

Ministry of Communications

and Information Technology (MCIT)

Request for Proposal

Instructions to bidders (ITB)

Date: 7th August, 2015

*This document is confidential and is intended solely for the use and information of the party to whom it is addressed.*

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Documents

Applicable Documents

The documents listed herein shall be fully applicable and complement the content of this document.

| ***Title of the Document*** | ***Version*** | ***Ref.*** |
| --- | --- | --- |
| Exhibit A: Programmatic & Technical specifications |  | AD2 |
| Appendix A: Pro-format Contract and Terms and Conditions |  | AD3 |
|  |  |  |

Referenced Documents

The following documents contain provisions which, through reference in this document, constitute provisions of requirements in this document.

|  |  |  |
| --- | --- | --- |
| Reference | Title of the Document | Version |
|  |  |  |

# Introduction

## Objectives

The Myanmar Ministry of Communications and Information Technology (MCIT) intends to enter into a condosat agreement through the lease of multiple satellite transponders in C-band and Ku-band, and in this aim is pleased to release a Request for Proposal (RFP).

This document includes the instructions to bidders.

## Structure of the RFP

The RFP comprises the following documents, each of which forms an integral part of the RFP:

* + Instructions to bidders (this document)
  + Exhibit A: Programmatic and Technical specifications
  + Appendix A: Pro-format Contract and Terms and Conditions (T&C’s)

### Instructions to bidders

The instructions to bidders (ITB) contain the rules the Bidders should follow to respond to MCIT RFP.

### Exhibit A: technical and programmatic specifications

Exhibit A provides a summary of MCIT technical and programmatic specifications. These specifications are related to satellite capacity and support services. They should be taken into account in the preparation of the Technical proposal (see §4.1.2).

Bidder proposal shall be compliant to this Exhibit A.

### Appendix A: Pro-format Contract and Terms and Conditions

The pro-format Contract and Terms and Conditions provided as Appendix A is intended to be the basis for future agreed Terms and Conditions. Bidders are requested to mark-up these T&C’s (see §4.1.4).

# Instructions to bidders

## Bid process

1. Bidders are invited to submit their Offer to MCIT for a turn-key condosat arrangement meeting Myanmar near term satellite requirements and, as an optional item, for opportunities of building, launching and operating a satellite under a condosat scheme to meet Myanmar longer term satellite requirements.
2. The Bidder shall fully inform himself with respect to all requirements and conditions which might in any way affect the Bidder technical proposal, price quotations, project completion time, or performance of the work in the event the Bidder is awarded the contract.
3. Bidder’s failure to examine the documents, fully inform himself of the requirements and conditions, and request any clarifications needed shall be at the sole risk of the Bidder. No relief for errors or omissions in the bid shall be given to the Bidder.
4. The bidder offer shall be submitted not later than 1 September 2015, 5:00pm Myanmar Standard Time (MST).
5. The delivery process is covered in the section “Delivery Instructions”.
6. The Bidders requiring any clarification of the RFP documents may notify MCIT in writing or by e-mail at MCIT's point of contact (REQ-12).
7. Question or clarification on RFP through telephone is not acceptable due to fairness purposes.
8. The Bidder can submit the question of RFP documents until 17 August 2015, 5:00pm MST.
9. MCIT will respond in writing to any request for clarification or modification of the RFP documents no later than 24 August, 2015, 5:00pm MST. Copies of MCIT's response (including an explanation of the query but not identification of its source) will be sent to all Bidders, which will be treated as part of the RFP, and will be published on MCIT website (http://www.mcit.gov.mm).
10. Bidders shall not contact MCIT to obtain information about the progress or outcome of the evaluation. MCIT will notify Bidders of the final outcome in writing.
11. MCIT will select the Bidders that propose the most suitable offer (as detailed in the “Bid evaluation” section). MCIT selection will be based on the following process:
    1. Reception of Bidder’s response
    2. Analysis and evaluation of Bidders’ response
    3. Preferred Bidder’s selection
    4. Negotiations with preferred Bidder
    5. Contract Award
12. MCIT Point of Contact during the bid process is:

Table 1: Contact Details

|  |  |
| --- | --- |
| **Physical address:**  MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  Office at Building No.2, YaZaHtarNi Street,  Nay Pyi Taw,  Myanmar | **Contact persons:**  Commercial issues, please contact Mr. Sai Saw Lin Tun, Dy-Director General  Tel: +95 9 8630020  E-mail: ddg.itcs@e-mcit.gov.mm  Technical issues, please contact Mr. Win Aung  Tel: +95 9 5021056  E-mail: ce.itcs@e-mcit.gov.mm |

## Bid Evaluation

1. A proposal can be rejected if at least one of the following is true:
   1. The degree of compliance of the proposal is not acceptable
   2. No satisfactory turnkey solution is proposed
   3. The Bidder fails to demonstrate adequate experience in providing similar solutions
   4. The Bidder cannot demonstrate proper adequacy with MCIT specific requirements and constraints.
2. Bidders are reminded that MCIT requires a comprehensive and detailed answer to the RFP. Any incomplete answer will not be taken into consideration.
3. After or during examination of the proposals, MCIT may ask the Bidders to give a general or specific presentation of their proposal or provide MCIT access to selected customers. Prior to, and after these possible engagements, MCIT may request additional information.
4. Under no circumstances will MCIT have to explain the reasoning behind its choices, nor will it be obliged to pursue the present stage through to the signing of a contract.
5. MCIT selection is based upon:
   1. The best value/price performance;
   2. Compliance with MCIT Terms & Conditions
   3. Bidder’s reputation and track-record
   4. Opportunities for long term condosat arrangements

MCIT does not commit to award a contract to the lowest price offer.

1. MCIT reserves the right to terminate or modify the RFP process at any time and is under no circumstances committed to signing a contract with any of the Bidders.

## Contract Award

1. After evaluation of all acceptable proposals by the MCIT evaluation team, a preferred bidder will be selected to undertake Contract negotiations.
2. The preferred bidder shall be the Bidder whose proposal meets the requirements of this RFP and receives the highest overall rating according to the evaluation criteria.
3. Contract negotiation may then be undertaken with the selected preferred bidder.
4. Contract negotiation shall be based on the following:
   1. Terms and Conditions included in Appendix A.
   2. Technical exhibits shall be provided by the preferred Bidder for negotiation. They shall be in-line with exhibits A specifications (in compliance with list of appendix as detailed in Appendix A: Pro-format Contract and Terms and Conditions). Note: MCIT reserves the right to update exhibit A after the selection of the preferred bidder.
5. MCIT shall have direct access to personnel of the selected Bidder who has full authority to make commitments on behalf of the Bidder. The Bidders shall include, as part of their proposal, any restrictions under which their primary negotiations will operate.
6. The successful Bidder will be advised of selection through the issuance of a "Notification of intent to award letter." All Bidders shall be notified of the selection or rejection of their Proposals.

## Bid Confidentiality

1. All documents, specifications, drawings, site locations, and other such information contained in the RFP document, or otherwise provided to the Bidder by MCIT, shall be treated as CONFIDENTIAL information.
2. All such information is provided to the Bidder for the purpose of preparing his bid only. Such information shall under no circumstances be disclosed or released to any person, company, government, organization, publication, news agency, or other such party without MCIT’s written consent. Any disclosure, release, or mishandling of confidential information may result in the Bidder’s disqualification.
3. In the event that the Bidder discloses or releases such confidential information, MCIT retains the right to initiate legal action against the Bidder and to seek compensation for damages.

## Delivery Instructions

1. The Bidder shall deliver an electronic copy of the Proposal Package to MCIT Commercial Point of Contact before the date of submission (REQ-04). The Bidder shall deliver 4 (four) printed copies of the Proposal Package, one original and three copies, to MCIT Point of Contact via express mail service within one calendar week after the date of submission.
2. Electronic copy of the Proposal shall be delivered using Microsoft Office Word, Excel, PowerPoint or Adobe PDF formats.
3. Proposal shall be delivered in English language.
4. The bid shall be delivered to the MCIT Point of Contact by an authorized representative of the company.
5. The bid shall be valid for at least 3 months from the bid submission date. Each page of the original paper copy shall be stamped with a company seal and initialed by an individual with power of attorney fully authorizing him to obligate and bind the company to the bid, and to any contract resulting from the bid.
6. MCIT may request that the Bidder extend his bid validity for a specified period. The Bidder must respond to the request within five (5) working days, indicating if the bid is extended for the requested period. Only those Bidders who have extended their bid validity will remain bound by the terms of the RFP for the additional period. Bids, which are not extended by the Bidder, may be rejected, and may no longer be considered as candidates for contract award.

# High-level mission requirements

## Work packages breakdown structure

The program of work is split into 5 main packages:

|  |  |  |
| --- | --- | --- |
| **WP** | **Title** | **Status** |
| 1 | C-band Capacity | Baseline |
| 2 | Ku-band Capacity | Baseline |
| 3 | Support services | Baseline |
| 3b | Additional support services | Optional |
| 4 | Training | Baseline |
| 5 | Long term condosat opportunities | Optional |

## Top-level requirements and constraints

MCIT wishes to accommodate several different missions onto the satellite and providing specific services. Different approaches are envisaged, as described in the following paragraphs. The top-level constraints consist in the constraints, which cannot be modified or by-passed for any of the proposed solution.

1. All C-band shall be on board on single satellite or eventually multiple satellites collocated in the same orbital position.
2. All Ku-band shall be on board on single satellite or eventually multiple satellites collocated in the same orbital position.
3. The satellite shall be located within the 55°E-140°E orbital arc.
4. Capacity shall be readily available for a start of operations by November 1st, 2015.
5. Capacity shall be leased for a three year term with a possibility of renewing twice, each time for a one year period.
6. Capacity shall be renamed by MCIT and branded under the selected name.
7. The satellite system shall provide at least the following services:
   1. Commercial VSAT services;
   2. Broadcast services;
   3. Trunking services/cellular backhaul.

## Targeted Capacity

1. Capacity in C-band and Ku-band are required by MCIT, summarized in Table 2 below. The below characteristics are given as objectives. The bidder shall make its best efforts to comply with these capacity attributes and shall identify any deviation from the below objectives. On the other hand, any improvement compared to the below figures will be taken into account in the evaluation for the bidder’s benefit.

Table 2: MCIT envisaged capacity (Baseline Proposal)

NB:  *“Myanmar” coverage refers to a coverage including the whole Republic of the Union of Myanmar national territory.*

*The “Regional” coverage is defined as an expansion of the Myanmar coverage. Expansion should be as large as possible, while ensuring the primary coverage over Myanmar.*

1. Each C-band channel/transponder shall be compatible with both VSAT and trunking / backhaul missions.
2. All Ku-band channels/transponders shall be compatible with VSAT missions. At least two of them shall be compatible with broadcasting missions.

## Baseline and Optional proposals

MCIT wishes the bidder to submit a baseline proposal addressing Myanmar short term capacity requirements, MCIT also wishes the bidders to propose condosat opportunities based on a to be procured, built, launched and operated satellite.

### Baseline proposal overview

1. The baseline proposal shall address the C-band and Ku-band capacity requests in-line with all requirements and constraints expressed in sections 3.2, 3.3 and in Exhibit A.

### Overview of proposals addressing Myanmar long term needs (optional)

1. The proposal addressing Myanmar long term satellite capacity requirements shall be based on a cooperation between MCIT and the bidder to build satellite whose resources will be shared between the bidder and MCIT.
2. One or several optional proposals addressing Myanmar long term capacity requirements can be made by the bidder.
3. The optional proposal shall rely on the bidder frequency rights and orbital resources. However, provided it is relevant, proposals can take advantage of Myanmar FSS and BSS allotments in planned bands, respectively at 111.5°E and 104°E.
4. Capacity Requirements: Capacity in C-band and Ku- band required by MCIT for addressing its long terms needs, are summarized in Table 2 below.

Table 3: MCIT envisaged capacity (Long term needs)



1. Top-level requirements
   1. Partnership scheme: Co-investment in a to-be-deployed telecommunications satellite with joint definition and procurement of the satellite and sharing of associated Capex according to the sharing of the payload communications channels, mass, power, antenna complexity, …
   2. Orbital slot: The satellite shall be located within the 55°E-140°E orbital arc.
   3. Planning: Satellite deployment shall be in the 2018-2020 timeframe
   4. TT&C: Primary and back-up TT&C services to be provided by the selected partner fully redundant facilities with adequate sharing scheme of the monitoring and control facilities with MCIT

# Bidders’ proposals

1. The bidder’s proposal shall be composed of the following volumes:
   1. Volume I: Proposal summary
   2. Volume II: Technical & Management proposal
   3. Volume III: Commercial proposal
   4. Volume IV: Contractual proposal
   5. Volume V: Options to Baseline Proposal
   6. Volume VI: Proposal addressing Myanmar long term needs (optional)
2. The first five volumes (Volumes I to V), should exclusively deal with the baseline proposal, as defined in §3.4. Content of these five volumes is detailed in §4.1.
3. The last volume (Volumes VI), should present the optional proposal proposed by the bidder (if any), as defined in §3.4.2 to address Myanmar long term needs. Content of this volume is detailed in §4.2.

## Baseline proposal

### Volume I: Proposal summary

1. Volume I should include the following sections:
   1. Section (1) Proposal Letter
   2. Section (2) Power of Attorney
   3. Section (3) Company Information
   4. Section (4) Executive Summary
   5. Section (5) Bidder’s Assumptions
   6. Section (6) Statement of Compliance

### Volume II: Technical & Management proposal

1. This volume shall detail the technical aspects of the bidder’s offer, demonstrating compliance with the technical specifications provided in Exhibit A.
2. Channel performance shall be stated considering worst case redundancy path.
3. Bidders shall provide, for each frequency band, the elevation angle over Myanmar, respectively:
   1. At Center of Coverage;
   2. At Edge of Coverage;
   3. Over the list of locations as defined in section 5. Reference locations
4. Bidders shall provide, for each frequency band, the EIRP at saturation over Myanmar, respectively:
   1. At Center of Coverage;
   2. At Edge of Coverage;
   3. Over the list of locations as defined in section 5. Reference locations
5. Bidders shall provide, for each frequency band, the G/T over Myanmar assuming an Earth temperature of 270 K, respectively:
   1. At Center of Coverage;
   2. At Edge of Coverage;
   3. Over the list of locations as defined in section 5. Reference locations
6. Bidder shall provide the frequency plan for C-band and Ku-band capacity, within the specified frequency band.
7. Bidder shall provide a summary of the coordination status of the frequency band used by the proposed transponders and highlight any constraint associated to those transponders. If any, restricted performance shall be clearly stated.
8. The bidder shall provide the receive and transmit cross-polarization discrimination (XPD) performance for each frequency band.
9. The bidder shall state the proposed following end to end channel performance
   1. Gain frequency response
   2. Noise power ratio
   3. Group delay
   4. Phase linearity
   5. Amplitude linearity
10. The bidder shall identify and provide a list of necessary or recommended tools / items for MCIT to fulfill their work objectives. If applicable, the delivery, support to the development or support to the purchase of these items shall be proposed by the bidder as an option (within WP3b – “Additional Support Service”) and thus described in Volume V.
11. The bidder shall provide a support service plan, fulfilling the requirements of §3.2 of Exhibit A.
12. The bidder shall provide a training plan, fulfilling the requirements of §3.3 of Exhibit A.
13. This volume shall also detail the programmatic aspects of the bidder’s offer, demonstrating compliance with the programmatic specifications provided in Exhibit A.
14. The Bidder shall provide a project plan comprehensive enough in scope and detail to convey the Bidder’s ability to manage the project as specified in this RFP. This plan shall include, but not be limited to the following:
    1. Approach for delivering the project on schedule.
    2. Organisation and staffing plan that includes the organisation and experience of the Contractor and any subcontractors used for the management and execution of the project.
    3. Meetings and reporting plan listing the purpose and scheduling of required reports and meetings.
    4. Certifications (Quality, Project Management, etc.).

### Volume III: Commercial proposal

1. All pricing information associated with the proposal shall be presented in a dedicated volume.
2. All prices shall be quoted exclusively in USD ($).
3. The Bidder shall make clear whether items are :
   1. RFP baseline
   2. RFP option or alternative
   3. Bidder proposed option
4. The commercial Proposal shall include the total contract fixed price and price for options (if any), as indicated below:

Table 4: Baseline Proposal price table



1. The bidder shall provide all necessary information on the support that can be provided to assist in financing this project.

### Volume IV: Contractual proposal

MCIT intention is to use their Terms and Conditions (T&C’s) as a baseline for Contract negotiation (excluding optional long term capacity requirements).

1. The bidder shall provide a mark-up of the provided Terms and Conditions (Appendix A to the RFP).
2. The bidder shall explain and justify any proposed mark-up change.

### Volume V: Options to Baseline Proposal

#### Optional additional services

1. Bidder shall detail their optional proposition for additional services as defined in Exhibit A section 3.2 Additional Support Services.
2. Bidder shall provide the price of any proposed additional services with an adequate and sufficiently detailed price breakdown of each proposed item, whenever relevant

#### Other optional proposal

1. The bidder is free to propose any alternative proposals it deems relevant in the context of this call for tender
2. Bidder shall provide the price of any proposed optional proposal with an adequate and sufficiently detailed price breakdown of each proposed item, whenever relevant.

## Volume VI: Proposal addressing Myanmar long term needs (optional)

1. Bidders may propose one or several alternative proposals based on cooperation between MCIT and the bidder to build a satellite whose resources will be shared between the bidder and MCIT.
2. The proposal shall include a technical/programmatic section and a financial section
3. The technical/programmatic section shall include
   1. Substantiated description of proposed partnerships scheme (orbital position and frequency rights, structure of the partnership);
   2. satellite high level design and sharing principles, (planning of the satellite definition, procurement and deployment, operations);
4. Financial section including
   1. Typical satellite, launch and insurance cost for the Myanmar Mission;
   2. Frequency licensing scheme;
   3. Typical cost for operations;
   4. Typical cost for technical support.

# Reference Locations List

Table 5: Reference Locations

|  |  |  |
| --- | --- | --- |
| Location | Latitude | Longitude |
| NayPyiTaw | 19°44'59.98"N | 96° 6'0.24"E |
| Pathein | 16°46'27.00"N | 94°43'54.00"E |
| Bago | 17°19'60.00"N | 96°28'60.00"E |
| Magwey | 20° 8'60.00"N | 94°56'60.00"E |
| Mandaley | 21°58'27.68"N | 96° 4'59.46"E |
| Sagaing | 21°52'25.18"N | 95°58'42.05"E |
| Dawei | 14° 5'0.03"N | 98°11'59.99"E |
| Yangon | 16°46'51.00"N | 96° 8'59.00"E |
| North Point | 28°23'46.38"N | 97°36'46.91"E |
| South Point | 10° 3'9.59"N | 98°31'46.93"E |
| West Point | 21°12'15.78"N | 92°17'4.85"E |
| East Point | 21°34'34.80"N | 101° 2'50.40"E |

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