

**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

## Procurement process

<p><b>Above 50k € (~ £45k)</b> Calls for tender are passed to the ILO (STFC) before they are released for us to circulate and recommend companies.</p>	<p>These tenders are circulated to relevant sectors on STFC's database. You can register for the database at: <a href="http://www.stfc.ukri.org/tender">www.stfc.ukri.org/tender</a></p>
<p><b>Below 50k € (~£45k)</b> ESRF finds companies from its procurement database and contacts. The ILOs may be asked for specialist purchases.</p>	<p>For these tenders, relationships with technical staff at the ESRF are vital. Please contact STFC for assistance in making those links. <a href="mailto:tenderopportunities@stfc.ukri.org">tenderopportunities@stfc.ukri.org</a></p>

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

For help with export please see:  
[opportunities.export.great.gov.uk/](http://opportunities.export.great.gov.uk/)

Credit: ESRF

