

BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY



INVITATION TO BID

**REPLACEMENT OF THE ARRIVAL
CONVEYOR BAGGAGE SYSTEM**

Ref. No: ITB01/042023

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THE BVI AIRPORTS AUTHORITY

SECTION 1: TERMS OF REFERENCE

Replacement of the Arrival Baggage Conveyor System -Terrance B. Lettsome International Airport

1. Background

The BVI Airports Authority Ltd (the Authority) is a state-owned entity which manages and maintains the affairs of the airport estates of all three airports in the Territory. The primary goal of the Authority is the safe movement of passengers through the airports within scheduled timelines. By issuing this Proposal (“ITB”) for the Replacement of the Arrival Baggage Conveyor System for the Terrance B. Lettsome International Airport, the Authority seeks proposals from qualified organizations with demonstrable experience in Baggage Handling systems.

The Terrance B Lettsome International Airport has an average passenger movement of just under 200,000 passengers. With direct flights to the mainland United States and a forecasted increase in the general size of the aircraft using the Airport, the Authority is poised to experience growth that will likely result in passenger figures well above that of recent years.

The existing arrival baggage conveyor system was first installed in 2001 by Glidepath. Over the years, some remedial repairs and improvements were made to the system. The system also sustained some damage during Hurricane Irma in 2017 and some of the equipment to the system may be outdated.

2. Project Objectives

The main objective of the proposal is to design, supply and install an Arrival Baggage Conveyor system which will include the decommissioning of the existing system which is in the Custom/Baggage claim area. In addition, the Bidder will be required to provide a routine maintenance program for the new baggage conveyor system for the Terrance B. Lettsome International Airport. The Bidder will be required **to provide an Inception report, Engineering design drawings, Installation program outlining overall project duration and costing including the decommissioning of the existing equipment and a Maintenance Program for the proposed system.**

3. Specific Objectives

In meeting the above objective, the Bidder will be expected to design, supply, install and commission a complete baggage conveyor system that will meet all current and any future regulatory and internationally accepted standards applicable for usage at International Airports as follows:

A. Design and Supply Parameters for Baggage Carousel

- i. Hours of operation shall be maximum 20 hours per day, 365 days per year.
- ii. The system shall be designed to withstand our current Caribbean climate including our proximity to the sea.
- iii. The noise level of the proposed system must meet all acceptable levels in the region of 60-70dB.

- iv. In keeping with our mandate to continue moving towards a more energy-efficient airport, all new installations are required to be as energy efficient as is reasonably practical.
- v. The equipment shall fulfil all known requirements of Health and Safety at Work Regulations, both local and international.
- vi. The weight of the baggage carousel shall be acceptable to the load bearing capacity of the floors. Provisions must be made if any improvements are required to the floors.
- vii. The detailed drawings provided below are the proposed configuration and the space availability for the new system. However, any change in the configuration is acceptable if it maximizes baggage quantity and efficiency.
- viii. The baggage carousel shall be able to handle baggage weight of max. 50kg. The baggage dimensions must be applicable to international standards.
- ix. The warranty for the baggage carousel shall extend to a period of 24 months from the time of operation.
- x. The main power supply to the equipment shall be acceptable to 3PH 50Hz.

B. Location

The configuration of the existing baggage carousel in the Custom/Baggage claim area is shown in figure 1 below.

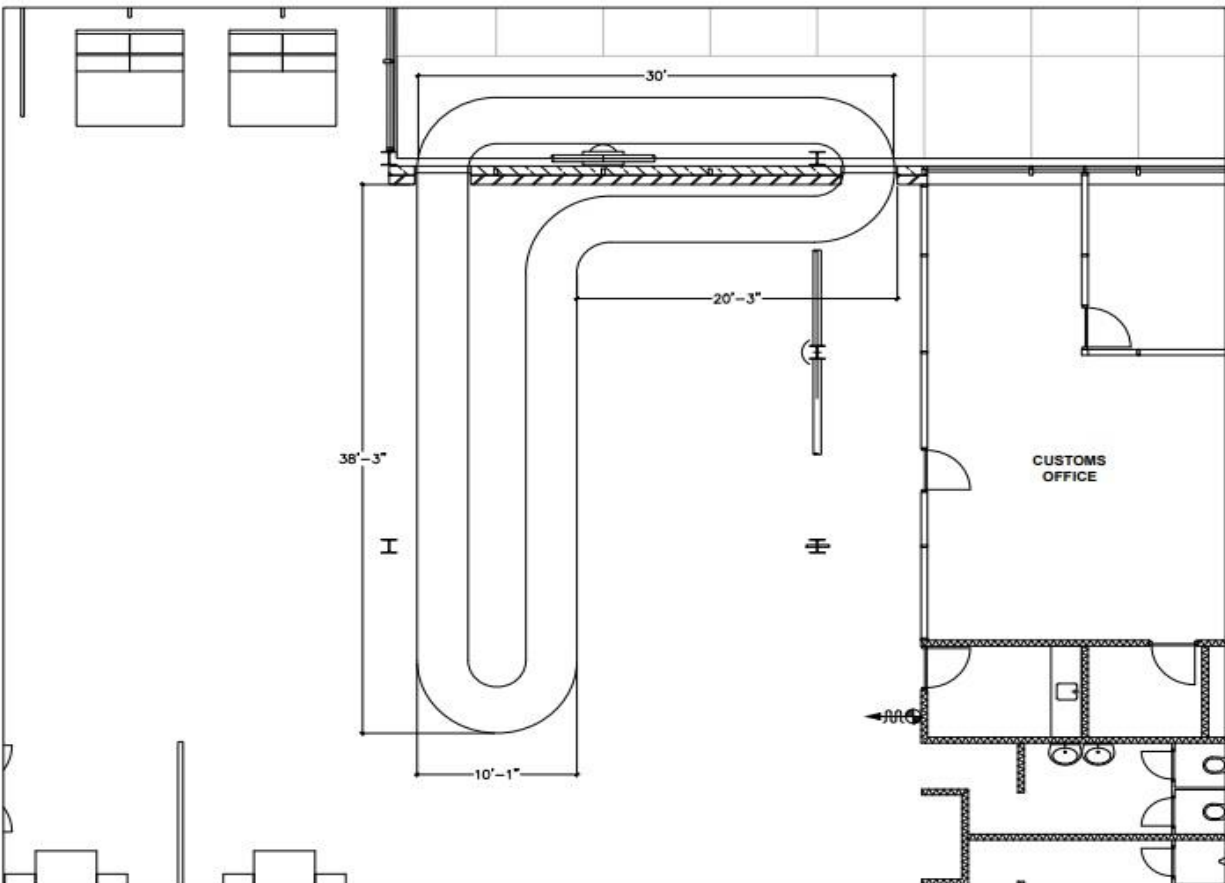


Figure 1. Existing Baggage Carousel

The proposed baggage carousel is shown in figure 2. The drawing shows the proposed space requirements and the new system configuration that should be designed and installed around the existing building structural members.

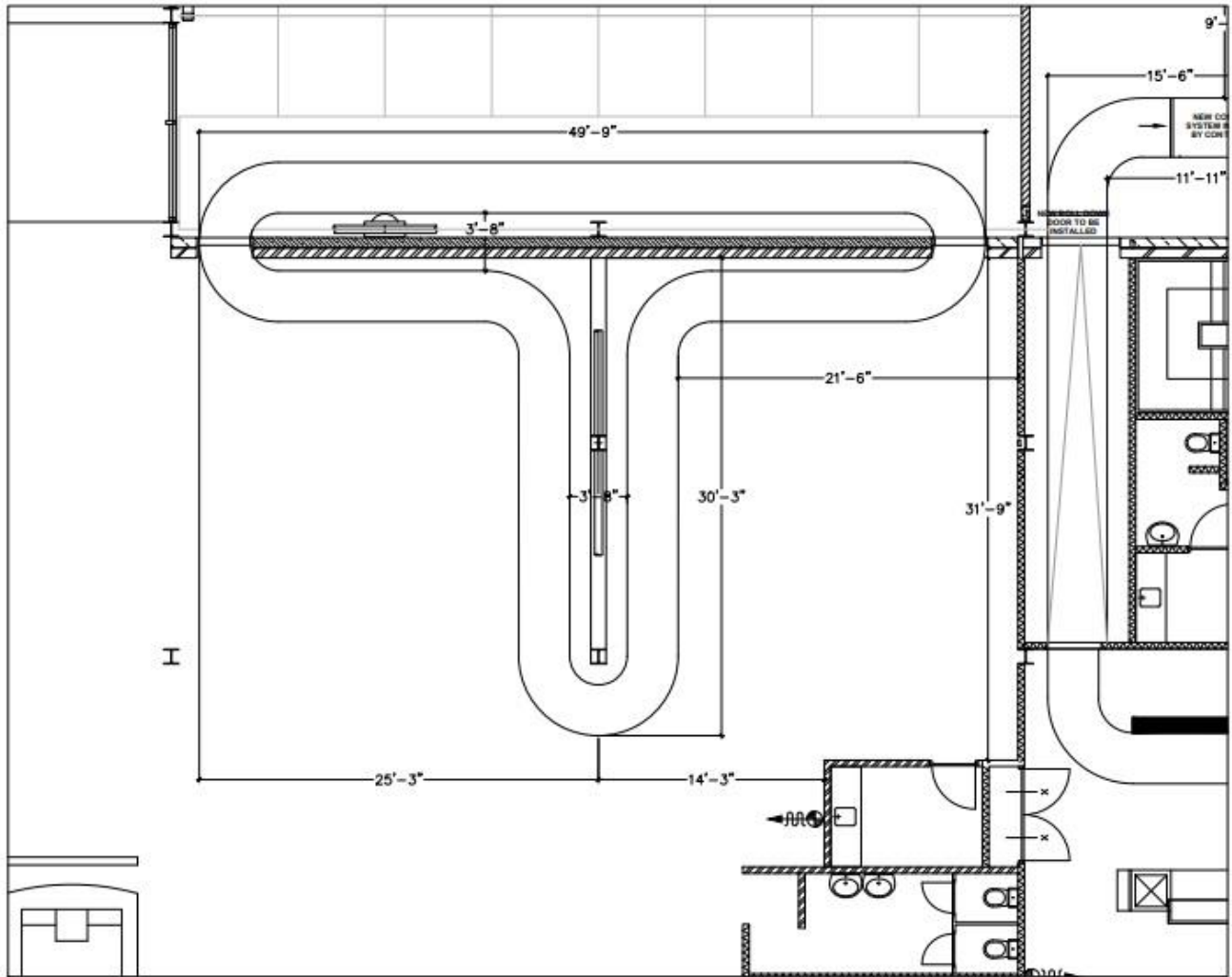


Figure 2. Proposed Baggage Carousel

4. Scope of Works

This works is for the provision of the replacement of the conveyor baggage system, its installation, and the decommissioning of the existing baggage system at the TB Lettsome International Airport at Beef Island. The selected Contractor will be awarded an agreement for Professional Services, whereby an estimated maximum compensation limit will be established for the duration of the contract term and adjusted by amendment, if necessary.

The scope of works will be performed as follows:

A. Field Survey and Site Inspection – Output 1

The Contractor shall conduct the appropriate site survey and field investigation required for the proposed project. An assessment must be conducted of the proposed area to provide guidance to the design and installation of the proposed baggage carousel.

An Inception Report is to be provided to outline the proposed plan as to how the required services and any suggested and/or enhanced services will be performed. The plan should include the number of personnel and any sub-contractors which will be used to execute the services and when the services will be performed, and estimated time to complete each service.

B. Design and Engineering – Output 2

- i. Agreeing in full details with the Inception Report with the Authority.
- ii. Engineer drawings that outline the proposed layout of the new system including all product specifications.
- iii. Material, Structure, Services and Standards outlining suggested materials, structural and service systems in collaboration with the engineering Bidders and associated standards.
- iv. Area Tabulations which give a breakdown of the size and type of the system within the selected area.
- v. Presentation of the Design and Engineering drawings to the BVIAA to obtain approval and review the on-going work programme and make any necessary adjustments to the project.
- vi. An outline of any required civil works required for the implementation of the new baggage carousel.

C. Installation of New Baggage Carousel – Output 3

- i. Shipping/Transportation of all system components to the TB Lettsome International Airport.
- ii. Decommissioning of the existing Baggage Carousel.
- iii. Project Supervision inclusive of charted timelines for this phase of the project.
- iv. Installation and commissioning of the new system including control system programming.
- v. As built drawings and documentation.

D. Routine Maintenance Program – Output 4

The Contractor will be required to provide a maintenance program that outlines the required maintenance to ensure that the system remains fully functional throughout its expected lifespan. In addition, the following must be provided:

- i. Spare parts lot
- ii. Maintenance manuals
- iii. Site training for maintenance staff.

5. THE BVIAA's Input

The Authority will provide:

- Access to the existing Baggage Carousel system.
- Access to all available and relevant documents, reports, data, and airport plans.
- Airport Operations Policies/Procedures
- Counterpart staff to guide the Bidder, to monitor the progress of the Bidder and obtain “write off” of deliverables at key milestones.
- Assistance to the Bidder in structuring and hosting participatory consultations.
- Financing for this project from the Authority's funds.

6. Methodology

The Bidder will be required to interact with Stakeholders, The Authority's Operations Managers and technical staff. In addition, the Bidder will be required to assess the existing baggage system to determine the most effective way for decommissioning and installing the new baggage carousel thus minimizing the effects on the airport operations.

7. Deliverables

- 7.1 The Proposal of the Bidder should include a project schedule or Gant chart showing when each phase of the work will be undertaken and completed, together with a Work Plan and a Timetable of planned activities and deliverables.
- 7.2 The Bidder will provide the Authority with the following:
 - Inception Report
 - Design and Engineering drawings
 - a) Technical Specifications Document
 - b) Structural, Architectural, MEP Drawings
 - c) Project timeline
 - Construction/Installation Works
 - Routine Maintenance Program inclusive of training.

8. Schedule of Events

ACTIVITY	Date
Site Visit	Email request to dfahie@bviaa.com by May 19, 2023
Submission of Proposals	June 12, 2023 at 12:00 noon

9. Schedule of Reports

ACTIVITY	ALLOTTED TIME
Inception Report	14 days
Design and Engineering drawings	28 days
Construction / Installation Works	14 days
Routine Maintenance Program	7 days

10. Administrative Arrangements

- 10.1 The Bidder will be required to ensure that the proposals submitted remain valid for **90 days** after the submission date.
- 10.2 The Bidder will be required to report to the Authority through a designated client representative. The Bidder will also be required to present at least five (5) copies of each report in printed form, as well as an electronic copy on a jump drive.
- 10.3 The Bidder will be expected to meet on a regular basis (to be mutually agreed to) with the Authority's representative and/or his designate(s) to discuss the progress of the work and technical issues related to the work. Before each meeting, the Bidder will be expected to submit progress reports.

11. Evaluation Criteria

The proposal will be evaluated on the basis of the following criteria: -

Pricing (20 points)

- Consideration will be given on the competitive pricing.

Methodology/ Approach (30 points)

- Adequacy of the proposed methodology, including Quality management and Work Plan in responding to the Terms of Reference.

Capability/ Project Experience (40 points)

- The Bidder must supply information on the structure and organization and evidence of managerial strength (capability) to successfully undertake and complete this project. Such documentary evidence should substantiate that the Bidder:
 - has the necessary expertise, organization, qualifications, and facilities, and
 - has a satisfactory record of integrity, business ethics and past performance.

- The Bidder must provide information on specific experiences in the field of the assignment (similar projects in similar countries) especially those within the last three (3) years, including any in the public sector.
- Qualification and competence of the Lead Bidder and other key staff proposed for the assignment.
- The Bidder must supply three (3) professional references spanning the last five (5) years (complete with contact names and telephone numbers).

Financial Capability (10 points)

The Bidder's financial capability will be evaluated based on the audited financial statement received as per Section 5 in the evaluation section.

12. Duration of Works

The duration of the works is for a period of six (6) months, or as mutually agreed, between the Bidder and the Authority.

13. Competency and Capacity

- The Bidder is expected to provide at least one (1) Executive Level and one (1) Mid-Management reference for each engagement.
- The Bidder will be selected based on qualifications, capacity, experience, and a proven track record to execute this type of assignment.
- A specific knowledge of Airport Baggage Handling systems is essential.
- The Bidder will provide appropriate bio-data of the Bidder Team including qualifications, training, work experience and publications etc.
- All Bidders should be totally fluent in English and have a high ethical and professional reputation.

14. Ownership of Material

- All data and information received for the purposes of this assignment are to be treated confidentially and are only to be used in connection with these Terms of Reference.
- All intellectual property rights arising out of the execution of these Terms of Reference are assigned to the Authority.
- The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the Authority.
- All project outputs including reports and other creative work called for by these Terms of Reference in written, graphic, audio, visual, electronic, or other forms shall acknowledge the support of the Authority and shall be the property of the Authority.

A. TECHNICAL EVALUATION OF BIDDERS

1. GENERAL

*The airport's name (hereinafter referred to as "the BVIAA Representative") intends to undertake an evaluation of **the Replacement of the Arrival Conveyor Baggage System for the Terrance B. Lettsome International Airport.***

The Bidders will be evaluated and ranked on the basis of the information submitted in the Evaluation Questionnaire and against criteria and weighting stated hereunder.

PROJECT DESCRIPTION

The project involves providing an Inception report, Engineering design drawings, Construction/ Installation program outlining project duration and costing and a Maintenance Program for the proposed system.

2. EVALUATION ASSESSMENT

Evaluation criteria

The evaluation criteria are listed below

No.	Item	Points Allocated
1	Pricing	20
2	Financial Capability	10
3	Capability/Airport Baggage System Experience	40
4	Methodology/Approach	30

B. INSTRUCTIONS TO BIDDERS

3. Introduction

- 3.1 The Authority will select a Bidder in accordance with the evaluation criteria specified in the Terms of Reference.
- 3.2 The Bidders are invited to submit a Technical Proposal, required for the assignment specified in the scope of services. The proposal submitted will be the basis ultimately for a signed contract with the selected Bidder.
- 3.3 The assignment shall be implemented in accordance with the phasing indicated in the Terms of Reference. When the assignment includes several phases, the performance of the Bidder under each phase must be to the Authority's satisfaction before work begins on the next phase.
- 3.4 The Bidders must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the

assignment and on the local conditions, Bidders are encouraged to visit the Terminal Building before submitting a proposal.

- 3.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Terminal Building, are not reimbursable as a direct cost of the assignment; and (ii) the Authority is not bound to accept any of the proposals submitted.
- 3.6 The Authority's policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Authority's interests as paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would conflict with their prior or current obligations to other Clients, or that may place them in a position of not being able to carry out their prior or current obligations to other Clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Authority.
- 3.7 Without limitation on the generality of this rule, Bidders shall not be engaged under the circumstances set forth below:
 - (a) A Bidder which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, Bidders and any of their affiliates hired to provide consulting services for the preparation or implementation of a project, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the Bidder's earlier consulting services) for the same project.
 - (b) Bidders or any of their affiliates shall not be hired for any assignment, which by its nature, may conflict with another assignment of the Bidders.
- 3.8 As pointed out in para. 3.7 (a) above, Bidders may be hired for downstream work, when continuity is essential. It will be the exclusive decision of the Authority whether or not to have the downstream assignment carried out, and if it is carried out, which Bidder will be hired for the purpose.
- 3.9 Any previous or ongoing participation in relation to the assignment by the Bidder, its professional staff, or its affiliates or associates under a contract with the Authority may result in rejection of a proposal. Bidders should clarify their situation in that respect with the Authority before preparing the proposal.
- 3.10 It is the Authority's policy to require Bidders contracted by it, observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Authority:
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Authority and includes collusive practices among Bidders (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the Authority of the benefits of free and open competition.
 - (b) will reject a proposal if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question.
 - (c) will cancel the contract if it at anytime determines that corrupt or fraudulent practices were engaged by representatives of the Authority or the Bidder or any beneficiary of the contract during the selection process or execution of the contract without the client having taken timely and appropriate action satisfactory to the Authority.
 - (d) will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded any the Authority financed contract if it at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, a the Authority financed contract; and
 - (e) will have the right to require that, in contracts financed by the Authority a provision be included requiring Bidders to permit the Authority to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Authority.
- 3.11 Bidders shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the Bidder is awarded the contract.
- 3.12 Bidders shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Terms of Reference.
- 3.13 The Bidder shall submit with their Proposal a Tender Security in the name of the BVI Airports Authority marked to the value of US Dollars not exceeding 1% the value of the contract financial proposal and established with a Financial Institution by either certified Managers Cheque or Bond in the Form of ITB Security in Section 5 and acceptable to the Authority. The Tender Security will be refunded without interest if the proposal is not accepted. For the successful Bidder, the proposal deposit shall be applied toward the scope of services.

4. Clarification and Amendment of ITB Documents

4.1 Bidders may request clarification of any of the ITB documents up to five (5) days before the proposal submission date. Any request for clarification must be sent in writing by mail, or electronic mail to the Authority’s address as follows:

The Secretary



**Tenders Committee
BVI Airports Authority
Administration Centre
T.B. Lettsome International Airport
Beef Island, Tortola, BVI
Email: dfahie@bviaa.com**

The BVIAA will respond by electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all interested Bidders.

- 4.2 At any time before the submission of proposals, the Authority may, for any reason, whether at its own initiative or in response to a requested clarification amend the ITB. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, or electronic mail to all Bidders and will be binding on them. The Authority may at its discretion extend the deadline for the submission of proposals.

C. PREPARATION OF PROPOSAL

5. General

- 5.1 Bidders are requested to submit proposals in the English Language.

The Proposal must provide the following information:

- ii) At least three (3) references in the BVI or internationally, where similar service contracts were awarded within the last 5 years. Contact names and numbers are required.
- iii) A brief description of the Bidder's organization.
- iv) Current contracts and their status.
- v) Company Profile

The above information should be submitted in the format indicated in the submission section of these instructions.

6. Technical Proposal

- 6.1 In preparing the Technical Proposal, Bidders are expected to examine the documents constituting this ITB in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 6.2 While preparing the Technical Proposal, Bidders must give particular attention to the following.
- (i) If a Bidder considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual Bidder(s) and/or other Bidders or entities in a joint venture or sub work, as appropriate.

The Bidders are encouraged to seek the participation of local Bidders by entering into a joint venture with, or subcontracting part of the assignment to local Bidders.

- (ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the Bidder or has an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience indicated in the Terms of Reference, preferably working under conditions similar to those prevailing in the country of the assignment.
- (iv) Alternative professional staff shall not be proposed, and only one (1) *curriculum vitae* (CV) may be submitted for each position.
- (v) Reports to be issued by the Bidders as part of this assignment must be in the English language. It is desirable that the Bidder's personnel have a working knowledge of the English Language.

6.3 The Technical Proposal shall be prepared and submitted as follows:

- (i) A brief description of the Bidder's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and Bidder's involvement. (Section 3B)
- (ii) Any comments or suggestions on the Terms of Reference, a list of services, and facilities to be provided by the BVIAA (Section 3C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 3D).
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include the number of years working for the Bidder/entity and degree of responsibility held in various assignments during the last five (5) to ten (10) years.
- (vi) A detailed description of the proposed methodology and staffing.

6.4 The Technical Proposal shall not include any financial information.

7. Financial Proposal (Pricing)

7.1 In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in the ITB documents. The Financial Proposal should follow Standard Forms (Section 4 and 5). It lists all costs associated with the assignment, including (a) financial proposal submission form and (b) a cost breakdown

per deliverable item inclusive of any reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. These costs should be broken down by activity and, if appropriate, into foreign and local expenditures.

- 7.2 Bidders must express the price of their services in \$US dollars.
- 7.3 The Terms of Reference indicate how long the proposals must remain valid after the submission date. During this period, the Bidder is expected to keep available the professional staff proposed for the assignment. The Authority will make its best effort to complete negotiations within this period. If the Authority wishes to extend the validity period of the proposals, Bidders who do not agree have the right not to extend the validity of their proposals.

8. Submission Receipt and Opening of Proposals

- 8.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder itself. Any such corrections must be initiated by the persons or person who sign(s) the proposals.
- 8.2 An authorized representative of the Bidder initials all pages of the proposal. The representative's authorization is considered by a resolution of the Board of Directors accompanying the proposal.
- 8.3 For each proposal, the Bidders shall prepare the number of copies indicated in the Terms of Reference. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 8.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Terms of Reference.
- 8.5 The completed Technical and Financial Proposals must be delivered to the submission address on or before the time and date stated in the terms of Reference. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 8.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately in accordance with THE BVIAA's tendering procedures. The Financial Proposals shall remain sealed for later opening pending the evaluation of technical proposals.

9. Proposal Evaluation

- 9.1 From the time the proposals are opened to the time the contract is awarded, if any Bidder wishes to contact the Authority on any matter related to its proposal, it should do so in writing at the address indicated in this ITB. Any effort by the Bidder to influence the Authority in the evaluation or contract award decisions may result in the rejection of the Bidder's proposal.

10. Evaluation of Technical Proposals

- 10.1 The Evaluation Committee, appointed by the Authority as a whole and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, and point system specified in the Terms of Reference. Each responsive proposal will be given a technical score. A proposal shall be rejected by the ITBs Committee on the advice of the Evaluation Committee at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Terms of Reference.

10.2 Evaluation Procedure

The ITBs will be evaluated and ranked on the basis of the information submitted in the Evaluation Questionnaire and against criteria and weighting stated hereunder.

No.	Item	Points Allocated
1	Pricing	20
2	Financial Capability	10
3	Capability/Airport Planning Experience	40
4	Methodology/Approach	30

11. Award of Contract

- 11.1 The Authority reserves the right to award this assignment to a qualified Bidder who is the Authority's sole opinion is deemed to have the best overall proposal. The Authority may at its sole discretion reject any or all proposals or cancel the ITB in its entirety, waive any irregularities and ask for the best or final offers if it is deemed to be the Authority's best interest to do so. Contract will be awarded following negotiations and after negotiations are completed, the Secretary to the Tenders Committee will promptly notify other Bidders on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those Bidders who did not pass the technical evaluation.
- 11.2 The selected Bidder is expected to commence the assignment on the date and the location specified in this ITB.

- 12.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning Bidder has been notified that it has been awarded the contract.

SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS

- 3A. Technical Proposal - Submission Form
- 3B. Bidder's References
- 3C. Description of the methodology and work plan for performing the assignment
- 3D. Team composition and task assignments
- 3E. Format of curriculum vitae (CV) for proposed professional staff
- 3F. Activity (work) schedule



3A. TECHNICAL PROPOSAL - SUBMISSION FORM

[Location, Date]

To: Tender's Secretary
BVI Airports Authority
Administration Centre
T.B. Lettsome International Airport
Beef Island, Tortola, BVI

Dear Sir or Madam:

We, the undersigned, offer to provide consulting services to assist the BVI Airports Authority "the Authority" in accordance with your request. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before **[Date]** we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Bidder:
Address:

3B. BIDDER’S REFERENCES

Relevant Services carried out in the Last Five Years that best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Bidder/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Bidder/Entity (profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services (in Current US\$):
Name of Associated Bidders, If Any:		No. of Months of Professional Staff Provided by Associated Bidders:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Bidder’s Name _____

3C. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

3D. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. TECHNICAL / MANAGERIAL STAFF		
Name	Position	Task

2. SUPPORT STAFF		
Name	Position	Task



3E. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Bidder: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Bidder/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last five (5) to ten years, also give types of activities performed and Client references, where appropriate. Use about two pages.]

Languages:



[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the Bidder]

Full name of staff member: _____

Full name of authorized representative: _____

3F. ACTIVITY (WORK) SCHEDULE

A. FIELD INVESTIGATION AND STUDY ITEMS

	<i>[1st, 2nd, etc. are months from the start of assignment]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

B. COMPLETION AND SUBMISSION OF REPORTS

REPORTS	DATE
1. Inception Report	
2. Design and Engineering for comments and approval	
3. Construction / Installation Report	
4. Routing Maintenance Program Report	

SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS

- 4A. Financial Proposal submission form
- 4B. Cost Breakdown Per Deliverable Item



4A. FINANCIAL PROPOSAL - SUBMISSION FORM

To: Tender's Secretary
BVI Airports Authority
Administration Centre
T.B. Lettsome International Airport
Beef Island, Tortola, BVI

Dear Sir or Madam:

We, the undersigned, offer to provide the consulting services to assist the BVI Airports Authority "the Authority" in accordance with your request for Proposal and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [*Amount in words and figures and currency*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

Sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Bidder:
Address:

4B. COST BREAKDOWN PER DELIVERABLE ITEM

No.	Deliverables <i>(list as referred in the ITB)</i>	Expected Date of Delivery/Completion	Percentage of Total Price	Price (Lump Sum, All inclusive)
1	Deliverable 1		<i>(Percentage - Weight of each deliverable over the total price for the payment purposes, as per ITB)</i>	
2	Deliverable 2			
3				
	Total		100%	

SECTION 5: FINANCIAL POSITION-AUDITED FINANCIAL STATEMENT

5.0 Financial Position:

- 5.1. The audited balance sheets for the last three (3) years should be submitted and must demonstrate the soundness of the Bidder's financial position. Where necessary, the BVIAA Representative will make enquiries from the Bidder's bank.

Structure of Organization

1. Name of company:
Address:
Telephone #: Tel Fax #:
Registered Office Address:
2. Description of Company (e.g. Architectural, Planning etc.):
3. Number of years' experience as a Bidder or in business:
In BVI:
Internationally:
4. No. of years' experience as a Sub-Bidder:
In BVI:
Internationally:
5. Names and addresses of associated companies to be involved in the works - and whether parent/subsidiary/other:
6. If the Company is a subsidiary, what involvement, if any, will the parent company have in the works?
7. Please indicate here or attach an organization chart showing the company structure including the positions of directors and key personnel, if relevant.
8. List here the average number of employees over the last three (3) years:

2019

2020

2021

(The average number of employees shall comprise of all salaried staff permanently employed with the company plus all sub-Bidders employed with the company for at least six months of the respective year

FINANCIAL STATEMENT

- 1. Capital:
Authorized:
Issued:

- 2. Annual value of work undertaken or sales for each of the last three years

Year	2021	2020	2019
In BVI or International			

- 3. Approximate value of work in hand:

- 4. Please attach copies of the Company's previous three years Audited Financial Statements with the auditor's report and other financial data which you consider to be useful. (List all attachments below)

- 5. Name and Address of Bankers and/or other financial references can be obtained:

- 6. Authorization to refer to financial references: Yes No

- 7. Name and Address of three (3) references with telephone contact numbers:

SECTION 6: TENDER SECURITY FORM

By this Bond We, _____

(hereinafter called "the Bidder") and We (*name of Bank or insurance company*) whose registered office is at _____

(hereinafter called "the Surety") are held and Bidder bound unto the **BVI Airports Authority** (hereinafter called "the Authority") in the sum of _____ for the payment of which sum the Bidder and the Surety bind themselves their successors and assigns jointly and severally by these presents.

Whereas the Authority has invited the Bidder and other persons to complete ITBs in similar terms for the **Replacement of the Arrival Conveyor Baggage System for the Terrance B. Lettsome international airport** and works associated therewith (hereinafter called "the Works") and to submit the same for the consideration of the AIRPORT, and the Bidder proposes to submit to the Authority a ITB (hereinafter called "the ITB") in accordance with such invitation, this Bond shall provide security to the Authority that the Bidder will honor certain obligations to be undertaken by him in the ITB in accordance with the following conditions.

Now the Conditions of this Bond are:

- a. that it shall remain in full force and effect until the earliest of
 - i. [date], being ninety (90) days from [submission date], the date stipulated by the Authority for the submission of ITBs, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing;
 - ii. in the event of acceptance of the ITB by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
 - iii. in the event of acceptance by the Authority of a ITB for the Works from a third party, the date upon which such third party provides the relevant performance security.
- b. subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of a written certificate from the Authority stating that
 - i. the Bidder has withdrawn his ITB during the validity of this Bond, or
 - ii. the Bidder has failed to provide a performance security to the Authority in accordance with the terms of the contract between them upon acceptance of the ITB.

No alteration in the terms of the ITB, nor any forbearance or forgiveness in or in respect of any matter or thing concerning the ITB on the part of the Authority, or any objections from the Bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Bond shall be governed by the laws of the British Virgin Islands

Executed as a Deed this [] day of [] 2023

For and on behalf of the Bidder.....For and on behalf of the Surety.....

.....

Signed by.....	Signed by.....
in the capacity of	in the capacity of
and by	and by
in the capacity of a	in the capacity of a