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

## ANNEX XIIIa.

### **MINIMUM NUMBER OF EQUIPMENT (MNE)** **MINIMUM NUMBER OF PERSONNEL / STAFF (MNS)**

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

The tenderer will have to indicate which resources (equipment and personnel) they will have at their disposal to provide services for a certain number of movements at Aerodrome Zagreb / Franjo Tuđman, in a typical summer week of 2023, according to the scenarios indicated below.

**1st Scenario:** indication of the minimum number of equipment (MNE) and the minimum number of personnel (MNS) that the tenderer considers to be necessary to assist 70% of movements at Zagreb/Franjo Tuđman in categories 3 and 5 and in a typical 2023 summer week, excluding the movements related to self-handling. This calculation should be based on the information and forms available in Annex VII and Annex VIIa (Excel).


In line with this, Annex XIIIa – Table 1 and Annex XIIIa – Table 2, Annex VIIb (Gantt chart) needs to be completed regarding peak scenarios for predefined handling events in the typical 2023 summer week. The data must also be consistent with Annex XVII and qualitative concepts.

**2nd Scenario:** indication of the minimum number of equipment (MNE) and the minimum number of personnel (MNS) that the tenderer considers to be necessary to assist 30% of movements at Zagreb/Franjo Tuđman in categories 3 and 5 and in a typical 2023 summer week, excluding the movements related to self-handling.

This calculation should be based on the information and forms available in Annex VII and Annex VIIa (Excel).

In line with this, Annex XIIIa – Table 1, Annex XIIIa – Table 2, and Annex VIIb (Gantt chart) need to be completed regarding peak scenarios for predefined handling events in the typical 2023 summer week. The data must also be consistent with Annex XVII and the qualitative concepts set out therein.

*'Movement' means either a take-off or a landing.*

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

The numbers indicated in the tables below must be whole numbers.

Number of flights	1 <sup>st</sup> Scenario	2 <sup>nd</sup> Scenario
<i>summer 2023 – typical week shown in Annex VIIa (Excel)</i>	70%	30%

### Indication of the minimum number of equipment (MNE)

The table must be completed, indicating the minimum equipment (MNE) for each scenario, for the typical 2023 summer week shown in Annex VIIa.

*Template available in Excel file – Annex XIIIa – Table 1*

List of Equipment	Category of service	Minimum number of equipment (MNE)	
		Summer 2023 (typical week)	
		1 <sup>st</sup> Scenario	2 <sup>nd</sup> Scenario
Baggage tractor	3		
Baggage cart	3		
Belt loader	5		
Pushback tractor	5		
High loader	5		
Towbar/towbarless tractor	5		
Stairs	5		
Ground Power Unit (GPU)	5		
Air Start Unit (ASU)	5		
Passenger bus	5		
Total:			

### Indication of the minimum number of personnel/staff (MNS)

The table must be completed, indicating the minimum number of personnel (MNS) for each scenario for the typical 2023 summer week shown in Annex VIIa.

*Template available in Excel file – Annex XIIIa – Table 2*

List of positions	Category of service	Minimum number of personnel (MNS)	
		Summer 2023 (typical week)	
		1 <sup>st</sup> Scenario	2 <sup>nd</sup> Scenario
Baggage handling employees	3		
Ramp employees	5		
Total:			