

**General Instructions**  
**for**  
**RPF No. KARI-13-033**

**February, 2013**

**Korea Aerospace Research Institute**

# Bid Instructions

## 1. Submittal of Proposal

### 1.1 Bid Closing Date and Time

The closing time for the Proposal is March 12, 2013, 11:00 Korean Local Time. If any part of the Proposal as required under this RFP is submitted after the stipulated closing time, the entire Proposal will be deemed late.

### 1.2 Method of Proposal Submission

The Proposal shall be hand-carried or sent via appropriate express courier to the following personnel or his designee within the Bid Closing Date and Time in 1.1.;

Mr. In-Kyu Jeon

Senior administrator of Procurement Team

Korea Aerospace Research Institute

169-84 Gwahangno, Yuseong-gu

Daejeon 305-806, Korea

Tel) +82-42-860-2766, Fax)+82-42-860-2666

E-mail) [ikjeon@kari.re.kr](mailto:ikjeon@kari.re.kr)

### 1.3 Point of Contact

The communication between KARI and prospective Bidders for contractual or technical matters shall be controlled through the following designee:

Mr. In-Kyu Jeon

Senior administrator of Procurement Team

Tel) +82-42-860-2766, Fax)+82-42-860-2666

E-mail) [ikjeon@kari.re.kr](mailto:ikjeon@kari.re.kr)

Besides the Proposal submission, technical matters can be communicated with following designee:

Dr. Jong-Hoon Yoon

KSLV Structures & Materials Team

Tel) +82-42-860-2049, Fax)+82-42-860-2233

E-mail) [yjh@kari.re.kr](mailto:yjh@kari.re.kr)

## **2. Bidding Schedule**

The following schedule is a tentative milestone for the eventual Contract and may be changed at KARI's sole discretion:

- [1] RFP Release: February 28, 2013
- [2] Bid Closing Date: March 12, 2013
- [3] Evaluation of Proposal: March, 2013
- [4] Contract Negotiation: March, 2013
- [5] Contract: March, 2013

## **3. Validity of Proposal**

The Proposal shall be valid for one (1) year from the Bid Closing Date.

## **4. Manner for Preparation of Technical Proposal**

### **4.1 Requirements for Bidder**

Bidder should be well qualified in terms of the followings.

- (1) Bidder should have the history of delivery for spinning machines during the last 5 years.

### **4.2 Submission of Technical Proposal**

#### **4.2.1 Contents**

The proposal should be written in English and be clear at a glance. Moreover it should include the descriptions for the main terminologies. The basic construction of the proposal is as follows.

- (1) Review and opinion about the machine specifications indicated by KARI.
- (2) Construction drawings of machine with the detailed description of functions, specifications, and each part name.
- (3) Master plan and schedule for the manufacturing and KARI's requirements.
- (4) Plan for inspection and quality warranty.
- (5) Training plan for machine operation and maintenance.
- (6) Requirements for the installation and plan for machine installation.
- (7) Succeeding supporting plan for operation and maintenance after delivery.
- (8) 1 copy of software for the design of spinning processes.
- (9) 1 hardcopy of user's manual of the software.
- (10) Description on the range of tolerances about dome spinning.
- (11) Results of delivered spinning machine (the schematic specifications of the delivered machines should be indicated)
- (12) Price Proposal (to be submitted in a separately sealed envelope) including itemized price list on machine manufacturing and the other KARI's requirements.

If the submission of the software in (8) is impossible, bidder can demonstrate the software in making the presentation about the submitted proposal. It is recommended to demonstrate the software in the presentation rather than to submit it.

#### 4.2.2 Point of Contact

Bidder has to designate the point of contact, and write the name, the formal position, telephone number, fax number, and e-mail address of the point of contact in the final page of the proposal.

#### 4.2.3 Requirements for Price Proposal

- (1) Price Proposal (to be submitted in a separately sealed envelope)
- (3) All prices should be expressed in U.S. dollars or EURO. And the price proposal should be classified with itemized list. The exchange rate for the evaluation of the price shall be the first basic rate of Korea Exchange Bank (KEB) of the bid closing date.

## 5. Bid Bond

The Bid Bond is a critical requirement by Korean government regulation. Therefore, the Proposal without Bid Bond will be dropped out in the bidding.

#### 5.1 Amount of Bid Bond

Bidder shall establish a bid bond in favor of KARI not later than the Bid Closing Date and Time and submit the bond to KARI along with its Proposal. The total amount of the Bid Bond shall be at least five (5) percent of the total bidding price. The bond shall remain valid until one (1) year after the bid closing date and if the Bid validity is extended, the Bid Bond shall also be extended accordingly.

#### 5.2 Bid Bond Establishment Method

The Bid Bond shall be issued by first class international bank in the form of an irrevocable letter of credit and advised through “Woori Bank” (Daejeon Branch at 1495 Dunsan-dong, Seo-gu, Daejeon, Korea, [Tel:+82-42-488-9704](tel:+82-42-488-9704), Ext.313/ Fax:+82-42-488-8913). The bond shall be available by KARI’s draft at sight drawn on the bank, accompanied by the statement of KARI stating that Bidder has refused to enter into a contract with the terms and conditions in the proposal as amended, if any, that Bidder has hindered the fair bidding by fraud or misrepresentation, or that Bidder has withdrawn its Proposal after the Bid Closing Date.

#### 5.3 Bid Bond Return

All of the Bid Bonds will be released promptly at the time of contract award by KARI without interest.

### **6. Questions and Modifications**

6.1 Any questions as to the intent and clarity of the RFP may be asked to KARI’s point of contact as specified in Article 1.3 by email, fax, or letter no later than seven(7) days before the Bid Closing Date and Time. After the Bid Closing Date and Time, Bidder shall not amend, Modify, or supplement the Proposal, or submit any other documents to KARI, except with KARI’s written request.

6.2 KARI may ask each Bidder in writing for clarifications, amendments, revisions,

or supplementation of the Proposal and any other documents submitted by Bidder at any time before the execution of the Contract. KARI may also ask each Bidder to submit and supply additional information or documents for evaluation of the Proposal.

## **7. Non Contractual Obligation**

7.1 This RFP shall not be interpreted as an offer for a contract or any type of guarantee by KARI. It is KARI's sole discretion whether or not to allow the award to any Bidder. KARI owes no responsibility or obligation to select the Contractor among Bidders.

7.2 This solicitation for the Proposal shall neither be construed to create an obligation on KARI to enter into a contractual instrument, nor shall it serve as a basis for any claim for reimbursement of costs for the effort to prepare, submit, amend, revise or supplement the Proposal, and other related documents expended by Bidder regardless of whether or not Bidder is successful in receiving an award as a result of the solicitation.

## **8. Acceptance/Rejection of Bids**

KARI reserves the right to accept or reject any Bidding, and to amend the Bidding process and reject all Bidding at any time prior to the award of the Contract without thereby incurring any liability to the affected Bidder(s), nor is KARI under any obligation to inform the affected Bidder(s) of the ground for its action.

## **9. Selection of Successful Bidder**

9.1 Proposal submitted by Bidders will be evaluated based on evaluation process.

9.2 Technology Evaluation

Technology evaluation is carried out on the basis of Table 1. The perfect score of the evaluation is equal to 100. In order to pass, bidder has to get a score of 80 in the technology evaluation.

All bidders should make a presentation about his or her technology according to KARI's designation. And evaluation committee is going to be organized with inside and outside

experts on design and manufacturing.

**Table 1. Itemized list for technology evaluation**

Major Classification	Detail Classification
Manufacturing Career and Capability of Project Performance	- History of delivery of heavy duty spinning machines
	- Manufacturing and delivery schedule, milestone Chart
Design and Manufacturing Capability	- Propriety of machine composition or construction
	- Details, consistency and system of proposal
	- Propriety of manufacturing method
	- Satisfaction of major specification
Software for Spinning Process Design	- Construction of user friendly environment (Easiness for access, operation, and programming)
	- Functions of software
	- Data transformability
Inspection/Test and Capability of Quality Warranty	- Detailed contents and time schedule of pre-acceptance test and final acceptance test
	- Detailed method of quality warranty and performance contents & plan of quality warranty
	- Supporting method and master plan for the machine operation and maintenance

9.3 The Successful Bidder will be selected by the evaluation committee among the Bidders after the evaluation of the Proposals. Any Bidders shall not raise any objection regarding the proposal evaluation committee's decision thereupon.

9.4 If KARI and the Successful Bidder fail to agree on the terms and conditions for the eventual Contract, KARI may terminate the contract negotiation with the bidder without any responsibility or obligation and proceed to have a re-bidding.

## **10. Contract**

The Contract will be effective subject to the KARI's approval thereof. The Draft Terms and Conditions as attached in Appendix A. are the baseline requirement for the

Contract negotiation with the Successful Bidder, and will be the basis of the Contract.

## **11. Language**

All documents should be written in English and unit system for measurement should be SI unit. But the item (11) in 4.2.1 is allowed to write in different language.

## **12. Certificate and Government Approvals**

Bidder shall receive the government approval and certificates (e.g. export licenses) in relevant countries, necessary for Bidder's work for the RFP.

## **13. Confidentiality**

There shall be no news release, public announcements, denials or confirmation in connection with this RFP or Contract award without the prior written approval of KARI. All documentation submitted in response to this RFP shall be marked "COMMERCIALS-IN-CONFIDENCE" on the first page of each document. All elements of the RFP shall be kept confidential, and shall not be intentionally disclosed by Bidder to any Third Party.

## **14. Withdrawal of Proposal**

Bidder may withdraw its Proposal at any time before the Bid Closing Date and Time. Withdrawal shall be made in writing, and shall be received by KARI before the Bid Closing Date and Time.

## **15. Property of Proposal**

All documents submitted in response to the RFP shall become the property of KARI and will be retained by KARI.

## **16. Expenses**

Expenses incurred by Bidder in connection with the preparation, submittal, and any subsequent clarification or negotiation activities are for its own account and will not be

reimbursed by KARI.

## **17. Governing Law**

This RFP and the Contract shall be construed in accordance with and governed by the laws of the Republic of Korea.

## **18. Arbitration**

Any disputes in relation to, and under the RFP and the Contract shall be resolved through arbitration in Seoul, Korea under the Rules of the Korean Commercial Arbitration Board.

Appendix A.  
Terms and Conditions

Refer to Appendix A.

# Appendix B.

## Statement of Non-compliance Table

KARI's General Terms & Conditions		Bidder's sales standard	Deviation
Article No.	Description		