Air Traffic Control (ATC) Equipment for the New ATC Tower Building of Fua’amotu International Airport, Tonga

PRE-BID MEETING MINUTES

DATE: Tuesday 11th December 2018
LOCATION: PAIP Office Conference Room, TAL Building, Tofoa
TIME: 1100hrs Tonga Local Time

MINUTES

1. Registration of Attendance

Three (3) representatives of 3 bidders attended the meeting in person. The meeting was facilitated by PAIP Procurement Specialist. Also attending were representatives from TAL, TAIP and TFSU. The bidders’ attendance list is attached.

2. Introduction and Explanation of Proceedings

An explanation of the meeting proceedings was conducted by PAIP Procurement Specialist assisted by PAIP Bid Administrator. It was noted that presentation will be made available to all firms that have requested the bid documents.

3. Procurement Workshop on “How To Submit a Responsive Bid”

The presentation conducted by Tatyana on the bidding documents and processes also covered the evaluation process and procurement timeline. It provided guidance to Bidders to facilitate the preparation of responsive bids. A copy of the presentation in English is attached herewith.

- **Conditions of Contracts**: Tatyana emphasized the importance of bidders to submit any questions regarding conditions during solicitation period. After bid submission, these conditions cannot be amended and the Bidder will be required to sign the contract as is. In the event the Bidder won’t sign the proposed contract, the Purchaser reserves the right to call upon the bid security.
- **Submission Deadline**: Bidders were encouraged to submit submission on time as late bids will be rejected.
• **Evaluation Criteria:** Bidders were advised of the evaluation criteria and the importance to provide sufficient documentary evidence.

The presentation also included an overview of the scope of requirements for this assignment.

4. **Technical and Procurement Question Time**

Questions received today prior to the Pre-Bid meeting will be answered in a formal clarification or amendment accordingly, issued separately.

5. **Question and Answer Period**

Questions asked during Pre-bid meeting will issued through formal Clarification no.4.

6. **Site Visit**

Bidders assembled and registered outside the existing ATC tower at Fua’amotu International Airport. Guided by TAIP Project Manager and Sione from TAL, a visit was made to the existing ATC Tower and new ATC tower currently under construction. Bidders were advised that any additional Site Visits should be booked through Manase by email mvaohi@paitfisu.com.
## ATTENDANCE SHEET

**Pre-Bid Conference for TAL/ICBG/A-A42.2**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. John Solivet</td>
<td>Indra Australia</td>
<td><a href="mailto:jdsolivet@indrampany.com">jdsolivet@indrampany.com</a></td>
</tr>
<tr>
<td>2. Daniel Jimenez</td>
<td>Airways NZ</td>
<td>daniel.jimenez@</td>
</tr>
<tr>
<td>3. Hector Clemente</td>
<td>Geci Estrioksa</td>
<td><a href="mailto:hector.clemente@gecitev.com">hector.clemente@gecitev.com</a></td>
</tr>
<tr>
<td>4. Fisilau Leone</td>
<td>TAIP</td>
<td><a href="mailto:fleone@paip16fsu.com">fleone@paip16fsu.com</a></td>
</tr>
<tr>
<td>5. Same Tuafautu</td>
<td>TAL</td>
<td><a href="mailto:satafupe@tonganimatu.com">satafupe@tonganimatu.com</a></td>
</tr>
<tr>
<td>6. Manase Vuaahi</td>
<td>TFSU</td>
<td><a href="mailto:muaahi@tongtfsu.com">muaahi@tongtfsu.com</a></td>
</tr>
</tbody>
</table>

<p>| 7.                   |                    |                                |
| 8.                   |                    |                                |
| 9.                   |                    |                                |
| 10.                  |                    |                                |
| 11.                  |                    |                                |
| 12.                  |                    |                                |
| 13.                  |                    |                                |
| 14.                  |                    |                                |
| 15.                  |                    |                                |
| 16.                  |                    |                                |
| 17.                  |                    |                                |
| 18.                  |                    |                                |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marzio Vacchi</td>
<td>TFSU</td>
<td>11/12/2018</td>
</tr>
<tr>
<td>John Souver</td>
<td>IA</td>
<td>11/17/2018</td>
</tr>
<tr>
<td>Daniel Jimenez</td>
<td>Airways</td>
<td>11/21/2018</td>
</tr>
<tr>
<td>Hector Clemente</td>
<td>GECI-Espanolas</td>
<td>11/12/2018</td>
</tr>
<tr>
<td>Tan Takahashino</td>
<td>TAL</td>
<td>11/12/18</td>
</tr>
<tr>
<td>Eulalio Leon</td>
<td>TAIL</td>
<td>U U V V</td>
</tr>
</tbody>
</table>

| 7          |                      |            |
| 8          |                      |            |
| 9          |                      |            |
| 10         |                      |            |
| 11         |                      |            |
| 12         |                      |            |
| 13         |                      |            |
| 14         |                      |            |
| 15         |                      |            |
| 16         |                      |            |
| 17         |                      |            |
| 18         |                      |            |
Kingdom of Tonga

PACIFIC AVIATION INVESTMENT PROGRAM
Tonga Aviation Investment Project

Air Traffic Control (ATC) Equipment

PRE BID MEETING
11 December 2018
PRE BID MEETING AGENDA

Date: Tuesday 11 December 2018
Location: PAIP Office Conference Room, TAL Building, Tofoa
Time: 11:00 am

- 1100-1105hrs: Registration of Attendance
- 1105-1115hrs: Introduction and Explanation of Proceedings
- 1115-1130hrs: Presentation
- 1130-1145hrs: Procurement Workshop on “How to Submit a Responsive Bid”
- 1145-1200hrs: Other Questions

Note: Questions or clarifications to the issued bid documents should be raised formally in accordance with the instructions to Bidders in the actual bid documents.
Objectives of Pre-Bid Meeting

• The objective of this presentation is to clarify issues and to answer questions on any matter that may be raised regarding Air Traffic Control (ATC) Equipment.

• This presentation does not replace or modify any provisions of the bidding document mentioned above.

• In case of contradiction between this presentation and the bidding document, the terms and conditions of the bidding document take precedence.
Structure of Presentation

• Part 1 – Context
• Part 2 – Scope of Supply
• Part 3 – Overview of the bidding document
• Part 4 – How to Prepare a Successful Bid
• Part 5 – Question Period
Part 1 – Context

• The Pacific Aviation Investment Program has the development objective to:
  - improve the safety, security, efficiency, management and environmental sustainability of airports, and
  - improve regional harmonization of aviation safety standards.

• The Kingdom of Tonga through Tonga Airport Limited (TAL) has received additional financing under the Pacific Aviation Investment Program (PAIP).

• The objective of this procurement is to provide Air Traffic Control Equipment to be supplied, delivered, installed and relocated in Fua’āmotu International Airport.

• PAIP TFSU is managing this procurement process of behalf of TAL.
Part 2 – Scope of Supply

The Supplier will:

– Supply the **equipment** as per the technical specifications together with the training and product documentation.

– Provide **installation, testing, calibration and commissioning** of the delivered equipment.

– Provide **training to the maintenance personnel and equipment users**.

Please refer to Section VII Schedule of Requirements of the bidding document
Scope of Supply (cont’d)

Bidding will be done by Lots

• LOT 1 - HF Communications
• LOT 2 - VHF Communications
• LOT 3 - Onsite Communications and Services
• LOT 4 - New Tower Equipment

Bids will be evaluated and contracts awarded on a lot basis. Bidders may bid for one or more of the above lots and may offer discount/s for the award of combination/s of lots.
Additional Background
The goal is to fully equip the new control tower being built at Fua’амоту airport.

Tonga Airports Limited (TAL) has taken some responsibility for the supply and work, such as;
• Relocation of the voice recorder, navaid monitors, AFTN etc
• Supply of the operational furniture (incl ATC consoles) etc

The remainder of the supply and work is included in the Lots 1, 2, 3 & 4.
Lot 1 - HF Aircraft Communications

- HF 500W transmitter
- HF Receiver
- User interface & remote connection to equipment
- HF antenna system (incl groundworks, masts, feeder and ATU)
- Standby power system (UPS)
- System Monitoring and Control (LCMS, RCMS or similar)
- Communications Remote Access and Control (incl headsets)
- Test & Measurement Equipment

If not included above
- Communication System Monitors
- UPS
- Equipment Cabinets
Lot 2 - VHF Communications System

- Complete VHF System (incl equipment cabinets and power supplies)
- System Monitoring and Control (LCMS, RCMS or similar)
- Handheld VHF Transceivers (incl accessories)
- Communications Remote Access and Control (incl headsets)
- Test & Measurement Equipment

If not included above
- Communication System Monitors
- UPS
- Equipment Cabinets
Lot 3 - Onsite Communications and Services

- Operational IT Network (Min CAT6, managed, secure network)
- Cross-site Fibre Optic Communications Network (data link, optional diverse routing)
- Test & Measurement Equipment (incl Fibre-optic Test Set, Fibre-optic splicing kit)

Note: Related services include
- Relocation of some existing systems, including decommissioning and re-commissioning of existing Airfield Lighting Control, AWOS Displays and ADS-B
Lot 4 - New Tower Equipment

- Crash Alarm System (incl associated cabling/interconnection)
- CCTV ((outdoor IR zoom camera)
- Signal Lamp
- Aerodrome beacon and mounting assembly (incl associated power and control cabling)
Clarifications and Addendum

• Three (3) clarifications issued to date
  – can be found on TAL website under Tender reference no. TAL/ICBW/A-A42.2

• No Addendum issued to date
Part 3 – Bidding Document

Section I : Instructions to Bidders

Section II: Bid Data Sheet

Section III: Evaluation and Qualification Criteria

Section IV : Bidding Forms

- Letter of Bid
- Bidder Information Form
- Bidder’s JV information Form
- Bidder’s Qualifications
- Price Schedule Forms - Form of Bid Security
- Manufacturer’s Authorization
- Child Labour Certification Form

Section V : Eligible Countries

Section VI: Bank Policy – Corrupt and Fraudulent Practices

Section VII: Supply Requirements

Section VIII: Conditions of Contract and Contract Forms
Evaluation Flowchart

Preliminary Examination: VERIFICATION
Quotation is received on time and as per ITQ instructions (fill in Table 1)

YES

Preliminary Examination: COMPLETENESS
Fill in Table 2

YES

Financial Evaluation:
Fill Table 3

YES

Qualification of the lowest Bidder
Fill in Table 4

YES

Recommendation for award
Fill in Table 5

NO

Invalid Quotation/reject

Non-responsive Quotation/Request for clarification/Rejection

NO

Qualify the next lowest bidder that passed preliminary examination
Part 4
How to Prepare a Successful Bid

Mandatory procedural requirements:

• There are mandatory procedural requirements associated with this tender.

• Bidders are required to carefully read the bidding document.

• Any bids that fails to meet any mandatory procedural requirement will be rejected.

• No other procedural requirements can be introduced/modified/removed after the tender closing.
Part 4
How to Prepare a Successful Bid

• The Bidder must be eligible to participate in this tender (see ITB 4)

• A Bidder that has been sanctioned by the Bank in accordance with the Bank’s Guidelines on Preventing and Combating Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants (“Anti-Corruption Guidelines”) is not eligible.

• In the case of a joint venture, all members shall be jointly and severally liable for the execution of the Contract.

• A Bidder shall not have a conflict of interest.

• The tender has no nationality restrictions.
Documents Comprising the Bid (ITB 11)

– Letter of Bid
– completed schedules
– Bid Security Required
  – Lot 1 – USD 5,500
  – Lot 2 – USD 5,000
  – Lot 3 – USD 2,500
  – Lot 4 – USD 1,400
– Written confirmation authorizing the signatory of the Bid to commit the Bidder (i.e. power of attorney or resolution of the Board of Directors)
– For JV: a copy of the Joint Venture Agreement entered into by all members or a letter of intent
– Manufacturer‘s authorization (ITB 17.2(a))
Documents Comprising the Bid (ITB 11) – continued

• Documentary evidence:
  • establishing the Bidder’s qualifications
  • establishing the Bidder’s eligibility to bid
  • that the Goods and Related Services to be supplied by the Bidder are of eligible origin
• A letter/s from the manufacturer/s confirming the availability of spare parts for the equipment life
• Quality Plan
• Schedule / programme of deliverables
• A priced list of major replacement components, spare parts, and maintenance service for the first two (2) years
• Child Labour Certification Form
• Details of post-installation support facilities
• Details of Training to be provided
Letter of Bid

– **Must** be submitted with a Bidder’s Bid.

– Must be prepared using the relevant forms furnished in Section IV, Bidding Forms *without any alterations to the text*. All blank spaces shall be filled in with the information requested. No substitutes shall be accepted.

– Must be **signed**

– If a Bidder is a joint venture, specify the name of JV as the Bidder.

– Bidder agrees to be bound by instructions, clauses and conditions of the bidding document and accepts the clauses and conditions of the resultant Contract in its entirety.

– The price to be quoted in the Letter of Bid in accordance with ITB 12.1 shall be the **total price of the lot**, excluding any discounts offered.

– Person signing the Bid shall have the **power of attorney** given by the Bidder to be attached with the Bid Schedules.
Important Concepts

• **Fixed price** for the duration of the contract: *A bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.*

• **Bid validity (90 days):** *A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive*

• **Bid security:** *any bid not accompanied by a substantially responsive Bid Security shall be rejected by the Purchaser as non-responsive.*
Important Concepts

• **Currency**: The prices shall be quoted by the bidder in: USD or any freely convertible currency/currencies (up to a maximum of three).

• **Exchange rate for evaluation**: USD, [www.xe.com](http://www.xe.com) (the highest selling rate of the day) The date for the exchange rate December 28, 2018.

• **Taxes**: the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Tonga.
Late Bids

- **Late bids**: Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

Allow sufficient time to reach the bid submission address (Tonga)!
Evaluation Criteria

• Bids will be evaluated Lot by Lot

• Delivery Schedule:
  – Between 120 and 180 days + 30 days for completion of services
  – Offered delivery after 180 + 30 days – bid maybe rejected
  – 0.5% per week adjustment of the bid price for each week of fraction of the week beyond 120 days

• Deviation in payment schedule:
  – Prices shall be stated against the price schedule established in the bidding document
  – Bids are evaluated on the basis of this price
  – Alternative payment schedule is allowed, but shall be offered with the reduction in bid price
Qualification Requirements

• Experience and Technical Capacity:
  – Evidence of business activity of a similar nature for a minimum of five (5) years.
  – Details of past similar experience, including names and contact information, of successfully completed of similar sized and natured contracts during the past five (5) years as follows:

<table>
<thead>
<tr>
<th>Lot Identification</th>
<th>Number of Contracts Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidders participating in Lot 1 or 2 or 3 or 4</td>
<td>2</td>
</tr>
<tr>
<td>Bidders participating in more than 1 lot</td>
<td>2 for each lot</td>
</tr>
</tbody>
</table>

• Qualified staff for installation and training and confirm that each has good English language competency. (include CVs).
PROCUREMENT TIMELINES

- Tender Launched **20 November 2018**
  - Advertised internationally on **UNDB, dgMarket, and in the tender countries**
  - Direct Invitations sent to international suppliers
- Pre Bid Meeting **11 December 2018**
- Final day for Clarifications — **8 January 2019**
- Bid Submission Deadline — **22 January 2019**
- Public Bid Opening — **22 January 2019**
Questions on the Bid Documents

• Received prior to the Pre-bid meeting will be answered today verbally and in writing through Clarification.

• Questions taken during the Pre-bid meeting will be issued with clarifications in the minutes, made available to those who have requested the Bid Documents.
Questions on the Bid Documents

The following key principles govern the preparation of responses to questions received in the context of this tender:

1. Often the answers are in the bidding document. Whenever possible, the answer will refer to a provision of the bidding document.

2. We do not provide interpretation of the clauses. That being said, if an ambiguity remains, we note it and we clarify by way of formal amendment.
Question Period
Look forward to receiving your bids .....