

**CHEDDI JAGAN INTERNATIONAL AIRPORT  
CORPORATION**

**Expression of Interest (EoI)**

**SELECTION OF  
A SERVICE PROVIDER  
FOR THE DESIGN AND DEVELOPMENT OF  
CJIAC'S WEBSITE**

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# **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 Service Provider** means a person or organization who submits an EOI.

**1.3 Expression of Interest (EoI)** means a document lodged by a Service Provider in response to this invitation containing a proposal to **design a website for CJIAC**.

**1.4 Expression of Interest (EoI) Process** means the process commenced by the issuing of an Invitation for EoI and concluding upon formal announcement by the Corporation of the selection of a successful Concessionaire.

**1.5 Qualification Criteria** means those criteria set out in Section 4 of the EoI.

## 2. GOALS OF THIS EXPRESSION

The objective of this EoI is to solicit proposals from Service Providers for the design and development of website belonging to the **Cheddi Jagan International Airport Corporation (CJIAC)**.

## 3. EoI ISSUING AUTHORITY

This Expression of Interest (EoI) is issued by CJIAC with the intent to solicit proposals for the design and development of its website. The Corporation’s decision to select a Service Provider/individual 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	<b>Project Title</b>	Design and development of a website
2	<b>Project Initiator Details</b>	
	Organisation	Cheddi Jagan International Airport Corporation
	Contact Person	Aneka Edwards Head, CEO Secretariat Cheddi Jagan International Airport Corporation Tel: 261-3017 Email: <a href="mailto:aedwards@cjairport-gy.com">aedwards@cjairport-gy.com</a>
	Contact Person (Alternate)	Anand Hamilton Systems Administrator Cheddi Jagan International Airport Corporation Tel: 261-4498 Email: <a href="mailto:ahamilton@cjairport-gy.com">ahamilton@cjairport-gy.com</a>
	Corporation’s Contact Details	Cheddi Jagan International Airport Corporation Timehri, East Bank Demerara Tel: 261-2244 Website: <a href="http://www.cjairport-gy.com">www.cjairport-gy.com</a>

**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	April 23, 2017
2	Last date for submission of queries by Interested Provider	May 10, 2017
3	Last date for submission of EoI response	May 16, 2017

## 5. AVAILABILITY OF EOI DOCUMENTS

EoI can be downloaded from the CJIAC website or uplifted from the office of the Head, CEO Secretariat. Upon request to the email addresses provided in Section 2, the EoI can be emailed to interested companies/individuals.

Service Providers 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 companies/individuals' risk and may result in rejection of a lucrative proposal.

## 6. 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 2<sup>nd</sup> Floor, Ministry of Public Infrastructure, Wight's Lane, Kingston no later than **May 16, 2017 at 9:00h.**

# **PART 2**

# **SCOPE OF SERVICES**

## **7. DETAILS FOR THE DESIGN AND DEVELOPMENT OF WEBSITE**

The Corporation is looking for a Service Provider to design and develop a website for the general public.

## **8. SCOPE OF SERVICE**

- 8.1** The goal of this website is to provide CJIAC with an online presence and to provide current and prospective users' vital information about its operations.
- 8.2** The Service Provider will choose a theme, create the content, and provide any graphics for the website.
- 8.3** The Service Provider will install WordPress and any other necessary software on CJIAC's web host.
- 8.4** The Service Provider will provide CJIAC with full-access login.
- 8.5** The Service Provider ensure that the website will work in all Grade-A browsers; may operate on mobile devices, and have options for translation to other foreign languages namely Spanish, Portuguese, French and Chinese.



# **PART 3**

## **BIDDING TERMS**

**&**

## **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 interested Service Provider, 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 Interest is governed by the laws applying in Guyana. Service Providers 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** s or agreements with any official, agent, or employee of CJIAC shall affect or modify any terms of this EoI and any alleged verbal 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.
- 9.6** 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/individual 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** 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.
- 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 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.

- 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 Service Provider 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 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/individual must promptly notify the Corporation of such error.

**9.12** A Service Provider/individual 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 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.

## **11. EVALUATION OF EXPRESSION OF INTEREST**

The Service Provider/individual'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. Service Providers 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 Service Provider should have a minimum of 5 years of experience of website development and should satisfy all of the criteria below:

**13.1** The Service Provider should have experience of working on cross platforms and must have experience of developing and designing website for at least 3 reputable companies. Be submitted as proof.

**13.2** The Service Provider should have the essential knowledge and experience that is must have good information technology skills, with previous experience of website maintenance, management, editing, and/or development; expertise with HTML and content-management systems and latest trends and technology in website content and social media and strong analytical and research skills, including the ability to analyze audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites

**13.3** In its final deliverables the Service Provider must develop and implement online web strategy; provide major upgrades in the design and content of the current website; have the new website hosted and maintained on the new server and editing and proof read the website content.

**13.4** 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.

**13.5** Each 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**

#### **4.0 EVALUATION CRITERIA**

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the **Technical proposal** to be assessed prior to any finance/budget proposal being opened and compared.

The **Finance/ budget proposal** of the proposals will be opened only for submissions that passed the minimum technical score of 80% of the obtainable score points in the evaluation of the technical proposals.

The **Technical proposal** is evaluated on the basis of its responsiveness to the Term of Reference (TOR); maximum points for the **Technical proposal** 100 points.

#### **Points' allocation:**

<b>Particulars</b>	<b>Points</b>
1. Background and registration of organization	<b>10</b>
2. Proven practical experience with all stages of developing Website, technology skills, with previous experience of website maintenance, management, editing, and/or development	<b>50</b>
3. Past experience of handling assignment of similar nature	<b>10</b>
4. Qualifications (education, general qualifications, previous experience within or outside the Service Provider) of proposed staff	<b>20</b>
5. Consistent project schedule	<b>10</b>
<b>TOTAL</b>	<b>100</b>

In the second Stage, the **Finance/budget proposals** of all companies/individuals who have attained minimum 80% score in the technical evaluation will be compared. The contract will be awarded to the Service Provider/individual offering the highest score using a cumulative analysis.

**Point allocation 100%:**

<b>Particulars</b>	<b>Percentage</b>
1. Experience and Qualifications of Proponent and Staff	<b>30</b>
2. Operating Plan	<b>30</b>
3. Financial Proposal	<b>35</b>
4. Quality and Completeness of EoI	<b>5</b>

NOTE: Companies/individuals should place Annex-1 (Technical Bid) and Annex-2 (Financial Bid) in two separate envelopes along with relevant documents into one envelope captioned:

**ATTENTION ANEKA EDWARDS,**

**HEAD, CEO SECRETARIAT**

**WEBSITE DESIGN AND DEVELOPMENT**

**4.1 PROPOSAL SUBMISSION FORM**

Dear Sir / Madam,

Having examined the Solicitation Documents we, the undersigned, offer to undertake a scoping study as per the TORs for the sum as may be ascertained in accordance with the Technical and Finance/ Budget Plan attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, to commence and complete all activities specified in the contract within the time frame stipulated.

We agree to abide by this proposal for a period of 60 days from the date fixed for opening of proposals in the Invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.



Dated this day /month of year

Signature (In the capacity of)

Duly authorized to sign proposal for and on behalf of

#### **4.2 TECHNICAL BID (ANNEXURE-1)**

Service Providers would have to submit the following information:

1. Name, Address, email and telephone number of the Service Provider;
2. Name. Designation, Address and telephone number of the authorized person;
3. Whether Service Provider is registered;
4. Detail of experience with all stages of developing Website, technology skills, with previous experience of website maintenance, management, editing, and/or development;
5. Detail of experience in developing website and maintenance for the past five years (please attach proof);
6. Proposed Work Plan and Approach

#### **Declaration:**

**This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.**

Signature of the firm with name, designation, seal and date:

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## **FINANCIAL BID (ANNEXURE-2)**

1. All prices/rates quoted must be inclusive of all taxes.
2. The Finance/ Budget Plan must provide a detailed cost breakdown for the project.

### **Declaration:**

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the firm with name, designation, seal and date:

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