

CHEDDI JAGAN INTERNATIONAL AIRPORT CORPORATION

Expression of Interest (EoI)

Selection

Of A

SERVICE PROVIDER

For the

PROVISION OF

Airport IT System Integration Services

(CUTE/CUPPS, CUSS, FIDS etc.)

CONTENTS

| Description | | Page # |
|--|---|---------------|
| Part 1 – General Terms | | 3-7 |
| 1. | Definitions | 4 |
| 2. | Goals of This Expression | 5 |
| 3. | EoI Issuing Authority | 5-6 |
| 4. | Calendar Of Events, Milestones And Timelines | 6 |
| 5. | Availability of EoI Documents | 6-7 |
| 6. | Site Visit | 7 |
| 7. | Venue And Deadline For Submission Of Proposals | 7 |
| Part 2 – Scope of Services | | 8-9 |
| 8. | Details of the Provision Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) | 9 |
| 9. | Scope of Service | 9 |
| Part 3 - Bidding Terms & Qualification Criteria | | 10-16 |
| 10. | Conditions Under Which The EoI Is Issued | 11-13 |
| 11. | Acknowledgement Of Understanding Of Terms | 14 |
| 12. | Evaluation Of Expression Of Interest | 14 |
| 13. | Language Of Proposals | 14 |
| 14. | Qualification Criteria | 14-16 |
| Part 4 – Response Format | | 17-27 |

PART 1

GENERAL TERMS

1. DEFINITIONS

In this Invitation for 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 **Interested Service Provider** or **Service Provider** means a person or organization who submits an EOI.
- 1.3 **Site Visit** means a visit to the Airport Environs (the details of which are specified in Sections 4 and 6) and will be held by the Corporation, to provide clarification on the EoI.
- 1.4 **Expression of Interest (EOI)** means a document lodged by an interested Service Provider in response to this invitation containing a proposal to provide Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) at the Cheddi Jagan International Airport (CJIA).
- 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 14 of the EoI.

2. GOALS OF THIS EXPRESSION

The objective of this EoI is to solicit proposals from interested Service Providers for the Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) at the Cheddi Jagan International Airport (CJIA). The selected Service Provider will enter into a **three (3) to five (5) year** contract term with an annual review of the project.

3. EoI ISSUING AUTHORITY

This Expression of Interest (EoI) is issued by the Cheddi Jagan International Airport Corporation, intended to solicit proposals for the Provision of Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) at CJIA. 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 | Provision Of Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) at CJIA. |
| 2 | Project Initiator Details | |
| | Organisation | Cheddi Jagan International Airport Corporation |
| | Contact Person | Anand Hamilton Cheddi Jagan International Airport Corporation Tel: 261-4498 or 613-3373 Email: ahamilton@cjairport-gy.com |

| | |
|----------------------------------|--|
| Contact Person (Alternate) | Ramesh Ghir Chief Executive Officer Cheddi Jagan International Airport Corporation Tel: 261-2244 Email: rghir@cjairport-gy.com |
| Corporation's Contact Details | Cheddi Jagan International Airport Corporation Timehri, East Bank Demerara Tel: 261-2244 Website: www.cjairport-gy.com |

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 | 20 th August, 2017 |
| 2 | Site Visit | 5 th September, 2017 at 13:30hrs |
| 3 | Last date for submission of queries by Interested Service Providers | 26 th September, 2017 |
| 4 | Last date for submission of EoI response | 10 th October, 2017 |

5. AVAILABILITY OF EOI DOCUMENTS

EoI can be downloaded from the CJIAC website or uplifted from the I.T Department on the Administrative floor of the Cheddi Jagan International Airport. Upon request to the email addresses provided in Section 2, the EoI can be emailed to interested Service Provider(s).

Interested Service Provider(s) 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 Service Providers' risk and may result in rejection of a lucrative proposal.

6. SITE VISIT

CJIAC will host a mandatory site visit at the Airport. The site visit is scheduled as per the schedule given in Section 4. The representatives of the interested Service Providers must attend the site visit at their own cost. The site visit will provide clarity on the Scope of Service. It will also provide each Service Provider with an opportunity to seek clarifications regarding any aspect of the EoI.

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 **3rd October, 2017**.

PART 2

SCOPE OF SERVICES

8. DETAILS OF THE PROVISION OF AIRPORT IT SYSTEM INTEGRATION SERVICES (CUTE/CUPPS, CUSS, FIDS ETC.) AT CJIA

The Interested Service Provider shall propose Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.), suitable for the Cheddi Jagan International Airport.

9. SCOPE OF SERVICE

- ❖ The Service Provider will be responsible for all supporting infrastructure, software, integration and operational systems.
- ❖ The Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) should be user and maintenance friendly and relevant to the envisaged operational benefits to Passengers, Airlines and Airport Authority.
- ❖ Required features like interface to Check-In Applications, Card Readers, Passport Readers, Biometric or other recognition, printers, etc. shall be analyzed in detail.
- ❖ The Interested Service Provider shall include costs for procurement, installation, commissioning, operation and maintenance for such system and associated infrastructure works required including Civil, Electrical and other allied work.

PART 3

BIDDING TERMS

&

QUALIFICATION CRITERIA

10. CONDITIONS UNDER WHICH THE EOI IS ISSUED

10.1 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 interested Service Provider, should it deem it necessary, at any stage and for any reason whatsoever.

10.2 CJIAC reserves the right to withdraw this EoI if CJIAC determines that such action is in the best interest of the Corporation.

10.3 This Expression of Interest is governed by the laws applying in Guyana. Service Providers must comply with all relevant laws in preparing and lodging its EoI.

10.4 Timing and sequence of events resulting from this EoI are provided in Section 4.

10.5 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 Service Provider with any Department, Agency, Official or employee of CJIAC shall be superseded by the definitive agreement that results from this EoI process.

- 10.6** Neither the Service Provider nor any of the Service Provider'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 Service Provider in accordance with the terms thereof).
- 10.7** 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.
- 10.8** Interested Service Providers shall bear all costs associated with the preparation and submission of the EoI. The Corporation shall not be responsible or liable for those costs.
- 10.9** 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 an interested Service Provider 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.

10.10 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.

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

10.12 A Service Provider 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.

11. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting an Expression of Interest proposal, each Service Provider 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.

12. EVALUATION OF EXPRESSION OF INTEREST

The Service Provider’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. Interested Service Providers are required to submit all required documentation in support of the qualification criteria specified.

13. LANGUAGE OF PROPOSALS

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

14. 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 Interested Service Providers 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. Should the Service Provider fail in their security clearance, they may be deemed unacceptable and hence will lose the qualification to bid.

Interested Service Providers for the Provision of Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) should satisfy all of the criteria below:

14.1 An interested Service Provider may be a person, firm or company, or a combination of any of the abovementioned entities, with legal capacity to enter into legal relations.

14.2 Service Providers must provide full and adequate information and documentation of their legal status, place of registration and principal type of business.

14.3 No individual, firm or company that is a Service Provider or a member of or partner in a Service Provider 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;

14.4 Service Providers, and their management personnel within three years preceding the commencement of procurement proceedings must not be associated with giving false information or a misrepresentation as to their qualification information for the purposes of entering into a procurement contract;

14.5 Service Providers must provide information on their experience including current and past contracts for the provision of similar service.

- 14.6** Service Providers 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.
- 14.7** Service Providers registered in Guyana, must provide GRA and NIS compliances. Service Providers registered to conduct business outside of Guyana must provide evidence of compliance with the tax and national insurance laws of the country it is registered to do business.
- 14.8** Each interested Service Provider shall submit only one EoI, either individually or as a partner in a partnership or syndicate. All EoI involving the Service Provider 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

EXPRESSION OF INTEREST

For the PROVISION OF

Airport IT System Integration Services

(CUTE/CUPPS, CUSS, FIDS etc.)

AT CJIA

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. 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).

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

| Name | Address | Ownership Shares |
|-------------|----------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

- 9. Attach a copy of the Partnership Agreement.

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

| Name | Address | % of Participation Of Joint Ventures |
|-------------|----------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |

7. Attach a copy of the Joint Venture Agreement.

INDIVIDUAL STATEMENT

If an INDIVIDUAL, answer the following:

1. 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.

2. 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.

- 3.** 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.

OTHER INFORMATION

Submit such additional information as you may consider pertinent to indicate your ability to Provide Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.) at the Cheddi Jagan International Airport as well as any other type of information that may assist the evaluation of capabilities of the Service Provider. The Cheddi Jagan International Airport Corporation reserves the right to request additional information to be used for evaluating proposals received from any or all Service Provider.

EVALUATION CRITERIA

The CJIA Corporation will select a panel to evaluate the Expression of Interest received for the Provision of Airport IT System Integration Services (CUTE/CUPPS, CUSS, FIDS etc.). The panel will make a recommendation to the Corporation's Tender Committee thereby shortlisting a suitable contractor. The Tender Committee may accept or reject the panel's recommendation and order the re-issuance of an Expression of Interest.

NAME

ON BEHALF OF

SIGNATURE

DATE