

## **Enclosure 1 Invitation to Tender**

### **Helicopter Services in Greenland 2010 (Open procedure)**

#### **1. Introduction**

The Geological Survey of Denmark and Greenland (GEUS) plans to carry out geological fieldwork in different areas of Greenland during the summer of 2010. GEUS intends to procure helicopter services for this purpose for a minimum of 215 flight hours. Service providers are invited to submit tenders.

Tenders must be based on requirements and specifications in the present Tender Documents, which are:

Contract Notice: Helicopter Services in Greenland 2010  
Enclosure 1: Invitation to Tender (this document)  
Enclosure 2: Technical and Operational Specifications  
Enclosure 3: Draft Agreement with appendices

Final agreement will be based on the Draft Agreement with appendices.

#### **1.1 Language, format and number of copies**

Bids shall be submitted in English or in Danish as outlined in section 6.3.

#### **2. Technical description**

##### **2.1 Services to be provided**

A detailed description of technical specifications and operational requirements of the tender are found in Enclosure 2.

##### **2.2 Time schedule**

A helicopter must be available as specified in the following areas:

- (1) In the Paamiut area in Southwest Greenland from 24 June to 30 July 2010 (both days included)
- (2) In the Daneborg area in Northeast Greenland from 17 July to 21 August 2010 (both days included); in addition from this base of operation, further 7-10 flying hours out of CNP will be required for another project, preferably immediately before start of the first project.
- (3) In the Tasiilaq area in Southeast Greenland from 13 July to 17 August 2010 (both days included).

Further, if possible GEUS will require helicopter services from tenderer on an ad hoc basis in different areas of Greenland during spring-summer 2010.

##### **2.3 Guaranteed flight hours**

GEUS will guarantee a minimum number of flight hours of 215 [(1) 48 h, (2) 87 h, (3) 80 h].

##### **2.4 Option of additional flight hours and ad hoc helicopter operations**

GEUS requires the option to buy up to an additional 80 flight hours to be part of the agreement. If possible, an option of purchasing ad hoc helicopter services at a discounted price in different areas of Greenland should also be included.

### **3. Price quotations**

Tenderer shall use the format below to give price quotations for the helicopter services based on the specifications given above. Bids not complying with this format will be rejected.

Tenderer must give offers for helicopter services (staff and equipment included) as

- Fixed price per flying hour for the hours guaranteed in Invitation to Tender (215 h) and a reduced price per flying hour for additional hours
- Mobilisation costs for each of the three areas (1), (2) and (3), cf. 2.2
- A general percentage discount for ad hoc helicopter operations in other parts of Greenland, if possible.
- Fixed price per litre fuel, if and when GEUS is not providing the fuel
- Cost of a possible extra 2<sup>nd</sup> pilot for the operation in area (3)

All compulsory fees for the use of airports/heliports must be listed in the tender; to be invoiced to GEUS without any surcharges.

The offer must be given in DKK.

The offer must include all costs payable by GEUS. No cost, fee, expenditure or the like will be chargeable to GEUS unless specified.

Tenderer must specify company rules concerning:

- Calculation of airborne time
- Working time regulations
- Other conditions applying to the said services

The evaluation of the tenders will be based on a fixed price per flying hour taking into account the guaranteed flying hours and the mobilisation costs (cf. 8.2 below).

## **4. Tender Requirements**

### **4.1 Minimum tender requirements**

Tenderer shall fulfil the following requirements:

- Tenderer must have extensive experience and proven competence operating in the high Arctic, including flying in poorly charted, mountainous regions, using all available means of orientation, including aerial photographs, maps, etc.
- Tenderer must meet requirements as specified in Enclosure 2 Technical and Operational Specifications
- Tenderer must have all necessary permissions from competent authorities and shall guarantee that permissions from the aviation authorities to carry out the requested operations are obtained.
- Tenderer must inform about the use of subcontractor(s) in order to carry out the services as required.

### **4.2 Documentation of qualifications**

Documentation to be submitted with the tender for the contract shall include:

- A description of organisation and resources, including infrastructure, helicopters and personnel.
- A description of how tenderer plans to remediate a major breakdown of the assigned helicopter(s).
- Insurance certificate relevant for the services required, describing cover and benefits, terms of coverage and deductibles.

- References from similar services undertaken during the past 3 years stating clients, locations, types of work, equipment and techniques employed, and contract values. Provide for three of the listed contracts the names and addresses of the clients and contact names, who may be approached for references.
- Audited annual accounts for the past 3 years and information about turnover of services performed relating to helicopter services in the high Arctic.
- Official Certificate from The Danish Commerce and Companies Agency (or equivalent from national authority). Official Certificate can be requested from [http://www.virk.dk/myndigheder/EOGS/Anmodning\\_om\\_serviceattest/pid/6347](http://www.virk.dk/myndigheder/EOGS/Anmodning_om_serviceattest/pid/6347) (requisition form in Danish only). Tenderers should be aware that administration time at The Danish Commerce and Companies Agency can be 1-2 weeks from the receipt of a properly completed request for an Official Certificate.

#### **4.3 Documentation for allocated personnel**

- Qualifications of allocated pilot(s) (CV's)

#### **5. Agreement**

A Draft Agreement for the final contract is included as Enclosure 3.

#### **6. Deadlines**

##### **6.1 Deadline for supplementary information/questions**

Any additional questions, requests for supplementary information regarding the Tender Documents, and any reservations against the terms of agreement shall be addressed by e-mail to

Geological Survey of Denmark and Greenland (GEUS), e-mail address: [helicopter@geus.dk](mailto:helicopter@geus.dk), marked "Helicopter Services in Greenland 2010, ID 2010-005923, GEUS J. no. 0413-00203" and received by GEUS prior to 12.00 hrs UTC+1 on 1 February 2010.

Not later than 23 February 2010 GEUS will answer the requests/questions in writing.

Requests/questions and answers will be published at [www.geus.dk/geuspage-uk](http://www.geus.dk/geuspage-uk) and forwarded to all known tenderers in an anonymous form together with any necessary clarifications or amendments to the Tender Documents caused by the requests/questions. Within the same time limit, GEUS will decide to what extent any submitted reservations against the terms of agreement etc. can be accepted as general amendments to the Tender Documents.

It is assumed that adjustments to the Tender Documents based on the questions and opinions of the tenderers will not be to such an extent that it implies a new tender announcement in the EU.

##### **6.2 Deadline for receipt of tenders**

The tender shall be sent by registered mail or courier in a sealed envelope and shall be received by the Geological Survey of Denmark and Greenland prior to 12.00 hrs UTC+1 on 1 March 2010.

Tenders received later than the above-mentioned deadline will be rejected and returned unopened.

### 6.3 Tender submission

Tenders shall be marked: "Confidential – Helicopter Services in Greenland 2010, ID 2010-005923, GEUS J. no. 0413-00203" and addressed to:

Geological Survey of Denmark and Greenland (GEUS)  
Øster Voldgade 10  
DK-1350 Copenhagen K,  
Denmark  
Attn.: Marianne Vestergaard

Tenders shall be submitted in 1 original and 1 copy along with a copy on CD-rom. The language shall be English or Danish.

Attention is drawn to the fact that mail might be opened in the administration of GEUS, if the envelope is not marked as stated above. Tenders submitted by telex, fax or e-mail are not accepted.

### 6.4 Duration of tender

Tenders should be valid for 2 months.

### 7. Opening of tenders

Tenders will be opened in private immediately after deadline.

### 8. Tender evaluation

#### 8.1 Criteria

The criteria for awarding the contract will be the economically most advantageous tender taking into account criteria listed in the Tender Documents.

#### 8.2 Evaluation of tenders

Tenders must comply with the Minimum tender requirements as specified in paragraph 4.1 in order to be considered. The following approach to the evaluation will be used with equal weight to the quality of the tender (50 %) and to the price (50 %). Points are given according to the scale below.

|                         |          |
|-------------------------|----------|
| Best possible           | 8 points |
| Very satisfactory       | 6 points |
| Satisfactory            | 4 points |
| Evaluation not possible | 0 point  |

The quality of the tender will be evaluated by GEUS according to the weight given below.

|   | Weight % |
|---|----------|
| Character and extent of experience and proven competence in carrying out helicopter operations in the high Arctic | 30 %     |
| Character and ability of helicopter including equipment   | 20 %     |
| Character of organisation, management and resources   | 20 %     |
| Qualifications of allocated personnel including experience with operating in the high Arctic                      | 20 %     |
| Efficiency of remediation plan in case of helicopter breakdown  | 10 %     |

The price of the tender will be evaluated as follows:

The evaluation of the costs will be based on a price per flight hour calculated as the tenderer's price per flight hour (guaranteed hours) multiplied by 215 plus mobilisation costs for the areas (1), (2) and (3) divided by 215.

In the evaluation of the costs, the lowest bid is given 8 points. Higher bids are awarded points inversely proportional to the lowest bid (using two decimal points).

$$\text{Points} = 8 \times ((\text{lowest bid}) \text{ divided } (\text{by actual bid}))$$

The two scores will be multiplied to give the total score by each tenderer.

### 8.3 Evaluation of tenders: Examples

EXAMPLE 1:

#### Quality of tender

|   | Points | Points x Weight % |
|---|--------|-------------------|
| Character and extent of experience and proven competence in carrying out helicopter operations in the high Arctic | 6      | 1.8               |
| Character and ability of helicopter including equipment   | 8      | 1.6               |
| Character of organisation, management and resources   | 4      | 0.8               |
| Qualifications of allocated personnel including experience with operating in the high Arctic                      | 8      | 1.6               |
| Efficiency of remediation plan in case of helicopter breakdown  | 4      | 0.4               |
| Score   |        | 6.2               |

#### Evaluation of costs

Offer per flight hour: 12.000 DKK

$$8 \times \left( \frac{9.000}{12.000} \right) = 6 \text{ points}$$

Lowest bid: 9.000 DKK (= 8 points)

**Total score = 6.2 \* 6 = 37,2**

EXAMPLE 2:

Quality of tender

|   | Points | Points x Weight % |
|---|--------|-------------------|
| Character and extent of experience and proven competence in carrying out helicopter operations in the high Arctic | 8      | 2.4               |
| Character and ability of helicopter including equipment   | 8      | 1.6               |
| Character of organisation, management and resources   | 8      | 1.6               |
| Qualifications of allocated personnel including experience with operating in the high Arctic                      | 8      | 1.6               |
| Efficiency of remediation plan in case of helicopter breakdown  | 8      | 0.8               |
| Score   |        | 8.0               |

Evaluation of costs

Offer per flight hour: 15.000 DKK  $8 \times \left( \frac{9.000}{15.000} \right) = 4.8$  points

Lowest bid: 9.000 DKK (= 8 points)

**Total score = 4,8 \* 8 = 38,4**

EXAMPLE 3

Quality of tender:

|   | Points | Points x Weight % |
|---|--------|-------------------|
| Character and extent of experience and proven competence in carrying out helicopter operations in the high Arctic | 4      | 1,2               |
| Character and ability of helicopter including equipment   | 4      | 0,8               |
| Character of organisation, management and resources   | 4      | 0,8               |
| Qualifications of allocated personnel including experience with operating in the high Arctic                      | 4      | 0,8               |
| Efficiency of remediation plan in case of helicopter breakdown  | 4      | 0.4               |
| Score   |        | 4.0               |

Evaluation of costs:

Offer per flight hour: 9.000 DKK  $8 \times \left( \frac{9.000}{9.000} \right) = 8$  points

Lowest bid: 9.000 DKK (= 8 points)

**Total score = 8 \* 4 = 32**

**8.4 Award criteria**

The final contract will, subject to GEUS' evaluation and decision, be awarded to the economically most advantageous tender representing value for money (highest number of points). GEUS reserves the right to choose freely between tenders differing less than 10 %.

**9. Cancellation**

GEUS reserves the right to cancel the tender.

**10. Expenditure**

Participation in the tender is at the tenderer's own risk and expense. GEUS accepts no liability whatsoever arising from participation in this tender.

**11. Table of deadlines**

|  |                                    |
|--|------------------------------------|
| Invitation to tenders, cf. dispatch on <a href="http://www.SIMAP.europa.eu">www.SIMAP.europa.eu</a> and <a href="http://www.geus.dk/geuspage-uk.htm">www.geus.dk/geuspage-uk.htm</a> | Mon 18 January                     |
| Additional questions and/or requests for supplementary information from tenderers  | Mon 1 February<br>12:00 UTC+1      |
| GEUS' answers to questions and forwarding of supplementary information   | Tues 23. February<br>12:00 UTC+1   |
| <b>Receipt of tenders</b>  | <b>Mon 1 March<br/>12:00 UTC+1</b> |
| Information to all tenderers about GEUS' award of tender, also to be published on <a href="http://www.geus.dk/geuspage-uk.htm">www.geus.dk/geuspage-uk.htm</a>                       | Fri 5 March                        |
| Standstill period (10 days)  |                                    |
| Signing of Agreement   | Week 10                            |
| Effect of Agreement  | Week 10                            |

**Supplementary material**

Enclosure 2: Technical and Operational Specifications

Enclosure 3: Draft Agreement for the final contract