responsible for an integrated design of the respective Project
Detailed Selection	Stage of the tendering process in which SNBV will – if more than five (5) Applications meeting the Minimum Requirements have been received – make a more specific selection from the Candidates selected during the First Selection based on the Selection Criteria specified in these Selection Guidelines, as described in paragraph 4.2 of these Selection Guidelines
ESPD	European Single Procurement Document as contained in Annex B to this Selection Guideline document. A uniform tender document in compliance with article 2.84 of AW 2012. The ESPD is a mandatory component of the Application
FIDIC	Means the <i>Federation Internationale des Ingenieurs-Conseils</i> , the international federation of consulting engineers
First Selection	Phase of the tendering procedure in which SNBV will make a selection based on the Applications submitted by the Candidates. The selection will be based on the Grounds for Exclusion and Suitability Requirements defined in these Selection Guidelines, as described in paragraph 4.1 of these Selection Guidelines
Grounds for Exclusion	Criteria that will result in exclusion as included in these Selection Guidelines
Information Notice	Document used by SNBV to provide information to the interested parties, Candidates and Participants during the tendering procedure
Participant	The Candidate selected by SNBV to participate in the Award phase
Projects	Project Landside, Project P/A, Project Terminal and Programme Logistics as outlined in these Selection Guidelines, also referred to as 'Project' with reference to one or each of the Projects

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Project Car parks	The project for the engineering and construction of the car parks, as generally described in Chapter 1 of these Selection Guidelines.
Project Landside	The project for the engineering and construction of the landside infrastructure as outlined in these Selection Guidelines
Programme Logistics	The logistics management of all aspects of the Capital Programme as outlined in these Selection Guidelines.
Project Pier-Airside	The project for the integrated design and construction of the new pier and airside and associated airside stand/taxiway works, as outlined in these Selection Guidelines
Project Terminal	The project for the integrated design and construction for the new terminal as outlined in these Selection Guidelines
Proposal	The tender to be submitted by the Participant during the Award phase of the tendering process
Reference Project	Reference Project as referred to in article 2.92a of AW 2012
Request for Proposal	Guidelines for the Award phase, including its Annexes
Scope	The nature and extent of the Appointment and the scope of the Services to be provided by Consultant
Scope of Services	The services to be performed by the Consultant in accordance with the as defined by SNBV, as will be further detailed in the Award phase in Appendix 1 to the Agreement
Selection Criteria	The criteria for the purposes of Detailed Selection of Candidates as referred to in the Selection Guidelines
Selection Guidelines	This document which contains, amongst other topics, a brief description of the Scope, the tendering procedure, the Grounds for Exclusion, the Suitability Requirements, and the Selection Criteria, including its Annexes
Selection Phase	This phase of the tendering procedure where a number of Candidates are selected to proceed to the next phase of the tendering procedure for each of the lots
Services	The Services are described in general in these Selection Guidelines

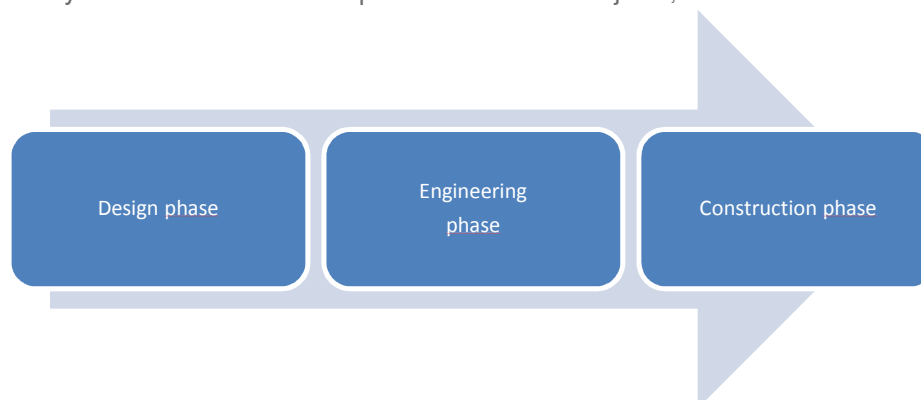
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SNBV	Schiphol Nederland B.V. or the Client, as defined in the FIDIC White Book
Suitability Requirements	The requirements as referred to in paragraph 4.1.2 of these Selection Guidelines
Syndicate Member	A member that participates in a Syndicate
Syndicate	An association of consultants as referred to in article 10 of the ARN ²⁰¹⁶
System Integrator	The consultant that is responsible for the appointment System Integrator of Project P/A and Terminal
Tendering Statement of Conduct	A Tendering Statement of Conduct in compliance with article 4.1 of the AW 2012
TenderNed	An electronic platform used for conducting this European tendering process
Testimonial	A signed or verifiable statement by the principal client that the Reference Project was completed satisfactorily. The statement must be in compliance with ARN ²⁰¹⁶ and these Selection Guidelines
Third Party, Third Parties	Any other person or entity than SNBV and the Consultant. Third Parties of SNBV can be internal or external

Unless stated otherwise, other terms and abbreviations will have the meaning as described in the FIDIC White book model services agreement, under General Conditions.

To clarify the different terms and phases within the Projects, these are illustrated below:



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0. SUMMARY - AREA A

Amsterdam Airport Schiphol is one of the world's major airports and aims to retain that position in the future. Every day, we work in collaboration with our partners to exceed our passengers' expectations. The airport is therefore currently undergoing a major renewal and renovation programme. Our airport's founders were pioneers who showed courage and vision. They thought outside the box at a time when that expression did not even exist. Following their pioneering spirit, today we are building tomorrow's Schiphol – always seeking the best ideas and creative solutions.

The next step in our renewal plans is the construction of a new pier and terminal. This development and the expansion of our single-terminal concept marks the inception of Area A. For a detailed description of Area A, we refer you to the Ambitions Document (see Annex A).

Summary of Scope of Area A

Area A roughly comprises the construction of:

- landside access to the new terminal, including creating additional landside traffic capacity and re-routing the necessary utilities;
- replacement parking capacity by adding an additional parking deck to car parks P1 and P2 and the creation of a temporary car park to compensate for the section of car park P2 that is to be demolished.
- a corridor connecting the terminal and pier;
- a baggage hall and distribution hall within the terminal basement including a baggage system design;
- a terminal, including operational spaces, commercial spaces and systems;
- a pier, and aprons to accommodate five (5) narrow-body aircraft on the north side and five (5) wide-body or eight (8) narrow-body aircraft on the south side;

SNBV is aiming to promote innovation, knowledge development and optimisation during development planning and execution of Area A.

Procurement of Area A

Area A will be announced to the market by means of European calls for tenders. SNBV has divided Area A into different project components to ensure the procurement needs are optimally met and to achieve the best price/quality ratio.

1. GENERAL

This chapter outlines the tendering procedure, the Appointments and the scope of the Projects.

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1.1 INTRODUCTION

These Selection Guidelines and all documents relating to this tendering procedure have been published on TenderNed (www.tenderned.nl, TenderNed number: 122394).

The AW 2012 and the ARN²⁰¹⁶ apply to this tender. The ARN²⁰¹⁶ are included as Annex F to these Selection Guidelines. Please note that a Dutch version and an English translation have been attached. The English version is a draft version at this time. The Dutch version shall prevail, in case of any conflict.

The Appointments will be awarded in accordance with FIDIC White Book model services agreement, and SNBV's particular conditions, which will include amendments and additions to the general conditions. These will be made available together with the Request for Proposal.

The information in these Selection Guidelines relating to any aspect, including scope, duration of the Appointment and the scheduling of the tendering process are indicative: no rights may be derived from them.

1.2 TENDERING PROCEDURE

This tender will be awarded through a negotiated procedure (as referred to in AW 2012). In the tendering procedure, potentially suitable Candidates will be selected on the basis of Candidates' Applications (Selection phase). In this Selection phase, SNBV aims to select a maximum of five (5) Candidates for each lot, who will be invited to submit a Proposal for the respective lot.

Subsequently, the Candidates selected (Participants) will be asked to submit a Proposal on the basis of the Request for Proposal to be sent by SNBV (Award phase). The tendering procedure will eventually result in the Award for each lot to the Participant that has submitted the BPQR for that lot. Quality will play a substantial role in the award criteria, which will be specified in the Request for Proposal.

1.3 DISCIPLINES

SNBV is looking for support in terms of the programme management and construction management for the Logistics of the Capital Programme in the following lot:

- lot 1 Programme management and construction management of Programme Logistics

SNBV is also looking for support in terms of the project management and construction management (hereafter: PMCM) for three separate lots:

- lot 2 PMCM Landside
- lot 3 PMCM Pier-Airside
- lot 4 PMCM Terminal

With this in mind, SNBV wishes to select a Consultant for each separate lot that possess proven experience in executing similar integrated projects. As the emphasis within these tasks currently focuses on the fields of 'programme and project management' and

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'construction management', these disciplines will play an important role in the selection process.

1.4 APPOINTMENT DESCRIPTION

Introduction

This section will first briefly outline the nature of the different Projects and the intended results. SNBV will then outline the scope of the Appointments, with a general description of the Services expected to be delivered.

In general, the scope and exact nature of the programme(s) and projects are still evolving and subject to change. Therefore, changes to the scope of the Projects are possible, and Candidates should be aware that a certain flexibility, e.g. regarding capacity, intensity, and time schedule, will be demanded from the Consultants, with regards to the performance of the Appointments.

Therefore, no rights can be derived from below-mentioned description or illustrations.

Nature of the Projects within which the Consultant will perform its Services

LOT 1. PROGRAMME LOGISTICS

The Logistics for the Capital Programme includes the site wide interface management and logistics management of all aspects of the logistics supply chain including the site facilities management (design, construction and exploitation), the movement of people, goods and equipment for operations. The Capital Programme may include one or more of the following projects, works and areas:

- Area A, including Project Terminal and Project Pier-Airside, and corridors
- Project Landside
- Works on the bus and train station area, including arrivals area and plaza station
- Project Car Parks
- Related and additional projects within the broader Schiphol area

The Capital Programme is illustrated below:

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LOT 2 PROJECT LANDSIDE

The Project Landside includes the landside infrastructure, and mainly covers works on surface level roads, extension of the elevated roads, underground services works, and logistics. It may include the following options:

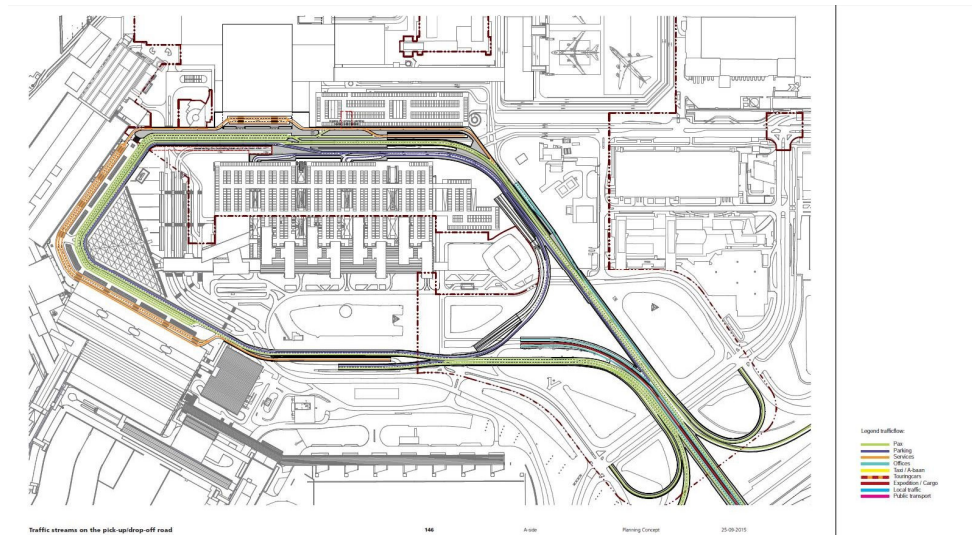
- further project-related works and activities, such as facades, small buildings, construction roads, constructor's site and/or site preparations;
- the (coordination of) the construction logistics plan for roads and utilities may form part of the scope;
- the realisation of a (temporary) parking garage and ancillary facilities, and other works part of Project Car Parks.

The constructors of the landside works will be tendered based on a Engineer & Build contract. There may be several constructor packages.

The Project Landside is illustrated as follows:

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LOT 3. PROJECT PIER-AIRSIDE

The Project Pier-Airside consists of the design and construction of a new pier and airside.

Project Pier-Airside mainly covers design and construction of the Pier A and airside facilities, along with the associated stand and taxiway as well as an elevated connector between Pier B and Pier A.

The Project Pier-Airside is illustrated below (in orange):



LOT 4. PROJECT TERMINAL

The Project Terminal mainly consists of the design and construction of a new terminal, including a corridor and baggage hall.

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Project Terminal is illustrated as follows (in orange situated left of the Pier-Airside):



Scope of Services for all Appointments

The Consultant will act as the principal representative of SNBV, advising on and managing the respective Project, on all aspects to achieve the intended result. The Appointment will run up to and include completion and handover of the respective Project. SNBV will remain the principal decision-maker.

The intended end result is a successful and controlled management of the process of the Projects, resulting in a timely and successful completion within budget, of the Projects. Annex H, Chapter 2, provides a general description of the Services of the Consultants.

The full Scope and the requirements based on the Scope of Services will be described in greater detail and will be made available with the Request for Proposal. SNBV reserves the right to assign additional and related work as well as the coordination of this work. These will be conducted within the scope of the Appointments to the Consultant. Also, SNBV has the right to not assign any part of the Appointments.

Please note that the Candidates must have a substantial professional liability insurance, or be prepared to take out such insurance in case the Appointment is awarded before commencing the Services. The minimum sum insured and the maximum deductible will be determined in the Request for Proposal. Payments by the insurer must not be affected by events in other projects of the Consultant.

1.5 VOLUME

The projects/programme to be managed include the following lots:

LOT 1. PROGRAMME LOGISTICS

Logistics management of the construction and operational interfaces for the site wide Capital Programme, including but not limited to Projects Landside, Pier-Airside and Terminal.

LOT 2. PROJECT LANDSIDE

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The road works include approximately 35.000 m² surface level roads and approximately 15-20.000 m² on elevated roads. The underground utilities works include the relocation of 3 main services routes, including 7 different disciplines with a total of 200 individual cables/pipes resulting in 120 km of new services.

LOT 3. PROJECT PIER-AIRSIDE

A new pier A (approx. 50,000 m²), a temporary corridor and airside modifications to accommodate five (5) narrow-body aircraft on the north side and five (5) wide-body or eight (8) narrow-body aircraft on the south side (airside).

LOT 4. PROJECT TERMINAL

A new terminal (approx. 100,000 m²), a corridor and a baggage hall.

1.6 FORM AND DURATION OF THE APPOINTMENTS

This Appointment is project-related for each lot. The Agreement to be concluded with the intended Consultant will be valid during the execution of the Appointment. SNBV is entitled to extend the duration of the Agreement if this is necessary for the execution of the Appointment.

LOT 1. PROGRAMME MANAGEMENT AND CONSTRUCTION MANAGEMENT OF PROGRAMME LOGISTICS

Duration of the whole program as it covers both the management of overall logistics for the Capital programme and operational interface with all other capital projects, which will at least cover the duration of the other Projects.

LOT 2. PMCM PROJECT LANDSIDE

The time schedule for the Project Landside is start of the Technical Design (Engineering phase) and Construct phase in October 2017, with a scheduled start of works in January 2018 and final delivery of the works in Q4 of 2019.

LOT 3. PMCM PROJECT PIER-AIRSIDE

For Project Pier-Airside the following time schedule is expected: the Design phase is expected to start end of 2016 and will take approximately 12 months and the construction phase approximately 24 months.

LOT 4. PMCM PROJECT TERMINAL

For the Project Terminal the following timeframe is expected: the Design phase is expected to start mid-2017 and will take approximately 18 months, and the Construction phase approximately 40 months.

1.7 SCHEDULE OF THE TENDER

The planned schedule is shown in *Table 2. Schedule*. Except for the date of the deadline for submitting questions and Applications (Requests to Participate), all dates are provisional. SNBV reserves the right to adjust the schedule. No rights may therefore be derived from this schedule. All times and dates are based on Central European Time (CET).

Table 2. Schedule

Schedule for all tender lots

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	Activity	Actor	Day Date Time (Time zone: CEST)
Selection phase	Notice on TenderNed	SNBV	Tuesday 22 November 2016
	Deadline for submitting questions for this tender via TenderNed	Candidate(s)	Friday 2 December 2016
	Publication of Information Notice on TenderNed	SNBV	Friday 9 December 2016
	Deadline for submitting Applications (Requests to Participate)	Candidate(s)	Thursday 22 December 2016, before 12:30 noon (CET)
	Assessment of Applications	SNBV	Tuesday 17 January 2017
	Announcement of provisional selection results	SNBV	Tuesday 17 January 2017
	Objection period in compliance with the ARN ²⁰¹⁶	Candidate(s)	Tuesday 7 February 2017
	Deadline for documents submitted for verifying the Candidate's ESPD	Selected Candidate(s)	10 calendar days following the announcement of provisional selection results.
	Drawing of lots (if necessary)	SNBV	To be determined
	Announcement of final selection results	SNBV	Tuesday 7 February 2017
Award phase	The schedule for the Award phase will be outlined in the Request for Proposal. SNBV intends to start the Award phase on 7 February 2017 by sending the Request for Proposal and intends to complete the Award of the Appointment April 2017.		

1.8 MOTIVATION FOR LOTS DIVISION

SNBV will appoint one Consultant for 1. Programme management and construction management of for 1. Programme Logistics, one Consultant for 2.PMCM Landside, one Consultant for 3.PMCM Pier-Airside and one Consultant for 4. PMCM Terminal. It will be made possible to participate in several or all lots, but a Candidate cannot be awarded more than two lots and certain restrictions apply, which are further described in paragraph 3.2 of these Selection Guidelines.

SNBV is of the opinion this Tender should be viewed as one assignment. The total scope is seen as an integral, overall assignment, securing the successful completion of Area A and the Capital Programme.

However, to sufficiently ensure competition, to preserve objectivity and to prevent too large a dependency on one party, SNBV has decided to divide the assignment into four Appointments, resulting in four lots, but no further. The main reason for this strategy is to minimize the risks for the Programme Logistics, and the Projects Landside, Terminal and Pier-Airside.

For each lot it can be said that the Services to be provided are strongly interconnected and interrelated. Within each Project, having one Consultant will enable one overall approach,

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planning and methodology for each Project. The possibility is made possible for one Candidate to be awarded a maximum of two lots. This leaves open the possibility of one overall approach for two Projects. The services for each lot are described in section 1.4. The objective of the Appointments is to maintain an overall view of the process towards reaching the results for each Appointment. It is therefore essential that at the most one party is accountable for managing each Project. Within each of the lots, many of the services to be provided overlap, which makes further division into lots unacceptable. This approach also enables the Consultant to optimize the different elements of the Appointment, which are all under its control. Therefore, it is expected that interface risks are minimized within the respective Appointment. Coordination and interface management are important competences of the Consultant. The Consultant can effectively manage these aspects of its own Appointment in this manner, leading to more focus on the actual obligations of the Consultants in relation to the respective Appointments.

Due to the scope and specific complexities of the Appointments, SNBV expects that the delineation of the Appointments will not alter the amount or type of possible interested and suitable parties. The scope encompasses services which in the opinion of SNBV can be provided by a range of SME's (Small and Medium Enterprises), either independently, but in any event as part of a Syndicate.

2. CONDITIONS AND APPLICATION REQUIREMENTS

This chapter describes the applicable conditions and Application requirements.

2.1 NUMBER OF APPLICATIONS

Parties are free to participate in each of the lots: 1. Programme management and construction management of Programme Logistics, 2. PMCM Project Landside, 3. PMCM Project Pier-Airside, and lot, 4. PMCM Project Terminal, but they are not obliged to participate in all lots. It is possible that one Candidate wins the award for a maximum of two lots.

Participation within each lot

A company may in principle apply for each lot no more than once in total as a Candidate, either independently or as a Syndicate.

Companies belonging to the same group of companies will be considered the same company in this tendering procedure. If several companies within a single group are interested, they may participate in the tendering procedure in principle, only if they apply as a single Candidate, regardless of whether they participate in combination with third parties.

If several companies within a single group nonetheless participate separately, the following applies. It is presumed that competition is distorted in case of different Candidates who are part of the same group (as referred to in Book 2, Article 24, under b, of the Dutch Civil Code) and who submit separate requests to participate, either independently or in a partnership. It is presumed that competition is also distorted if a legal entity requests to participate independently or in a partnership and simultaneously acts as a subcontractor to another Candidate in this Project.

SNBV reserves the right to exclude Candidates who cannot demonstrate convincingly that their participation does not distort competition, based on the previous examples, or based on other circumstances.

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2.2 GROUP

If the Candidate or one of the Syndicate Members (in the event of a Syndicate) is part of a group, the parent company must declare that none of the other group members have applied for the Appointment within the same lot, or have demonstrated their independence as described in paragraph 2.1 of these Selection Guidelines.

2.3 MULTIPLE CANDIDATES WITHIN A SINGLE GROUP

If multiple businesses within the same group have applied for the same lot in this tendering procedure, as separate Candidates, the parent company must determine which of the group members will withdraw their candidacy, unless they have demonstrated their independence as described in paragraph 2.1 of these Selection Guidelines. If the parent company fails to make a decision within seven (7) calendar days following a request from SNBV to do so, SNBV will make the decision by means of drawing lots.

2.4 CANDIDATES AND SUBCONTRACTING TO THIRD PARTIES FOR PERFORMANCE OF THE AGREEMENT

This chapter details the requirements and conditions pertaining to a Syndicate.

Syndicate: ESPD

A Syndicate must submit one fully completed ESPD. The ESPD must be signed by the legal representative of all of the Syndicate Members.

Syndicate: Declaration of Syndication

Upon Application, a Syndicate must submit a Declaration of Syndication. Annex C of these Selection Guidelines contains the template for this declaration.

Syndication Agreement upon request

Upon request, the Syndicate must submit a Syndication Agreement within ten (10) days in accordance with article 10.2 of the ARN²⁰¹⁶.

Syndicate: Jointly and severally liable

In case of a Candidate that is a Syndicate, each member of that Syndicate will, in accordance with article 10.4 ARN²⁰¹⁶, at the time of accepting the Agreement, accept joint and several liability for the proper and full performance of the Agreement to be performed by that Candidate in a written statement.

Syndicates: No changes permitted

After submitting a request to participate, no changes may be made to the composition of the Syndicate as stated without the prior written permission of SNBV. This permission will only be granted in extremely exceptional circumstances (e.g. in the event of mergers or takeovers by Candidates or Syndicate Members), and only if such change is in accordance with the AW 2012. SNBV may set conditions when granting its permission. In any event, Syndicates must continue to comply with the requirements in these Selection Guidelines.

Syndicates: Legal entity

If the Consultant consists of a Syndicate, then upon Award of the Appointment, the Syndicate must set up a legal entity for the purpose of executing the Appointment.

Engaging third parties

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- In case a Candidate wishes to appeal to the financial and economic standing, or the technical expertise and professional skill of a Third Party, the Candidate must comply with the regulations set out in article 11 of the ARN²⁰¹⁶. If the Candidate has designated other legal entities, this must be indicated in the Application in section 8 of the ESPD.
- Although independently meeting the requirements set in this tendering procedure, both independent Candidates or Candidates consisting of a Syndicate may engage third parties for the performance of the Appointment. In principle, Candidates must perform the Appointment entirely independently. Engaging third parties is only allowed with prior written consent of SNBV.
- The Candidate must also guarantee that the third party involved meets all requirements made in this tendering procedure for the activities to be assigned to that third party.
- SNBV is entitled to assess the accuracy of this guarantee.
- The Candidate bears full responsibility for third parties it engages.
- The Candidate must demonstrate that the third party is available for the Services and will perform part of the Services for which the Candidate relies on him, in case the Appointment is awarded to the Candidate. The Candidate must clearly and correctly complete section 3 of the ESPD. The Candidate must submit evidence with its request to participate that proves that the Candidate has available the means/personnel/knowledge/experience of the subcontractor for the Project. This evidence can be a dated and signed statement in which the third party unconditionally and irrevocably states that, in case the Agreement is awarded to the Candidate, the means/personnel/knowledge/personnel of the third party are available to the Candidate AND the third party will carry out the part of the Services for which the Candidate relies on the third party.

2.5 LANGUAGE AND LOCAL KNOWLEDGE

Notwithstanding article 5 of the ARN²⁰¹⁶ the language of this tendering procedure is English. The documents submitted by the Candidates must be drawn up in the English language. If there are valid reasons (validity to be determined solely by SNBV) why annexes to the Application cannot be submitted in English, then SNBV can permit these annexes to be submitted in Dutch. In such an event, the Candidate will submit a substantiated request for permission to SNBV via TenderNed's message module in a timely manner (at least three (3) weeks prior to Application), subsequent to which SNBV will issue a decision in writing within one (1) week of whether or not permission has been granted.

SNBV emphasises the importance of knowledge and understanding of the local rules and regulations, as well as the importance of communication in Dutch, which will be necessary during the performance of the Appointments, in particular for Project Landside.

2.6 COST OF SUBMITTING AN APPLICATION

Any expenses incurred by the Candidate for drawing up or submitting an Application will in no way whatsoever be eligible for compensation by SNBV.

2.7 INTELLECTUAL PROPERTY

SNBV holds the intellectual property rights to the information it provides. Without SNBV's prior written consent, nothing in these Selection Guidelines may be reproduced (for other purposes than submitting the Request to Participate) by means of printing, photocopying,

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microfilm or otherwise. Violation of this provision may lead to immediate exclusion from the tendering procedure and may be deemed a circumstance as referred to in article 22.2 of the ARN²⁰¹⁶. The provisions of this paragraph 2.7 do not prejudice SNBV's rights to damages.

2.8 CONFIDENTIALITY

By participating in the tendering procedure, Candidates are obligated to handle any information received from SNBV confidentially and must refrain from passing that information on to third parties, unless this information is in the public domain. They are permitted to pass on this information to third parties (Subcontractors or Syndicate Members) engaged by the Candidates involved in the tendering procedure under an obligation of confidentiality. This obligation does not apply if the provisions of the Selection Guidelines or other announcements by SNBV expressly provide otherwise.

SNBV will treat confidentially any information from the Candidate which confidential nature it knows of or reasonably ought to know of, and will in any event take the Candidate's justified (business) interests into account.

2.9 GENERAL TERMS AND CONDITIONS

No delivery, payment, and/or other conditions apply to this tendering procedure and any contract ensuing from it other than the (contractual) conditions that SNBV sets out in the Request for Proposal. Any Application or Proposal invoking (different) conditions will be deemed not to exist. SNBV expressly rejects the applicability of any general terms and conditions of the Candidate.

2.10 ADMINISTRATIVE TERMS AND CONDITIONS

ESPD

- For the purposes of the Application, only the original version of the ESPD in Annex B of the Selection Guidelines may be used. It is prohibited to retype, supplement or adjust any of the text in the ESPD. Adjustments to the ESPD in any sense whatsoever may result in exclusion from participation in the further course of the tendering procedure, regardless of the extent of adjustment.
- Candidates must fill out the ESPD(s) truthfully and completely. The ESPD must be completed either digitally or by hand. A digitally completed ESPD must be printed out, signed and submitted as part of the Application.
- If there is insufficient space on the ESPD to answer the questions, then the answers must be provided in separate annexes to the ESPD.
- The ESPD must be signed and the annexes must be initialled by a legally authorised representative of the Candidate. The legal authorisation must be demonstrated by means of a copy of the Chamber of Commerce registration.
If the person who signs (part of) the request to participate requires a power of attorney to do so, Candidates must submit this power of attorney with their request to participate.
In the case of a Syndicate, each of the Syndicate Members must demonstrate that the signatory of the ESPD is a legally authorised representative.
- Candidates must not submit a conditional Application.

The Candidate or Participant must at all times be compliant with – and thereby understand – Dutch law, rules and regulations (e.g. the criteria of the Buildings Decree), Schiphol policies,

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and must be able to obtain the required permits (which requires fluency in spoken and written Dutch).

Meet requirements during entire tendering procedure

During the entire tendering procedure, none of the Grounds for Exclusion must apply to the Candidates and Candidates must meet all suitability requirements. If at any point in time this is no longer the case, the Candidate concerned must inform SNBV immediately in writing. In such circumstances, SNBV is entitled to exclude the Candidate concerned and invite the successive Candidate that previously was not selected to participate in the Award Phase.

2.11 CONSENT TENDERING PROCEDURE AND FORFEITURE OF RIGHTS

By submitting a request to participate, the Candidates fully agree with the tendering procedure as described in these Selection Guidelines. The Selection Guidelines have been prepared with great care. SNBV requires interested parties to be proactive. Interested parties have an obligation to inform SNBV and/or ask for clarification – prior to submitting their request to participate – about any objections, omissions, mistakes, contradictions, or ambiguities, etc., in order to allow SNBV to address such irregularities in time. If Candidates do not inform SNBV and/or do not ask for clarification, SNBV will trust the tendering procedure can be continued unchallenged and will proceed with the receipt of requests to participate. Candidates that do not object prior to their Application, forfeit the right to object in court against these mistakes, omissions or contradictions etc.

3. SUBMITTING AN APPLICATION

This chapter provides information about when, where and how a Candidate is to submit an Application.

3.1 APPLICATION

In order to be eligible for a Request for Proposal for each of the lots, Candidates must submit a separate Application via www.TenderNed.nl no later than the date and time stated in paragraph 1.7 of these Selection Guidelines. SNBV notes that Candidates must have an 'E-recognition' account to be able to use TenderNed. After registration, it takes several working days before the 'E-recognition' becomes available. Candidates are therefore advised to register in a timely fashion, to make an Application possible.

No Application may be submitted by e-mail. This prohibition safeguards confidentiality.

The stated date and time by which Applications must be submitted, is a deadline. Any Applications received after the deadline will not be processed. At all times, Candidates are responsible for submitting their Applications on time and in the proper manner.

SNBV advises Candidates to submit their Applications well in advance of the deadline. Any malfunctions during uploading are at the Candidates' own risk. SNBV cannot open the virtual safe on TenderNed before the deadline for submission of Applications.

The Application consists of a number of files and may only be submitted via TenderNed. For an overview of the files that must be submitted, SNBV refers to the checklists in chapter 6 of these Selection Guidelines.

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The Application must be submitted in Word- [.doc or .docx], Excel- [.xls or .xlsx] or PDF-files. Any other file formats cannot be read.

In case of Applications made by Syndicates, the Syndicate in question may be excluded if one or more of the circumstances referred to in this chapter 3 applies to one or more Syndicate Members.

3.2 EXCLUSION FROM PARTICIPATION IN THE DESIGN, CONSTRUCTION AND COMPLETION PHASE

Candidates are encouraged to participate in several or all of the lots. This raises competition and increases the chances of the Candidates to be awarded one or more of the lots. It is reiterated that in principle Participants can participate in all four lots, without being excluded, unless paragraph 3.2 of these Selection Guidelines applies. It is also possible to only participate in 1, 2, 3 or 4 of the lots.

The following measures are taken to preserve objectivity, independence and to secure the interests of SNBV.

1. A Participant cannot be awarded lot 1. Programme management and construction management of the Programme Logistics, if it has been awarded any of the other PMCM lots. In case a Participant should be awarded lot 1. Programme management and construction management of the Programme Logistics and one of the PMCM lots, that Participant will automatically be excluded from lot 1. Programme management and construction management of the Programme Logistics.
2. A Participant cannot be awarded more than to two of the lots being tendered in this tendering procedure. In case a Participant should be awarded three lots, that Participant will automatically be excluded from lot 1. Programme management and construction management of the Programme Logistics. If that lot is not included as one of three lots that should be awarded, the Participant will automatically be excluded from lot 2. PMCM Project Landside. If a Participant should be awarded all four lots, that Participant will automatically be excluded from lot 1. Programme management and construction management of the Programme Logistics and lot 2. PMCM Project Landside.
3. A Participant cannot be awarded both the Integrated Design and the Programme management and construction management or the PMCM within the same project (e.g. Design Terminal and PMCM Terminal). In case a Participant should be awarded both lots that Participant will automatically be excluded from the lot regarding PMCM.
4. A Participant cannot be awarded the PMCM and participate in, nor be awarded, the Tender for Construction or any other subsequent tender within the same project (e.g. PMCM Landside and Construction Landside). A Participant awarded with the PMCM will automatically be excluded from participating in the subsequent tenders within that Project.
5. It is possible to be awarded Design within one project and the Programme management and construction management or the PMCM in another (e.g. Design Terminal and PMCM Pier-Airside). Also, it is possible to participate in subsequent tenders for another project (e.g. PMCM Landside and Construction Pier-Airside).

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A Participant, Candidate or party as mentioned in this paragraph, includes a Syndicate, a Syndicate member, or a third party as described in paragraph 2.4 of these Selection Guidelines.

The described consequences will only take effect after the award of the Appointment described above as the situation, has become definite. This is to prevent that a party is excluded from one Appointment, before there is reasonable certainty to have been awarded the other Appointment. Therefore, the Candidate will not be excluded until at least the standstill period has passed without objections, or a judgment in first instance has not prevented the Appointment to be awarded.

This is also in view of the work that the winning Participant will perform within the scope of the Appointment and the specific, detailed and possible financial knowledge that the Participant can/will gain from SNBV in connection with the Appointment, SNBV does not want the winning Participant to be awarded any follow-up assignment of any tendering process in which the design will be made, or the design will be constructed.

The same applies to Syndicate members, or entities that belong to the same group as the winning Participant. The presumption is that competition is or will be hindered, unless the entity in question can demonstrate that due to the circumstances of this specific case, the element of competition is not and will not be hindered by the involvement of the entity.

SNBV reserves the right to postpone any exclusion, in case SNBV feels there is not enough legal certainty. Also, SNBV cannot afford an extended delay of the Projects. SNBV therefore reserves the right to waive the right of exclusion, in case of a delay of more than 3 months in awarding an Appointment.

The Participant to which the Appointment PMCM for Landside, PMCM for Pier-Airside, PMCM for Terminal or PMCM Logistics is awarded will in principle not be excluded from participating in other tenders of Area A.

4. SELECTION

This chapter describes the entire selection process that will be conducted during the Selection Phase of the tendering procedure of the Appointments for the four lots. The selection process is divided into three stages: the First Selection, the Detailed Selection and the verification of the ESPD.

Based on the criteria in this chapter, a maximum of five (5) Candidates will be selected for participation in the next phase (the Award phase) for each lot separately, provided there are enough Candidates.

The aim of the First Selection is to select those Candidates whose Applications comply with the Suitability Requirements as described in paragraph 4.1 and to whom no Grounds for Exclusion are applicable.

If more than five (5) Candidates remain following the First Selection, a Detailed Selection will take place based on the criteria stated in paragraph 4.2 of these Selection Guidelines in order to arrive at a maximum of five (5) Candidates who will be invited to submit a Tender.

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Subsequently, the supporting documents will be requested and the data in the ESPD provided by the selected Candidates on the shortlist will be verified as described in paragraph 4.3 of these Selection Guidelines.

Candidates must not submit any evidence concerning the Grounds for Exclusion and Suitability Requirements together with their Application, with the exception of:

- Reference Projects First Selection, as described in paragraph 4.1.2 and Annex H;
- Reference Projects Detailed Selection as described in paragraph 4.2 and Annex H;
- if applicable, the power of attorney (paragraph 2.10);
- if applicable, Declaration of Syndication as described in paragraph 2.4.

Only after SNBV requests documentary evidence, must Candidates submit that evidence as soon as possible, but within ten (10) days after the request was made in the announcement of the (provisional) selection results. If a Candidate does not submit the requested evidence in time, SNBV is entitled to exclude that Candidate from the tender and invite the successive Candidate who previously was not selected to participate in the Award phase.

4.1 FIRST SELECTION

This paragraph details the selection process for the First Selection. All Applications submitted by Candidates that are valid, complete and submitted on time will be assessed by SNBV based on the following steps:

Table 3. First Selection

First Selection	
Stage 1	Process
1. Grounds for Exclusion	Assessment on the basis of AW 2012, and the Grounds for Exclusion as described in paragraph 4.1.1 of these Selection Guidelines.
2. Suitability Requirements a. financial and economic capacity; b. technical and professional capability; c. registrations.	Subsequently, the Applications will be assessed based on the Suitability Requirements relating to financial and economic capacity, technical and organisational competence and social eligibility as described in paragraph 4.1.2 of these Selection Guidelines.

4.1.1 Grounds for Exclusion

Applicable Grounds for Exclusion

None of the mandatory and optional Grounds for Exclusion referred to in article 2.86 and article 2.87 of AW 2012 must apply to the Candidates. As proof that a Candidate is not in any of the circumstances referred to in article 2.86 and 2.87, a Candidate must submit the ESPD (see Annex B: ESPD in respect of article 2.86 and 2.87 of the AW 2012), on the basis of which it can be assumed that the Grounds for Exclusion do not apply to that Candidate.

In the case of Applications made by Syndicates, the Syndicate in question will be excluded if one or more of the circumstances referred to above apply to one or more Syndicate Members.

4.1.2 Suitability Requirements

The Candidates must meet all Suitability Requirements at the time of Application.

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4.1.2.1 Financial and economic capacity

Financial statements

The Candidates must have sufficient financial and economic capacity in order to successfully complete the Appointment. SNBV considers this to be necessary due to the Scope of the Appointment and the time period in which it must be carried out. Amongst other things, this will be assessed based on the financial statements of the last three (3) financial years, based on which the Candidate's solvency will be analysed.

The financial capacity of the Candidate can be assessed based on the financial and economic capacity of its parent company (if applicable), on the condition that the parent company issues a declaration accepting full liability for the execution of the Appointment and the financial capacity of the Candidate.

The most recent financial statement (consolidated or otherwise) that the Candidate – or if applicable, its parent company – compiled and published in accordance with Book 2, Article 394(1) or 395(1) of the Dutch Civil Code must not include any sections about the continuity of the business, and the auditor's declaration – as referred to in Book 2, Article 393(5) of the Dutch Civil Code – relating to this financial statement must not be negative as referred to in Book 2, Article 393(6) of the Dutch Civil Code.

In section 3.1 of the ESPD, the (independent) Candidate, or – if applicable – the Candidates consisting of a Syndicate, must declare that they possess these financial statements and this auditor's declaration relating to the most recent financial statement to be compiled and published and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

Solvency

The Candidates must have sufficient financial and economic capacity in order to be able to execute the Appointment effectively. This capacity will be assessed based on the solvency in the financial statements of the last three (3) financial years. In this case, the Candidate must be able to demonstrate:

- solvency (net assets / total assets) ≥ 0.15 .

In section 3.1 of the ESPD, the (independent) Candidate, or – if applicable – the Candidates consisting of a Syndicate, must declare that this solvency ratio can be achieved and, upon being informed of their (provisional) selection, that these supporting documents will be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

Bank declaration

A copy (not the original – originals will not be stored and/or returned!) of a bank declaration from a reputable bank from an EU member state with an office in the Netherlands, which demonstrates that (i) the business must be considered financially capable of properly performing the work/services as stated in paragraphs 1.4 and 1.5 of these Selection Guidelines, and a letter of intent from this bank to (ii) issue a bank guarantee on demand for 5% of the total Appointment value over the total duration of the Project.

In section 3.1 of ESPD, the (independent) Candidate, or – if applicable - the Candidates consisting of a Syndicate, must declare that they possess this bank declaration and, upon being informed of their (provisional) selection, that these supporting documents will be

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provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

4.1.2.2 Technical and professional capability

The Candidate must be technical capable of executing the Appointment within the conditions set by SNBV regarding time, money and quality. The Candidate must also possess sufficient knowledge, experience, organisational ability and adequate quality assurance in order to execute the Appointment. In connection with the technical and organisational competence of the Candidates, Applications will be assessed based on the following Minimum Requirements:

Quality management system

The Candidate is required to operate a quality control system that has been certified by an official certification body based on the NEN-ISO:9001 series, the OHSAS 18001, or equivalent.

If an Application is made by a Candidate consisting of a Syndicate, this requirement need only be satisfied by the Syndicate Member responsible for executing the activity requiring the quality control scheme during the execution of the Appointment. SNBV points out that it will audit the Consultant which it intends award the Appointment.

The (independent) Candidate, or – if applicable - the Candidates consisting of a Syndicate, must possess certificates that demonstrate that they have been certified by an official certification body and, upon being informed of their (provisional) selection, these supporting documents must be provided within the period set by SNBV of ten (10) days following publication of the (provisional) selection result.

Suitability Requirements - competences

The Suitability Requirements are described in detail in Annex H to these Selection Guidelines.

4.1.2.3 Registrations

Candidates or – in the event of Application as a Syndicate – each Syndicate Member must be entered in the professional register or commercial register in accordance with the regulations applicable in the member state in which they are based.

The (independent) Candidate, or – if applicable – the Candidates consisting of a Syndicate, must declare that they possess certificates of registration and, upon being informed of their (provisional) selection, a certificate of registration in the commercial or professional register must be submitted in accordance with article 2.98 of AW 2012. If a Candidate is a Syndicate, the certificate of registration of each Syndicate Member must be included. In addition, the certificate of registration of Third Parties that the Candidate subcontracts to or that it wants to engage for the execution of the Services, must be included.

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4.2 DETAILED SELECTION

Detailed Selection	
Stage 2	Process
3. Selection criteria	The Applications will be assessed based on the Selection Criteria as described in this paragraph to select 5 Candidates for the Award phase.

If more than five Candidates remain following the First Selection, a Detailed Selection will take place based on the Selection Criteria. These are described in further detail in Annex H of these Selection Guidelines.

4.3 VERIFICATION OF ESPD

After the Detailed Selection, the ESPD will be verified in Stage 3.

As stated in these Selection Guidelines, all assertions made in the ESPD (Annex B) will be verified by checking documentary evidence. All Candidates selected are required to submit the documentary evidence requested within ten (10) days following announcement of the (provisional) selection results (for an overview, please be referred to the checklist in Chapter 6, Table 8 of these Selection Guidelines, entitled 'Checklist of Supporting Documents for Submission following Selection'). SNBV reserves the right to request supplementary supporting documents. The Reference Projects submitted may also be subject to supplementary verification in accordance with the provisions in the Selection Guidelines and article 2.92a of AW 2012.

If the information submitted proves to be contrary to the truth following verification within the set verification period, or if no verification was able to take place within the set verification period due to the lack of the supporting documents mentioned above, this may constitute an invalid Application or a false statement as referred to in article 2.87(1)(h) of AW 2012, and this may result in exclusion, in which event the Candidate in question will lose its place on the shortlist and will be excluded from further participation in the tendering procedure. In this case, SNBV reserves the right to invite the successive Candidate that previously was not selected to participate in the Award phase.

5. COMMUNICATION

This chapter outlines the conditions applicable to the communication concerning this tendering process and how Candidates may submit questions and comments about these Selection Guidelines.

5.1 INCONSISTENCIES

These Selection Guidelines have been drawn up with great care. If a Candidate discovers any ambiguities, omissions, mistakes, contradictions, inconsistencies, or alike, the Candidate should report these as soon as possible but no later than during the round of questions referred to in paragraph 5.3. Submitting an Application implies that the Candidate as a submitter is deemed to agree to all terms and conditions in this tendering procedure. If a Candidate should object to a certain component or certain aspects of the procedure, the Candidate should state its objections in writing – stating reasons – as soon as possible and

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no later than the moment the Application is submitted, by means of the round of questions referred to in paragraph 5.3 of these Selection Guidelines and should possibly also follow this up by submitting a complaint as referred to in paragraph 5.4 to SNBV's complaints desk.

Any notifications or objections should be substantiated, and accompanied by proposals for correction or amendment. SNBV requires a proactive approach of interested parties, meaning that objections or suggestions must be made in a timely manner, in a stage when SNBV can remedy them.

According to the European Court of Justice's case law, a Candidate or Participant who fails to act in accordance with that which is stated above forfeits its rights in this respect.

5.2 CONTACT

All communication with respect to this Tender must take place via TenderNed.

Approaching other SNBV officers, directly or indirectly, about this Tender is not allowed. This may lead to immediate exclusion from the tendering procedure.

Any Candidate/Participant will be excluded that has made or later makes contact of any kind – whether directly or indirectly via, for example, third parties – with existing or potential Candidates/Participants regarding the Appointment being tendered or the content of the Application or Tender, in particular the price that will be offered or the distribution of duties, with the exception of any necessary consultation regarding syndication, if justified.

5.3 QUESTIONS

Any questions relating to the tendering process or the documents provided can be submitted via www.TenderNed.nl in accordance with the schedule in paragraph 1.7.

See the website www.tenderned.nl/tenderned-english for further instructions on the use of TenderNed. Also see:
http://www.tenderned.nl/egids/handleiding/handleiding_ondernemers#m2 (Dutch only).

Questions must be submitted in the English language and in editable format (MS Word or similar, but not PDF).

The answers to questions submitted in time will be published via an Information Notice via TenderNed (www.TenderNed.nl). All questions (made anonymous) and all answers will be available to all Candidates.

Candidates are responsible for the timely and proper submission of questions. If a question is not received by SNBV, the Candidate bears the burden of proof regarding the timely submission of the question.

5.4 SNBV COMPLAINTS PROCEDURE/COMPLAINTS DESK

SNBV has instituted a complaints desk for parties with an interest in SNBV's tendering procedures to lodge a complaint about any errors or irregularities occurring during a tendering procedure. However, a complaint may not be lodged until the alleged errors and irregularities have been notified to SNBV using the question format and SNBV has provided

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its response via an Information Notice. If the Candidate / Participant disagrees with SNBV's response in the Information Notice, it may then lodge a complaint with the complaints desk. The procedure is as follows.

1. Complaints must be submitted in writing to SNBV's complaints desk secretary, stating the reasons for the complaint. The email address is: Tender_klacht@schiphol.nl. In this written complaint, the Candidate must substantiate its reasons and legal/other grounds for making the complaint. In addition, a suitable solution must also be indicated. The written complaint must always include the date of the complaint, the name and address of the complainant and the particulars of the tendering process to which the complaint relates.
2. The secretary of the complaints desk will confirm receipt of the complaint as soon as possible.
3. The complaints desk will then expeditiously investigate whether the complaint is valid, taking into account the schedule and processing time of the tendering process to the greatest extent possible. Please note: complaints do not halt the tendering procedure.
4. If SNBV finds the complaints desk's investigation results in evidence that the complaint is partially or wholly valid and SNBV subsequently takes corrective measures, SNBV will as soon as possible give notice in writing of these measures. Depending on the phase the tendering procedure is in, SNBV may communicate the measures it will take to all Candidates/Participants at the same time as the complainant receives the notice. This is done to prevent providing an undue advantage to a party.
If SNBV finds the complaints desk's investigation results in evidence that the complaint is not valid, no measures will be taken and SNBV will notify the complainant accordingly, in writing and stating reasons.

5.5 ADDITIONAL INFORMATION

SNBV reserves the right to request additional information relating to the Application.

5.6 FINAL PROVISIONS

Reservation regarding halting of the procedure

SNBV reserves the right to temporarily or permanently halt the present tendering procedure, for whatever reason, at SNBV's sole discretion. Should this occur, the Candidate will not be entitled to compensation of any costs incurred.

Applicable law and competent court

All disputes arising from this tendering procedure, including any negotiations pertaining to the tendering procedure and any resulting legal relationships, will be exclusively submitted to the competent court in Amsterdam. This tendering procedure is governed by Dutch law.

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6. CHECKLISTS OF DOCUMENTS TO BE SUBMITTED

This chapter provides two checklists concerning the documents to be submitted with an Application.

Please be aware that for each lot a separate Application is required.

These checklists serve solely to assist the Candidate and do not need to be submitted.

The Application must be drawn up in accordance with the structure in Table 7 below.

- The 'Tab' column indicates where the Candidate must include the relevant information in its Application;
- A brief description of the item requested is included in the 'Description of question/requested' column;
- The 'Format' column refers to the formats to be used by the Candidate that are included in the Annexes;
- The 'Description' column refers to the paragraph that describes the subject to which the question / requested item refers.

The information provided by the (provisionally) selected Candidates in the Application and the accompanying Annexes (Annex B -ESPD, Annex C – Declaration of Syndication (if applicable) and Annex D - References) will then be verified on the basis of the documentary evidence. The documentary evidence to be submitted by the Candidate has been listed in Table 8 ('Checklist of Supporting Documents for Submission following Selection')

Table 7. Checklist of supporting documents to be submitted with the Application,

Checklist of documents to be submitted with the Application				
Tab	Description of question/requested	Format	Description	Component
1.	ESPD (scanned version) <i>Fully completed and legally signed</i>	Annex B	§ 2.10	Administrative Terms and Conditions
2.	Declaration of Syndication (if applicable) <i>With detailed motivation of the Syndication</i>	Annex C	§ 2.4	Syndicates
3.	Reference Projects First Selection <i>For each lot separately</i>	Annex D	§ 4.1.2 (Annex H)	Suitability Requirements
4.	Reference Projects Detailed Selection <i>For each lot separately</i>	Annex E	§ 4.2 (Annex H)	Selection Criteria
5.	Detailed Selection: Substantiation of Selection Criteria	None	§ 4.2 (Annex H)	Selection Criteria

Table 8. Checklist of supporting documents to be submitted following Selection

Checklist of Supporting Documents to be submitted following Selection				
Tab	Description of question/requested	Format	Description	Component
1.	Proof of registration in the national professional/ trade register (Chamber of Commerce) <i>if applicable, a copy of the power of attorney</i> <i>For each Syndicate Member or third party that is engaged for the execution of the Appointment, if applicable</i>	None	§ 2.1 and 2.10 and 4.1.2	Application requirements Social eligibility

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2.	Syndication Agreement (if applicable) <i>Articles 10.2, 10.4 and 11 of the ARN²⁰¹⁶ with the organisation chart as referred to in article 10.2 of the ARN²⁰¹⁶, if applicable</i>	None	§ 2.4	Application requirements
3.	Declaration of Quality Control	None	§ 2.10	Administrative Terms and Conditions
4.	Tendering Statement of Conduct or equivalent <i>Article 2.89 under 2 and 4 of AW 2012 For every Syndicate Member or third party who is engaged for the execution of the Appointment (if applicable)</i>	None	§ 4.1.1	Grounds for Exclusion
5.	Financial Statements <i>Including the auditor's declaration relating to the last financial statement to be compiled and published</i>	None	§ 4.1.2	Suitability Requirements
6.	Bank Declaration <i>Also containing a letter of intent to issue a bank guarantee</i>	None	§ 4.1.2	Suitability Requirements
7.	Declaration form of the Tax Authorities or equivalent <i>Article 2.89 under 3 and 4 of AW 2012</i>	None	§ 4.1.2	Suitability Requirements
8.	Testimonials <i>For the Reference Projects as submitted in Annex D and Annex E all Testimonials from the primary clients, regarding article 2.92a of the AW 2012</i>	None	§ 4.1.2 and § 4.2 (Annex H)	Suitability Requirements and Selection Criteria

7. ANNEXES

This chapter lists the annexes that are an integral part of these Selection Guidelines.

Annex A	Ambitions Document
Annex B	ESPD
Annex C	Declaration of Syndication
Annex D	References in connection with Suitability Requirements 1-6
Annex E	References in connection with Selection Criteria 1-7
Annex F	Dutch Tender Regulations for the Utilities Sector 2016 (<i>Aanbestedingsreglement Nutssectoren 2016</i>)
Annex G	Six steps to bidding for public procurement contracts online by TenderNed

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Annex H General Scope of Services, Suitability Requirements (competences) and
Selection Criteria