1. If you’re not sure, ask (us or ESRF)
   - Don’t make an assumption on what the ESRF is asking for – ask
   - Contact details for questions on technical aspects are included in the cover letter of the tender documents
2. Contracts are awarded on the basis of Best Value for Money
3. ESRF will consider extras over and above what they have requested; these extras will be assessed as part of your bid and against what other companies have offered
4. Country of origin: please complete the table provided by the ESRF including all elements of added value (materials, components, manufacture, assembly etc.) that make up at least 10% of the total. If it is not possible to detail the origin of your product(s), then please fill in the table according to the location of your company’s headquarters.
5. Be prepared to make a competitive bid
6. All tender documents should be available in English
   - Tender documents are available on the ESRF web application; if invited to tender, you should receive instructions via email on how to access the documents. You will be required to register.
7. Make sure you complete all documents and double check the number of references required
8. Ensure you submit the information in the correct way as stipulated in the documentation
   - Tenders over 300k € are assessed via a double envelope procedure: make sure you upload your commercial & administrative document separate to the technical documents on the web application
9. Respect the deadlines set in the cover letter and the web application
10. A decline is better than no response if you don’t wish to bid; this will help to ensure you are invited for future tenders
    - You MUST decline via the web application and not via email

Tips for bidding at the ESRF

Procurement process

Above 50k € (~ £45k)
Calls for tender are passed to the ILO (STFC) before they are released for us to circulate and recommend companies.

Below 50k € (~£45k)
ESRF finds companies from its procurement database and contacts. The ILOs may be asked for specialist purchases.

These tenders are circulated to relevant sectors on STFC’s database. You can register for the database at: www.stfc.ukri.org/tender

For these tenders, relationships with technical staff at the ESRF are vital. Please contact STFC for assistance in making those links. tenderopportunities@stfc.ukri.org

For help with export please see: opportunities.export.great.gov.uk/

For more information please contact: Allanah Bayliss
tenderopportunities@stfc.ukri.org
Tel: +44(0)1793 442 056
www.stfc.ukri.org/tender

Credit: ESRF