



Agenda Item 5: Drafting of RFP document and the activities to carry out the MEVA III Transition

REQUEST FOR PROPOSAL (RFP) DEVELOPMENT AND SELECTION CRITERIA

(Presented by the Secretariat)

SUMMARY	
This working paper presents for approval of the MEVA Members the ICAO RFP templates to be completed and the evaluation criteria templates for the MEVA III tender process (Request for Proposal- RFP Process).	
References:	
<ul style="list-style-type: none">• MEVA TMG/24 Report (ICAO NACC Regional Office, Mexico City, Mexico, 21 to 23 August 2012)• MEVA III TF/01 Meeting (ICAO NACC Regional Office, Mexico City, Mexico, 11 to 13 December 2012)	
<i>Strategic Objectives</i>	<i>This working paper is related to Strategic Objectives A and C.</i>

1. Introduction

1.1 During the MEVA TMG/24 Meeting, ICAO Technical Cooperation Bureau (TCB) preliminary proposal for providing procurement assistance to the MEVA III Transition Tender Process was presented and accepted by the MEVA Members.

1.2 ICAO submitted to MEVA member States/Organization the final proposal to provide procurement assistance to the MEVA III Transition Tender Process with a 18 months execution time, reference ICAO State Letter EMX0796 dated 19 September 2012 *RLA/12/902 - ICAO Technical Cooperation Project Proposal for providing procurement assistance for the MEVA III Transition Tender Process*. The proposal was accepted by all MEVA Members.

1.3 During the 1st MEVA III Task Force meeting (TF/01), the TF coordinated with ICAO for adjusting the general MEVA III Activities Schedule (WBS) for carrying out the tender process and organize the participation of each party involved. A teleconference with the ICAO TCB Office is scheduled for the TMG/25 Meeting to resolve issues related to the approval of the MEVA III WBS and other RFP related activities.

2. Discussion

2.1 In order to advance in the formulation of the technical specifications for the MEVA III, the MEVA III TF requested ICAO the applicable tender template to be complete and the tender evaluation criteria templates to carry out the evaluation for each received proposal. The template for the specifications is presented in **Appendix A** to this paper and in **Appendix B** is the template for the evaluation criteria.

2.2 From the analysis of the MEVA III RFI responses, the TF Members recommended that a VSAT Multi-frequency (MF)-TDMA technology should be the basis of the MEVA III Network for the MEVA III RFP Technical specifications complemented with a Multiprotocol label switching System (MPLS) over an undersea fibre- optic network as reflected in MEVA III TF Conclusion 01/02 *MEVA III Network Major Characteristics*, including:

- a) That the MEVA III Network be based on a VSAT MF-TDMA technology
- b) That an optional dual-chain VSAT MF-TDMA node be required
- c) That the MEVA III RFP includes an optional redundant solution to the VSAT solution
- d) Request terrestrial IPS based solution (MPLS) in those nodes where technically feasible and cost-effective

2.3 As presented in the updated WBS, a MEVA III TF Meeting for pre-selection of proposal is proposed for Sept 2013 and the completion of the selection of proposals in October by the MEVA TMG/27. The evaluation criteria shall be adjusted to ensure the pre-selection and final selection events.

3. Suggested action

3.1 The Meeting is invited to:

- a) review and approve the application of the templates for tender proposal and evaluation criteria presented in Appendices A and B;
- b) evaluate the suggestion for major technical characteristics suggested by the MEVA III TF as presented in paragraph 2.2;
- c) customize the evaluation template for the MEVA III tender process; and
- d) adopt any other action to start and regulate the formulation of the RFP document and a transparent evaluation process.

APPENDIX A

	<p>INTERNATIONAL CIVIL AVIATION ORGANIZATION TECHNICAL CO-OPERATION BUREAU TECHNICAL SPECIFICATION</p>	<p>THIS COLUMN TO BE COMPLETED BY TENDERER</p> <p>COMPLIANCE STATEMENT</p>
<p>ICAO SPECIFICATION CODE: INSERT: (COMMODITY CODE) (PROJECT #) (DATE) (EXPERT'S INITIALS)</p>		<p>Tenderer must state below, against every item, Compliance or Non Compliance. Failure to complete and return this form may invalidate the bid.</p>
<p>TITLE: (INSERT EQUIPMENT)</p>		
<p><i>It is strictly prohibited for Tenderers to alter this document. Only the originator of the specification may provide amendments.</i></p>		<p>SUPPLIER:</p>
<p>SECTION A – INTENT AND STANDARDS</p>		<p>SUPPLIER REFERENCE</p>
<p>1. OBJECTIVE</p> <p>1.1 The International Civil Aviation Organization (ICAO), on behalf of (insert Civil Aviation entity), <i>intends to procure, on a turnkey basis, (insert equipment to be procured), and all Ancillary Equipment and Services (including Training) and all related Civil Works.</i></p> <p>2. SCOPE</p> <p>2.1. The procurement consists of (insert equipment), with a (insert additional features of equipment) and associated equipment, and all services necessary to install, test, commission the system, as well as train operational, technical and maintenance personnel.</p> <p>2.2. The tenderer shall be responsible for selecting and proposing the best location based on a thorough analysis of the sites. New (insert type of equipment) are to be located at the following sites:</p> <ol style="list-style-type: none"> 1. (insert name of site) 2. (insert name of site) 3. (insert name of site) 4. (insert name of site) 5. (insert name of site) <p>etc., etc.</p>		

TITLE: **(INSERT NAME OF EQUIPMENT)**

COMPLIANCE STATEMENT

SECTION A – INTENT AND STANDARDS

SUPPLIER REFERENCE

3. STANDARDS

- 3.1. All designs, materials, manufacturing techniques and workmanship shall be in accordance with the highest accepted international standards for this type of equipment, including the construction, building codes and electrical standards for all civil works.
- 3.2. Where applicable, the equipment shall fully comply with or exceed the requirements of the following documents (latest edition plus any related amendments):
- 3.3. The tenderer shall also state, where applicable, the standards to which the whole, or any specific part, of the equipment and/or civil works complies.
- 3.4. All data transmission systems offered within this project such as radio-links, optical fiber, etc. shall meet international standards and regulations and those of the Local Regulator Authority of the **(Civil Aviation entity)** member states.

4. TENDER SPECIFICS

4.1. Alternatives

- 4.1.1. The tenderer is free to offer any equipment, design or service, which in his opinion, is equal to or superior to the requirements of this specification. Any such alternative(s) or variation(s) must be fully and clearly defined and supported so that equivalence or superiority can be readily determined.
- 4.1.2. All alternative(s) or variation(s) proposed shall be described and quoted separately with an explanation of the improvement which would result from their implementation. *In providing any alternative, the tenderer must ensure that compliance to ICAO Standards and Recommended Practices is maintained.*

4.2. Tender Documentation

- 4.2.1. *Compliance Statement: All offers shall be accompanied by a correctly completed Compliance Statement in the form of this specification with the tenderer indicating in the right hand column, Compliance (C) or Non Compliance (NC). If compliance is indicated, any further references, statements, comments or notes, will not waive the liability of the tenderer on the stated Compliance.*

TITLE: (INSERT NAME OF EQUIPMENT)

COMPLIANCE STATEMENT

SECTION A – INTENT AND STANDARDS

SUPPLIER REFERENCE

The tenderer shall reference the compliance statement to the appropriate sections of their supporting documentation. Lack of such definitive indication for any requirement may invalidate the offer. Tender documentation is to be provided in English and in three copies. The tenderer shall provide in CD form an electronic copy of their tender documentation.

4.2.2. The proposal shall be supported by adequate technical documentation including data sheets, performance sheets, drawings, illustrations, etc. so that a complete and detailed evaluation of the equipment can be made. In the proposal, the tenderer shall present the detailed description of the equipment including designs, specifications and basic plans indicating all the characteristics, sources, makes, capabilities, powers, codes, standards, manufacturing processes, diagrams and other information that will show the design, quality and operating characteristics of the systems being offered.

4.2.3. **Note: Whilst the attachment of brochures and supporting literature is strongly encouraged and may in some cases be necessary to illustrate certain features of the product, it does not relieve the tenderer of the obligation to fully complete the compliance statement of this specification as indicated above.**

4.2.4. Supporting documentation shall clearly identify by a remark, any optional equipment and features that are not included in the proposal.

4.2.5. A spares list, accessories and consumable goods list and installation cost breakdown list shall be provided. The tenderer shall furnish the necessary instructions for the assembly, operation, maintenance, and lists of spare parts of the elements and accessories that will be provided for the implementation of the system under this procurement.

4.2.6. The tenderer shall provide the necessary documents, permitting the evaluation of the quality and functionality of the work proposed for the project infrastructure.

4.2.7. The financial offer shall provide prices itemized to the Line Replaceable Unit (LRU) level.

TITLE: (INSERT NAME OF EQUIPMENT)

COMPLIANCE STATEMENT

SECTION B – GENERAL REQUIREMENTS

SUPPLIER REFERENCE

ICAO Confidential

TITLE: (INSERT NAME OF EQUIPMENT)

COMPLIANCE STATEMENT

SECTION C – TECHNICAL REQUIREMENTS

SUPPLIER REFERENCE

ICAO Confidential

ICAO SPECIFICATION CODE: INSERT: (COMMODITY CODE) (PROJECT #) (DATE) (EXPERT'S INITIALS)

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TITLE: (INSERT NAME OF EQUIPMENT)

COMPLIANCE STATEMENT

SECTION D – SPARES, TOOLS, ACCESSORIES, TEST EQUIPMENT AND TECHNICAL DOCUMENTATION

SUPPLIER REFERENCE

ICAO Confidential

ICAO SPECIFICATION CODE: INSERT: (COMMODITY CODE) (PROJECT #) (DATE) (EXPERT'S INITIALS)

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TITLE: (INSERT NAME OF EQUIPMENT)

COMPLIANCE STATEMENT

SECTION E – SERVICES, TESTS AND ACCEPTANCE

SUPPLIER REFERENCE

ICAO Confidential

EVALUATION METHOD - SERVICES (Field Projects + Regular Program)

Evaluation of SERVICES is done on a BEST VALUE FOR MONEY basis.

Criteria	Method
Formal	PASS/ FAIL
Technical	Points (as per below table)

Step	Preparation of Evaluation Template (prior to Sealed Tender process):
1	Finalize the Terms of Reference (TOR). Include an itemized list of services for which the tenderer shall provide prices.
2	Customize the Formal and Technical criteria with keywords of the major criteria from the TOR; insert additional lines as needed. The criteria must refer to the appropriate paragraph in the TOR. Determine the maximum score achievable for each criteria, based on its relevance for the evaluation. Technical criteria shall account for 60% and Price for 40% of the evaluation.
3	Adjust the Evaluation Summary by listing the services in the Technical Evaluation that shall be evaluated (as per itemized list of Step 1).
Step	Evaluation (after Sealed Tender has closed):
1	Prepare one Evaluation - Proposal Tab for each proposal received.
2	Fill in the Formal Criteria (PASS/FAIL). If all criteria are answered with "PASS", the supplier is eligible for evaluation of Technical Criteria. If not all criteria are answered with "PASS", the supplier is disqualified.
3	Fill in the Corporate Eligibility Criteria (PASS/FAIL). If all criteria are answered with "PASS", the supplier is eligible for evaluation of Technical Criteria. If not all criteria are answered with "PASS", the supplier is disqualified.
4	Evaluate the Technical Criteria (POINTS) for all suppliers which pass Step 2. Assign the percentage of points received for each criteria as per below table.
Step	Evaluation Summary:
1	Fill in the points of the Technical Evaluation of all acceptable suppliers. Suppliers who reach ≥ 70% of points in the technical evaluation are eligible for commercial consideration. Acceptable suppliers: Fill in the prices and calculate the commercial score with formula $P = y (\mu/z)$; the lowest proposal gets maximum score.
2	Contract award will be recommended to the company with highest combined score (technical + commercial points).

Evaluated Criteria	Supporting Evidences	Scoring Scale	Example with max. score of 10
Excellent	Excellent evidence of ability to support and exceed contract requirements	100%	10
Good	Good evidence of ability to support and exceed contract requirements	90%	9
Satisfactory	Satisfactory evidence of ability to support contract requirements	70%	7
Poor	Marginally acceptable or weak evidence of ability to support contract requirement	40%	4
Very Poor	Lack of evidence to demonstrate ability to comply with contract requirements	10%	1

EVALUATION METHOD - SERVICES (Field Projects + Regular Program)

Evaluation of SERVICES is done on a BEST VALUE FOR MONEY basis.

Criteria	Method
Formal	PASS/ FAIL
Technical	Points (as per below table)

Step	Preparation of Evaluation Template (prior to Sealed Tender process):		
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3	Adjust the Evaluation Summary by listing the services in the Technical Evaluation that shall be evaluated (as per itemized list of Step 1).		
Step	Evaluation (after Sealed Tender has closed):		
1	Prepare one Evaluation - Proposal Tab for each proposal received.		
2	Fill in the Formal Criteria (PASS/FAIL). If all criteria are answered with "PASS", the supplier is eligible for evaluation of Technical Criteria. If not all criteria are answered with "PASS", the supplier is disqualified.		
3	Fill in the Corporate Eligibility Criteria (PASS/FAIL). If all criteria are answered with "PASS", the supplier is eligible for evaluation of Technical Criteria. If not all criteria are answered with "PASS", the supplier is disqualified.		
4	Evaluate the Technical Criteria (POINTS) for all suppliers which pass Step 2. Assign the percentage of points received for each criteria as per below table.		
Step	Evaluation Summary:		
1	Fill in the points of the Technical Evaluation of all acceptable suppliers. Suppliers who reach ≥ 70% of points in the technical evaluation are eligible for commercial consideration. Acceptable suppliers: Fill in the prices and calculate the commercial score with formula $P = y (\mu/z)$; the lowest proposal gets maximum score.		
2	Contract award will be recommended to the company with highest combined score (technical + commercial points).		
Not Submitted	Information has not been submitted or is unacceptable		
		0%	0

Evaluator name:
 Sealed Tender:
 Tenderer:
 Date of evaluation:

FORMAL CRITERIA			
Attachment I of Tender Docs.	Description	PASS/ FAIL	Comments
	Attachment II "Terms of Reference" completed		
	Commercial Offer submitted		
	Detailed Technical proposal submitted		
	Schedule of implementation submitted		
	Local Representative submitted		
	Supplier provided Financial information		
	Site Visit Report submitted (if mandatory)		
	Three (3) References provided		
	Proposal submitted before the closing date		
	Offer meets Validity period		
	Supplier Eligibility Declaration signed		

FORMAL CRITERIA			
Attachment I of Tender Docs.	Description	PASS/ FAIL	Comments
	Corporate Experience and Capability		
	Provided proof of relevant years of experience as requested in Tender Documents		
	List of similar projects acceptable, as requested in Tender Documents		
	Customer references acceptable, as requested in Tender Documents		
	Corporate Standards and Policies		
	Company is ISO 9001:2000 certified or equivalent Quality Assurance System		
	Financial Standing		
	Total price of the proposal is ≤30% of the Company's Annual Revenue		
	Quick Ratio [(Cash + Accounts Receivable)/ Current Liabilities] ≥ 1		

Evaluator name:
 Sealed Tender:
 Tenderer:
 Date of evaluation:

TECHNICAL CRITERIA - SECTION C - TECHNICAL REQUIREMENTS					
Ref.	Description	Max. Points	Scoring %: 100% = Excellent 90% = Good 70% = Satisfactory 40% = Poor 10% = Very poor 0% = Not submitted	Points received [Points x %]	Comments
				0	
				0	
				0	
				0	
				0	
				0	
				0	
	Sub-total:	0		0	

TECHNICAL CRITERIA - SECTION D - SPARES, TOOLS, ACCESSORIES, TEST EQUIPMENT AND TECHNICAL DOCUMENTATION					
Ref.	Description	Max. Points	Scoring %: 100% = Excellent 90% = Good 70% = Satisfactory 40% = Poor 10% = Very poor 0% = Not submitted	Points received [Points x %]	Comments
				0	
				0	
				0	
				0	
				0	
				0	
				0	
	Sub-total:	0		0	

TECHNICAL CRITERIA - SECTION E - SERVICES, TESTS AND ACCEPTANCE					
Ref.	Description	Max. Points	Scoring %: 100% = Excellent 90% = Good 70% = Satisfactory 40% = Poor 10% = Very poor 0% = Not submitted	Points received [Points x %]	Comments
				0	
				0	
				0	
				0	
				0	
				0	
				0	
	Sub-total:	0		0	

EVALUATION SUMMARY - SERVICES

Evaluator name:

Sealed Tender/ RFQ:

Date of evaluation:

Contract award will be recommended to the company with highest combined score (technical + commercial points).

TECHNICAL EVALUATION	Max. Score	Proposal 1	Proposal 2	Proposal 3
Supplier has met all Formal Criteria (PASS/FAIL)?				
Supplier has met all Corporate Eligibility Criteria (PASS/FAIL)?				
TECHNICAL CRITERIA - SECTION A - INTENT AND STANDARDS	0			
TECHNICAL CRITERIA - SECTION B - GENERAL REQUIREMENTS	0			
TECHNICAL CRITERIA - SECTION C - TECHNICAL REQUIREMENTS	0			
TECHNICAL CRITERIA - SECTION D - SPARES, TOOLS, ACCESSORIES, TEST EQUIPMENT AND TECHNICAL DOCUMENTATION	0			
TECHNICAL CRITERIA - SECTION E - SERVICES, TESTS AND ACCEPTANCE	0			
Total technical points (proposals reaching ≥70% of Max. Score are eligible for commercial evaluation)	0	0	0	0

COMMERCIAL EVALUATION	Max. Score	Proposal 1	Proposal 2	Proposal 3
Meets threshold >70% of Technical Evaluation?		YES/NO	YES/NO	YES/NO
Price of proposal without taxes: (Field Projects: Price includes all applicable local taxes)				
Price Score (P= y (μ/z); lowest proposal gets max. points)	0			
Combined Score (Technical + Commercial):		0	0	0

For calculation of the price score, use this formula: **P = y (μ/z)**

P = points for the commercial proposal being evaluated
 y = maximum number of points for the commercial proposal
 μ = price of the lowest priced proposal
 z = price of the proposal being evaluated

In this methodology (Cumulative Analysis), the maximum number of points assigned to the commercial proposal is allocated to the lowest price proposal, technically compliant.
 All other price proposals receive points in inverse proportion.

CONCLUSION:

Following the evaluation, Proposal is recommended for contract award.
 Other comments:
 Signature: _____