





- **ESRF Purchasing Procedures**
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# Co-operation of 19 countries



The ESRF is a « société civile » under French law, but it is financed and run by 19 countries.

Annual budget: 100 millions euro

Staff: 600

## Members:

France	27.5 %
Germany	25.5 %
Italy	15 %
United Kingdom	14 %
Spain	4 %
Switzerland	4 %
Benesync (Belgium, The Netherlands)	6 %
Nordsync (Denmark, Finland, Norway, Sweden)	4 %

## Associates:

Centralsync (Czech Republic, Hungary, Slovakia)	1.05 %
Austria	1.50 %
Israel	1 %
Poland	1 %
Portugal	1 %



The ESRF's Purchasing Service is part of the Administration Division.

It intervenes as a Support Group to all ESRF Divisions.

The Purchasing Service is responsible for the whole purchasing procedures according to the Council's regulations in force.

Purchases exceeding 50 k€ are subject to Calls for Tender.

➤ Announcement of calls for tender:

- ✓ The ESRF is not subject to the publication of calls for tender as for public institutions.
- ✓ Calls for tender announcements are despatched to all Purchasing Advisors.

➤ Invitation to tender:

- ✓ Suppliers proposed by Purchasing Advisors are invited to compete
- ✓ Calls for tender are more often despatched by E-mail, or can be downloaded.

➤ Opening of Tenders

- ✓ Reception of offers is recorded during a Tender Board meeting.
- ✓ The Tender Board checks that tenders are in conformity with tender rules.

## Evaluation of tenders:

- All aspects of the conforming tenders are evaluated during a Tender Commission.
- The Commission compares and ranks the conforming offers.
  - ✓ The Tender Commission provides Minutes, with a recommendation for a supplier. Its conclusions are submitted to the Director General for approval.
  - ✓ "Juste retour" is taken into account during the evaluation of offers.

In the case of a conforming offer from a poorly balanced country, within a margin value of **15% compared to the best value for money offer**, this bidder is given the opportunity to align its price.

If the supplier accepts to align his price to the best value for money offer, the Contract is awarded to him.

Purchases :

- ✓ with more than 75% of manpower
- ✓ related to utilities (water, gas ...)
- ✓ subject to regulatory existing frameworks

are not considered for “Juste retour”, as well as purchases not practicable within International calls for tenders.

## Recommendations for Calls for Tender

- Return our acknowledgment document duly completed ASAP ;
- Send your offer to the Purchasing Service only according to the deadline;
- Specify your company name and the reference of our call for tender on the outside of your offer ; and comply to the double envelope procedure for CFTs above 300 k€.
- Supply all required information, respecting the number of copies requested ;
- Send back the Country of Origin Table, and the completed Price Breakdown Pro-forma duly signed.
- Return our specifications initialled when agreed by yourself, or comment it.
- Late offers, fax or E-mail offers, are rejected.
- If you decline, do not hesitate to send documentation about your company.

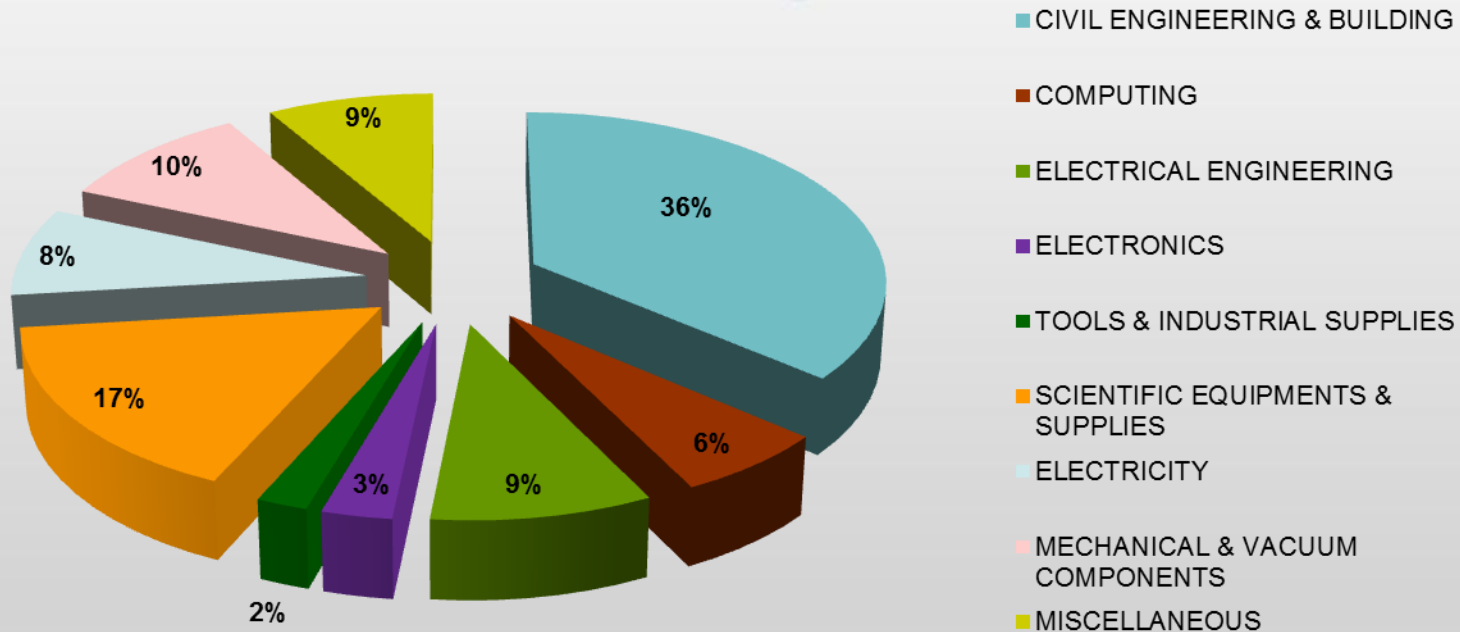


# Recommendations for Contracts

- Do not forget to communicate regularly about progress.
- If a problem occurs, please tell us.
- Do not deviate from specifications without ESRF's prior written approval.
- Do not try to make repair without receiving formal ESRF approval.
- You must comply with the contractual planning. If you are late, please tell us.

# Purchases by Categories

(From January 2009 to October 2012: 119 M€)



# MAIN 2013 Purchasing Forecasts

CFT 2089 One APPLE II Helical undulator mobile carriage

CFT 2095 Purchase of an area X-ray detector for WAXS

CFT 2096 Control cabin and Laboratories for UPBL7 ID32

CFT 2097 Concrete slab for SASX pipe – UPBL9 ID2

CFT 2099 Alignment stages for the detectors

Mirrors

High-resolution diffractometers

Safety lead hatches

Marble floor

Detectors

Double crystal deflector

Replacement of storage ring roof

Computers (Network access control)

*Magnets and Power Supplies*

*Vacuum system*

*Storage Ring Infrastructure*

*FE modification*

*RF system*

*Mechanical supports*

*Diagnostics and control*

*Injection straight section*

*Insertion Devices*

Vercors building & services

4 New Beamlines


Beamline enabling Technology

*Draft estimated amount without contingency : 150 M€*



# ESRF Key Contacts

- Mechanical Engineering:** P. Marion [marion@esrf.fr](mailto:marion@esrf.fr)  
T. Mairs [mairs@esrf.fr](mailto:mairs@esrf.fr)
- **Control Command:** J-M. Chaize [chaize@esrf.fr](mailto:chaize@esrf.fr)  
[www.tango-control.org](http://www.tango-control.org)
- **Detector & Electronics:** J. Morse [morse@esrf.fr](mailto:morse@esrf.fr)
- **ISDD X-Ray Optics :** R. Barrett [barrett@esrf.fr](mailto:barrett@esrf.fr)
- **Building Infrastructure:** T. Marchial [marchial@esrf.fr](mailto:marchial@esrf.fr)
- **Systems & Communication :** B. Lebayle [lebayle@esrf.fr](mailto:lebayle@esrf.fr)
- **Vacuum Group:** M. Hahn [hahn@esrf.fr](mailto:hahn@esrf.fr)
- **Management Informatic System:** D. Porte [porte@esrf.fr](mailto:porte@esrf.fr)
- **Electrical Engineering:** J-F. Bouteille [bouteille@esrf.fr](mailto:bouteille@esrf.fr)  
Y. Gouez [gouez@esrf.fr](mailto:gouez@esrf.fr)

A decorative graphic consisting of numerous light blue circles of varying sizes, arranged in a roughly circular pattern that tapers towards the top, resembling a stylized sunburst or a cluster of particles.

We hope that this event  
will give us the opportunity  
to find new potential suppliers