

1. If you're not sure, ask (us or CERN)
 - a. Don't make an assumption on what CERN are asking for
 - b. You are encouraged to speak to the technical contacts directly
2. Only bid for what CERN have asked for, any extras should be optional or possibly submitted as an alternate bid
3. Award of contracts:
 - a. Supply contracts: usually awarded on a lowest compliant bid basis
 - b. Service contracts: usually awarded on a best value for money basis
4. Country of origin:
 - a. Supplies = the country(ies) of manufacture or last major transformation (including sub-assemblies and components)
 - b. Services = the country(ies) in which the contractor is established
5. Pick your preferred currency; £,€, CHF (others also possible – ask CERN)
6. Be prepared to make a very competitive bid
 - a. There is kudos associated with being a CERN supplier but this is an ongoing effect rather than just an immediate financial benefit
 - b. There's no guarantee of follow-on orders but you will normally be invited next time if no problems occurred, and contract extensions are not unknown
 - c. It can sometimes take several bids before the correct winning margins are found; the ILO team can help inform of the margin compared to the winning bid
 - d. You will receive payment within one month of receipt of the invoice, if delivered and accepted
 - e. English is a working language at CERN: all tender documents are available in English
7. Bank guarantees may be a pain but are necessary; CERN seldom makes use of them unless the firm goes bankrupt
8. Make sure you complete all sections and double check the number of references required
 - a. For Market Surveys, if you can't quite meet all the criteria it may still be worth submitting a response but justify any sections where you aren't able to meet the exact specifications. Please contact us if you're unsure.
 - b. STFC are available to review and comment on the qualification questionnaire before you submit them to CERN.
9. Ensure you submit the information in the correct way as stipulated in the documentation
10. Consortia are usually allowed (companies involved should complete a technical questionnaire together)
11. CERN's standard T&Cs are available on their website: procurement.web.cern.ch/en/key-reference-documents
12. Respect the deadlines for Price Enquiries (DOs) and Calls for Tender (ITs); you can respond to a Market Survey (MS) as long as it's still available on the CERN website
13. Regularly check the contact details (including email addresses) for your company in CERN's database (and STFC's)
14. A decline is better than no response if you don't wish to bid; this will help to ensure you stay on the list for future tenders

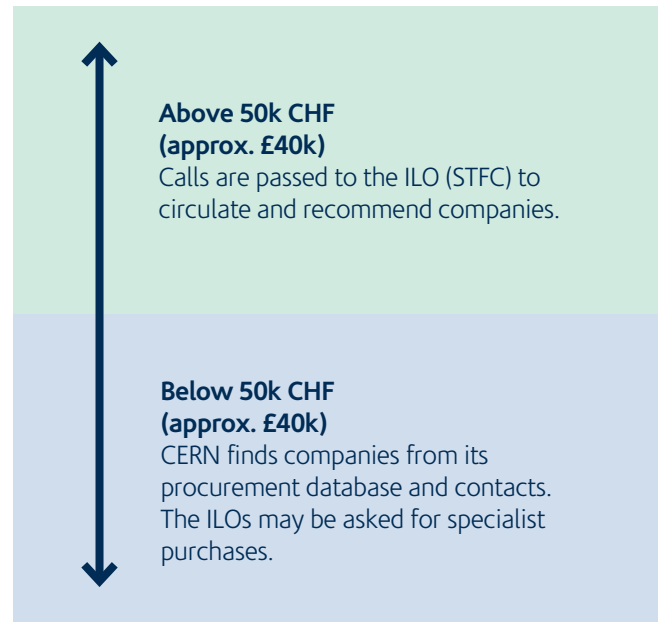
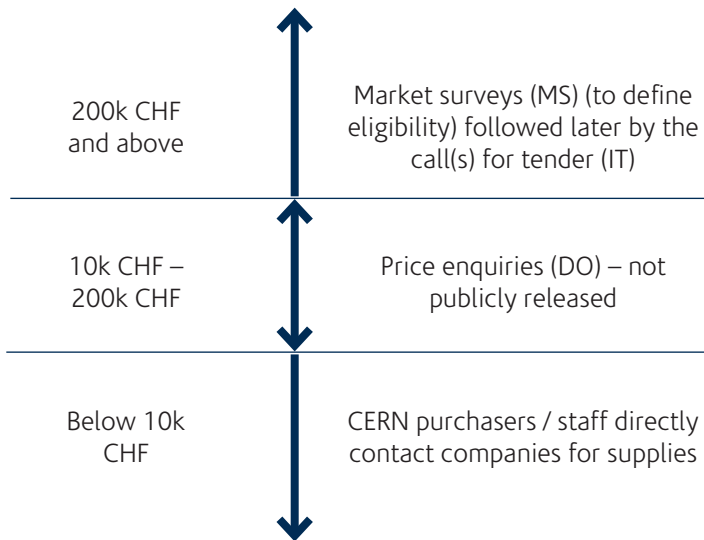
Companies have reported the following benefits from their contracts with CERN:

- 38% had developed new products
- 42% increased international exposure
- 44% improved technological learning
- 52% would have had poorer sales performance without CERN
- 17% opened a new market
- 60% acquired new customers
- All firms had derived great value from CERN as a marketing reference

Credit: CERN



Procurement process



For more information on Doing Business with CERN please visit their webpage: procurement.web.cern.ch/doing-business-with-cern.

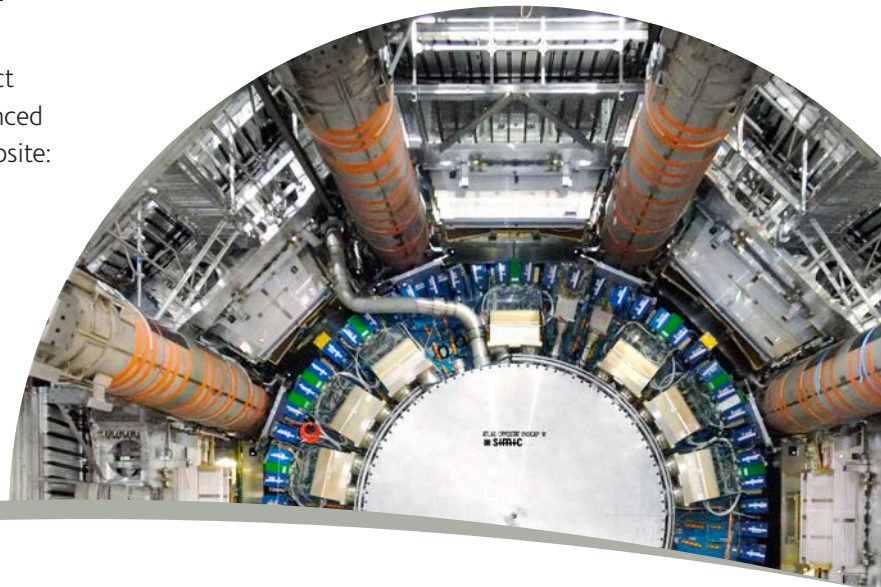
Alignment Rule

For all supply contracts over 100k CHF the alignment rule can apply. As the UK is poorly balanced for supplies this is applicable to UK companies. If the lowest bid is a company from a poorly balanced Member States the contract will be awarded to them. However, if the lowest bid is a company from a well-balanced Member State, CERN will enter negotiations with the next two lowest bidders IF they are from poorly balanced Member States and within 20% of the lowest bid. The lower of the two bidders from the poorly balanced Member State is given the opportunity to align their price to the price given by the lowest bidder, if this company agrees and meets all the requirements the contract will be awarded to the company from a poorly balanced Member State. If they disagree, the second lowest of bidders will be given the opportunity to align. If they also disagree the contract will be awarded to the lowest bidder from the well balanced Member State. Full details are available on the CERN website: procurement.web.cern.ch/en/key-reference-documents

For more information please contact the UK industry liaison to CERN:

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If you need help with export please contact
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Credit: CERN