

ST HELENA GOVERNMENT

REQUEST FOR PROPOSAL

Technical Assistance to Support the Procurement of an Air Services Provider

1. Background

- 1.1 The island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises a Governor (who is appointed by the Crown), an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, finance and shipping.
- 1.2 The island's population is around 4,500 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (around 790 staff), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.
- 1.3 The overall vision of the St Helena Government (SHG) is:
- “Strengthened community and family life through vibrant economic growth, with opportunities for all to participate, within a framework of effective government and law.”
- 1.4 To support this vision there are three National Goals:
- A vibrant economy providing opportunities for all to participate
 - Strong community and family life
 - Effective management of the environment
- 1.5 A new vision and mission has been agreed for the Public Service, which will be incorporated in future plans and strategies:

Vision – A great place to work and serve the people of St Helena

Mission – provide services that are responsive to the needs and expectations of the people of St Helena, by taking account of their views in decisions on the design, delivery and performance of services, and by working with our colleagues to create an environment that encourages everyone to do their best.

- 1.6 In November 2011 Her Majesty's Government agreed to fund the St Helena Airport Project. Construction is complete and the airport has been certified. Whilst the St Helena Airport is open and operational, the first commercial aircraft carrying out an implementation (trial) flight to St Helena experienced severe windshear. This has led to a delay in the commencement of a regularly scheduled commercial air service to St Helena whilst work is undertaken to fully understand and mitigate the windshear conditions on Runway 20 (the northern approach to the runway). Airport operations to date include a number of charter operations as well as medevac flights. SHG will shortly commence procurement for a commercial air service to the island.

2. Key Responsibilities

- 2.1 To support SHG in the procurement process for an air service provider. The Supplier will form part of a Working Group established to carry out the procurement of an air service provider and will, through a collaborative approach, assist the Working Group in managing the day-to-day aspects of the procurement.

3. Scope of Works

- 3.1 Review and have a thorough understanding of the Information Memorandum and Request for Proposal for the Procurement of an Air Service Provider to St Helena
- 3.2 Serve as a member of the Working Group established to carry out the procurement of an air service provider. This will involve:
- Close liaison with SHG and members of the Working Group.
 - Regular attendance at Working Group meetings (whether face-to-face, via teleconference or videoconference)
 - Provision of advice and assistance as required by the Working Group.
- 3.3 Provide advice and assistance in answering queries raised during the tender process as required
- 3.4 Support the Working Group in evaluating tenders received, including preparing a tender evaluation report and presentations recommending next steps.
- 3.5 Support SHG and support the Working Group in dialogue with tenderers as part of the competitive dialogue process with tenderers.
- 3.6 Undertake due diligence as required.

3.7 Assist in the formation of contract with SHG Aviation Legal Advisors.

4. Experience Sought

4.1 The supplier will need to demonstrate current knowledge and experience relevant to the procurement, including:

- Air route planning and development
- Trends in long haul aviation and tourism
- Technical evaluation and matching of airport and aircraft types
- Aircraft and air crew operating regulations
- Air service delivery to new destinations, especially remote destinations
- Airline or air services procurement
- Aviation Financial Expertise
- Contract negotiation with airlines or air service operators
- Aviation legislation

5. Location and Duration of the Consultancy

5.1 It is expected that the work will be undertaken in the UK. However, it is possible that visits will be required to the countries of registration of the airlines submitting bids. No visit to St Helena is envisaged.

5.2 The Supplier will commence work in the UK as soon as possible in liaison with the St Helena Government Airport Directorate.

5.3 Work is to commence immediately upon appointment. It is expected that all tasks associated with contracting an air service provider will be completed by 30th June 2017.

5.4 There is scope for further contract extension beyond this depending on the requirements to facilitate practical arrangements for the commencement of operations to St Helena Airport.

6. Reporting Requirements

6.1 The Supplier will report to Janet Lawrence, SHG Airport Director. All correspondence should be copied to Marc Lockley, SHG Corporate Procurement Executive.

7. Contractual Arrangements

- 7.1 The contract will be with the St Helena Government under standard contract terms.
- 7.2 The Supplier will treat all work, correspondence and reports in strict confidence.

8. Evaluation Criteria

- 8.1 The evaluation criteria will be split **60% Quality/ Technical and 40% Cost**.
- 8.2 The contract will be awarded to the highest scoring bidder when the scores for each criteria are combined.
- 8.3 Quality/Technical Criteria are shown in the table below:

Criteria	Sub- Criteria	Weighting
Quality of Personnel (including but not limited to appropriate seniority/ expertise.)	Demonstrated expertise and skills (level and relevance to the Scope of Work) of proposed Team leader	25%
	Demonstrated expertise and skills (level and relevance to the Scope of Work) of other members of the Project team.	25%
Understanding TOR	Demonstrated understanding of ToR and Aviation Services Request for Proposal and	15%
Resource Profiling	Resource profile/ management structure (including days input)	10%
Evidence of Previous Work	Evidence of 3 main stream or similar projects together with references (showcasing skills & performance outputs)	15%
Mobilisation	Ability to deliver in line with SHG Aviation Services Request for Proposal	10%

- 8.4 Marks for Quality/ Technical Criteria will be awarded in accordance with the scoring matrix below:

SCORE	MEANING
0	Absent

SCORE	MEANING
1	Very weak – almost completely unacceptable
2	Weak – well below expectations
3	Poor – below expectations
4	Slightly below expectations
5	Meets expectations
6	Slightly exceeds expectations
7	Good – above expectations
8	Very good – well above expectations
9	Excellent – significantly above expectations
10	Outstanding

8.5 Bidders must provide a matrix of resource man days and timing to support successful delivery of the project costed against unit rates giving a total cost of engagement with expected disbursements and assumptions marked out separately.

SHG are looking for fixed costs for the following deliverables:-

- Technical and Financial Due Diligence of Operators
- Technical Analysis of the feasibility and viability of each bidders proposals (taking into consideration bidder, aircraft and routing)
- Support and Delivery of Evaluation process including
 - Presentation of Process and Results to Procurement Board and stakeholders in SHG
 - Presentation of Process and Results to Preferred Bidders
 - Support and Delivery in Negotiations and Contract Formation.

8.6 Commercial/ total cost bid responses will be scored on a comparative basis with the lowest bid receiving 100% of the available marks. All other bids will be compared against that bid, attracting a pro-rated score against that bid. Where a bid price is 100% or more greater than the lowest price, the score for that criteria will be zero.

9. Timetable for the Procurement

9.1 The timetable for the procurement is shown in the table below:

RFP issued	7 December 2016
Deadline for requests for clarification	16 December 2016
Deadline for responses to requests for clarification	23 December 2016
Deadline for submission of proposals	09 January 2017
Notification of preferred bidder	16 January 2017
Contract signature	23 January 2017

10. Submissions

- 10.1 All proposals should be submitted for the attention of Marc Lockley, Corporate Procurement Executive by e-mail to marc.lockley2@sainthelena.gov.sh by **noon (GMT) Monday the 9th January 2017**. Submissions will be evaluated within the following week with notification within the same week.
- 10.2 If you have any clarifications regarding this exercise please email marc.lockley2@sainthelena.gov.sh by **noon (GMT) Friday 16th December 2016**.

Annex 1: General Conditions

General Information to Tenderers

Communication with SHG Staff

No direct dialogue shall be made with any SHG employee, particularly those employees who are involved in this Procurement. Any requests for information shall be submitted to the Procurement Services.

Consortia and subcontractors

The Authority requires all Bidders to identify whether and which subcontracting or consortium arrangements apply in the case of their Tender and precisely which entity they propose to be the provider of the Goods.

For the purposes of this RFP, the following terms apply:

- **Consortium arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Service Provider and envisage that they will establish a special purpose vehicle as the prime contracting party with the Authority.
- **Subcontracting arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Service Provider, but envisage that one of their number will be the Service Provider, the remaining members of that group will be subcontractors to the Service Provider.

Warnings and disclaimers

While the information contained in this RFP is believed to be correct at the time of issue, neither the Authority, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this RFP (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Authority.

If a Tenderer proposes to enter into a Contract with the Authority, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Authority (or any other person) to enter into a contractual arrangement.

Confidentiality

This RFP is made available on condition that its contents (including the fact that the Tenderer has received this RFP) is kept confidential by the Bidder and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Bidder to submit a Proposal.

Bidders should be aware that, in compliance with existing or future transparency obligations, the Authority may routinely publish details of its contract(s), including the contract values and the identities of its suppliers on its website and elsewhere.

Publicity

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Authority has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Bidder, its contents or any proposals relating to it without the prior written consent of the Authority.

Bidder conduct and conflicts of interest

Any attempt by Bidders or their advisors to influence the contract award process in any way may result in the Bidder being disqualified. Specifically, Bidders shall not directly or indirectly at any time:

- Devise or amend the content of their Proposal in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Proposal, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Bidder.

- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Proposal.
- Canvass the Authority or any employees or agents of the Authority in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another Bidder or Proposal.

Bidders are responsible for ensuring that no conflicts of interest exist between the Bidder and its advisers, and the Authority and its advisers. Any Bidder who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority.

Authority's rights

The Authority reserves the right to:

- Waive or change the requirements of this RFP from time to time without prior (or any) notice being given by the Authority.
- Seek clarification or documents in respect of a Bidder's submission.
- Disqualify any Bidder that does not submit a compliant Proposal in accordance with the instructions in this RFP.
- Disqualify any Bidder that is guilty of serious misrepresentation in relation to its Proposal or expression of interest.
- Disqualify any Bidder following a material change in the matters raised in the proposal response.
- Withdraw this RFP at any time, or to re-invite Bidders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

Period during which Proposals are binding

Businesses are bound by their proposals for 90 calendar days after the deadline for the submission of tenders. In exceptional cases, before the period of validity expires, the Contracting Authority may ask Businesses to extend the period for a specific number of days.

Alteration or Withdrawal of Proposals

Businesses may alter or withdraw their proposals by written notification prior to the deadline for submission of proposals. No proposal may be altered after this deadline.

Ownership of Proposals

The Contracting Authority retains ownership of all proposals received under this RFP procedure. Consequently, Businesses have no right to have their proposals returned to them.

Cancellation of the RFP Procedure

In the event of cancellation of the RFP procedure, Businesses will be notified in writing of the cancellation by the Authority and informed of the reasons for cancellation. Cancellation may occur where:

- the RFP procedure has been unsuccessful, i.e. no qualitatively or financially worthwhile proposal has been received or there is no response at all;
- the economic or technical data of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically compliant proposals exceed the financial resources available;
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

Bid costs

The Authority will not, under any circumstances, be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority.

Annex 2:
**St Helena Airport Information Memorandum & Request for Proposal Air
Services to St Helena**