

Re-evaluation of Windsurf Equipment under Regulation 23.6

Invitation to tender

Part 1: Invitation to tender

1. Introduction

World Sailing is seeking tenders for equipment to be selected for the Men and Women Windsurfer events, starting at the 2024 Olympic Sailing Competition.

The overall procedure is described in the 'Olympic Equipment Re-evaluation Procedure' document approved by Council on 2nd of November 2018, ([here](#)).

As described in Regulation 23.6.1, the Board shall carry out re-evaluations of the equipment selected for Olympic Events. The purpose of re-evaluation under this Regulation is to ensure that:

- competing equipment and competing manufacturers of existing equipment can bid to be selected for Olympic Events and therefore access the market on a fair and objective basis;
- manufacturers do not become complacent, remain price-competitive, produce high-quality equipment, and do not abuse their market positions.

In accordance with Regulation 23.6, the authority for the Re-evaluation Procedure and making final recommendations to Council is the Board.

Given the significant work that this project entails, a Working Party will be appointed by the Board to oversee the process and have day-to-day conduct of the re-evaluation.

The composition of the Working Party is:

- 2 Vice-Presidents.
- Chairman of the Equipment Committee.
- One additional Equipment Committee member.
- Inshore Technical Manager
- One Technical and Offshore Department Technical Specialist.
- A representative of the Constitution Committee

In addition, the Integrity & Governance Department will advise the Working Party as required.

The tenders will be evaluated by the Working Party as further described in this document and the Working Party will make a recommendation to the Board. The Board will then make a recommendation to Council on whether to retain, evolve or select new equipment for the events being re-evaluated. The Board may also make any other recommendation to Council which it considers is necessary to secure compliance with Regulation 23.6.1. or any legal requirements on World Sailing.

If a decision to evolve or select new equipment is made, the Equipment Committee and the Technical and Offshore Department will then schedule and program “on the water” equipment selection trials amongst the shortlisted tenderers.

Details of the trial process will be published in due course. Final decision on the equipment will be made by Council following Equipment Committee recommendation in 2019.

2. Costs involved in the process

The tenderer shall be responsible for all costs associated with their submission.

Tenderers shall provide payment of a non-refundable application fee of £200 per application, to cover administration costs deriving from the evaluation of phase 1.

Tenderers requested to attend the “on the water” Sea-trials shall provide an additional payment of a non-refundable fee of £300.

Such payments must be completed no later than one week after being invoiced.

Additionally, shortlisted tenderers shall bear the cost of a World Sailing staff member to visit the production and/or assembly sites if applicable and any other costs to attend with the proposed equipment the “on the water” selection trials.

Part 2: Exclusion of tenders

3. Disqualification

A tender shall be disqualified where it is determined that there has been an effort by that tenderer to influence the processing of tender submissions or if it is established that such tenderer engaged in illegal, corrupt or fraudulent practices. The decision of the Working Party in this regard shall be final with no right of appeal.

4. Risk assessment

A risk analysis shall be performed on all shortlisted tenderers to ascertain if any of the following, as relevant, present an unacceptable risk to World Sailing:

- a) provided content of tender information used for the evaluation;
- b) compliance with World Sailing competition law policy (See Section 11);
- c) compliance with World Sailing Olympic Equipment Strategy (See Section 11);
- d) contract data provided by the tenderer;

Working Party may request further clarification on any part of shortlisted tenders.

Part 3: Identification

5. Participation and tenderer identification

Participation in this tender process is open on equal terms to all natural and legal persons identified as either;

- a. Designers,
- b. Copyright holders,
- c. Manufacturers,
- d. World Sailing Classes,
- e. Any third party which, in the opinion of the Working Party, meets or can meet the criteria established in this document.

Tenderer shall identify all of the above parties involved in the market situation for the proposed equipment regardless of their participation in the tender.

The identification form in Annex 1 shall be filled in and signed by:

- i. Each tenderer (including any member of a consortium or grouping);
- ii. Each Subcontractor whose share of the work is substantial.

The Working Party reserves the right to request any tenderer to submit the filled and signed identification form in Annex 1 of any subcontractor, whose work, in the opinion of the Working Party is substantial, also after the deadline of submitting the tender.

6. Subcontracting

Subcontracting is permitted in the tender, but the tenderer will retain full liability towards World Sailing.

Tenderers must give an indication of the part of the services and proportion of the equipment that they intend to subcontract. Tenderers are requested to identify all subcontractors. The change of any subcontractor identified in the tender will be subject to prior written approval of World Sailing.

Part 4: Evaluation of tender

7. Evaluation phases

The evaluation timeline is based on the information provided in the 'Olympic Equipment Re-evaluation Procedure' and shall take place in two phases:

Each responsive tender offer may be reduced to a comparative offer and ranked against each other.

Phase 1 steps:

- (1) Document based evaluation of tenders against Market criteria, Equipment Criteria and Professional Qualification.

The results of the evaluation will be put forward to the Board for a selection of the shortlisted tenders. Shortlisted tenderers may amend their tenders for phase 2.

Phase 2 steps:

- (1) Evaluation of shortlisted tenderers against improved bids.
- (2) Visits to production and/or assembly sites for shortlisted tenderers by World Sailing Technical and Offshore Department Staff;

(3) Evaluation of shortlisted tenders on the basis of the Market Criteria and Equipment Criteria

The results of the evaluation will be put forward to the Board along with the recommendation of the Working Party. The Board will then make a recommendation to Council on whether to retain the current equipment, evolve or select new equipment. The Board may also make any other recommendation to Council which it considers is necessary to secure compliance with Regulation 23.6.1. or any legal requirements on World Sailing.

8. Market Considerations

- 1) Tenders must comply with World Sailing competition law policy ([here](#)) and international competition law.
- 2) The tenderer should bear in mind the provisions of the Olympic Classes contract, available upon request, which specifies the rights and obligations of the selected equipment.
- 3) Shortlisted tenderers for Phase 2 will be required to pre-sign the 2024 Olympic Classes Contract and Commercial Undertakings available upon request, prior to final recommendation from Board to Council.
- 4) Tenderers shall provide the following information to evaluate compliance with World Sailing Olympic Equipment Strategy ([here](#)) approved by Council on 2nd November 2018:
 - a. Existing or proposed licensing terms
 - b. Describe the current market situation, including a list of Suppliers for each piece of Equipment and in particular if the equipment is:
 - i. Free to be manufactured worldwide without restriction.
 - ii. Manufactured by licensed builders free of charge after achieving certain production standards. (Provide number, capacity and location of builders licensed worldwide)
 - iii. Manufactured by licensed builders at a cost (Royalty fee) after achieving certain production standards. (Provide Royalty fee, number, capacity and location of builders licensed worldwide)
 - iv. Manufactured by a list of approved production suppliers selected regularly in competing terms to a technical specification. (Provide number, capacity and location of registered production suppliers)
 - v. Single manufacturer worldwide. Capacity, location and justification for single manufacturer.
- 5) Tenderers shall include a clear description of the manufacturing and competition method (i.e.; One-Design or Box-Rule).
- 6) Tenderers shall provide information to evaluate any other arrangements limiting competition to the tendering equipment market.

- a) Description of supplier and dealers' options for buyers around the world to buy the equipment.
- b) Intellectual property ownership considerations.

9. Equipment Considerations

All Equipment considerations shall be considered equally important. The following is taken from the approved Equipment Criteria document ([here](#)) by the Equipment Committee and presented in different sections to ease the evaluation:

9.1. Cost analysis, retail price and durability

- 1) The tenderer must provide a list of all pieces of Equipment, including the following:
 - a) List of suppliers of each piece of equipment
 - b) Retail price of each piece of equipment (for each supplier, including proof)
 - c) Cost for production of each piece of equipment justifying and specifying the breakdown retail price of all equipment.
- 2) The tenderer must provide a retail price for all options available to sailors to buy the Equipment, including if it is an existing option the following:
 - a) Average retail price of all equipment ready to sail (specifying which equipment it includes)
 - b) Average retail price of all equipment ready to sail including items required for transportation and storage.
 - c) Average retail price of all equipment available in the market separately.
- 3) The tenderer must provide an analysis, where available, of the durability of the equipment required for racing.

9.2. Construction and Design considerations

- 1) As taken from the Equipment Criteria document:
 - i. Single hull with variations in rig and sails to accommodate men and women respectively.
 - ii. Equipment is simple, and development, optimization or customization is not permitted under the Class Rules.
 - iii. Cost effective (the current retail price of current equipment will be used as the reference point).
 - iv. Limitation of equipment per competitor
 - v. Easily transportable by normal scheduled airline as passenger's excess baggage.

- vi. Designed to accommodate men from 65 kg to 85 kg and women from 55 kg to 70 kg.
- vii. Designed to provide maximum flexibility to sail in a wide range of sea states (wind and waves).
- viii. Equipment weight not heavier than the current equipment.
- ix. Current sail size 8.5 and 9.5 m² to serve as the preferred sail size.
- x. Differences from the dimensions of current equipment in size must be set out and any effect on performance must be explained.
- xi. Maximum commonality of components between the men's and women's equipment.
- xii. Standardization of construction method and product among different manufacturers.
- xiii. Quality control methods at production.
- xiv. Measurement protocols and procedures of each equipment item.
- xv. Best possible trade-off between weight/performance/price.
- xvi. Manufacturing Cost/Retail Price ratio to be considered.
- xvii. Procedures to ensure fair availability distribution of equipment.
- xviii. Durability of equipment.
- xix. Environmental considerations.
- xx. Existence and evaluation of Class Rules and other class documents.

2) The following must be submitted in order to evaluate against the Construction and Design considerations:

- i. Equipment building specification; including dimensions, weights, materials (For board, appendages, sails, and rig)
- ii. Construction manual,
- iii. General Arrangement,
- iv. Sail plan,
- v. Class documents, or draft proposals, (Constitution and Class Rules)
- vi. Construction methods,
- vii. Required certification methods to race, if any,
- viii. Production process,
- ix. Weekly maximum delivery capacity,
- x. Warranty Policy and Claim form
- xi. Any Brochure or marketing material,
- xii. Sustainable and environmental considerations regarding the production

9.3. Quality Control

- 1) Tenderers shall provide information regarding the proposed measurement system (i.e.; Manufactured controlled or Measurement controlled) and in particular:
 - For One-Design concepts, the tender shall indicate how standardization is achieved among different builders.
 - For Box-Rule concepts, the tender shall indicate how equipment is controlled and accepted.
- 2) Tenderers shall provide information regarding existing (or proposed) quality controls and an explanation of how the following is controlled for each manufacturer:
 - i. production;
 - ii. materials;
 - iii. methodology;
 - iv. tooling;
 - v. building specifications;
 - vi. subcontracted equipment;
 - vii. standardization;
 - viii. compliance with Class Rules and technical specifications;
 - ix. damages and equipment claim;
 - x. customer service.

9.4. Olympic equipment considerations

The suitability to be selected as Olympic equipment will be evaluated on the base of Regulation 23.1.2 used in choosing Olympic events and equipment, which states that:

World Sailing shall seek to ensure that the Olympic equipment taken together shall meet the requirements and objectives of the IOC and to:

- a) demonstrate the diversity of skills required to race various types of boats, and minimise the overlap between Events;
- b) place an emphasis on athlete skill rather than equipment development, and limit the impact of equipment on performance;
- c) demand a high level of athletic ability as well as excellent sailing skills;
- d) be attractive and accessible to young athletes from all continents, and of different size and weight, with a clear pathway from World Sailing Youth to Olympic Events and Equipment;
- e) maximise the participation of the world's best sailors and showcase the diversity of the sport;
- f) provide an effective platform for promotion of the sport, and elite sailors, between Olympics;
- g) progress towards an equal number of Events for men and women to participate in;

- h) avoid unnecessary or excessive equipment costs, development costs, measurement costs, coaching costs, race organisation and race official costs, and television and other media costs;
- i) offer continuity of Events and evolution of Equipment to give MNAs and sailors a dependable pathway into Olympic competition with continuity of investment;
- j) provide suitable Events and Equipment for Regional Games and other regattas;
- k) minimise environmental impact.

9.5. Event considerations

1) Universality

The Men and Women Windsurfer events have been identified by the Events Committee as being Universal. The relevant description of a Universal Event for the purposes of equipment selection is as follows;

- i. Equipment is widely accessible and available around the world;
- ii. High performance in competition by athletes is derived primarily from athletic superiority and tactical understanding rather than technical knowledge of the specific equipment;
- iii. Existence of pathway classes;
- iv. Has the ability to be chartered locally through a strong distribution network. This is likely to mean the successful equipment is a one-design with limited opportunities for optimization or customization.

2) Adaptation to multiple formats

The 2024 Event and Equipment Working Party has identified the Men and Women Windsurfer Events as those for which the format has not been decided yet. Although any new format options will need to be thoroughly tested before final decisions are made for the 2024 Olympics, the equipment selected must be able to accommodate a range of formats such as long-distance race or slalom racing while focusing in up and downwind performance in a wide range of winds.

10. Professional Qualification (PQ)

Tenderers must prove their economic, financial, technical and professional capacity to supply equipment as envisioned for a high universal demand.

10.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium) should provide the following evidence:

- 1) Copy of the profit & loss account for the last three years for which accounts have been closed,

Failing that:

- 2) Verifiable information to establish financial health of tenderers.

If, for some exceptional reason which World Sailing considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which World Sailing considers appropriate. In any case, World Sailing must at least be notified of the exceptional reason and its justification in the tender.

World Sailing reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

10.2. Technical and professional capacity criteria and evidence

The tenderer must prove expertise and experience in the following:

- a) Staff technical and manufacturing expertise
- b) High volume distribution and production
- c) Customer service
- d) Quality management
- e) Drafting reports and construction manuals

Part 4: Tender content and communications

11.Format and Language

The tender shall be presented in English, in .pdf format with all text minimum font size of 12. Drawings and pictures may be presented in other formats.

All communications, written or verbal shall be made in English.

12.Content of tender

The tenders must be presented as a single submission composed of the following parts and identified as such.

1) **Introduction**

Maximum two pages of introduction.

2) **Identification**

- a) Identification of parties involved in the market situation as indicated in Section 5 and 6.
- b) Identification of tenderers as per Annex 1.

3) **Market Considerations**

- a) Requested information to proof compliance with WS Olympic Equipment Strategy as indicated in Section 8, Point 4.
- b) Description of the manufacturing and competition method (i.e.; One-Design or Box-Rule) as indicated in Section 8, Point 5.
- c) Other information to evaluate competition in the market as indicated in Section 8, Point 6.

4) **Equipment Considerations**

- a) List of equipment and other information as indicated in Section 9.1, Point 1.
- b) List of retail price as indicated in Section 9.1, Point 2.
- c) Cost analysis as indicated in Section 9.1, Point 3.
- d) Construction and design considerations as indicated in Section 9.2, Point 2.
- e) Quality control information as indicated in Section 9.3 Point 1 and 2.
- f) Suitability to Olympic Equipment Considerations indicated in Section 9.4
- g) Suitability to Event Considerations indicated in Section 9.5

5) **Professional Qualification**

- a) Economic and financial capacity evidence as indicated in 10.1
- b) Technical and professional capacity as indicated in 10.2

Concise tenders are encouraged. Overall expected page count circa 50 pages, not accounting for documentation to prove the economic and financial capacity or documents such as CVs, contracts, drawings and class documents.

13.Modifications to tenders

Updates or modifications to received tender contents shall only be accepted if received prior to tender effective deadlines.

14. Communication and Q&A

All tenders and requested information shall be provided in English and by email to the following address: jaime.navarro@sailing.org

Any question from a tenderer must be formulated by email in writing and in English.

Acknowledged and accepted questions together with the answers will be shared among all remaining tenderers of each phase at the earliest opportunity of the Working Party.

Questions and answers end at the effective submittal deadlines.

Part 5: Timeline

15. Re-evaluation timeline

The timeline of the Re-evaluation for the Olympic Equipment is as defined in the Re-evaluation Procedure.

Re-evaluation Procedure Board recommendation to Council	2 nd November 2018
Equipment Committee equipment criteria recommendation to Council	2 nd November 2018
Council decision on procedure and equipment criteria	2 nd November 2018
Publication of Invitations to Tender	15 th December 2019
Bid closing date	1 st February* 2019
Documentation review report and initial evaluation to Board	8 th February 2019
Publication of shortlisted candidates	15 th February 2019
Shortlisted candidates yard visits	March 2019
Shortlisted improved bid deadlines	1 st April 2019**
Yard reports and final evaluation to the Board	1 st May 2019
Final Board recommendation to Council published	10 th May 2019
Council decision on equipment for the re-evaluated events	May 2019
If Council decision is to evolve or select new equipment: equipment trials	During 2019
Equipment recommendation and Council decision	No later Nov 2019

*No tender received after 23:59h Local UK time of 1st February 2019 shall be accepted.

** No shortlisted improved tender received after 23:59h Local UK time of 1st April 2018 shall be accepted.

Annex 1: Identification of the Tenderer

1. Participation

Each tenderer and subcontractor must complete and sign this identification form. (See Section **Error! Reference source not found.**)

Identity

Name of the tenderer : _____
Legal status of the tenderer : _____
Date : _____
Country : _____
Registration number : _____
VAT number : _____

Address

Address of registered office of tenderer: _____

Contact Person

Surname : _____
First name : _____
Title (e.g. Dr, Mr, Ms) : _____
Position (e.g. manager) : _____
Telephone number : _____
Fax number : _____
E-mail address : _____

Legal Representatives

Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties:

Declaration by an authorised representative of the organisation

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

Surname : _____
First name : _____
Signature : _____