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Telescope Mechanics

TITLE

**Instruction to Bidders for the Request for Proposals
of the CG-Set**

Code: NTE/TELE/826-R

Issue: 1.A

Date: 22/06/2017


No. of pages: 19

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	<p style="text-align: center;">Telescope Mechanics</p> <p style="text-align: center;">Instruction to Bidders for the Request for Proposals of the CG-Set</p>	<p>Code: NTE/TELE/826-R Issue: 1.A Date: 22/06/2017 Page: 2 of 19</p>
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Approval control

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Changes record

Issue	Date	Section	Page	Change description
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List of acronyms and abbreviations

AG	Acquisition and Guiding
CG	Cassegrain
CG-Set	Set formed by Instrument Rotator, AG-Mechanics, Electronics Cabinet and Support Elements
GTC	Gran Telescopio Canarias
ICD	Interface Configuration Document
RFP	Request for Proposal

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1. SCOPE OF THE RFP

GRANTECAN releases this Request for Proposal (RFP) for the procurement of the CG-Set, as well as the transport to the GTC facilities, warranty period and final acceptance.

2. TENDERING PROCEDURE

This RFP is regulated by Spanish Law 3/2011, article 15, of 14th November, “Contratos del Sector Público”. This is therefore an open tendering procedure subject to harmonized regulation.

According to article 190.b of the aforementioned law, the procedure shall be published in the Official Journal of the European Union (OJUE).

This RFP is regulated by what is defined in this document, as well as every applicable document in 4.1.

After reception of the Proposal, GRANTECAN shall request technical clarifications, if needed, and proceed to a Technical Evaluation of the bids, according to the specified criteria, before opening the economic proposals.

Finally, economic proposals shall be open and evaluated.


Evaluation criteria are as follows:



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Criterion n° 1	Technical Proposal
Description	Features providing guarantee of successful compliance with requirements in the requested time terms shall be evaluated comparatively following the hereafter criteria.
Weight	40 points
Evaluation criteria	<ul style="list-style-type: none">• Design (0 to 18 points): engineering judgement of the problem shall be evaluated based on a discussion about the specifications, verification deliverables and reference design, as well as about the proposals for improvement. A score below 9 points suggests that the bidder's problem judgement is insufficient and there is a significant risk of non-compliance with requirements.• Acceptance Plan (0 to 10 points): engineering judgement of the problem shall be evaluated based on a discussion about the necessary tests and equipment to guarantee specifications fulfilment. A score below 5 points suggests that the bidder's judgement on the needs to univocally check compliance with specifications is insufficient (unless fulfilment is demonstrated to be unfeasible).• Project management and planning (0 to 12 points): competence in planning and organization of the work shall be evaluated, as well as human resources and quality control capabilities. A score below 6 points suggests that the bidder's competence on planning and or the resources proposed are inadequate, involving a risk of not performing the requested work within the required time terms (unless time terms are demonstrated to be unfeasible).

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Criterion n° 2	Economic Proposal
Description	Price, with the requested breakdown, shall be considered, following the hereafter criteria.
Weight	60 points
Evaluation criteria	Price evaluation shall be as follows: $V = V_{max} * [1 - (2 * P / P_{max} - 1)^2]$ if $P \geq P_{max} / 2$ $V = V_{max}$ if $P < P_{max} / 2$ where: V: Value (score) in points Vmax: Max. Value (60 points) P: Price (€) Pmax: Maximum Bid Price (1.800.000 €)

A bidder must comply with the following requirements to be eligible for contract award:


- Have proven experience (by references) in at least one project of similar technical complexity and magnitude as the CG-Set during the last four years.
- Score higher than 20 points in the Technical Proposal.
- Bid price lower or equal than the maximum price.

3. MAXIMUM BID PRICE

Maximum Bid price shall be ONE MILLION EIGHT HUNDRED (1,800.000) Euro.

4. RFP DOCUMENTATION

The documents provided in this RFP contain the necessary information to schedule and price the works.

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4.1 Applicable documentation

Documents:

Nº	Title	Código	Version
A1	Statement of Work for the Procurement of the CG-Set	ESP/TELE/0216-R	1.A
A2	Basic Format of Contract (Spanish and free English translation)	-	-
A3	General Terms and Conditions (Spanish and free English translation)	-	-
A4	Cassegrain Set (CG-Set) Specifications	ESP/TELE/0216-R	1.A
A5	CG-Set Interface Requirements	DCI/TELE/0061-R	1.A
A6	CG-Set – Science Instrument Interface	DCI/TELE/0062-R	1.A

Drawings:


Nº	Title	Código	Version
A7	Cassegrain Focal Station Envelopes	DR/GTC/002	1.H
A8	Cassegrain Rotator – Telescope Tube	DR/I-TL-TL-001/000	1.A
A9	Cassegrain Instrument Rotator – Instrumentation Interface flange	DR/I-IN-TL-002/000	1.A
A10	CG-Set – Cassegrain lifting system	DR/I-SE-TL-013/000	1.A
A11	AG Instrument – Probe Arm Linear Stage	DR/I-AG-AG-017/000	1.A
A12	AG Pick-Off Mirror unit – Probe Arm	DR/I-AG-AG-018/000	1.A
A13	Science Instrument – Cassegrain Transportation Cart	DR/I-IN-SE-002/002	1.A

4.2 Reference Documentation

Additional useful documentation:

Documents:

Nº	Document title	Code	Issue
R1	CG-Set Preliminary Design	RPT/TELE/0442-R	1.A

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Drawings:

Nº	Drawing title	Code	Issue
R2	Cassegrain Rotator with AG Assembly	DR/TL-IR-CG/000	1.A

5. DELIVERABLES OF THE PROPOSAL

5.1 Administrative Documentation (Envelope Num. 1).

The contents of envelope number 1 of the administrative documentation for the tender shall be as follows:

A. Identifying Documentation of the Bidder:


In the case of a Legal Entity:

- Name of the company, its main registered office and, were it the case, of the branch/subsidiary in the province of Santa Cruz de Tenerife.
- Photocopy of the deed of incorporation of the company, duly registered in its corresponding Commercial Register.
- Photocopy of the deed of the adaptation of statutes to the Capital Companies Act in force as applied to its case.
- Photocopy of the Spanish National Identification card of the attorney-in-fact of the Company.
- Photocopy of the letter of consent granting their representation of the Company.

In the case of a Natural Person:

- Name of the company, its main registered office and, were it the case, of the branch/subsidiary in the province of Santa Cruz de Tenerife.
- Photocopy of the Spanish National Identification Card and the Company's Tax Identification Number.

Unions or associations of employers that are temporarily constituted for this purpose, without it being necessary to formalize them in a public deed until the award has been made in their favour, must provide a document with the signature of each company's representative with sufficient legal power and a Legitimate signature, with the commitment of formalization and degree and level of participation of each one in the future union. These entrepreneurs shall be jointly and severally liable to GRANTECAN and shall appoint a representative or proxy of the union with sufficient powers to exercise the

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rights and fulfil the obligations arising from the contract until its termination, without prejudice to the existence of joint powers that may be granted by said Companies for collections and payments of significant amounts.

Non-Spanish companies of Member States of the European Union or signatories of the Agreement on the European Economic Area must prove their capacity to act by providing certification or an affidavit of being registered in one of the registers listed in the Annex 1 of the General Regulations of the LCAP (Public Administration Contracts Act).

The remaining foreign entrepreneurs must prove their ability to act through a report issued by the Spanish diplomatic representation in the corresponding State, stating that they are registered in the local register, professional, commercial or similar register or, failing that, that they act with regularity in the local sphere in the scope of the activities that are the object of the contract. Likewise, they must submit a report from the respective permanent Spanish diplomatic mission, informing that the foreign Company's State, allows, in turn, the participation of Spanish companies in the Administration's public tenders as well as those bodies, organizations from the public sector which act in a substantially analogous manner. Likewise, they must submit a declaration that they shall submit to the jurisdiction of the Spanish Courts and Tribunals of any order, for all incidents that may arise directly or indirectly from the contract, with waiver, where appropriate, to the foreign jurisdiction that could correspond to the Bidder.


- A. Proof of the provisional guarantee, by bank guarantee, in accordance with the form attached in ANNEX 2, for an amount equivalent to 2 per cent of the bidding budget for the execution of the works covered by this contract.

In the case of joint ventures or temporary joint ventures, the provisional guarantee may be constituted by one or more of the companies participating in the union, provided that, as a whole, the amount established in the preceding paragraph is reached.

This interim guarantee will be subject to the veracity of the data provided by the bidders, as well as that the proposal will not be withdrawn without justification before the formalization of the award.

The guarantee will be returned to the non-successful bidders and to the successful bidder once the contract has been awarded, at the moment that the definitive guarantee is constituted.

- B. Commitment to formalize, in the event of being the awardee and prior to the signing of the contract, a joint bank guarantee, expressly waiving the benefits of division, order and excuse, for an amount equivalent to 10 per cent of the annual amount offered, or, if applicable, contracted, according to the bank guarantee form attached in ANNEX 2.
- C. Commitment to subscribe a civil liability insurance policy, in the amount of two million (2,000,000.00) €, in respect of possible damages that could be produced by the successful

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bidder to persons in general and to property and facilities, both of the GTC, as well as third parties.

Express declaration of the representative of the bidder stating the knowledge and acceptance of all the Contract Documentation that makes up the present tender.

5.2 Technical Proposal (Envelope nr. 2)

The Technical Proposal shall be organized as follow:

1. Design

1.1. Design review and modifications of the CG-Set

In this section, the Bidder shall describe and discuss the preliminary design proposed by GRANTECAN. Possible design modifications or improvements shall be outlined here. The aim is to improve the preliminary design taking into account fabrication methods, performance, final costs, etc.

1.2. Discussion of specifications

The section shall discuss specifications and interface conditions in the documents A4 to A6 and the drawings A7 to A13 in order to check that every requirement has been reviewed, understood and accepted.

Every requirement considered difficult to achieve or understand shall be identified and discussed.

2. Acceptance Plan

2.1. Verification

Main tests and inspections shall be outlined in depth enough to evaluate understanding of the complexity of the needed equipment and procedures.

2.2. Support and Test equipment

This section shall outline the proposed design for the support and test tools to be used during the contract. The description shall be detailed enough to realize that the Bidder has evaluated correctly the needs to test/support the system and to estimate the cost.


3. Project management and planning

3.1. Bidder description

This section shall describe an overview of the Bidder, including a general description in objective terms of the resources of the company (personnel, machinery, laboratories, workshops and other relevant for this project).

3.2. Work definition and organization

In this section, the Bidder shall give a description of the content of each of the work phases outlined in the Statement of Work (A1). The Bidder can subdivide the work phases and should complete the scopes and deliverables if considered appropriate. This section shall explicitly state that the statement of work A1 has been read, understood and accepted. In case that the Bidder proposes modifications or

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amendments, the reasons of such modification or amendments shall be clearly explained.

3.3. Deliverable item list

It shall list or tabulate all the deliverables. For documentation deliverables, the list shall include including drafts or issues, due dates of each, and brief description of contents. For hardware deliverables, the list shall compile all the deliverable systems, equipment or tools.

3.4. Schedule

A Gantt diagram shall be generated, including tasks, duration, milestones and dependencies, if any, for the different Project phases. Dates shall be relative to the kick-off meeting of the Project. The manufacturing and integration phase should be further detailed, including additional milestones associated to the expected fabrication/integration sequence. The critical path of the Project shall be identified and discussed, as well as tasks with a significant uncertainty.

The section shall also include the non-labour periods (holidays,...) of the company that can affect the schedule.

Fulfilment of the schedule required in A1 shall be discussed, including the possibility of making it shorter or the risk of non-fulfilment.

3.5. Project management

This section shall describe how the project shall be implemented within the organization of the company. The work shall be organized in Work Packages (WP).

The Project Manager proposed shall be explicitly named, and it shall be described the responsibilities/authority of that position within the overall company organization. The section shall show the list of the key persons who will perform the works. The Curricula Vitae of these persons shall be provided as separate appendix to the Technical Proposal.

3.6. Subcontractors

The Bidder shall explicitly indicate the parts of the work that are proposed to be subcontracted.

3.7. Quality assurance


This section will briefly describe the Quality Assurance Management system of the Bidder, or alternatively it shall state the certifications in internationally recognized quality systems. The section shall explicitly describe how the quality system of the Bidder complies with the quality assurance requirements stated in A1.

3.8. Standards and Regulations

List of Standards and Regulations considered applicable by the Bidder. This shall be used during the contract, if needed.

4. Bidder Competence and References

It shall include a list of projects of a similar nature performed by the Bidder. For those references the proposal shall include the names of the contact persons, full address,

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phone, fax numbers and e-mail. Similar information shall be included for key subcontractors.

A description of the most relevant projects shall be done deep enough to evaluate similarities between the corresponding equipment and the CG-Set, including performances and execution terms.

5.3 Economic Proposal (Envelope nr. 3)

The Economical Proposal shall have as a minimum the following sections:

1. Price Commitment

The price shall be breakdown as indicated in the form provided in section 13.

The Economic Proposal shall be in Euros, prices being firm, fixed, and all-inclusive except taxes. The delivery terms will be DAP (*Delivered at Place*) as per INCOTERMS 2010. The delivery place is as stated in A1.

2. Payment plan

Payment plan shall be in accordance with (see A1):

- 10% of the price at Contract Signature.
- 10% of the price after Preliminary Design Review.
- 30% of the price after Critical Design Review.
- 30% of the price after successful Factory Acceptance.
- 20% of the price after Site Acceptance (Provisional Acceptance).

Warranty period shall be covered by a bank guarantee (see A2) of 10% of the contract price.


3. Contractual Terms and Conditions

This section shall explicitly state that the Basic Format of Contract (A2), General Terms and Conditions (A3) and the present document have been read, understood and accepted. Exceptionally in case that the Bidder proposes modifications or amendments, the reasons of such modifications or amendments shall be clearly explained.

6. OPTIONS AND ENHANCEMENTS

This RFP is specific to the scope specified in the RFP documentation, and the proposal shall quote this scope. Any additional options or enhancements that the Bidder may consider favourable to the GTC Project may be considered and accepted.

The Bidder is asked to describe and price independently these options and enhancements (see form in section 13. Any incompatibility between different options shall be indicated.

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7. SUBMITTAL OF THE PROPOSAL

The Proposal shall be delivered at the following address:

GRANTECAN, S.A.

C/ Vía Láctea s/n (Instituto de Astrofísica de Canarias)

38205 La Laguna – S/C de Tenerife

Deadline is 29th September 2017 at 17:00. No proposal shall be accepted beyond the specified date.

At the time of the dispatch of the offer, the Bidder shall send by e-mail (german.prieto@gtc.iac.es) or fax (+34 922 315032) to GRANTECAN the following information:

- name of the Bidder
- date and place of mailing
- airway bill number of courier consignment reference
- name of carrier
- name of the person responsible for mailing

If, the above-mentioned formalities having been fulfilled, but the proposal does not reach GRANTECAN at the closing date, the Bidder will be informed, and an extension of three labour days be granted in order to allow him to forward duplicates. Proposals arriving after the expiry of this extension will not be taken into consideration.

Every document shall be delivered in separate sealed envelopes clearly stating on the outside of each envelope the name of the RFP, the name of the Bidder and the content of the envelope.

The Technical and Economical envelopes shall include originals and two paper copies, as well as a pen drive or DVD with the same documents in electronic format. Text files format shall be PDF or MS Word. In case any drawings or 3D models are delivered, these shall be AutoCAD and STEP.

All the proposal documents shall be written either in Spanish or English.


8. BID VALIDITY PERIOD

Bidders shall state the Bid validity period. Minimum validity period is four (4) months.

9. QUESTIONS AND ANSWERS

Questions from the Bidders shall be addressed to GRANTECAN by e-mail (german.prieto@gtc.iac.es). Subject shall be identified with “CG-Set RFP”.

Questions and answers will be published anonymously in the GRANTECAN web pages (<http://www.gtc.iac.es>).

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10. AWARD OF CONTRACT

The award of the contract will be made by the bidder who, as a whole, makes the most advantageous proposal for GRANTECAN, taking into account the criteria set out in section 2, in descending order of merits.

If a bidder does not provide the documentation related to any of the criteria referred to in this clause, or if it does not contain all the requested requirements, the bidder's proposal will not be evaluated in relation to the criterion in question.

In order to be taken into account, this documentation must be fully subscribed by the bidder, or be accompanied by a list of the documents that make it up that are signed by the bidder, in which he declares, under his responsibility, to the veracity of the data provided.

GRANTECAN reserves the right to verify at any time its veracity, either before the award of the contract, or during its regency, being able to carry out such verification on its own, or through a request to the bidder or CONTRACTOR for documentation or additional reports. The falsity or inaccuracy of such data will result in the rejection of the offer or, as the case may be, the termination of the contract, with loss of the constituted guarantee, as well as the requirement of the responsibilities and indemnities that result from that action.

The Procurement Board will be designated by a competent body of GRANTECAN and will be composed, specifically for the award of this Contract and always in an odd number by a minimum of three and a maximum of five members.

The Procurement Board, after requesting the technical reports it deems appropriate, shall submit to the Board of Directors the awardable proposal that it deems appropriate, accompanied by the minutes of its meetings and the documentation that may have been generated in its actions. The awarding of the contract may be abandoned for justified reasons.

11. CONFIDENTIALITY

GRANTECAN will treat all proposals as confidential information owned by the bidder.


In accordance with the Spanish Organic Law 15/1999, of December 13th, on the Protection of Personal Data, the data provided by the bidder will be part of a file whose manager is GRANTECAN, treating them in a confidential way and whose purpose is the fulfilment of the business or contractual relationship with GRANTECAN. Likewise, the bidder has the rights of access, rectification and cancellation, being able to exercise them in writing through physical or electronic mail.

12. CONTRACT SIGNATURE

The contract will be signed in Spain at a time and place to be determined by GRANTECAN.

The successful bidder is obliged to subscribe, within a period of thirty (30) calendar days from the date following the notification of the award, the document formalizing the contract.

The basic contract format and the general terms and conditions will be signed in Spanish, since GRANTECAN is a company incorporated in accordance to Spanish law. Notwithstanding the foregoing, in respect of the technical documentation of the Contract, the English language copy shall prevail.


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The Contract may be formalized in a public deed when requested by the successful bidder, being at his cost the expenses derived from its award.

If, for reasons attributable to the awardee, the contract cannot be concluded within the period indicated, GRANTECAN may decide to terminate the contract, being necessary a hearing with the interested party, with the right to award the contract if it deems appropriate to the second qualified bidder. In such a case of resolution, the compensation of the damages and damages caused will be executed.

The successful bidder must deliver the original document or certification or a certified copy, before the signature of the same, of the following:

1. The original document, certification or a certified copy equal to those presented with the offer.
2. Certificate proving the share capital, if it has changed since the moment of incorporation of the Company.
3. The receipt proving the payment of the most recent instalment of the Economic Activities Tax.
4. The quarterly presentations and annual summary of the VAT or the General Indirect Tax of the Canary Islands (I.G.I.C.) corresponding to the last period declared before the date of submission of the offer.
5. Certificate issued by the General Treasury of the Spanish Social Security proving to be up to date in the payment its corresponding contributions.
6. Certificate issued by the Spanish Finance Delegation that applies to the bidder proving to be up to date in the payment of the Income tax on individuals (I.R.P.F) due by the company.
7. The proof of the definitive guarantee, by means of banking certificate, in accordance with the form attached in Annex 2, for an amount equivalent to 10 per cent of the budget established for the execution of the works that are the subject of this Contract. The guarantee will be liable for penalties that may be awarded to the awardee due to the poor execution of the contract, delays, and any and all of the obligations arising therefrom, of expenses incurred by GRANTECAN for delayed performance and any damages and losses caused to the latter in connection with the performance of the contract, in the form and extent determined therein.

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13. ANNEX: ECONOMIC PROPOSAL FORM

Economic proposal for the CG-Set. Price Commitment

The firm, <supplier>, with registered office in <land>, <city>, <street>, represented by Mr. <name>, duly authorized by such company as justified by power of attorney dated <date>, bids the following Economic Proposal:

Item	Total EUR
Management & Quality Assurance	---
CG-Sets	
Design & Engineering	---
Manufacturing, Assembly and Integration	---
Support and Test Tools	
Design & Engineering	---
Manufacturing & assembly. Transport Cart	---
Manufacturing & assembly. Rest of tools	---
Control System	
Design, Engineering & Software	---
Hardware and integration	---
Factory Acceptance	---
Packing & Transport	---
Site Acceptance	---
Spares	---
TOTAL. Firm, fixed price, all-inclusive except taxes	---

Options:


Options and Enhancements	Total EUR*
Integration of CG-Set on Telescope Structure	
Additional options proposed by the Bidder	

* Options and enhancements shall be indicated as increments respect to the basic firm, fixed price. This means that options increasing of the price shall be positive and options decreasing the price shall be negative. Incompatible options shall be indicated.

All prices are firm and fixed, and expressed in Euros. Delivery terms DAP (Delivered At Place) at the place stated in A1, as per INCOTERMS 2010.

This proposal is valid until <date>

Signed <name, position and seal>.....

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14. ANNEX: BANK GUARANTEE TEMPLATE (SPANISH)

El BANCO, con domicilio en de, representado por, con poderes suficientes para obligarse en este acto, se constituye, tan ampliamente como en derecho se requiera, ante la entidad mercantil GRAN TELESCOPIO CANARIAS, S.A. (GRANTECAN), con domicilio en GRANTECAN, S.A., C/ Vía Láctea s/n (Instituto de Astrofísica de Canarias) 38205 La Laguna – S/C de Tenerife, CON NIF número A38.354.460, en fiador solidario de la entidad con domicilio social en, y C.I.F., hasta la cantidad que constituye límite máximo del compromiso que por el presente adquiere, por importe de, y en concepto de “Garantía (Provisional o Definitiva)” en la licitación denominada “Suministro del CG-Set”, siendo ésta una de las operaciones que a tenor de sus Estatutos, el BANCO puede realizar legalmente. El presente Aval tendrá validez desde la fecha de emisión, hasta que GRANTECAN autorice su cancelación.

El BANCO como entidad fiadora, renuncia expresamente a cualquier beneficio que pudiere corresponderle y muy especialmente a los de orden, división y excusión comprometiéndose a atender, a primer y simple requerimiento, todas las peticiones que GRANTECAN le realice con respecto a este aval, abonándole los importes que el mismo pudiere solicitar, bastando para ello que se lo comunique fehacientemente por escrito. La atención a la petición, se realizará sin oponer dicha entidad fiadora, excusa alguna, incluyendo la oposición del avalado, en relación con la ejecución del presente Aval.

El presente Aval ha sido inscrito con fecha en el Registro Especial de Avaes (o Garantías) de esta entidad con el número

En, a de de

(Sello de la entidad financiera y firma de su apoderado)

NOTA: La firma del apoderado de la entidad financiera deberá constar reconocida por fedatario público.