 Croatian Civil Aviation Agency	Selection of a second Ground handling service provider Public tender for ground handling service for categories 3 and 5 Aerodrome Zagreb/Franjo Tuđman (LDZA)
Public Tender	

ANNEX XIII.

PROPOSAL EVALUATION MODEL

[referred to in subparagraph 6. paragraph I) of Article 3.5.3]

PROPOSAL SELECTION CRITERIA

1. EVALUATION OF THE PROPOSAL MODEL

The evaluation of proposals model (TE) is carried out based on the following formula:

$$TE = T1 + T2 + T3$$

Where:

PROPOSAL SELECTION CRITERIA		weight
T1	Exercise – MNE (minimum number of equipment) and MNS (minimum number of staff)	1,0
T2	Equipment	1,0
T2a	Environmentally friendly equipment	0,5
T2b	Age of the equipment	0,5
T3	Personnel / Staff	1,0
T3a	Personnel experience	0,5
T3b	Permanent employees (personnel with indefinite term contract)	0,5


General provisions:

- Proposals will be ranked according to the final score, calculated in accordance with the formula previously presented. Proposal with the highest evaluation score (TE) will have the highest rank in this area.
- All scores to be assigned in each factor or subfactor are rounded to the nearest thousandth.
- Factors T2 and T3 will be calculated considering the values determined for the subfactors (T2a, T2b, T3a, T3b) that compose them.

T1 – Exercise for MNE (minimum number of equipment) and MNS (minimum number of staff)

Tenderer must prepare a theoretical exercise to identify the minimum number of equipment (MNE) and the minimum number of staff (MNS) to be allocated to baggage handling activities (category 3) and ramp handling activities (category 5), at Aerodrome Zagreb/Franjo Tuđman, for a scenario of 70% demand in the summer typical week (excluding self-handling) and, for a scenario of 30% demand in the summer typical week (excluding self-handling). This calculation should be based on the information available in Annex VII and Annex VIIa (excel).

When entering the data, it is necessary to follow the instructions provided in Annex XIIIa which is related to the T1 exercise. Data related to the personnel and equipment scenarios should be entered in excel Tables 1

 Croatian Civil Aviation Agency	Selection of a second Ground handling service provider Public tender for ground handling service for categories 3 and 5 Aerodrome Zagreb/Franjo Tuđman (LDZA)
Public Tender	

and 2 of Annex XIIIa, while the distribution and utilization of personnel and equipment during four peak scenarios on a specific day in a typical summer week of 2023 should be entered in Annex VIIb (Gantt chart). The data must also be consistent with Annex XVII and your qualitative concepts. *In no case is it assumed that this theoretical exercise (T1) is in accordance with reality. The only objective of this exercise is the comparability between proposals with common criteria to be used for all tenderers.*

The evaluation of the theoretical exercise, relating to the minimum number of equipment (MNE) and the minimum number of personnel (MNS), is carried out based on the following formula:

$$T1 = 0,25MNE_{70\%} + 0,25MNE_{30\%} + 0,25MNS_{70\%} + 0,25MNS_{30\%}$$

where:

MNE_{70%} - minimum number of equipment (MNE) in a scenario of 70% demand for the typical 2023 summer week (excluding self-handling)

MNE_{30%} - minimum number of equipment (MNE) in a scenario of 30% demand for the typical 2023 summer week (excluding self-handling)

MNS_{70%} - minimum number of personnel (MNS) in a scenario of 70% demand for the typical 2023 summer week (excluding self-handling)

MNS_{30%} - minimum number of personnel (MNS) in a scenario of 30% demand for the typical 2023 summer week (excluding self-handling)

To enter values in the previous formula (MNE; MNS), for each scenario, the minimum number of equipment (MNE) by type/class and the minimum number of personnel (MNS) by professional category (job position), identified in Annex XIIIa of this Tender, will be valued, so that the maximum score is awarded to tenderers whose resource proposals are between a lower reference value (AMM_{low}) and a higher reference value (AMM_{high}).

$$\text{Limits for the maximum score: } AMM_{low} < MNP < AMM_{high}$$


Where:

MNP – Minimum Means (resources) Proposed

AMM – Average Minimum Means

The number of average minimum means - **AMM** is obtained using the following formula:

$$\frac{1}{n} \sum_{i=1}^{i=n} a_i$$

 Croatian Civil Aviation Agency	Selection of a second Ground handling service provider Public tender for ground handling service for categories 3 and 5 Aerodrome Zagreb/Franjo Tuđman (LDZA)
Public Tender	

where:

$$a_i = a_1 + a_2 + \dots a_n$$

$$a = \text{MNP}$$

n = number of proposals

The MNP value will serve, as previously indicated, to determine the maximum score limits, that is, all numbers of minimum means proposed that are higher than AMM_{low} and lower than AMM_{high} .

The values AMM_{low} and AMM_{high} will be calculated according to the following table:

	AMM_{low}	AMM_{high}
$0 \leq \text{AMM} \leq 3$	50% AMM	150% AMM
$3 < \text{AMM} \leq 20$	80% AMM	130% AMM
$20 < \text{AMM}$	90% AMM	120% AMM

The proposal evaluation (EP) whose Minimum Number of Means Proposed (MNP) is less than AMM_{low} will be calculated:

$$\text{if MNP} = 0 \text{ then EP} = 0$$

$$\text{which means that EP} = 100 * \frac{\text{MNP}}{\text{AMM}_{\text{low}}}$$

The proposal evaluation (EP) whose Minimum Number of Means Proposed (MNP) is higher than AMM_{high} will be calculated:


$$\text{MNP} = \text{MAX}_{\text{AMM}} \rightarrow \text{EP} = 0$$

$$\text{MNP} = \text{AMM}_{\text{high}} \rightarrow \text{EP} = 100$$

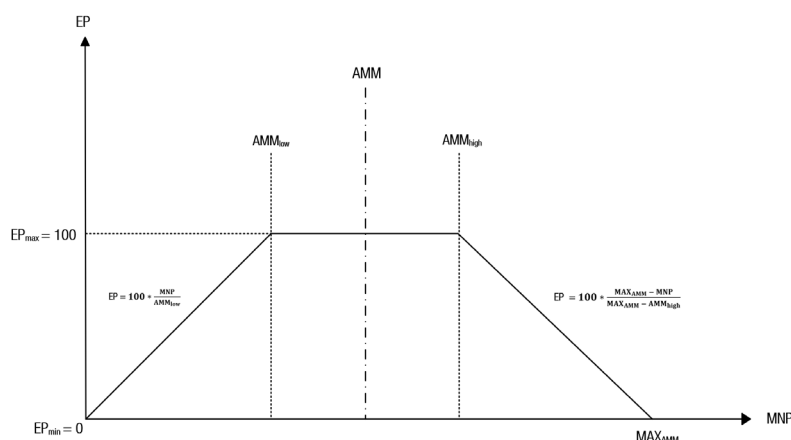
$$\text{which means that EP} = 100 * \frac{\text{MAX}_{\text{AMM}} - \text{MNP}}{\text{MAX}_{\text{AMM}} - \text{AMM}_{\text{high}}}$$

Values of MAX_{AMM} are calculated according to the table below:

	MAX_{AMM}
$0 \leq \text{AMM} \leq 3$	6 AMM
$3 < \text{AMM} \leq 20$	4 AMM
$20 < \text{AMM}$	3 AMM

 Croatian Civil Aviation Agency	Selection of a second Ground handling service provider Public tender for ground handling service for categories 3 and 5 Aerodrome Zagreb/Franjo Tuđman (LDZA)
Public Tender	

An illustrative graph is presented below:



The graphic and symbolic representation varies in accordance with the calculation criteria of each case


After determining the evaluation of each type/class of the equipment and professional category (job position) for each of the proposals, the following weight is assigned to each of the means to be evaluated.

The weight assigned to each type of equipment (MNE) is:

MNE	Category	Weighting factor
Baggage tractor	3	1/10
Baggage cart	3	1/10
Belt loader	5	1/10
Pushback tractor	5	1/10
High loader	5	1/10
Towbar/towbarless tractor	5	1/10
Stairs	5	1/10
Ground Power Unit (GPU)	5	1/10
Air Start Unit (ASU)	5	1/10
Passenger bus	5	1/10

The weight assigned to each professional category (MNS) is:

MNS	Category	Weighting factor
Baggage handling employees	3	1/2
Ramp handling employees	5	1/2

 Croatian Civil Aviation Agency	Selection of a second Ground handling service provider Public tender for ground handling service for categories 3 and 5 Aerodrome Zagreb/Franjo Tuđman (LDZA)
Public Tender	

T2 - Equipment

The score of each proposal in Factor T2 will be obtained by the weighted sum of its scores in the T2a and T2b subfactors.

The tenderer is bound by the equipment proposal presented in Annexes XIIIb and XIIIc. However, it can be adjusted to ensure the provision of services in accordance with the contracted quality levels, effective demand, and the conditions existing at the airport.

For the factor T2:

$$T2 = 0,5 \cdot T2a + 0,5 \cdot T2b$$

Data related to the T2a and T2b should be entered in excel Tables Annex XIIIb and Annex XIIIc. The data must also be consistent with Annex XI regarding the Business plan as well as Annex XVII and your qualitative concepts.

T2a - Environmentally friendly equipment

To evaluate this subfactor, the value is assigned depending on the available electrical equipment, in relation to the total equipment in categories 3 and 5 for Aerodrome Zagreb / Franjo Tuđman, based on the expected demand for the first year of activity, identified as A, B, C and D as specified in Annex XIIIb.

	Electrical equipment
A	Baggage tractor
B	Belt loaders
C	Pushback tractor
D	Stairs


Note: At Aerodrome Zagreb / Franjo Tuđman, only electrical baggage tractor is allowed in the baggage sorting area.

The rating system for subfactor T2a is shown in the table below:

% of electrical equipment	T2a - Points
A to D < 25%	40
25% ≤ A to D < 40%	60
40% ≤ A to D ≤ 50%	80
A to D > 50%	100

T2b - Age of the equipment

To evaluate this subfactor, the value is assigned depending on the age of each piece of equipment. The percentage of each equipment that is ≤ 10 years old will be considered, in relation to the total equipment available, in categories 3 and 5 for Aerodrome Zagreb / Franjo Tuđman based on the expected demand for the first year of activity, identified as A, B, C, D, E, F, G and H as specified in Annex XIIIc.

 Croatian Civil Aviation Agency	Selection of a second Ground handling service provider Public tender for ground handling service for categories 3 and 5 Aerodrome Zagreb/Franjo Tuđman (LDZA)
Public Tender	

Equipment age ≤ 10 years	
A	Baggage tractor
B	Baggage cart
C	Belt loader
D	Pushback tractors
E	Stairs
F	Ground Power Unit (GPU)
G	Air Start Unit (ASU)
H	Passenger bus

The rating system for subfactor T2b is shown in the table below.

% of equipment with age ≤ 10 years	T2b - Points
A to H < 25%	40
25% ≤ A to H < 50%	60
50% ≤ A to H ≤ 75%	80
A to H > 75%	100

T3 - Personnel

The score of each proposal in Factor T3 will be obtained by the weighted sum of its scores in the T3a and T3b subfactors.

The tenderer is bound by the personnel proposal presented in Annexes XIIIId and XIIIe. However, it can be adjusted to ensure the provision of services in accordance with the contracted quality levels, effective demand, and the conditions existing at the airport.

For the factor T3:


$$\mathbf{T3 = 0,5 \cdot T3a + 0,5 T3b}$$

Data related to T3a and T3b should be entered in excel Tables Annex XIIIb and Annex XIIIc. The data must also be consistent with Annex XI regarding the Business plan as well as Annex XVII and your qualitative concepts.

T3a - Personnel experience

To evaluate this subfactor, the value is assigned based on the number of personnel with a minimum experience of 2 years, in relation to the total number of employees in categories 3 and 5 for Aerodrome Zagreb / Franjo Tuđman, based on the expected demand in the first year of activity, identified as A and B, as specified in Annex XIIIId.

Personnel with minimum experience of 2 years	
A	Baggage handling employees
B	Ramp handling employees

 Croatian Civil Aviation Agency	Selection of a second Ground handling service provider Public tender for ground handling service for categories 3 and 5 Aerodrome Zagreb/Franjo Tuđman (LDZA)
Public Tender	

The rating system for subfactor T3a is shown in the table below.

% of employees (≥ 2 years)	T3a - Points
$40\% \leq A \text{ to } B \leq 50\%$	40
$50\% < A \text{ to } B \leq 60\%$	60
$60\% < A \text{ to } B \leq 75\%$	80
$A \text{ to } B > 75\%$	100

T3b - Permanent employees (personnel with indefinite term employment contract)

To evaluate this subfactor, the value is assigned depending on the number of employees who have an employment contract for an indefinite period in relation to the total number of employees in categories 3 and 5 for Aerodrome Zagreb / Franjo Tuđman, based on the expected demand for the first year of activity, identified as A and B as specified in Annex XIIIe.

	Employees with indefinite term contract
A	Baggage handling employees
B	Ramp handling employees

The rating system for subfactor T3b is shown in the table below.

% of employees (indefinite term contract)	T3b - Points
$A \text{ to } B \leq 30\%$	40
$30\% < A \text{ to } B \leq 50\%$	60
$50\% < A \text{ to } B \leq 65\%$	80
$A \text{ to } B > 60\%$	100