

EU-tender
Helicopter Services in Greenland related to GEUS fieldwork 2011-2014

Invitation to Tender

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1. Introduction

The Geological Survey of Denmark and Greenland (GEUS) every year carries out geological fieldwork in different areas of Greenland. In 2010 three major field operations were carried out in Southwest, Southeast and East-Northeast Greenland along with a range of smaller operations (often with ad hoc helicopter support) with a total of more than 300 helicopter hours. Over a period of four years (2007-2010) the need of helicopter assistance for GEUS operations has varied from 109 to 314 hours with an average of 233 hours per year consisting of both Full Charter and Ad Hoc Operations. GEUS expects similar fieldwork activities for the years to come. To ensure the supply of Helicopter Services for such fieldwork activities GEUS intends to enter a Framework Agreement with an experienced service provider who can provide GEUS with Helicopter Services in Greenland for a four year period.

A contract notice regarding Helicopter Services in Greenland related to GEUS fieldwork 2011-2014 has been dispatched to the simap portal (official site for European public procurement) on Thursday 23 December 2010, reference no. 2010-171786, to be published in the Supplement to the Official Journal of the European Community and the TED database. The Tender Documents and details and the regarding this tender can be downloaded at www.GEUS.dk/geuspage-uk.htm

Service providers are invited to submit tenders.

The present document sets forth the conditions for participating in the tender.

2. General information

2.1 Contracting authority

Geological Survey of Denmark and Greenland (GEUS)
Øster Voldgade 10
DK-1350 Copenhagen K,
Denmark

Telephone: +45 38 14 20 00
Telefax: +45 38 14 20 50

Contact point:

Marianne Vestergaard

Telephone: +45 38 14 22 02
Email: helicopter@geus.dk

2.2 Type of tender

This tender is carried through as an open tender process according to the rules regarding public procurement of the public sector Directive **2004/18/EU**.

2.3 Framework Agreement

A Framework Agreement to be entered with the tenderer winning this tender is included as Enclosure 4. The purpose of the Framework Agreement is to establish the terms governing the services to be specified each year, in particular with regard to price and quantity, under which specific purchases can be made throughout the term of the agreement. The final agreement will be based on the Framework Agreement with appendices.

Every year before 1 March GEUS will specify the services (and the tasks) to be carried out by using the format contained in the Order Form: Specifications of Operation 20[XX/yy] (Enclosure 3). When signed by both parties this document (or documents in the case of several operations) will define the specifications of operation for a specific year. All such agreements will be subject to and regulated under the provisions of the Framework Agreement.

GEUS' request(s) for ad hoc Helicopter Services and/or additional helicopter hours must follow the regulations outlined in the Framework Agreement, § 9 Structure of Collaboration.

2.4 Tender timetable

Below find the expected timetable of the tender up until the signing of the agreement.

Invitation to tender, cf. dispatch on www.SIMAP.europa.eu and www.geus.dk/geuspage-uk.htm	Thurs 23 December
Additional questions and/or requests for supplementary information from Tenderers	Mon 10 January 12:00 UTC+1
GEUS' answers to questions and forwarding of supplementary information	Mon 24 January 12:00 UTC+1
Receipt of tenders	Tues 1 February 12:00 UTC+1
Information to all Tenderers about GEUS' award of tender, also to be published on www.geus.dk/geuspage-uk.htm	Mon 7 February
Standstill period (10 days)	
Signing of Framework Agreement	Week 7
Effect of Framework Agreement	Week 7

2.5 Cancellation

GEUS reserves the right to cancel the tender.

3. Tender Documents

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

- Contract Notice: Helicopter Services in Greenland related to GEUS fieldwork 2011 - 2014
- Enclosure 1: Invitation to Tender (this document)
- Enclosure 2: Technical and Operational Specifications
- Enclosure 3: Order Form: Specifications of Operation 20[XX/yy]
- Enclosure 4: Framework Agreement with appendices

4. The services

Every year Helicopter Services are needed to support geological fieldwork in different areas of Greenland, sometimes in poorly charted areas.

GEUS fieldwork operations in Greenland are related to specific scientific projects, and needs for Helicopter Services can vary depending on the tasks to be completed. However, as funding is decided and granted from year to year, it is not possible to guarantee an exact number of helicopter hours until the beginning of the year in question.

A table of GEUS' use of helicopter hours from 2007-2010 is shown in the table below.

Year	Guaranteed hours Full charter	Additional hours Full charter	Ad hoc hours	Total amount of hours
2010	215	70	29	314
2009	180	92	32	304
2008	132*	57	18	207
2007	60*	25	24	109
Total	587	244	103	934
Average per year	147	61	26	233

*Estimated hours

The precise number of operations, their specifications and the number of guaranteed helicopter hours will be announced by GEUS to Service provider every year no later than 1 March.

Subsequently Service provider must confirm the delivery of GEUS' requested services, specifying details regarding equipment, flight crew, and any use of subcontractor(s) no later than 15 March every year, cf. paragraph 2.3.

4.1 Description of the services

GEUS fieldwork operations may involve a number of different tasks, such as mobilization and moving of field-teams and field camps with numerous take-offs and landings from unprepared sites in the field. Helicopter Services may also involve sling-operations on land or to/from ship (e.g. involving fuel barrels) including the use long-line. Further Helicopter Services may include flights for geological reconnaissance, geological sampling, grid sample flying, photogrammetric flying, etc. sometimes with numerous brief ground-stops for sample collection, etcetera. Some GEUS fieldwork operations require the helicopter's landing on ice.

Both Full Charter Operations as well as Ad Hoc Services will be required.

A detailed description of the types of operations, technical specifications and operational requirements of the services are found in Enclosure 2.

4.2. Geographical area

Helicopter Services to support geological fieldwork can take place in all parts of Greenland. The precise area(s), their coordinates, and the geographical extension of the Helicopter Services in specific GEUS projects will be informed by GEUS to Service provider every year.

4.3. Time of delivery

Helicopter Services are requested every year primarily during the months from May to September, but may also be required in other periods of the year.

4.4. Options

Not applicable.

4.5. Subcontractors

If necessary, the Service provider winning this tender and offered the Framework Agreement will be entitled to use subcontractors in order to carry out the services required by GEUS. All use of subcontractor(s) is Service provider's full responsibility. The use of subcontractor(s) must not in any way change the conditions or the prices for GEUS' use of the services.

5. Tender requirements

The following requirements list the conditions for participation in the tender.

5.1. Minimum tender requirements

Tenderer shall fulfill the following requirements:

5.1.1. Experience and competence

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.

5.1.2. Technical and operational qualifications

Tenderer must meet requirements as specified in Enclosure 2 Technical and Operational Specifications.

5.1.3. Permissions related to helicopter operations

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.

5.1.4. Subcontractor(s)

Tenderer must inform about the use of subcontractor(s) in order to carry out the services as required.

5.2. Documentation of qualifications

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

5.2.1. References

References from similar services undertaken during the past 3 years stating clients, locations, types of work, equipment and techniques employed, and contract values. For three of the listed contracts tenderer must provide the names and addresses of the clients and contact names, who may be approached for references.

5.2.2. Organization

A description of organization and resources, including infrastructure, helicopters and personnel.

5.2.3. Documentation for personnel

A general description of the professional skill requirements that tenderer demands of pilots who work under the conditions described in Enclosure 2.

Qualifications of allocated personnel (i.e. CV's) to specific operation(s) are to be delivered when entering the agreement regarding helicopter operations in a specific year, cf. Enclosure 3 Order Form: Specifications of Operation 20[XX/yy].

5.2.4. Remediation plan

A description of how tenderer plans to remediate a major breakdown of any assigned helicopter(s).

5.2.5. Insurance

Insurance certificate relevant for the services required describing cover and benefits, terms of coverage and deductibles.

5.2.6. Audited annual accounts

Audited annual accounts for the past 3 years and information about turnover of services performed relating to Helicopter Services in the high Arctic.

5.2.7. Financial situation with respect to public authorities

In accordance with Act no. 336 of 13 May 1997 on limitation of debtors possibilities to participate in public procurements and on change of certain other laws (making effective the collection of arrears to the authorities), the authorities shall on procurement of construction and plant works as well as purchases of goods and services demand that any tenderer simultaneously with submitting its tender make a solemn declaration on the extent of the tenderer's unpaid, due debts to the authorities in the form of taxes, duties and social security contributions in accordance to Danish law or the law of the country of the tenderer's establishment.

Such official certificate (serviceattest) can be requested from The Danish Commerce and Companies Agency's homepage: <http://www.eogs.dk/sw28332.asp> (requisition form in Danish only). Equivalent certificate from national authority from the country of the tenderer's establishment will be accepted.

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.

6. Preparation of bids

6.1. Languages accepted

Bids shall be submitted in English or in Danish (as outlined in section 7.3)

6.2. Binding period of tenders

Tenderers shall be bound by tenders for a period of 2 months, cf. paragraph IV.3.7 in the Contract Notice.

6.3. Prices

Tenderer shall use the format below to give price quotations for the Helicopter Services under the Framework Agreement. Bids not complying with this format will be rejected.

Tenderer must give offers for Helicopter Services (staff and equipment included) as

- a. A **fixed price per guaranteed flight hour** exclusive fuel for guaranteed hours in a full chartered helicopter operation. Price calculations per flight hour must be based on the last four years use of guaranteed full chartered helicopter flight hours, cf. table in paragraph 4

- b. **Number of guaranteed hours per day** (average) **and length of period** needed for a full charter helicopter operation, if applicable.
- c. Any other conditions for a full charter helicopter operation, please, specify
- d. A **fixed price per additional flight hour** for hours exceeding the guaranteed hours in a full chartered helicopter operation. This can be stated as a fixed reduced price per additional hour or a discount dependent on the total number of flight hours.
- e. **Fixed mobilization and demobilization prices** for helicopter operations in each of the geographical areas A to F in figure 1 (at the end of this document). The price should include all expenses related to the mobilization and demobilization of the helicopter and its staff. If change of helicopter or staff is needed during periods of operation the cost of this is covered by tenderer.
- f. A **fixed price of an extra 2nd pilot per day** in an operation if requested by GEUS.
- g. A **general percentage discount to the list price for ad hoc helicopter operations** in Greenland including fuel. Ad hoc helicopter operations can be requested by GEUS according to tenderer's availability of staff and equipment in the regions of requested Ad Hoc Operations. Charter price list for 2011 must be included.

The fixed prices will be regulated over the years according to the terms specified in section 6.4.

If requested by GEUS tenderer must be willing at a cost to take care of providing the fuel for the helicopter operations. In this case, a fixed price per liter fuel should be specified in the Order Form (Enclosure 3) and be agreed upon before the operation. This price should include all expenses related to the provision of the fuel (transportation, tax, etc.).

The offer must be given in DKK.

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

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

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 flight hour taking into account an estimate of 200 Guaranteed Flight Hours and mobilization costs (cf. 9.2 below).

6.4 Regulation of prices

Regulation of the prices as a consequence of the general inflation will be recalculated once a year (by 01.03) as the percentage increase (two decimals) between two (12 months from 1 January of one year to 1 January the following year) periods using the 'Net Price Index' of Statistics Denmark (Danmarks Statistik) exclusive VAT and with 1 March 2010 as index base reference = 100. The regulation will take place the first time on 1 March 2012 reflecting the percentage change from March 1, 2011 - Jan 1, 2012 (the first time being of a period of only ten months). The relevant figures can be found at

<http://www.statistikbanken.dk/statbank5a/SelectVarVal/Define.asp?Maintable=PRIS13&PLanguage=0>

6.5. Expenses to the preparation of bids

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

6.6. Variants

Tenders must include all services concerned. Variants will not be accepted.

6.7. Options

Not applicable.

6.8. Formal requirements to the bid (check list)

In order for tenderer to make sure that all necessary information and documentation is included the tender it is recommended to make use of the check list below.

1. Tender letter complying with the format given in paragraph 6.3	
2. References from similar services undertaken during the past 3 years, cf. 5.2.1.	
3. General description of professional skill requirements to helicopter pilots, cf. 5.2.3.	
4. Remediation plan in the case of a major helicopter breakdown, cf. 5.2.4.	
5. A description of organization and resources, including infrastructure, helicopters and personnel, cf. 5.2.2.	
6. Insurance certificate, cf. 5.2.5	
7. Audited annual accounts for the past 3 years, cf. 5.2.6.	
8. Service Attest or equivalent from national authority, cf. 5.2.7.	

6.9. Reservations

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.

7. Deadlines

7.1. 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, marked "Helicopter Services in Greenland 2011 – 2014", ID 2010-171786, GEUS J. no. 0413-00223" and received by GEUS prior to 12.00 hrs UTC+1 on 1 February 2010.

GEUS will answer the requests/questions in writing no later than 24 January 2011 GEUS.

Requests/questions and answers will be published at 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.

7.2 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 February 2011.

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

7.3 Tender submission

Tenders shall be marked: "Confidential – Helicopter Services in Greenland 2011-2014", ID2010-171786, GEUS J. no. 0413-00223" 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.

8. Opening of tenders

Tenders will be opened in private immediately after deadline.

9. Tender evaluation

9.1 Award criteria

The Contract will, subject to GEUS' evaluation and decision, be awarded to **the economically most advantageous tender** taking into account criteria listed in the Tender Documents in terms of experience and expertise, prior performance, equipment, organization, price and proven capacity, availability of necessary equipment including remediation plan, and experience of Service provider. GEUS reserves the right to choose freely between tenders differing less than 10 %.

9.2 Evaluation of tenders

Tenders must comply with the minimum tender requirements as specified in paragraph 5.1 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 organization, management and resources	20 %
Qualifications of 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 200 plus mobilization costs for the areas (A) to (F) divided by 200.

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).

Points = 8 x ((lowest bid) divided (by actual bid))

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

9.3 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 organization, management and resources	4	0.8
Qualifications of 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
 Lowest bid: 9.000 DKK (= 8 points)

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

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 organization, management and resources	8	1.6
Qualifications of 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
 Lowest bid: 9.000 DKK (= 8 points)

$$8 \times \left(\frac{9.000}{15.000} \right) = 4.8 \text{ points}$$

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 organization, management and resources	4	0,8
Qualifications of 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
 Lowest bid: 9.000 DKK (= 8 points)

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

Total score = 8 * 4 = 32

