

**CHEDDI JAGAN INTERNATIONAL AIRPORT
CORPORATION**

Expression of Interest (EoI)

For

**AIRPORT ADVERTISING
CONCESSION**

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PART 1

GENERAL TERMS

1. DEFINITIONS

In this Invitation Expression of Interest, unless a contrary intention is apparent:

- 1.1 **The Corporation** means the **Cheddi Jagan International Airport Corporation (CJIAC)** and shall include the administrators and assigns as specified in Section 3.
- 1.2 **Respondent** means a person or organization that submits an EOI.
- 1.3 **Site Visit** means a visit to the Airport Building (the details of which are specified in Sections 4 and 6 and will be held by and the Corporation to provide clarification on the EoI.
- 1.4 **Expression of Interest (EoI)** means a document lodged by a respondent in response to this invitation containing a proposal to manage the **Airport Advertising Concession** at the Cheddi Jagan International Airport.
- 1.5 **Expression of Interest (EoI) Process** means the process commenced by the issuing of an Invitation for EoIs and concluding upon formal announcement by the Corporation of the selection of a successful Service Provider.
- 1.6 **Qualification Criteria** means those criteria set out in Section 15 of the EoI.

2. GOALS OF THIS EXPRESSION

The objective of this EoI is to solicit proposals from interested Service Providers for the **Airport Advertising Concession**. The selected Service Provider will enter into a three (3) years contract with the Cheddi Jagan International Airport Corporation.

3. EoI ISSUING AUTHORITY

This **Expression of Interest (EoI)** is issued by the Cheddi Jagan International Airport Corporation, intended to solicit proposals for the **Airport Advertising Concession**. The Corporation's decision with regard to selecting a Service Provider through this EoI shall be final and the Corporation reserves the right to reject any or all proposals which do not meet the pre-qualification criteria.

Basic Information

#	ITEM	DESCRIPTION
1	Project Title	Airport Advertising Concession
2	Project Initiator Details	
	Organisation	Cheddi Jagan International Airport Corporation
	Contact Person	Dacia Samaroo Commercial Manager Cheddi Jagan International Airport Corporation Tel: 261-2041 Email: dsamaroo@cjairport-gy.com
	Contact Person (Alternate)	Andre Kellman Deputy Chief Executive Officer Cheddi Jagan International Airport Corporation Tel: 261-2300 Email: akellman@cjairport-gy.com

	Corporation's Contact Details	Cheddi Jagan International Airport Corporation Timehri, East Bank Demerara Tel: 261-2244 Website: www.cjairport-gy.com
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4. CALENDAR OF EVENTS, MILESTONES AND TIMELINES

The following table enlists important milestones and timelines for completion of bidding activities.

#	Milestone	Date & Time
1	Release of Expression of Interest	21 st October, 2018
2	Site Visit	31 st October, 2018 at 14:00hrs
3	Last date for submission of queries by Interested Concessionaires	9 th November, 2018
4	Last date for submission of EoI response	15 th November, 2018 At 14:00hrs

5. AVAILABILITY OF EOI DOCUMENTS

Expressions of Interest (EOI) can be downloaded from the CJIAC website or uplifted from the office of the Commercial Manager. Upon request to the email addresses provided in Section 2, the EoI can be emailed to interested respondents.

The respondents are expected to examine all instructions, forms, terms, project requirements and other details in the EoI documents. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the respondents' risk and may result in rejection of a proposal.

6. SITE VISIT

CJIAC will host a site visit at the Airport. The site visit is scheduled as per the schedule given in Section 4. The respondents may attend the site visit at their own cost. The site visit will provide clarity on the Scope of Works and will include a tour of the Terminals and its surroundings. It will also provide each respondent with an opportunity to seek clarifications regarding any aspect of the EoI.

Should respondents fail to attend the scheduled site visit for any reason, no alternative site visit will be scheduled.

7. VENUE AND DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the EoI, must be deposited to the Tender Box located on the Administrative Floor of the Cheddi Jagan International Airport, Timehri, East Bank Demerara, Republic of Guyana, no later than **14:00hrs on 15th November, 2018.**

PART 2

SCOPE OF SERVICES

8. SCOPE OF SERVICE FOR THE AIRPORT ADVERTISING CONCESSION

The Cheddi Jagan International Airport Corporation is looking for a Service Provider to manage the Advertising in the Airport Terminal and its immediate environs.

- 8.1** The Service Provider is responsible for providing a concept of how the airport should utilize its terminal and immediate environs to maximize its advertising potential.
- 8.2** The Service Provider will be responsible for marketing the Airport to clients interested in placing advertising displays which meet the required specifications as approved by CJIAC, at approved areas in the terminal and immediate environs of the Airport.
- 8.3** The Service Provider must be capable of installing modern Advertising displays, including but not limited to: Digital Screens, Kiosks, and Still Signs. All Advertising Displays must be approved by CJIAC.
- 8.4** The Service Provider will be responsible for the preparation, installation and maintenance of advertising displays as approved by CJIAC.
- 8.5** The Service Provider will be responsible for all of its own expense and for equipment and utilities necessary.
- 8.6** All advertising rates will be approved by CJIAC. Advertising rates as approved by CJIAC, will not include the construction, installation and maintenance of Advertising Displays.

- 8.7** The Service Provider shall pay to the Corporation a percentage of the gross revenue earned from the display of Advertising within the Terminal and its immediate environs, or a minimum guarantee which must be specified in the Expression of Interest.
- 8.8** The Service Provider will furnish the Corporation with monthly statements of Gross Revenue and Annual Audited Statement of Gross Revenue.
- 8.9** An annual review of the contract will be done to ensure compliance with its terms, conditions and provisions.

PART 3

BIDDING TERMS

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QUALIFICATION CRITERIA

9. CONDITIONS UNDER WHICH THE EOI IS ISSUED

- 9.1** This EoI is not an offer and is issued with no commitment. CJIAC reserves the right to withdraw the EoI and change or vary any part thereof at any stage for any reason whatsoever. All persons who submit an EoI are deemed to have done so expressly subject to this condition. CJIAC also reserves the right to disqualify any respondent, should it deem it necessary, at any stage and for any reason whatsoever.
- 9.2** CJIAC reserves the right to withdraw this EoI if CJIAC determines that such action is in the best interest of the Corporation.
- 9.3** This Expression of Interested is governed by the laws applying in Guyana. Respondents must comply with all relevant laws in preparing and lodging its EoI.
- 9.4** Timing and sequence of events resulting from this EoI are provided in Section 4.
- 9.5** No oral conversations or agreements with any official, agent, or employee of CJIAC shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by a respondent with any Department, Agency, Official or employee of CJIAC shall be superseded by the definitive agreement that results from this EoI process.
- 9.6** Neither the respondent nor any of the respondent's representatives shall have any claims whatsoever against CJIAC or any of their respective officials, agents, or employees arising out of, or relating to this EoI or these procedures (other than those arising under a definitive service agreement with the respondent in accordance with the terms thereof).

- 9.7** Applicants who are found to canvas, influence or attempt to influence in any manner the selection process, including without limitation, by offering bribes or other illegal gratification, shall be liable to immediate disqualification from the process.
- 9.8** Respondents shall bear all costs associated with the preparation and submission of the EoI. The Corporation shall not be responsible or liable for those costs.
- 9.9** Any questions or requests for further information or clarification of the Invitation (or any other document issued in connection with the EoI) must be submitted to the contact persons provided in Section 3, in writing, preferably by email.

Any communication by a respondent to the Corporation will be effective upon receipt by the contact persons as specified in Section 3.

The Corporation restricts the period during which it will accept questions or requests for further information or for clarification as specified in Section 4 and reserves the right not to respond to any question or request, received after the date specified.

- 9.10** Any complaint about the Invitation or the EoI process must be submitted to the contact persons specified in Section 3 in writing immediately upon the cause of the complaint arising or becoming known to the Registrant. The written complaint statement must set out:
- a)** the basis for the complaint (specifying the issues involved);
 - b)** how the subject of the complaint (and the specific issues) affect the person or organization making the complaint;

- c) any relevant background information; and
- d) the outcome desired by the person or organization making the complaint.

9.11 If, after an EoI has been submitted, the respondent becomes aware of an error in the EoI (excluding clerical errors which would have no bearing on the evaluation of the EoI) the respondent must promptly notify the Corporation of such error.

9.12 A respondent who wishes to withdraw an EoI previously submitted by it must immediately notify the Corporation of that fact in writing. Upon receipt of such notification, the Agency will cease to consider that EOI.

10. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a proposal, each respondent shall be deemed to acknowledge that it has carefully read all sections of this EoI and has fully informed itself as to all existing conditions and limitations.

11. EVALUATION OF EXPRESSION OF INTEREST

The respondent's Proposal in the EoI will be evaluated as per the requirements specified in the EoI adopting the qualification criteria spelt out in this EoI. Respondents are required to submit all required documentation in support of the qualification criteria specified.

12. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

13. QUALIFICATION CRITERIA

The invitation for EoI is open to all interested entities that fulfill the qualification criteria as specified below. The CJIAC reserves the right to subject the respondents to security reviews and/or to require that they seek a security clearance from the CJIAC and/or the Government of Guyana, as may be deemed necessary.

Respondents for Airport Advertising Concession **must** satisfy all of the criteria below:

- 13.1** A respondent may be a person, firm or company, or a combination of any of the abovementioned entities, with legal capacity to enter into business relations.
- 13.2** Respondents must provide full and adequate information and documentation of their legal status, place of registration and principal type of business.
- 13.3** No individual, firm or company that is a Service Provider or a member of or partner in a company, agency, corporation or organization may be: (i) less than eighteen years old; (ii) of unsound mind or have been so found by a tribunal in Guyana or elsewhere; (iii) an undischarged, bankrupt or insolvent;
- 13.4** Respondents, and their management personnel within three years preceding the commencement of selection proceedings should not be associated with giving false information or a misrepresentation as to their qualification information for the purposes of entering into a procurement contract;
- 13.5** Respondents must provide information on the total annual volume of sales/ services provided in each of the last two years

- 13.6** Respondents must provide information on the qualifications and experience of key management and technical personnel proposed for the Contract; with evidence of the capabilities of the technical personnel to manage and support the project.
- 13.7** Respondents must include in its submission a concept of how the airport should utilize its terminal and immediate environs to maximize its advertising potential.
- 13.8** Respondents must provide proof of compliance with insurance and tax laws in the country of registration.
- 13.9** Respondents must provide evidence of its ability to fund the project on its own; or in the event of a joint venture with another service provider, evidence of the agreement between the two parties and evidence of the ability by either or both parties to fund the project. In any case in which not all of the members of a joint venture are providing the funding, the funding members shall provide full evidence of their capacity to do so as well as a commitment in writing to do so.
- 13.10** Respondents must state the timeline by which it is capable of fulfilling its commitment as the Airport Advertising Concessionaire.
- 13.11** Each respondent shall submit only one EoI, either individually or as a partner in a partnership or syndicate. All EoIs involving any respondent who submits more than one EoI (exclusive of subcontractors, or permitted or required alternatives) shall be rejected from participation in the selection process.

PART 4

RESPONSE FORMAT

**CHEDDI JAGAN INTERNATIONAL
AIRPORT CORPORATION**

**EXPRESSION OF
INTEREST**

For

**AIRPORT ADVERTISING
CONCESSION**

REQUIRED DOCUMENTS

BUSINESS INFORMATION

1. Name of Firm (exactly as it is to appear on the Agreement):

2. Principal office Address:

3. Telephone Number:

4. Contact Person/Title:

5. Form of Business Entity (check one and complete the appropriate business entity statement attached hereto):

- Corporation
- Partnership
- Joint Venture
- Individual

- (a)** If proponent is a subsidiary, state name of parent company. Caution: All information provided herein must be as to proponent (subsidiary) and not as to parent company.

- (b)** If a Company is a partner of a proposing partnership or a member of a proposing joint venture, the Corporate Statement, attached hereto, must be completed in addition to the appropriate proponent's business entity statement for each corporate partner or Joint Venture.

CORPORATE STATEMENT

If a Company, answer the following:

1. When incorporated? _____
2. Where incorporated? _____
3. Is the Company registered to carry on business in Guyana?

Yes ()

No ()

If yes, as of what date: _____

4. If Guyana is not the country of incorporation, state name and mailing address of the registered local agent. Also include a sealed certified copy of the Power of Attorney of the Corporate Agent.

5. The Corporation is held:

Publicly ()

Privately ()

6. Has the Corporation previously managed an Advertising Concession?

Yes ()

No ()

7. Furnish the name, title and address of each officer, director, and those principal shareholders who own 10% or more of the Corporation's issued stock.

Directors' Names	Address	Principal Business Affiliation Other Than Directorship

Officers' Names	Address	Position

Shareholders	Address	Percentage Of Shares Owned

- 8. Attach certified copy of the Articles of Incorporation, By-Laws and Certificate of Incorporation (where Guyana is not the country of incorporation, attach the equivalent documents) filed with the Registrar of Companies (or corresponding official in the place of first incorporation).

- 9. Attach certified copy of corporate resolution, which authorizes the officer signing this proposal and Agreement to bind the Corporation, as required in this Expression of Interest.

CERTIFICATION OF AUTHORITY IF PROPONENT IS A CORPORATION

I, certify that I am the _____ of the Corporation named in the attached proposal; and that _____ who signed the said proposal on behalf of the Corporation is the _____ of the said Corporation; that the said proposal was duly signed for and on behalf of said Corporation by authority of its governing body, and is within the scope of its corporate powers.

Signature

(Corporate Seal [if any])

PARTNERSHIP STATEMENT

If a PARTNERSHIP, answer the following:

1. Date of commencement of partnership? _____

2. Indicate: General () or Limited () Partnership.

3. Is the Partnership Agreement recorded?
Yes () No () If yes, indicate Date: _____

4. Is the Partnership registered to do business in Guyana?
Yes () No () If yes, indicate Date: _____

5. Does the partnership use or operate under any other name?
Yes () No () If yes, indicate name: _____

Is this a registered Business Name? If so, kindly provide a sealed and certified copy of the current Certificate of Registration.

6. Bankruptcy Information (Partners)

Have you, or any entity you have had an ownership interest in, ever filed a petition for bankruptcy, been declared bankrupt or had an insolvency notice issued against you or the entity?

Yes () No ()

If yes, state date, type of bankruptcy, amount of liabilities and amount of assets, and current status.

7. Give name, location and date of any and all contracts or leases of proponent that have been terminated within the past five (5) years for any cause prior to the expiration of their term, and also list any judgments terminating such leases or contracts or any pending lawsuits relating to any concession(s) or management (operating) agreement(s) operated by proponent within the last three (3) years.

8. Has the Partnership previously managed an Advertising Concession?

Yes ()

No ()

9. List name, address, and partnership share of each general partner:

Name	Address	Ownership Shares

10. Attach a copy of the Partnership Agreement.

JOINT VENTURE STATEMENT

If a JOINT VENTURE, answer the following:

1. Date of organization? _____

2. Is the Joint Venture agreement recorded?

Yes () No () If yes, indicate Date: _____

3. Is the Joint Venture registered to do business in Guyana?

Yes () No () If yes, as of what date: _____

4. Bankruptcy Information (JV Members)

Has the Company, or any entity the Company has had an ownership interest in, ever filed a petition for bankruptcy, been declared bankrupt or had an insolvency notice issued against it or the entity?

Yes () No ()

If yes, state date, type of bankruptcy, amount of liabilities and amount of assets, and current status.

5. Give name, location and date of any and all contracts or leases of proponent that have been terminated within the past five (5) years for any cause prior to the expiration of their term, and also list any judgments terminating such leases or contracts or any pending lawsuits relating to any concession(s) or management (operating) agreement(s) operated by proponent within the last three (3) years.

6. Has the Joint Venture or any member previously managed an Advertising Concession?

Yes () No ()

7. List name, address, and percent of participation of each Joint Venture:

Name	Address	% of Participation Of Joint Ventures

8. Attach a copy of the Joint Venture Agreement.

INDIVIDUAL STATEMENT

If an INDIVIDUAL, answer the following:

Has the individual previously managed an Advertising Concession?

Yes ()

No ()

FINANCIAL INFORMATION

1. Financial Statements

Proponent shall attach a current fiscal year-to-date Balance Sheet and Income Statement, prepared in accordance with Generally Accepted Accounting Principles (GAAP), together with a copy of proponent's most recent fiscal year Financial Statements, audited and certified by an independent Certified Public Accountant, including the auditor's opinion thereon.

If a proponent is a recently formed joint venture, each participating member must submit his or her own financial documents, as required above.

2. Surety Information

Have you, or any entity you have had an ownership interest in, or any entity having an ownership interest in you, ever had a bond or surety canceled or forfeited?

Yes ()

No ()

If yes, state name of bonding company, name and address of principal on bond, date, amount of bond and reason for such cancellation or forfeiture.

3. Bankruptcy Information

Have you, or any entity you have had an ownership interest in, ever filed a petition for bankruptcy, been declared bankrupt or had an insolvency notice issued against you or the entity?

Yes ()

No ()

If yes, state date, type of bankruptcy, amount of liabilities and amount of assets, and current status.

4. Give name, location and date of any and all contracts or leases of proponent that have been terminated within the past five (5) years for any cause prior to the expiration of their term, and also list any judgments terminating such leases or contracts or any pending lawsuits relating to any concession(s) or management (operating) agreement(s) operated by proponent within the last three (3) years.

EXPERIENCE STATEMENT

1. State the number of years, the proponent has managed an Advertising Concession?

2. List all airports and other relevant experience. If over five (5) years, list the five (5) most recent (use attachments as necessary).

Name	Address	Annual Gross Revenue For Each Operation

3. If no other relevant experience applies, please provide a minimum of five (5) business references.

Name	Address	Type of Business

OPERATING PLAN

Proponent must include, in narrative form, a complete description of its intended Operating Plan for the proposed Advertising Concession, including a concept of how the airport should utilize its terminal and immediate environs to maximize its advertising potential. Exhibits, schematics, architectural renderings or other data may accompany the narrative description.

At a minimum the proponent shall include a detailed description of the following items, as part of the operating plan:

1. Quality control and training program.
2. Pricing policy.
3. Proposed Services, etc.

CAPITAL INVESTMENT PLAN

Proponent must include, in narrative form, a complete description of its intended capital investment plan for the proposed Advertising Concession. Exhibits, schematics, architectural renderings or other data may accompany the narrative description.

MARKETING PLAN

Proponent should submit a description of its proposed marketing plan for the Advertising Concession.

EXPECTED GROSS SALES

Set forth in the spaces below your expected annual gross receipts for each contract year.

Year 1 _____

Year 2 _____

Year 3 _____

AIRPORT CONCESSION FEE PERCENTAGE

Set forth in the spaces below the percentage of gross receipts, from the Advertising Concession for each contract year.

Year 1 _____

Year 2 _____

Year 3 _____

MINIMUM ANNUAL GUARANTEE

Set forth in the spaces below the minimum annual guarantee, for the Advertising Concession, for each contract year.

Year 1 _____

Year 2 _____

Year 3 _____

OTHER INFORMATION

Submit such additional information as a proponent you may consider pertinent to indicate both financial and operational capabilities of the proponent to manage an Advertising Concession as well as any other type of information that may assist the evaluation of capabilities of the proponent. The Cheddi Jagan International Airport Corporation reserves the right to request additional information to be used for evaluating proposals received from any or all proponents.

EVALUATION CRITERIA

The CJIA Corporation will select a panel to evaluate the Expression of Interest received for the Advertising Concession. The panel will make a recommendation to the Corporation's Tender Committee for award of the contract. The Tender Committee may accept or reject the panel's recommendation and order the re-issuance of a RFP. The following factors shall be accorded the following percentage weights in evaluating the RFP.

1. Experience and Qualifications of Proponent and Staff 30%
2. Operating Plan 15%
3. Marketing Plan 15%
4. Financial RFP 35%
5. Quality and Completeness of RFP 5%

NAME

ON BEHALF OF

SIGNATURE

DATE