

THE ENGINEERING EQUIPMENT AND MATERIALS USERS ASSOCIATION

DESIGN AND INSTALLATION OF ON-LINE ANALYSER SYSTEMS

**A GUIDE TO
TECHNICAL ENQUIRY AND BID EVALUATION**

PUBLICATION No. 138 S1 : 1993

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A GUIDE TO
TECHNICAL ENQUIRY AND BID EVALUATION

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THE ENGINEERING EQUIPMENT AND MATERIALS USERS ASSOCIATION

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FOREWORD

This document is intended as a guide to assist in the development of a specification for analysers and their associated support systems for enquiry purposes and the subsequent assessment of the bids presented by the prospective vendors. The intention is to cover the requirements for large systems rather than for the acquisition of individual analysers.

This document is not intended as a design specification in its own right and design guidance has been deliberately omitted. It should be read in conjunction with EEMUA Publication No. 138 "Design and Installation of On-Line Analyser Systems" which provides the design detail guidance necessary for inclusion in the specification.

To simplify the specification and bid process it is desirable to have a standard format for both the enquiry documentation and the response from the analyser vendor. This document is intended to provide this framework.

The section entitled 'Scope of Supply' lays out the headings and any relevant associated comments for the specification of a complete analyser system. Analyser systems are not all the same and individual requirements for total content will invariably differ. However this document is laid out such that individual sections can be selected or omitted as required. The recommended approach is to include all section headings and where relevant state as "Not Applicable"

The section entitled 'Bid Technical Evaluation' covers procedures for bid assessment and gives suggested points against which bids should be analysed.

1 PRELIMINARY DETAILS

1.1 Brief Project Description

The specification document should contain a brief description of the project associated with the analyser installations including site location, type & number of analyser houses, tag numbers for the proposed houses & analysers and the major obligations expected of the systems vendor e.g. design work, manufacture, procurement, testing, transportation to site, commissioning and training.

1.2 Type of Response Expected from the Vendor

The type of response required of the vendor should be clearly stated e.g. answer all sections on individual basis, highlight deviations from specification with technical reasons for non-compliance and the alternatives proposed.

It should be made clear that any drawings and data presented with the bid shall be relevant to that bid and that typical drawings or examples from other projects are unacceptable.

The language in which the bid is to be submitted should be specified.

1.3 Critical Criteria on Bid Rejection

Consistency of response from all vendors is necessary to provide a fair basis for technical comparison of bids.

It should be made clear to the vendor that non-compliance with the requested response format will lead to automatic rejection of the bid.

A high degree of importance should be placed on technical competence in sample system design as this is the area whereby the analyser systems will most likely fail. Typical drawings or examples of past similar applications should not be acceptable.

Design for maintenance should also be emphasised as an important aspect in assessing the bids.

SCOPE OF SUPPLY

2.1 Vendor/Client Interfaces

Interface points should be clearly defined in terms of site work tie-ins.

Where testing of the analyser installation is required it should be made clear as to responsibilities of provision of test equipment and test gases/liquids.

2.2 Procurement Responsibilities

It should be made clear whether the systems vendor is to buy in the analysers or the client will free issue them to the vendor for installation.

When analysers are procured by the systems vendor the right for the client to inspect the analysers prior to dispatch to the systems vendor's works should be reserved. The systems vendor is to inform the client when inspections are due.

The client should reserve the right to override any vendor selection of type and make of analyser.

When analysers are supplied 'free issue' to the systems vendor, this should not free the systems vendor from obligations to ensure the analysers meet performance requirements when installed within the overall system.

2.3 Standards and Codes of Practice

The specification should call up all codes and standards relevant to the work. A comprehensive list is given in EEMUA Publication No. 138. Design and Installation of On-Line Analyser Systems.

The systems vendor should acknowledge the list and be prepared to have such documents available in the event of dispute. Codes of Practice and Standards specific to the client should be supplied by the client to the systems vendor with the specification.

2.4 Documentation Requirements

2.4.1 Quotation Stage

The systems vendor is expected to respond to the specification in a controlled manner in order to be fairly assessed. The specification should identify all the drawings and documentation necessary to assess the bid.

2.4.2 Project Stage

During the project the systems vendor should supply drawings for approval by the client.

Completion and comment/approval of sample system design, house layout, electrical distribution, safety system logic and house/analyser system housekeeping logic and control should form a project milestone and, if required, be part of a stage payment scheme.