

Appendix C

to Tender Specifications

Template for the bidder

# Introduction

This Template document should be used by the Bidders of the Tender EMSA/OPEN/20/2016 to provide the required information of Part C and D of their bid as defined in the tender specifications in section 14.

* **Part C**: Technical and Professional capacity - Selection Criteria
* **Part D**: Award Criteria

Bidders are requested to complete all the chapters of this template and follow the specific instructions.

Main rules:

* Fill all sections
* **Do not use more pages** than indicated at the top of each section
* Be specific and provide only relevant information for the assessment of your Bid
* Use a Font of 10 (or larger) and a standard Line Spacing (1.0).

**Important Note**

Lack of compliance with these instructions has **a negative impact** **on the final score** of your Bid.

# Templates

The following chapters contain the Templates to be used by the Bidder and the instructions on how to fill them in.

## Selection Criteria – Technical and Professional Capacity:

## *Criterion I*: Tenderer’s Organisational Structure

Describe the company’s organisational structure as defined in the tender specifications. An indicative maximum of 10 pages is set.

## *Criterion II*:Past/Ongoing Relevant Projects

List at least three (3) projects that your Company executed in the last 5 years and that are an evidence of the quality of your work and which are relevant to the RPAS-DC solution and Service delivery.

**Important Note**

- List a **maximum of 10** projects

- Use maximum **1 page for each project**.

**Template#1 - Relevant Projects**

|  |  |
| --- | --- |
| Project Name |  |
| Customer |  |
| Description of project |  |
| Duration |  |
| Total Budget (EUR) |  |
| Role of your company | \_\_\_ Prime Contractor  \_\_\_ Sub-Contractor |
| Details of technical capabilities required for the project |  |
| Brief description of your Work Packages |  |
| Lesson Learned |  |
| Customer testimonials (if available) |  |

## Award Criteria – Quality Criteria:

## *Quality Criterion 1 (W1)*: Project Management

## Project Plan

Describe your project plan in Template below.

**Important Note**

- Fill all Sections

**Template# 2 –Project Plan**

|  |
| --- |
| Project Plan  **(Maximum 20 pages)** |
| Work Breakdown Structure (WBS) and Work Package Descriptions (WPD)  *Include a WBS diagram and Work Packages Descriptions as well as milestones, deliverables and who would be leading and working on them.* |
| Schedule  *Indicate the duration and schedule of the main activities. Include the Milestones of the project.* |
| Effort  *Indicate for each Role the total number of person-days necessary to complete Module 1.*  ***This estimate will not be used to evaluate the rates/price that you offer.***  *Do not indicate any price (money value) here.*   |  |  | | --- | --- | | **Team Roles** | Total Effort  (person-days) | | Project and Service Manager |  | | Analyst |  | | Programmer |  | | Tester |  | | System Administrator |  | |
| Risk Assessment  **Include the major and minor risks and how you would mitigate them.** |
| Quality Assurance Plan  **Indicate the quality procedures to be used and how the quality of the deliverables will be assured. This should include the approach to ensure the quality of the product and the service.** |

## Proposed team and CVs

Fill Template#3 with the relevant information on **the key-persons of the Team** that will execute the work described in the Tender Specifications. In addition to this table put the CVs in **Europass format** (see Appendix D) included in your bid.

**Important Note**

- List **a minimum of 5 key-persons**

- Includeat least **1 Project and Service Manager, 1 Analyst, 1 Programmer, 1 Tester and 1 System Administrator.**

**Template#3 - Team Members AVAILABLE for this contract**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team Member Name** | **Profile**  **(Project and Service Manager, Analyst, etc.) and responsibilities** | **Years of RELEVANT experience** | **Years in company** | **Summary of key skills (incl. professional certificates)** | **Link to roles and projects that are relevant** |
|  |  |  |  |  |  |
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## *Quality Criterion 2 (W2)*: Technical Proposal

Propose your technical solution to the technical requirements described in the Tender Specifications by filling Template #4 below.

**Important Note**

- Fill all Sections

- Use maximum **45 pages for the technical proposal**

**Template# 4 –Technical Proposal**

|  |
| --- |
| Technical Proposal |
| Proposed Technical Solution for the Product Requirements in *Appendix A – Product Requirements*  *Describe your technical solution for the product requirements of the RPAS-DC in appendix A. Some guidance on what to include in your proposal is provided in italic within the appendix.*  **(Maximum 25 pages)** |
| Proposed Technical Solution for the Service Requirements in *Appendix B – Service Requirements*  *Describe your technical solution for the service requirements of the RPAS-DC in appendix B. Some guidance on what to include in your proposal is provided in italic within the appendix.*  **(Maximum 15 pages)** |
| Training Materials  *Provide examples of past projects or a precise description of the training materials proposed to be prepared during the execution of the contract.*  **(Maximum 5 pages description or examples of training materials from past projects)** |

## *Quality Criterion 3 (W3)*: Compliance Matrix

Please fill Appendix E (Functional and Technical Compliance Matrix).

## *Price Criterion 1 (WP1)*: Price of the Bid

Please fill Appendix F (Price Grid).