



*International Civil Aviation Organization*

**FOURTH MEETING OF THE COMMON REGIONAL VIRTUAL PRIVATE NETWORK TASK FORCE (VPN) OF APANPIRG (CRV TF/4)**

Bangkok, Thailand, 18 – 19 May 2015

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**Agenda Item 2: Review tasks progress and issues**

**d) Sealed Tender: user requirements, tender package, evaluation criteria**

**GUIDELINES FOR THE SEALED TENDER PROCESS**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the latest version of the CRV sealed tender package structure as well as ICAO templates for the sealed tender process.

**1. Introduction**

1.1 The CRV Task Force will advertise mid 2015 a sealed tender for procuring CRV services through its Task 45- (e) Advertise Sealed Tender (ST) planned from 7/23/15 to 7/29/15.

1.2 This paper introduces the latest version of the CRV sealed tender package structure as well as ICAO templates in view of their use for the sealed tender process by the Task 44-c Prepare tender documents planned from 5/25/15 to 7/17/15.

1.3 The ICAO TCB expert will assist with those tasks.

**2. Discussion**

2.1 The CRV sealed tender package structure was iterated with CRV TF and ICAO TCB. The latest version is placed at **Appendix A**.

2.2 The ICAO template for TOR (terms of reference) is placed at **Appendix B**. The TOR will have 2 annexes: list of sites and matrix of services. They are provided respectively in **Appendices C and D**.

2.3 The ICAO template for TS (technical specifications) is placed at **Appendix E**.

2.4 TOR and TS will be populated based on the column “Requirements to be included in Terms and Conditions/Instructions to tenderers/Specification / SOW / ICD?” in the latest “Users requirements” file.

**3. Action by the Meeting**

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) discuss, amend as necessary and adopt the guidelines and templates provided to prepare the execution of the CRV Task 44-c Prepare tender documents.

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**Documents (or sets of documents) that will form part of the tender package:**

Document	Content of the document	Subparts of document	Content of the subpart
<b>1- Instructions to Tenderers</b>  Owner: <ul style="list-style-type: none"> <li>• Instruction: ICAO PRO</li> <li>• closing date: CRV TF</li> <li>• Response Schedule: CRV TF assisted with ICAO TCB expert</li> <li>• Compliance statement: CRV TF</li> </ul>	The Instructions to Tenderers indicate the tender closing date, site visit information and general tender information to a potential bidder and requests that the bidder provide detailed tender pricing, complete technical proposal, contact and financial information, references and other information necessary for the full evaluation of the tender as well as for the vetting of the company.	Response Schedule	Contains a template for tenderers to fill in and attach their responses about: <ul style="list-style-type: none"> <li>• Statement of work</li> <li>• Specification</li> <li>• Interface Requirement Document</li> <li>• Contact</li> <li>• Financial information</li> <li>• References</li> </ul>
<b>2- Terms of reference</b>  Owner: CRV TF assisted with ICAO TCB expert  (Part of the final package after agreed amendments during tender)	<ul style="list-style-type: none"> <li>• clear requirements;</li> <li>• how the service is to be used;</li> <li>• a targeted balance between cost and quality;</li> <li>• how offers will be evaluated (method/criteria);</li> <li>• use of Quality standard;</li> <li>• generic requirements (no branding) so that all potential suppliers can bid.</li> </ul>	Specification And Compliance statement	Specifications of the Asia-Pacific Common Regional Virtual private network (CRV) All specifications are numbered, and tenderers state their compliance against requirements and optional requirements
		Interface Control Document	Defines the interface between the Service Provider and each of the States/Administrations
		Statement of work	Defines the Work required to be undertaken by the Contractor to provide the Asia-Pacific Common Regional Virtual Private Network (CRV) and includes common clauses through all local contracts: <ul style="list-style-type: none"> <li>• list of sites with physical addresses and points of contact</li> <li>• matrix of services with service levels/bandwidth/applications, expected Commissioning Date, and delivery requirements</li> <li>• Installation</li> <li>• Operation</li> <li>• Training</li> <li>• Acceptance procedure</li> <li>• Payments</li> <li>• Definitions</li> </ul>
		Template for Individual Service contract	Template for Individual Service requirements and clauses to be customized by each CRV State/Adm. Can be considered as the customization of the Statement of work (lists to tick). This will include a statement indicating that several clauses will be further negotiated.

Document	Content of the document	Subparts of document	Content of the subpart
<b>2A. Services - Evaluation template</b>  Owner: <ul style="list-style-type: none"> <li>Formal evaluation CRV TF Evaluation Committee assisted with ICAO TCB expert</li> <li>Formal evaluation reviewed by ICAO PRO</li> <li>Vetting of supplier: ICAO PRO</li> </ul>	Based on the evaluation criteria of the TOR: <ul style="list-style-type: none"> <li>Price and quality/technical merits through scoring</li> <li>Highest overall financial and technical score</li> </ul>	Nil	
	Vetting of supplier: Verification of the recommended contractor	Nil	
<b>3- Terms and Conditions</b>  Owner: ICAO PRO (Part of the final package after agreed amendments during tender)	The Terms and Conditions are standard contractual terms and conditions covering, amongst others, information and instructions on Damages, Indemnification, Termination, Settlement of Disputes and Equipment Title and Insurance, which would be applied in the case of an eventual contract award and which aim to ensure and safeguard the rights of the Member State under an eventual procurement.	Nil	

After that, technical and commercial evaluation.

And once there is a recommended company, the Contracts will be prepared:

Document	Content of the document	Subparts of document	Content of the subpart
<b>Individual Service Contracts</b>  (once there is a recommended company)  Owner: State/Adm.	Binding contract between State/Adm and awarded contractor, based on template for Individual Service contract, customized by each CRV State/Adm. The final Terms and conditions and final TOR must be attached and are made applicable by the contract. The signed DOA (multi-national agreement between participating States/Adm.) is referenced.	Purchase orders	1 purchase order with a fixed term for all (duration of maximum 5 years starting from the date of Contract coming into force): <ul style="list-style-type: none"> <li>Site locations, points of contact</li> <li>Service Level, Bandwidth, expected commissioning date</li> </ul> 5 optional purchase orders for extending the duration (5 * 1 year)

# INTERNATIONAL CIVIL AVIATION ORGANIZATION

## TECHNICAL COOPERATION BUREAU

### TERMS OF REFERENCE



### PROCUREMENT OF [INSERT]

<b>ICAO COMMODITY CODE</b>			
<b>REFERENCE</b>			
<b>DATE</b>			

<b>SUPPLIER NAME</b>

It is strictly prohibited for bidders to alter this document. Only the originator of the specification may provide amendments. Bidders must state against every item of the document, Compliance or Non Compliance. Failure to complete and return this form or alter this form shall invalidate the bid.

The tenderer shall reference the compliance statement to the appropriate sections of the supporting documentation in order to provide substantiation of said compliance. Notwithstanding this, if compliance is indicated, any further references, statements, comments or notes will not waive the liability of the tenderer on the stated compliance.

TERMS OF REFERENCE	COMPLIANCE STATEMENT
<p><b>1. INTRODUCTION &amp; BACKGROUND</b></p> <p>Briefly describe the context of the project and the aims of the TOR, explain the history behind the project and the understanding of what will be delivered.</p> <ul style="list-style-type: none"> <li>• the origin of the need for the services;</li> <li>• a description of the current services which will be replaced by the services being defined and solution being sought;</li> <li>• the benefits expected for the user resulting from implementing the requested services;</li> <li>• what options (if any) have been considered;</li> <li>• what options have been dismissed and why;</li> <li>• use of a specific hardware, software or tool;</li> <li>• specific constraints</li> <li>• etc.</li> </ul> <p>Note: 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 document. Any such alternative(s) or variation(s) must be fully and clearly defined and supported so that equivalence or superiority can be readily determined.</p> <p>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.</p> <p><b>2. PROJECT OBJECTIVES</b></p> <p>Clearly state and describe the project objective(s), usually in bulleted, numbered format; preferably be SMART (Specific, Measurable, Accurate, Realistic, Time-bound) indicating time (when), location (where), quantity (numbers), quality and target group (who). Support every immediate objective by at least one output.</p> <p><b>3. SCOPE OF THE SERVICES</b></p> <p>Detail all the aspects of the project that are both in scope and out of scope. The out of scope aspects are sometimes required to be mentioned to preclude suppliers from misunderstanding which aspects are included and which are not. The scope of services shall include a clear statement about all aspects of the project from start to finish.</p> <p>Address provisions for monitoring and evaluation of performance of the supplier, if any.</p>	

TERMS OF REFERENCE	COMPLIANCE STATEMENT
<p>Indicate expected deliverable and determine frequency of progress reporting, if required (e.g., weekly, monthly, etc.), as well as any need to present report results/outputs to any audience or body.</p> <p><b>4. SUPPLIER’S RESPONSIBILITIES</b></p> <p>Indicate all aspects of the project for which the supplier will be responsible for. An example would be providing a location for training.</p> <p><b>5. END USER / ICAO RESPONSIBILITIES</b></p> <p>Indicate all aspects of the projects for which the end user / ICAO will be responsible for. An example would be providing the contractor with access to the computer network.</p> <p><b>6. IMPLEMENTATION SCHEDULE</b></p> <p>Present a detailed schedule of the key milestones of the project and the required date for implementation of these milestones.</p> <p><b>7. REQUIRED QUALIFICATIONS</b></p> <p>Specify any requirements which are considered mandatory such as pertinent experience, educational requirements, knowledge of certain fields, previous experience working with other UN organizations, availability on site, etc.</p> <p>Tenderers shall have a minimum experience of five (5) years and five (5) similar projects.</p> <p><b>8. CONTENT OF THE PROPOSAL</b></p> <p><b>8.1 General Information</b></p> <p>The Tenderers shall obtain all information related to local conditions and include any related cost and/or time delay in their proposal.</p> <p>The Tenderers shall provide professional, objective and impartial advice under all circumstances while defending the customer interest without taking into account the possibility of a later mission and while scrupulously avoiding any possibility of conflict with other activities or the interest of their company.</p> <p><b>8.2 Preparation of Proposals</b></p> <p>The Tenderers must submit their proposals, along with any correspondence,</p>	

TERMS OF REFERENCE	COMPLIANCE STATEMENT
<p>written in the English language, with an unofficial copy in [INSERT LANGUAGE].</p> <p>Firms that are part of a consortium and sub-consultants cannot be included on more than one project team. A Tenderer cannot submit a proposal as a prime or joint venture and be included on another team as a sub-consultant or part of another consortium.</p> <p>Only one curriculum vitae (CV) can be proposed for each of the key positions proposed to complete the required services.</p> <p>The technical part of the proposal shall contain:</p> <p>a) Tenderer Organization and Capabilities:</p> <p>A detailed description of the firm’s organization and outline of recent experience on similar projects. For each assignment, the outline should indicate, as a minimum, the profiles of the staff, duration of the assignment and period of start/completion, contract amount and firm’s involvement.</p> <p>Should the Tenderer team up with other firms, whether in association or as a subcontractor, each firm will present its organization and capabilities.</p> <p>b) Methodology and Work Plan:</p> <p>The detailed methodology and the work plan for performing the assignment: technical approach and methodology, work plan, organization and assignment of personnel. The work plan shall conform to the bar chart detailing each activity.</p> <p>c) Project Team and Organization:</p> <p>The Tenderer is asked to identify the required staff to complete the assignment. The Tenderer will present the list of the proposed staff team by specialty, the tasks assigned to each team member and their timing, their responsibilities within the project and the organizational chart.</p> <p>d) Work Program:</p> <p>The Tenderer will present estimates of the total staff input (professional, technical and support staff) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member for each activity and respective cost.</p> <p>e) Detailed Résumés (CV) of Key Staff:</p> <p>Key information shall include number of years of experience and number of years working in the firm, degree of responsibility held in various assignments,</p>	



<b>TERMS OF REFERENCE</b>	<b>COMPLIANCE STATEMENT</b>
and specific involvement in similar projects.	

	Address site 1	Address site 2	Point of contact	Lot A - MPLS		Lot B - VSAT		Existing Interregional connectivity
				Site(s)	Bandwidth	Site	Bandwidth	
Afghanistan						1	128	
American Samoa						1	64	
Australia				2	2048			
Bangladesh				1	2048			
Bhutan						1	64	
Brunei Darussalam				1	2048			
Cambodia				1	2048			
China				2	2048			
China, Hong Kong				1	2048			
China, Macau				1	2048			
China, Taipei				1	2048			
Cook Islands						1	64	
Democratic People's Republic of Korea						1	128	
Fiji						1	128	
French Polynesia						1	64	
India				2	2048			
Indonesia						1	128	
Japan				2	2048			
Kiribati						1	64	
Lao People's Democratic Republic						1	64	
Malaysia				2	2048			
Maldives						1	64	
Marshall Islands						1	64	
Micronesia (Federated States of)						1	64	
Mongolia						1	64	EUR (Russia)
Myanmar						1	64	
Nauru						1	64	
Nepal						1	64	
New Caledonia						1	64	
New Zealand				2	2048			
Niue Islands						1	64	
Pakistan				1	2048			
Palau						1	64	
Papua New Guinea						1	64	
Philippines				1	2048			
Republic of Korea				1	2048			
Samoa						1	64	
Singapore				2	2048			EUR (UK)
Solomon Islands						1	64	
Sri Lanka				1	2048			
Thailand				2	2048			EUR (Italia)
Timor Leste						1	64	
Tonga						1	64	
Tuvalu						1	64	
United States				2	2048			
Vanuatu						1	64	
Viet Nam				2	2048			
Wallis and Futuna						1	64	

**Total**

**30**

**28**

Note: future sites in MID ICAO region may have to be included

### Matrix of Services on the Common Regional Virtual Private Network (CRV)

ID	State/Administration	State/Administration	Service Level	Bandwidth [kbps]	Application	Commissioning Date	Comment
Examples below							
31	Australia	Fiji	SLA-S-Voice4	80	Intercom	1/1/2017	
32	Australia	Fiji	SLA-A-Data4	64	AMHS	1/1/2017	
33	Australia	USA	SLA-S-Voice4	80	Intercom	2/1/2017	

INTERNATIONAL CIVIL AVIATION ORGANIZATION  
 TECHNICAL COOPERATION BUREAU  
 TECHNICAL SPECIFICATIONS



PROCUREMENT OF [INSERT]

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<b>SECTION A – INTENT AND STANDARDS</b>	<b>COMPLIANCE STATEMENT</b>
<p>SECTION A: INTENT AND STANDARDS. This section comprises the general description of the procurement to be carried out, and the international standards and regulations that the goods (or services) should fulfill. This section also includes instructions to the tenderer on how to complete the sheets.</p>	

<b>SECTION A – INTENT AND STANDARDS</b>	<b>COMPLIANCE STATEMENT</b>

<b>SECTION B – GENERAL REQUIREMENTS</b>	<b>COMPLIANCE STATEMENT</b>
<p>SECTION B: GENERAL REQUIREMENTS. This section contains all information related to the general characteristics of the goods and/or services to procure. For example, but not limited to:</p> <ul style="list-style-type: none"><li>- Power Supply;</li><li>- Environmental conditions;</li><li>- Components;</li><li>- Protection;</li><li>- Technology;</li><li>- Packaging and transportation;"</li></ul>	

<b>SECTION B – GENERAL REQUIREMENTS</b>	<b>COMPLIANCE STATEMENT</b>



<b>SECTION C – TECHNICAL REQUIREMENTS</b>	<b>COMPLIANCE STATEMENT</b>
<p>SECTION C: TECHNICAL REQUIREMENTS. This section contains all relevant technical information regarding the internal and external characteristics of the goods and details of the associated services which are required.</p>	

<b>SECTION C – TECHNICAL REQUIREMENTS</b>	<b>COMPLIANCE STATEMENT</b>

<b>SECTION D – SPARES, TOOLS, TEST EQUIPMENT AND TECHNICAL DOCUMENTATION</b>	<b>COMPLIANCE STATEMENT</b>
<p>SECTION D: SPARES, ACCESSORIES, TOOLS, TEST EQUIPMENT AND DOCUMENTATION. This section consists of all information related to the provision of spares, accessories, tools and test equipment. The requirements for the technical documentation to be provided are also stated here.</p>	

<b>SECTION D – SPARES, TOOLS, TEST EQUIPMENT AND TECHNICAL DOCUMENTATION</b>	<b>COMPLIANCE STATEMENT</b>

<b>SECTION E – SERVICES, TESTS AND ACCEPTANCE</b>	<b>COMPLIANCE STATEMENT</b>
<p>SECTION E: SERVICES, TESTS AND ACCEPTANCE. This section includes information and guidance on the services that may be required for the execution of the procurement, including training, factory acceptance, site acceptance, delivery and others. Section E incorporates the procedures to carry out for the testing of the equipment.</p>	

<b>SECTION E – SERVICES, TESTS AND ACCEPTANCE</b>	<b>COMPLIANCE STATEMENT</b>