

Name of Firm .....

**AIRPORT UTILITIES STUDIES  
INDIVIDUAL APPLICANT - EXPRESSION OF INTEREST**

Evaluator.....

Date.....

	CRITERIA	METHODOLOGY	MIN	MAX	COMMENTS/SCORE
<b>A.</b>	<b>SUBMISSION</b>	<i>MANDATORY INFO. PROVIDED (YES/NO)</i>	YES	NO	
	<b>ELIGIBILITY</b>	<i>REQUIREMENTS</i>			
1	Technical Proposal	5 (1 original + 4 copies)			
1.1	Eligibility (ITA Sub-Clause 4.2)	Completed application submission form, applicant information form (ELI-1.1) and applicant's party information form (ELI-1.2) with required attachments.			
1.2	Conflict of Interest (ITA Sub-Clause 4.4)	Completed application submission form declaring that bidder did not participate as a consultant in the preparation of the design or technical specifications of the works that are the subject of this prequalification.			
1.3	Government Owned Entity (ITA Sub-Clause 4.7)	Completed applicant information form (ELI-1.1) & applicants party information form (ELI-1.2) with required attachments declaring that the bidder is legally & financially autonomous, operate under commercial law, & they are not dependent agencies of the Procuring Entity.			
1.4	Letter of Authorization	Letter authorizing agency to conduct queries to verify statements.			
1.5	Dispute Resolution	Letter indicating no dispute resolution.			
<b>2</b>	<b>Historical Contract Non-Performance</b>				
2.1	History of Non-performing Contracts	Completed Historical Contract Non-Performance form (CON-2) with evidence showing that Non-performance of a contract did not occur within the last 5 years.			
2.2	Failure to sign Contract (ITA Sub-Clause 4.7)	Completed Application Submission Form with required attachments declaring that the bidder is not under execution of a Bid-Securing Declaration.			
2.3	Pending Litigation	Completed historical contract non-performance form. (CON-2) showing that all pending litigation does not represent more than 25% of applicant's net worth.			

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<b>A</b>	<b>EOI EVALUATION SHEET - III-20, (i). 1 (a); 2 (a) GENERAL &amp; SPECIFIC EXPERIENCE OF THE CONSULTANT RELATIVE TO THE ASSIGNMENT</b>	<i>The number of points to be assigned shall be determined by considering the following two sub-criteria and relevant percentage points</i>			
A.1	General Experience of firm in Business Continuity & Competitive Analysis Study, similar in scope, regions for how many years.	<b>Point Allocation:</b> Over 7 Years = 15pts; 7 Years =12 pts; Under 7 Years =9pts.	10.5	15	
A.2	Specific Experience of firm in Business Continuity & Competitive Analysis Study - Business Continuity Planning: Airport Risks, Disaster/Recovery Planning - Business Operations/Management - Air & Cargo services: Analysis & Trend Spotting/Forecasting	<b>Point Allocation:</b> No. of studies: Over 3 in each category = 15 points; 3 in each category = 12 pts; Under 3 in each or fewer of the categories =9 pts	10.5	15	
		<b>subtotal</b>	<b>21</b>	<b>30</b>	
<b>B</b>	<b>EOI EVALUATION SHEET - III-20, (ii). KEY PROFESSIONAL STAFF QUALIFICATIONS AND COMPETENCE FOR THE ASSIGNMENT</b>				
B.1	<b>(a) QUALIFICATIONS AND EXPERIENCE OF THE TEAM LEADER/PROJECT MANAGER</b>				
B.1.1	Qualifications - Relevant degrees/ equivalent, Professional Registration, years as a professional, years as a team leader/project manager.	<i>Qualification: MSc. = 4.5 B.Sc. =3.0; Diploma = 2.0; Masters or higher in Mechanical/Hydraulic Engineering (PE), Environmental Engineering (PE), Power System Engineering (PE), Design Engineer Engineering (PE) and/or Civil Engineering (PE), having a proven track record to lead, coordinate, and deliver assessments with substantive technical knowledge/experience and at least 10 years minimum post-qualification experience in the infrastructure/transport planning with at least 2 years spent in similar assignment.</i>	3.15	4.5	
B.1.2	Adequacy for the assignment - Experience in team leadership and management of similar study	<b>General professional experience:</b> Minimum 10 years of total professional experience in the field of transport= 4.5 max; <b>Specific professional experience:</b> Minimum 5 years of total working experience as a <b>Team Leader or Project Manager = 2.5 max; Computer literacy =0.5 max</b>	5.25	7.5	
B.1.3	Experience in the region & Language	<b>Region (7 yrs +) &amp; high knowledge of English Language: = 1.5 max, each</b>	2.1	3	
		<b>subtotal</b>	<b>10.5</b>	<b>15</b>	

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B.2	<b>(a) QUALIFICATIONS AND EXPERIENCE OF THE TRANSPORTATION ENGINEER</b>				
B.2.1	Qualifications - Relevant degrees/ equivalent, Professional Affiliations, years as Environmental Engineer	<i>Qualification: MSc. = 3.0 B.Sc. = 2.0 Diploma = 1.0; University degree (or any academically equivalent degree) from Design or Civil Engineering or equivalent general professional experience of 10 years in the field of transportation.</i>	2.1	3	
B..2.2	Adequacy for the assignment - Experience in Business Continuity and Competitive Analysis Study.	<b>General professional experience:</b> Minimum 7 years of total professional experience dealing with aeronautical projects, risk analysis and cargo & passenger demand projections=3.0 max <b>Specific professional experience:</b> Minimum 2 years of total working experience on two risk analysis= 1.5max; Computer literacy, = 0.5 max	3.5	5	
B.2.3	Experience in the region & Language	<i>Region (3 yrs +) &amp; high knowledge of English Language: = 1.0 max, each</i>	1.4	2	
		<b>subtotal</b>	<b>7</b>	<b>10</b>	
B.3	<b>(a) QUALIFICATIONS AND EXPERIENCE OF THE AVIATION OPERATION SPECIALIST</b>				
B.3.1	Qualifications - Relevant degrees/ equivalent, Professional Affiliations, years as professional	<i>Qualification: MSc. = 3.0, B.Sc. = 2.0 Diploma = 1.0; University degree (or any academically equivalent degree) from Aerospace or Civil Engineering or equivalent general professional experience of 15 years in the field of transportation.</i>	2.1	3	
B.3.2	Adequacy for the assignment - Experience in Business Continuity and Competitive Analysis Study.	<b>General professional experience:</b> Experience dealing with measurement/benchmarking of passenger & cargo trends; collecting, analysing & reporting data and background information on transportation patterns = 3.0 max <b>Specific professional experience:</b> Minimum 2 years of total working experience on two transportation projects 1.5 max:	3.5	5	
B.3.3	Experience in the region & language	<i>Region (3 yrs +) &amp; high knowledge of English Language = 1.0 max, each</i>	1.4	2	
		<b>subtotal</b>	<b>7</b>	<b>10</b>	

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B.4	<b>(a) QUALIFICATIONS AND EXPERIENCE OF THE RISK ANALYST</b>				
B.4.1	Qualifications - Relevant degrees/ equivalent, Professional Affiliations, years as professional	<i>Qualification: MSc. = 1.5, B.Sc. = 1.0 Diploma = 0.5; University degree (or any academically equivalent degree) from Aerospace or Civil Engineering or equivalent general professional experience of 10 years in the field of transportation.</i>	1.05	1.5	
B.4.2	Adequacy for the assignment - Experience in Business Continuity and Competitive Analysis Study.	<b>General professional experience:</b> Minimum 7 years of total professional experience dealing with risk analysis and implementation plans= 1.5 <b>Specific professional experience:</b> Minimum 2 years of total working experience on two transportation projects= 0.7 max Computer literacy = 0.3 max	1.75	2.5	
B.4.3	Experience in the region & Language	<i>Region (2 yrs +) &amp; High knowledge of English Language: + = 1.0 max, each</i>	0.7	1	
<b>subtotal</b>			<b>3.5</b>	<b>5</b>	
<b>SCORE</b>			<b>49</b>	<b>70</b>	
<b>FINANCIAL PROPOSAL</b>					
C.	<b>EOI EVALUATION SHEET - III-20 A (i) (iv) B SOUNDNESS OF FINANCIAL POSITION AND PROSPECTIVE LONG TERM PROFITABILITY</b>				
C.1	<b>Net worth = Total Assets – Total Liabilities</b>				
C.1.1	Net worth = Total Assets – Total Liabilities	Point allocation for all three (3) years: For greater than US\$ 150,000 steady and increasing net worth over period = 10pts; For less than US \$150,000 but greater than or equal to US \$200,000 over period = 7pts; For less than US \$100,000 = 4pts	7	10	
C.1.2	Liquidity = Current Assets/Current Liabilities	Point allocation for all three (3) years: For ratio . 1:1 =10pts; For ratio less than 1:1 but > 0.5:1 = 7pts	7	10	
C.1.3	Consulting Work Turnover	Point Allocation for all three (3) Years: Over US \$300,000 = 10pts; US \$300,000 = 7pts; Under US \$300,000 = 3pts.	7	10	
<b>subtotal</b>			<b>21</b>	<b>30</b>	
<b>TOTAL SCORE</b>			<b>70</b>	<b>100</b>	