

**BID DOCUMENT
FOR THE PURCHASE OF PILOT
ASSESSMENT PACKAGE**

JUNE 2017



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PART ONE
INVITATION TO TENDER
FOR THE PURCHASE OF PILOT ASSESSMENT PACKAGE

1. INTRODUCTION AND SUBJECT OF THE TENDER

Ethiopian Airlines whose principal address is at ADDIS ABABA, ETHIOPIA, P.O. Box 1755 BOLE INTERNATIONAL AIR PORT, (hereinafter called ETHIOPIAN) intends to select a supplier who can supply best assessment package for selection of pilots as per our requirement.

2. INSTRUCTION TO BIDDERS:

- 2.1. Bidders shall submit their proposals in two copies marked “**Original**” and “**Duplicate**” for both the technical and financial proposals. The proposal marked “Original” shall be the master copy of the tender. If there is any discrepancy between the “Original” and the copy marked “Duplicate”, the entries on the original shall be deemed correct.
- 2.2. Bidders are required to submit their technical and financial proposals in separate envelopes and enclose these envelopes in outer envelopes for both the original and the duplicate.
- 2.3. The outer envelopes shall be sealed and be labeled as “**OFFER FOR THE SUPPLY OF ASSESSMENT PACKAGE FOR PILOTS**” and deliver to the address:

ETHIOPIAN AIRLINES
BOLE INTERNATIONAL AIRPORT
ADDIS ABABA, ETHIOPIA
PROCUREMENT & SUPPLY CHAIN MANAGEMENT
Attn: **Helen Nigussu**
Tel: 251-011 5174028/8024
Fax: 251-116 610 522 or 251-116 652 200



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2.4. Clarification of Proposal Document

The prospective bidders requiring clarification for this proposal shall contact ETHIOPIAN in writing by E-mail: Helenn@ethiopianairlines.com.

Ethiopian will ensure that all such requests are responded on time if the bid committee receives the written request reasonably before the deadline of submission of the bid offer.

The clarification will be communicated to all potential bidders without disclosing the source of the query, as deemed necessary.

2.5. Preparation of Tender

2.5.1. All signing, witnessing and initialing is to be in ink. All offers and schedules are to be in typescript.

2.5.2. The person who signs on any offer or document should be a person duly authorized by the bidders.

2.5.3. Complete Proposal

Bidders are expected to examine all the scope of work of the activities, instructions, specifications and the options preferred by ETHIOPIAN, as indicated in this document. Failure to fulfill the requirement of the specification may result in the rejection of the bid.

2.5.4. Cost of Proposal

Bidders shall bear all costs associated with the preparation and submission of their proposals. ETHIOPIAN will in no case be responsible or liable for any cost, regardless of conduct or the outcome of the bid evaluation.



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3. **MANDATORY EVALUATION POINTS**

3.1 Bidders should attach the following documents. The highest the qualification is a plus on the technical evaluation process.

- Company history and experience including the number of years in the business.
- Size expressed by the number of full time employees, operational volume, branch offices, associates, etc.
- Lists of clients and the type of services rendered to them by the prospective bidder.
- Qualification level of each employee

4. **NECESSARY DOCUMENTS**

As part of the proposal, the bidders should deliver relevant documents upon being notified by ETHIOPIAN as winner of the bid.

5. **PRICING AND PAYMENT SCHEDULE**

6.1 The price shall include all costs like taxes and others applicable in the country.

6. **BID SUBMISSION DATE**

The closing date of the proposal submission will be on **5th July 2017 at 15:00** Local time and will be opened on the same date at **15:30** Local time. No proposal will be collected other than the date mentioned herein. **Electronic proposals are forbidden.** All proposals shall be in a wax sealed hard copy addressed for the contact person indicated in 2.3

7. **COMPANY PROFILE**

Bidders should attach copies of company profile and at least 3 written recommendations from its service users.



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10. FINANCIAL EVALUATION

The financial evaluation shall consider the following:-

- a. Bid price of the package shall be stated separately. If there is any optional proposal, same shall be stated clearly.
- b. Payment schedule
- c. Delivery time (Implementation time table)

11. BID AWARD

ETHIOPIAN shall notify the winner in writing and those bidders who have not succeeded in winning the bid shall also be notified.

12. CANCELLATION OF BID

Ethiopian Airlines reserved the right to cancel or modify this bid entirely or partially without prior notification.



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PART – TWO
TECHNICAL REQUIREMENT

1. General Overview

The purpose of the assessment is have qualified first officers with the right attitude and who can bring Operational excellence. Therefore we want the package to focus on competency oriented selection.

As the purposes of the assessment package are to select the right candidate and to transform the recruitment process in to system based, we would like the package to be integrated with our current system.

Generally, Ethiopian Airlines segregated its requirements on the following points:

2 Scope of Work Required

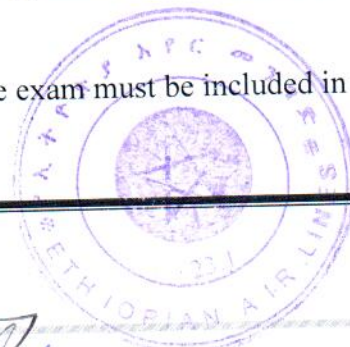
The successful bidder will be expected to undertake and perform the following major functions.

- 2.1 The systems used to perform the tests can be installed and administered anywhere, provided there is internet access.
- 2.2 The package should include provisions or recommend mechanisms for testing interpersonal behaviors (personality inventory) by incorporating simulated work environment.
- 2.3 Provide a web-based test battery to measure the cognitive level, flying aptitude and personality of the candidates
- 2.4 The test battery will generates a full report which gives insight in all required competencies.
- 2.5 The assessment package will include written assessment or instrumental reading, The Light Control Test (LCT) or Sensory Motor Apparatus Drum Test(DT) or Control of Velocity Test(CVT)
- 2.6 Clear instruction for the candidates about the exam must be included in the package.









- 2.7 The results of the tests will instantly be available after the candidate has completed the tests and the data will be uploaded to the Selection Server
- 2.8 Only those people issued with a special access code to see the results can look at the summary results and print the detailed reports.
- 2.9 Development/customization of assessment package for further utilization by the Airline
- 2.10 The prospective bidder will be responsible for the customization and supply of up dated exams and the test battery as approved by the Airline.
- 2.11 The exam instruction will have English voice covers with high quality standards.
- 2.12 All tests will be conducted in English.
- 2.13 Train the “test coach” on how to administer the tests and various operational functions of the system
- 2.14 Train the management responsible for the interpretation of the reports
- 2.15 Constantly available for assistance and guidance in the area of interpretation and can, if required, perform a quality control function on the system.
- 2.16 Ethiopian Airlines will own the right to all creative, duplication and copyrights and the bidder shall at all times protect Ethiopian Airlines from any proprietary/copyrights infringement, damage and loss that may occur from usage of the assessment package.

3 Information requested from bidders

The bid documents shall provide complete profile of the company, including but not limited to the following:-

- 3.1 Brief statements describing the unique professional qualities and skills of the bidder, and how they can be of value to Ethiopian.
- 3.2 Describe the volume and level work of work to be performed.
- 3.3 The team of people who would execute the work, with descriptions of their experiences and skills of their role in your company and in the team.







- 3.4 Names, addresses and descriptions of key subcontractors whom your firm would employ and a description of their relevant experiences and past performance. Any such subcontracts (if any) must be identified in the bid.
- 3.5 The name of the person in your company who will be the official liaison for any contractual relationship.
- 3.6 At least three comparable previous projects in which the bidder was engaged, with names and telephone numbers of contacts with whom the bidder's previous performance can be discussed.
- 3.7 Examples from past projects that reflect the deliverables listed in the scope of work.
- 3.8 It is recommended to bring an innovative, entertaining and quality concept or idea.
- 3.9 A schedule for the work, including the time frame to which your company is prepared to commit with anticipated completion dates.
- 3.10 Ethiopian Airlines appreciate recommendation, suggestions and any additional feedbacks that are being applied in the industry for best interest of the company and accordingly, bidders shall be awarded with a plus mark on their evaluation.

4. Technical Requirement

- 4.1 Assessment package for pilot uses to recruit student pilots and trained pilots with the required competencies.
- 4.2 The package must reveal the candidates quality for the position.
- 4.3 We need the package to test the candidates:

A. Cognitive Level,

- Calculating,
- verbal field independence/*verbal reasoning*
- logical reasoning/*numerical reasoning*
- planning and analytical thinking/*abstract reasoning*



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B. Flying Aptitude

- Multiple tasking and workload
- Perception and Accuracy
- Spatial orientation
- Geographical orientation (position awareness)
- Memory/short term memory
- Hand eye coordination
- Anticipation
- Situational awareness

c. Personality

- style of learning
- work attitude,
- discipline
- sense of responsibility
- socializing and communication
- Task and people orientation
- Self-knowledge
- Emotional stability
- Assertiveness
- Decisiveness
- Simulated Work Examples (A group exercise to evaluate potential CRM skills, teamwork, communication & discussion style)
- Interpersonal Behavior
- Personality Inventory



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