



| The European Synchrotron



Procurement at ESRF

Jean-Michel Georgoux
Procurement & Contracts Service

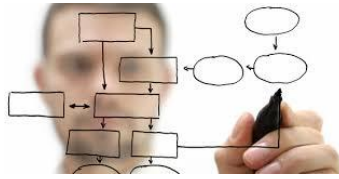
- ESRF is not subject to public procurement rules and calls for tender are not published on the ESRF website.
- Purchases exceeding 50.000 EUR are subject to Calls for Tender.
- ESRF publishes its calls for tender through its ILOs, who can direct the call to relevant potential suppliers, who are then invited to bid.
- Calls for tender above 300.000 EUR are subject to a double envelope process, with a technical and commercial evaluation done independently.
- Calls for tender above 500.000 EUR must be approved by ESRF Administrative and Finance Committee, acting as a “purchasing committee”.
- Calls for tender above 5 million EUR must be approved by the Council of the ESRF.
- The “fair return” principle is a part of the ESRF legal framework.

eBidding: Call For Tender management system

Features and gains



- Centralize information
- Improve Communication
- Streamline process
- Ad-hoc reporting tools



Process Management



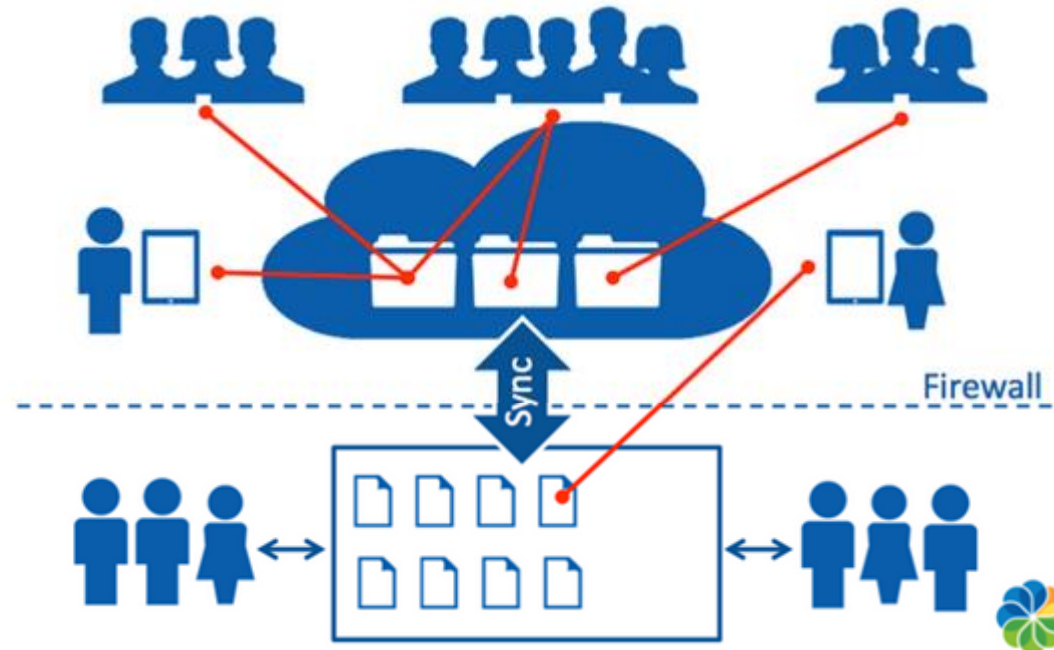
Document Management



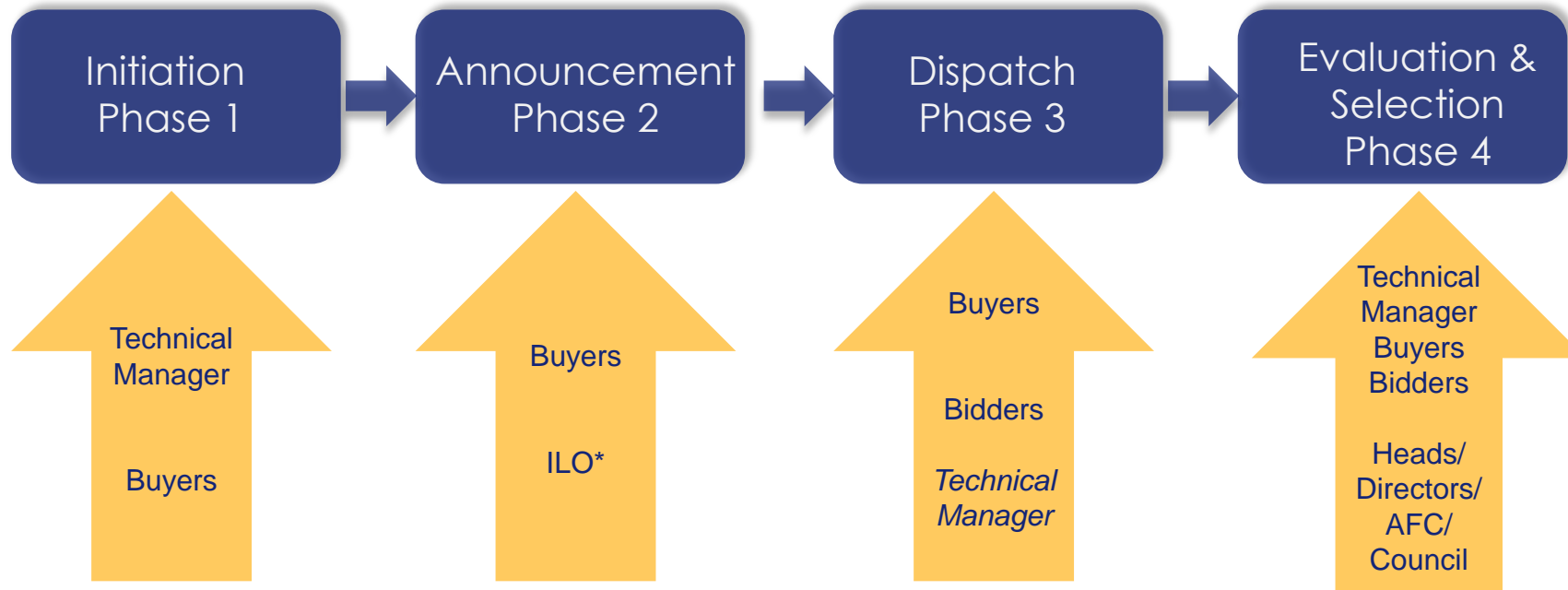
Collaboration

Two types of actors

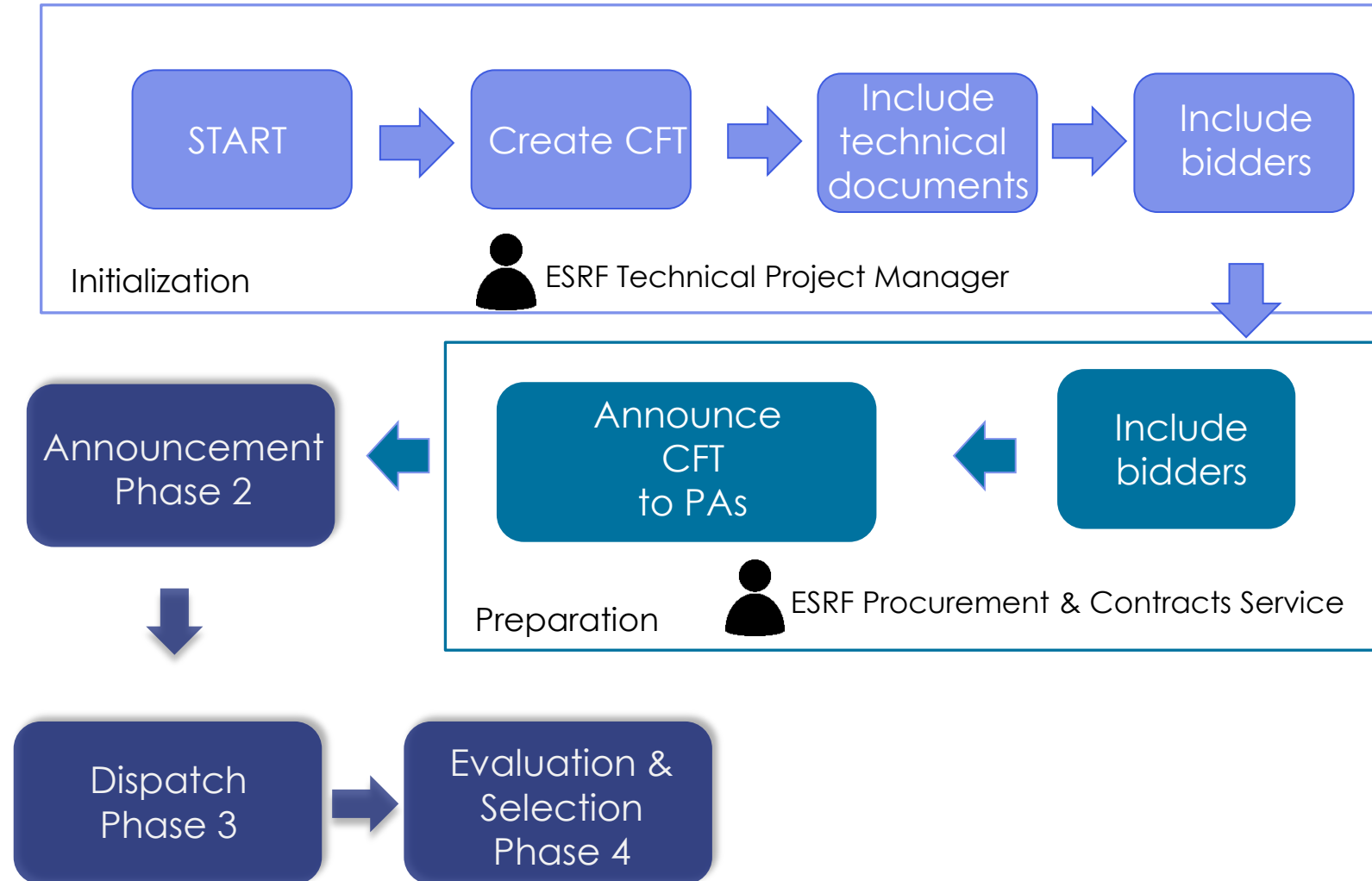
- **Internal**
 - Standard (requestor, participant)
 - Procurement & Contracts Service
- **External**
 - Purchasing Advisors
 - Bidders (Suppliers)



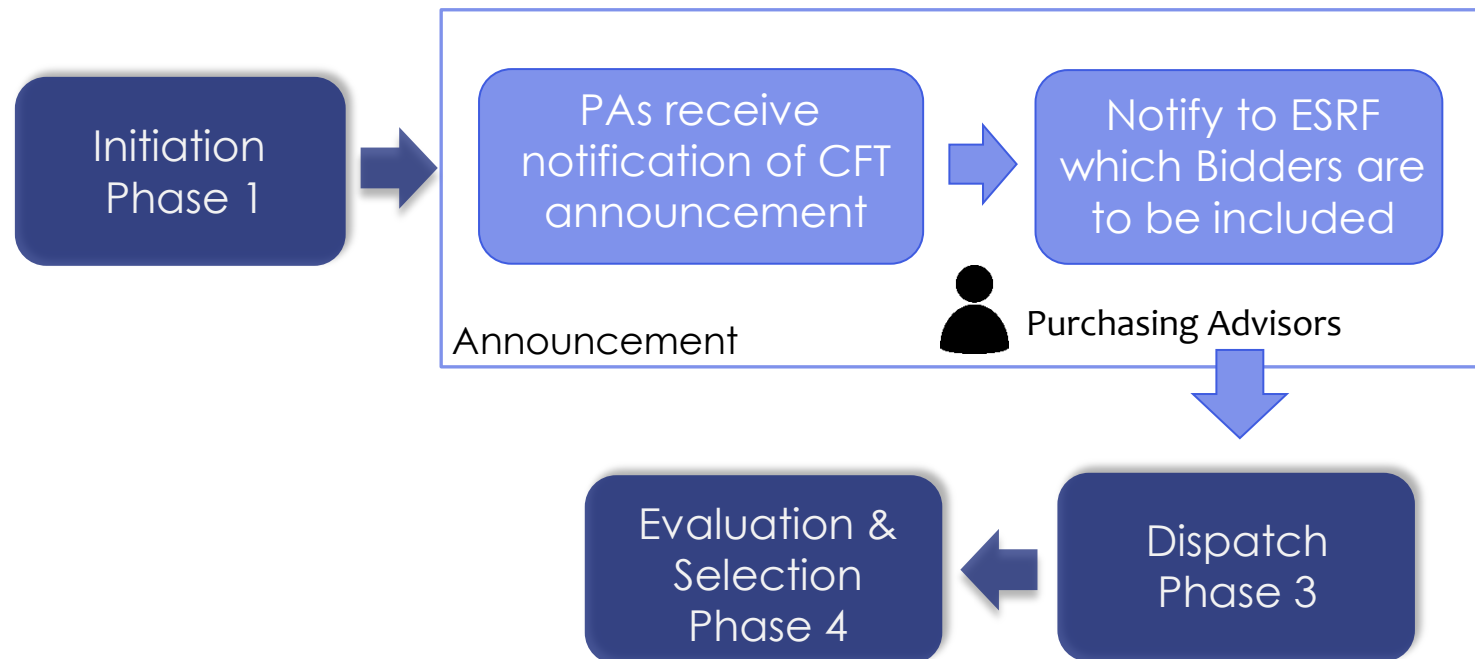
Purchases exceeding 50 k€ are subject to Calls for Tender.



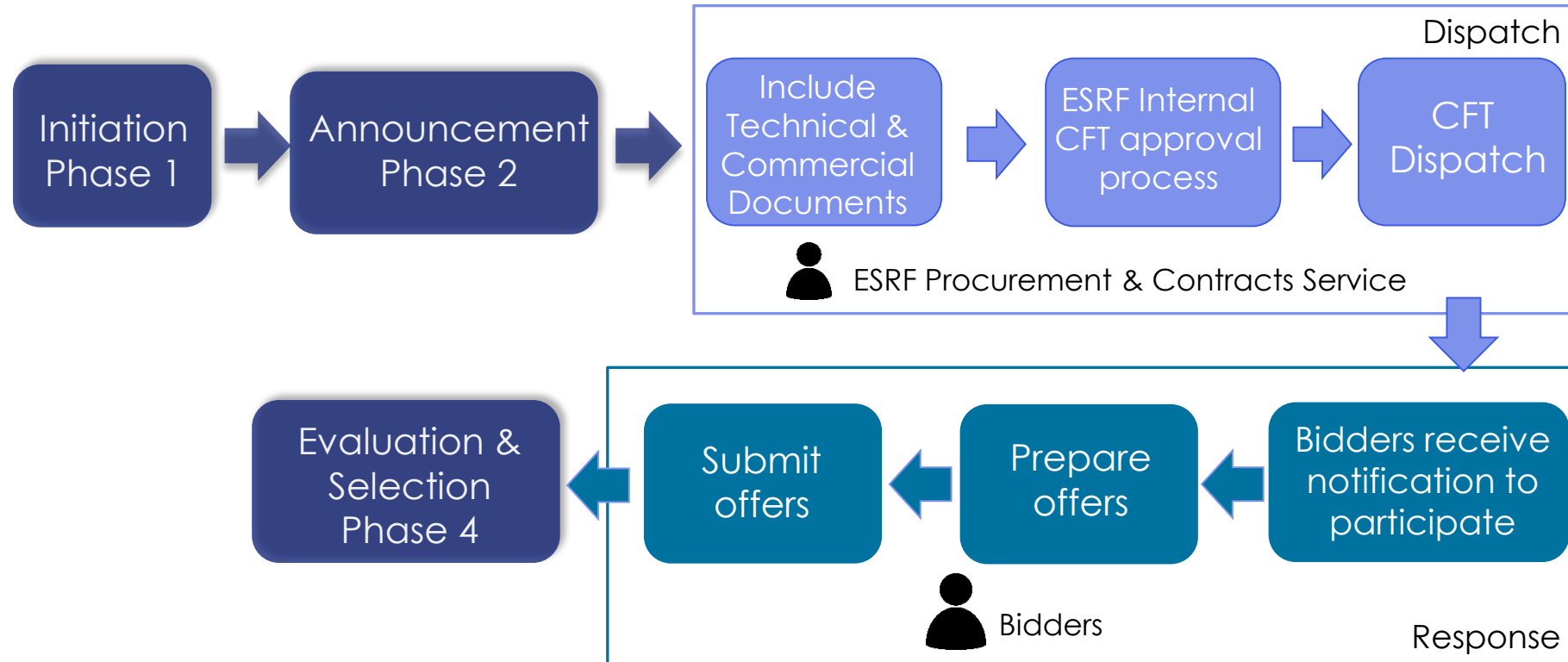
→ PHASE 1 : INITIATION OF THE CFT



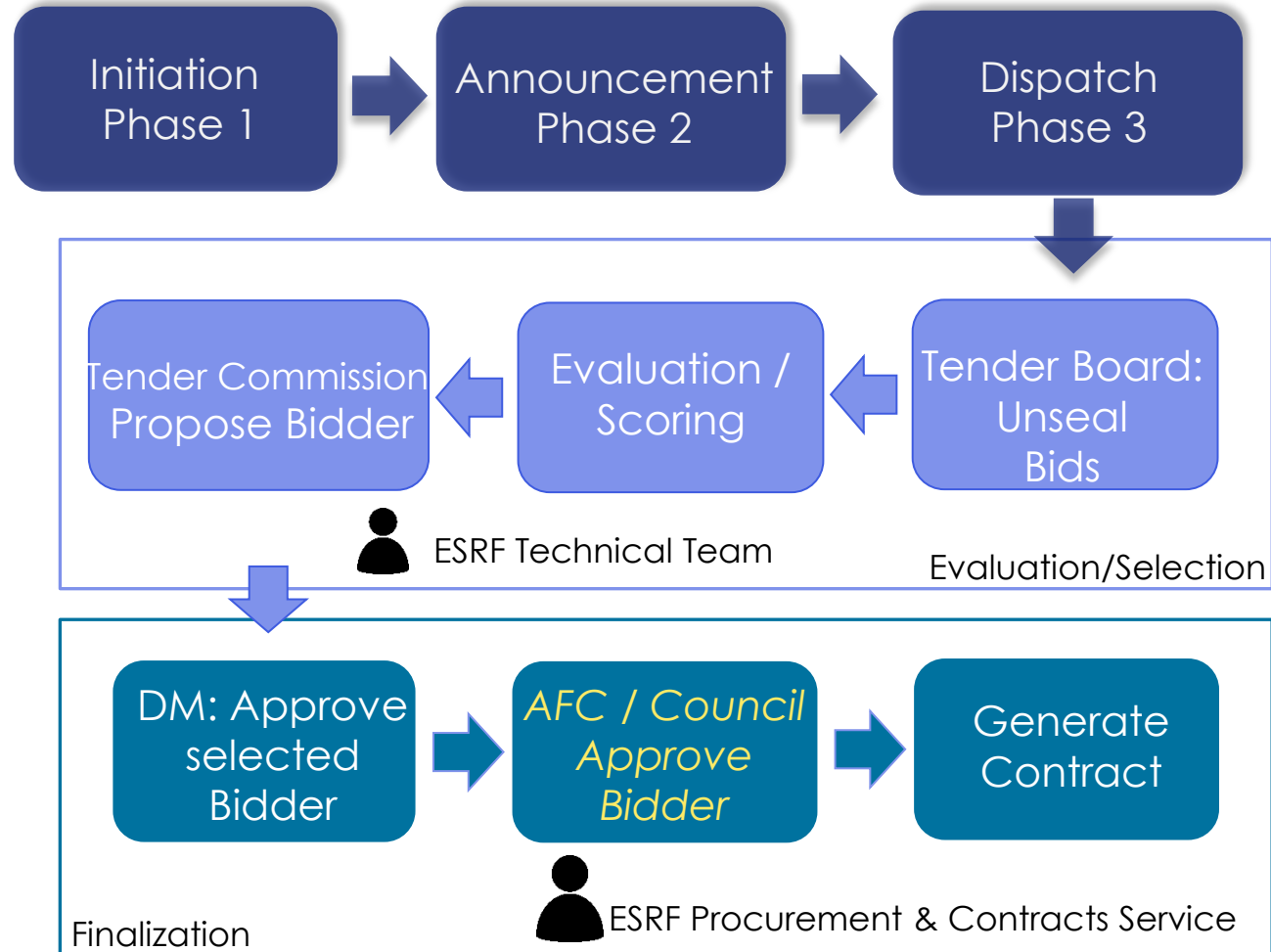
→ PHASE 2 : ANNOUNCEMENT OF THE CFT



→ PHASE 3 : DISPATCH OF THE CFT



→ PHASE 4 : EVALUATION AND SELECTION



➤ Evaluation of the Tender below 300k€

- Tender Board : Unseal offers received from all the bidders.
- Technical & Commercial team evaluate, compare and rank the conforming offers and prepare a Memo for Tender Commission.
- The Tender Commission provides a recommendation for a supplier. Its conclusions are submitted to the Directors Meeting for approval.
- « Juste Retour *» is taken into account to check the possibility to apply the alignment rule.
- Once approved, we generate the contract.

** Juste Retour: Distribution of ESRF purchases according to the share of contribution of our Members Countries over the previous 3 years*

➤ Double Envelope Procedure above 300k€

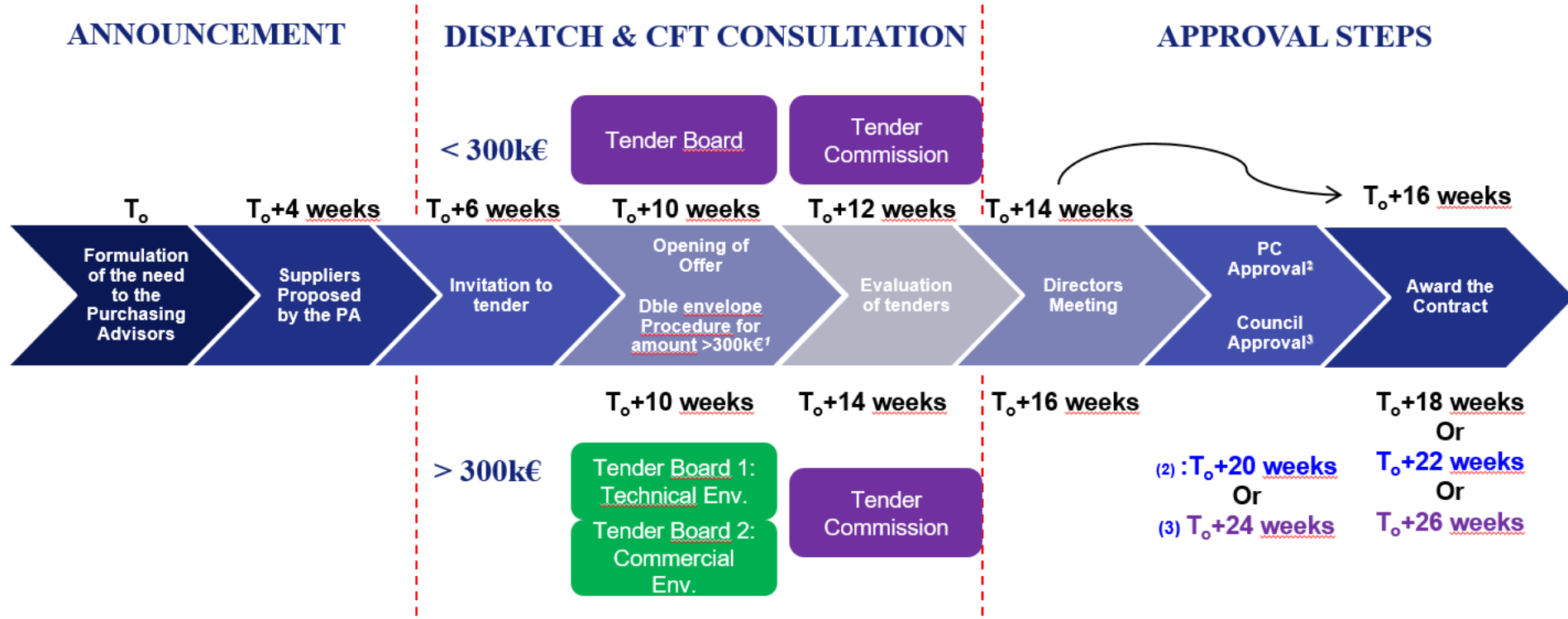
- Two Tender board will take place TB1 for part 1, and TB2 for part 2

- **TB1: Agreement on the evaluation grid, and opening of Technical Documents from bidders**
 - Technical team evaluate, compare and rank the conforming offers according to the above evaluation grid and prepare a Memo for the Tender Board 2.

- **TB2 : Agreement on Technical ranking and opening of the Commercial Documents from bidders. (for bidders which have not been eliminated during the technical evaluation)**
 - Commercial team evaluate, compare and rank the conforming offers according to the above evaluation grid and complete the Memo (from TB1) and finalize with the technical team the Memo for the Tender Commission.

- **The TC provides a recommendation for a supplier, based on the evaluation grid. Its conclusions are submitted to the Director General for approval.**
 - « Juste Retour » is taken into account to check the possibility to apply the alignment rule
 - **If > 500k€ , AFC approval is requested.**
 - **If > 5 000k€ , Council approval is requested.**

- **Once approved, we generate the contract.**



¹ If double envelope procedure : +2 weeks timescale
² 500 k€ < Purchases < 5000 k€ : Purchasing Committee Approval (AFC)
³ 5000k € < Purchases : Purchasing Committee (AFC) + Council Approval

In case of a prequalification exercise, above timescale can be extended by 12 weeks.

E-BIDDING: ARCHITECTURE OF THE APPLICATION

Create a new consultation

Type:

Title: *

Description: *

Delivery Date: *


Cost Center: *

Grouping Code: *

Upgrade Phase 2: *

Estimated Amount Details: *

Estimated Amount: *
0.00 €



Purchasing Advisor Desk

Number Type Phase Dispatch date Reset filters

Please note that all dates have the following formats: yyyy-mm-dd or yyyy-mm-dd hh24:mi.

#	Type	Title	Announcement date	PA Proposal Deadline	Dispatch date	Submission deadline	Phase
39	CFT	Test LCDE - Validation ticket #17504 - #2	2015-09-29	2015-09-29 10:10		2015-09-29 10:15	To Be Dispatched
38	CFT	Test LCDE - Validation ticket #17504	2015-09-29	2015-09-29 10:00		2015-09-29 10:30	To Be Dispatched
37	CFT	TEST SL 25SEP 2015 + DE 300					Forthcoming
36	CFT	DEMO ESRF	2015-09-25	2015-09-25 13:01	2015-09-25	2015-09-28 11:33	Decision In Progress
35	CFT	Title / Test LCE #10 - Post RAZ DB	2015-09-28	2015-09-28 10:45	2015-09-28	2015-09-29 08:00	Decision In Progress
33	CFT		2015-09-25	2015-09-23 16:34	2015-09-26	2015-09-27 00:00	To Be Dispatched
32	CFT	Test LCDE - Validation ticket #17536 - #3	2015-09-22	2015-09-22 15:33	2015-09-22	2015-09-22 15:45	Decision In Progress
31	CFT	Test LCDE - Validation ticket #17536 - #2	2015-09-22	2015-09-22 15:00	2015-09-22	2015-09-22 15:05	Decision In Progress
30	CFT	Test LCDE - Validation ticket #17536 - #1	2015-09-22	2015-09-22 14:50	2015-09-22	2015-09-22 14:55	Decision In Progress
29	CFT	TEST SL 22SEPT 9H40	2015-09-22	2015-09-22 10:10	2015-09-22	2015-09-22 10:45	Decision In Progress

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Logout

ADMINISTRATIVE USERS

Administrators Desk

Dispatch date: Reset filters

Announcement date	Dispatch date	Submission deadline	Phase
2015-09-29 10:10		2015-09-29 10:15	To Be Dispatched
2015-09-29 10:00		2015-09-29 10:30	To Be Dispatched
			Forthcoming
2015-09-25 13:01	2015-09-25	2015-09-28 11:33	Decision In Progress
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2015-09-22 15:00	2015-09-22	2015-09-22 15:05	Decision In Progress
2015-09-22 14:50	2015-09-22	2015-09-22 14:55	Decision In Progress
2015-09-22 10:10	2015-09-22	2015-09-22 10:45	Decision In Progress

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Processus : CFT validation

Status :

Manager :

#	Type	Title	Status
		Title / Test LCE #1 - Post RAZ DB	Finalized
		Title / Test LCE #4 - Post RAZ DB	Finalized
		Title / Test LCE #5 - Post RAZ DB	Finalized
		Title / Test LCE #6 - Post RAZ DB	Finalized
		Title / Test LCE #6 - Post RAZ DB	Finalized
		Title / Test LCE #8 - Post RAZ DB	Finalized
		Drafting assistance and engineering	Finalized
		CFT TEST SL 1	Finalized
26	CFT	TEST CM - 22/09 - WKF	Finalized
34	CFT	test	Finalized

RECOMMENDATIONS FOR CALLS FOR TENDER

- You shall only submit your offer when it is finalized; because you can not modify it after submission.
- Modifications of the offers are only possible with “save status” .
- Late offers can not be uploaded; do not wait last minutes to upload your offer .
- Supply us with all required technical and commercial documents.
- If you decide to decline, do not hesitate to send us a documentation about your company .

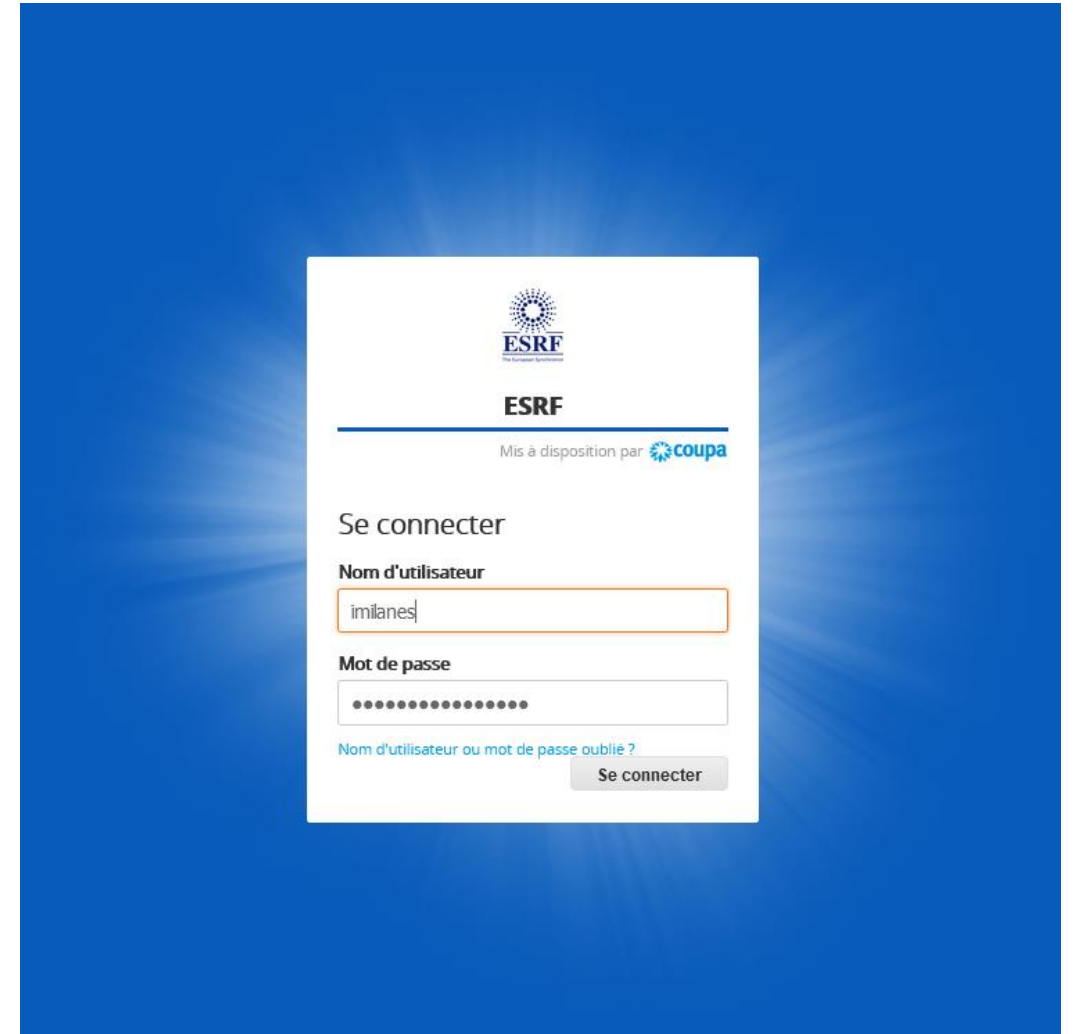
eProcurement : Supplier Base Management

➤ COUPA SOLUTION

- P2P
- Creation in 2006, software editor in Saas, 100% cloud
- Implemented in 100 countries
- Over 600 clients
- Headquarters in US and UK

➤ Advantages COUPA

- User-friendly screen layout
- Easy search mode (products, suppliers and contracts)
- Powerfull Purchase Requests settings
- Well advanced Punch Out solution
- Supplier database management



Register

New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

Company

* Email

Register

Log In

Welcome back! Login or click here for [help](#).

* Email Address

* Password

Log In

[Forgot Your Password?](#)

EPROCUREMENT: SUPPLIER BASE MANAGEMENT

Welcome to Coupa Supplier Por | Home | Profile | Orders | Service/Time Sheets | ASN | Invoices | Catalogs | Add-ons | Admin

Profile: ESRF | Copy from: [dropdown]

Changes may update your profile information with your customers.

Cancel | Save changes

Address

* Address Line 1 [input]
[input]
* City [input]
* State [input]
* Postal Code [input]
* Country: United States [dropdown]

Contact

* First Name: Arnaud [input]
* Last Name: AUBERT [input]
* Email: esrfeprocco+28@gmail.com [input]
Work Phone: [country] +1 201-555-5555 [input]
Mobile Phone: [country] +1 201-555-5555 [input]
Fax Number: [country] +1 201-555-5555 [input]

Financial private section

Tax ID # [input]
DUNS # [input]

Remit-To Addresses private section

To manage remit to addresses, please visit the [E-Invoicing Setup](#) section

Cancel | Save changes

✓ Create Invoic

✓ View & Resp

✓ Host & Mana

Skip

Add-ons | Admin

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Latest Customers

ESRF

our Profile



Thank you for your attention