



**Simple Communication Tool for Timetabling
(TTcom)**

Evaluation Criteria

for Awarding of the Framework Agreement

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1 Criteria for Awarding of the Framework Agreement (FA)

Services of high quality are important for RNE. If any mandatory criterion defined in the specifications documents is not fulfilled, the complete offer is not further evaluated, and the submitted tender is eliminated from consideration. Therefore, the FA is awarded (in accordance with the best tenderer principle) to the technically and economically most favourable tender (best tender). The criteria for the awarding of the FA and the actual determination of the technically and economically most favourable tender are:

1. First round of evaluation:

In the 1st round of evaluation, RNE will choose a maximum number of three tenderers for the 2nd round based on the below criteria.

Price	60% (up to 60 points)	Total price of all services	60% (up to 60 points)
Quality	40% (up to 40 points)	Quality of written approach (proposed solution)	30% (up to 30 points)
		Project organisation including timetable of activities and number of expert days proposed	5% (up to 5 points)
		Maintenance concept	5% (up to 5 points)

If at least three offers are not submitted, RNE can proceed to the 2nd round with the offers already received or can extend the deadline for the submission of the offers. In the case of prolongation of the deadline, the already submitted offers shall not be resubmitted again. RNE reserves the right already at that phase of the tender to terminate the tender if the price offers significantly increase the budget approved for the tool. In this case the candidates are not entitled to damage claims or claims for compensation of expenses.

After the 1st round of evaluation is completed, the three or available tenderers will be invited to the oral presentations.

2. Second round of evaluation:

After the oral presentation in the 2nd round, the tenderers will be offered the possibility to update their offers. The updated offers will be considered as last and final.

In the 2nd round of evaluation, RNE will choose the winning tenderer based on the below criteria.

Price	60% (up to 60 points)	Total price of all services	60% (up to 60 points)
Quality	40% (up to 40 points)	Quality of proposed solution (written approach and oral presentation)	30% (up to 30 points)
		Project organisation including timetable of activities and number of expert days proposed	5% (up to 5 points)
		Maintenance concept	5% (up to 5 points)

In case of equal total points, the FA is awarded to the tender with more points achieved for quality

1.1 Price (60 Points)

1.1.1 Total price of all services (60 Points)

The points for the award criterion “Total price of all services” are calculated as follows:

$$\text{Points} = \frac{LP \times P}{OP}$$

Points ... number of points achieved for the evaluated offer

LP ... total price of all services of the offer with the lowest total price of all services of all submitted offers

P ... maximum number of points to be achieved (60)

OP ... total price of all services of the evaluated offer according to price sheet

The offer with the lowest total price of all services of all submitted offers achieves the maximum amount of points (60 Points).

1.2 Quality (40 Points)

1.2.1 In General

The evaluation committee of RNE consists of minimum 4 persons. The evaluation committee shall jointly evaluate the offers and presentations. The assessment does not take place in the presence of the tenderers.

1.2.2 Written Approach (30 Points)

Each tenderer shall deliver a written approach regarding the implementation of Simple Communication Tool for Timetabling (specifications documents) organised as such:

- » Any comments the tenderer has on the specifications for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the FA. The tenderer`s opinion on the key issues related to the achievement of the FA objectives and expected results.
- » An outline of the approach proposed for the FA implementation.
- » A list of the proposed tasks and description you consider necessary to achieve the FA objectives.
- » Input and output.

1.2.3 Project Organisation (5 Points)

- » The timing, the sequence and the duration of the proposed tasks.
- » The identification and the timing of major milestones, the allocation of tasks to consortium members in executing the FA, including an indication of how the achievement of these would be reflected in any reports.

1.2.4 Maintenance Concept (5 Points)

A description of the maintenance concept.

The written approach may consist of maximum 20 pages in A4 format excluding cover sheet, table of contents and annexes but including all tables, pictures, charts, diagrams, etc.

1.2.5 Procedure for the Oral Presentation (30 Points)

As a part of the 2nd round of evaluation, there shall be an oral presentation of the written approach. The presentation has to be performed in English.

A maximum number of three tenderers will receive an invitation to present its written approach. The maximum duration of the oral presentation for each tenderer is 90 minutes. **The project manager and one other named key expert shall participate.** The presentation will take place via video conference call.

Procedure for the oral presentation in detail:

Description	Maximum duration
Short introduction of all participants, and – if desired – general presentation of the company.	10 minutes
Demonstration of implementation capacity	10 minutes
Presentation of the written approach: the tenderer shall present and explain the submitted written approach	25 minutes
The evaluation committee will ask detailed questions regarding the written approach and the presentation.	45 minutes