Quality Assurance Instruction

MARKET SURVEY QUESTIONNAIRE HELP AND GUIDELINES

Abstract
This document provides instructions for the preparation Market Survey Questionnaire

Note
The original of this instruction is written in HTML as an interactive document and can be found on the WWW in the Quality Assurance pages of the LHC Project. A copy is presented here for reference only and will not be maintained up to date. Always refer to the WWW copy for working purposes.

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Checked by:

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This is an example **Questionnaire** for a **Market Survey**. It is based on the official LHC Market Survey Questionnaire template. It includes hints and guidelines on how to prepare the Questionnaire for a Market Survey.

The example is meant as a guide to the contents, and as a reminder of the points to consider, when preparing a Market Survey. The chapters proposed in the template should be amended to suit individual cases.

The following conventions are used in this example:

- All the text in **black** is the text found in the Word template. This may need editing to obtain a complete Questionnaire.
- The text in **red** is an example of what has to be added to complete the document. In the Word template these additions are indicated by **XXXX**.
- The **HELP** are links to hints and guidelines to help the editor preparing the document.

More information on Market Surveys can be found in:
- [GO TO the commented Questionnaire](#)

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**ORGANISATION EUROPEENNE POUR LA RECHERCHE NUCLEAIRE**  
**EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH**  

**LHC Market Survey Technical Questionnaire Help and Guidelines**  

**Group Code:** LHC-MMS/98-198/G09/fs  
**The Large Hadron Collider Project**  

**Market Survey**

**Technical Questionnaire for the**  
**Industrial Control System for LHC Cryogenics**

(To be returned in duplicate by the firms interested in tendering. In the case of a consortium, this questionnaire has to be filled in separately by each member of the consortium and sent back to CERN in one envelope.)

**Firm:**

**Name:**

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Is the firm interested in receiving the Invitation to Tender following this Market Survey?

☐ Yes  ☐ No

If not, is the firm interested in being kept in CERN’s database?

☐ Yes  ☐ No

If yes, please state the main activities of the firm which could be of interest to CERN with the name of the person to be contacted.

<table>
<thead>
<tr>
<th>Main activities</th>
<th>Person to be contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

November 2000  HELP

1. GENERAL INFORMATION ABOUT THE FIRM

1.1 Contact Persons  HELP

Persons to be contacted for technical matters:
Persons to be contacted for commercial matters:

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel-Fax</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

In case of absence:

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel-Fax</th>
<th>Email</th>
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<tbody>
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</tbody>
</table>

1.2 Information about the firm

<table>
<thead>
<tr>
<th>Number of employees:</th>
<th>1998</th>
<th>1999</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>In all activities</td>
<td></td>
<td></td>
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<tr>
<td>In the field of XXXX</td>
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</table>

<table>
<thead>
<tr>
<th>Turnover (specify currency):</th>
<th>1998</th>
<th>1999</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>In all activities</td>
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<tr>
<td>In the field of XXXX</td>
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1.3 Details on specific experience and references in the field of this Market Survey.

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2. CONSORTIUM PARTNERS AND COUNTRIES

The term "consortium" will be applied to any bidder who is a combination or joint venture of two or more firms acting as partners, but not sub-contractors.

In the case of a consortium, give the name of the leading firm and of all the other firms. Explain how the work will be shared between the different partners.

2.1 Leading firm

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<thead>
<tr>
<th>Name and address</th>
<th>Activity</th>
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2.2 Other firms

<table>
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<tr>
<th>Name and address</th>
<th>Activity</th>
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3. SUBCONTRACTING

Would the firm subcontract part of the work ?
If yes, please specify which part of the work would be sub-contracted, and give the name and address of the potential sub-contractors.

<table>
<thead>
<tr>
<th>Name and address</th>
<th>Work to be sub-contracted</th>
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</thead>
<tbody>
<tr>
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4. QUALIFICATION CRITERIA

4.1 Does the firm comply with the qualification criteria stipulated in this Market Survey?

☐ Yes  ☐ No

If no, please explain which criteria are not fulfilled.

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4.2 Do you have a certified quality assurance plan conforming to ISO 9002 or equivalent?
If yes, please state which one, by which certification body and date of certification.
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If no, please indicate details of your quality control department and how you would set up an equivalent quality assurance plan.
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4.3 Further questions - one per qualification criteria  HELP
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5. SPECIFIC TECHNICAL QUESTIONS  HELP
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6. DELIVERY
Is the provisional delivery schedule acceptable?

□ Yes □ No
If not, please propose an alternative schedule.
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7. GENERAL COMMENTS
Indicate any other information that may be relevant to this Market Survey.

Help and Instructions to Use the Template

MS Number
The MS number is identical for the technical description, the questionnaire and the qualification criteria.
The MS number has the following structure:

\[ MS = \text{Document Number} / \text{Division} / \text{Project Type} \]

It is given by the SPL Division when the Market Survey is registered with them.
Use Update Doc No on the toolbar to update this number throughout all the document (cover page and headers)

Date
Replace the month and year on the template by the current month and year
Use **Update Doc No** on the toolbar to update this date throughout all the document (cover page and packing list)

**Contact Persons**
Leave these tables blank. There are to be filled in by the firm. CERN contact persons must be listed in the **Technical Description**.

**Further questions - one per qualification criteria**
Order your questions according to the order of the qualification criteria.

**SPECIFIC TECHNICAL QUESTIONS**
Develop this chapter as required to cover all the questions specific to a particular Market Survey.

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*E. Bryant & M. Mottier*  
*2000-12-04*