



INVITATION TO TENDER FOR LANDSCAPING SERVICES AT THE TERRANCE B. LETTSOME INTERNATIONAL AIRPORT (LANDSIDE)

REF#: AS002

The BVI Airports Authority (the Authority) requests proposals from qualified and experienced landscaping service providers in the British Virgin Islands for the maintenance and enhancement of the landside/public areas at Terrance B. Lettsome International Airport, Beef Island.

The following will encompass the expectations for the successful Landscaping Company:-

- The regular maintenance of lawns, gardens, and landscaped areas.
- The planting and maintenance of trees, shrubs, and flowers.
- Soil preparation, mulching, and fertilization.
- Regular Weed control
- Seasonal planting and replanting as required
- Maintenance of walkways, pathways, and other public areas.
- The provision of a comprehensive landscaping plan that includes sustainable and environmentally friendly practices

TENDER ELIGIBILITY

- I. Tenderers will be required to provide proof that the company or individual is in good standing with respect to taxes, duties, Social Security and National Health Insurance contributions, Company Registration, or payments due to the Government of the Virgin Islands. Certificates of Good Standing must be obtained from the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue;
- II. Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of Good Standing from the Commercial Registry.

A Special Certificate is required from the Company Registry at the Financial Services Commission, indicating that all fees due are paid and that the company is in good standing. This certificate should be dated no later than six (6) months prior to the date of the tender opening.

- III. Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024).

PRE-TENDER MEETING/SITE VISIT

- I. The Tenderer is advised to visit and examine the Site of Works and its surroundings and obtain for himself on his own responsibility all information

that may be necessary for preparing the tender and entering into a Contract. The costs of visiting the Site shall be at the Tenderer's own expense.

- II. The Tenderer and any of his personnel or agents will be granted permission by the Authority to enter unto the premises and lands for the purpose of such inspection, but only upon the express conditions that the Tenderer and his personnel or agents, will release and indemnify the Employer and his personnel and agents from and against all liability in respect thereof and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which, but for the exercise of such permission would not have arisen.
- III. The Tenderer and any of his personnel or agents are invited to a pre-tender meeting/site visit on **June 17, 2024 at 10:00 am**. Tenderers are asked to indicate their interest in attending the pre-tender by sending an email confirmation to dfahie@bviaa.com by 4:00 pm on June 13, 2024. **The subject line must state "SITE VISIT FOR LANDSCAPING"**.
- IV. The purpose of the pre-tender meeting/site visit will be to clarify issues or concerns and to answer questions on any matter that may be raised at that stage.

TENDER PRICES

- I. The Tenderer accepts that any and all omissions or errors in his pricing are his responsibility.
- II. The Tenderer accepts full responsibility for the accuracy of all prices provided in his tender and agrees that these prices include full provision for any increase in his costs for whatsoever reason over the period of time from his submission of tender to completion of the project and settlement of the final account.
- III. The Tenderer's prices shall take account of all provisions for the services, including, but not necessarily limited to, all costs fees and currency exchange rates, etc.

REQUEST FOR CLARIFICATION

- I. Tenderers requiring clarification may notify the Authority in writing at rfp@bviaa.com no later than **June 21, 2024**. **The subject line must state "request for clarification landscaping services"**
- II. The Authority will respond in writing to any request for clarification received. Written copies of the response, including a description of the inquiry but without identifying its source, will be sent to all Tenderers.

DOCUMENTS COMPRISING THE TENDER

Tenders shall be submitted in strict compliance with all the requirements as set out in this Invitation to Tender.

The Tender to be prepared by the Tenderer shall comprise the following:

- A comprehensive cost proposal
- A list of projects undertaken by the Tenderer within the past five (5) years with contact details that demonstrate the Tenderer's experience in delivering similar projects
- A list of Current Contract Commitments/Work in Progress;
- An Organizational Chart showing management structure including contact details of the key members of the organization that are to be involved with this tender, including the proposed project manager and contractor's representative (on site).
- A detailed Work Programme and Method Statement showing the order in which the various sections of work are to be executed and the rates of progress.
- Certification of Visit to Site
- All documents listed in the tender eligibility sections

EVALUATION CRITERIA

The competitive bidding process, which the Authority's Tender Committee supervises, will be utilized to ensure that the procurement process is transparent and that tenders are evaluated fairly.

The Tenderers response to the Authority's requirements will be evaluated under the following criteria with relative weights:-

Evaluation Criteria	Maximum Score (100 points)
Approach to project (methodology)	35
Qualification and Experience	25
Cost Proposal	20
Maintenance and Support	20

SUBMISSION OF TENDERS

The Tenderer should submit one (1) original and one (1) copy of the Tender. The original should be placed in a sealed envelope and marked "Original" and the copy placed in another sealed envelope and marked "Copy". Both envelopes should be placed in an outer envelope and marked "**LANDSCAPING SERVICES AT THE TERRANCE B. LETTSOME INTERNATIONAL AIRPORT**"

The inner and outer envelopes shall:

1. Be addressed to:
The Secretary Tenders Committee
BVI Airports Authority
Beef Island
British Virgin Islands
2. Bear the following identification:
“LANDSCAPING SERVICES AT THE TERRANCE B. LETTSOME INTERNATIONAL AIRPORT”.

The words “DO NOT OPEN BEFORE 2:00 pm on Friday, 5th July, 2024”.

The Authority may, at his discretion, extend the deadline for submission of tenders by issuing an amendment in which case all rights and obligations of the Authority and the Tenderer previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

LATE TENDERS

- I. Late Tenders are not permitted. Any tender received by the Authority after the deadline for Submission of Tender shall be deemed never to have been received.

TENDER OPENING

- I. The Authority will open the Tenders in the presence of any of the Tenderer's representatives who choose to attend, on **July 5, 2024 at 2:00 pm**. Tenderers are invited to witness this process in person or via a virtual platform and will be provided with credentials including the access code and password prior to the opening.
- II. At the Tender opening, the Authority will announce the Tenderer's names and the Tender prices.

PROCESS TO BE CONFIDENTIAL

- I. After the public opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract, shall not be disclosed to Tenderers, or other persons not officially concerned with such process until the award of the Contract to the successful Tenderer has been announced.
- II. Any effort by a Tenderer to influence the Authority in the process of examination, clarification, evaluation and comparison of tenders, and in decisions concerning the award of contract, may result in rejection of their Tender.

AUTHORITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS

- I. The Authority reserves the right to accept or reject any or all tenders without giving any reason for such rejection, and has the right to reject any non-complying tender that fails to meet any requirement, term or condition set forth in the Tender Documents, as well as relevant laws, rules, and regulations.
- II. Any one of the following circumstances, which are not exhaustive, may result in the rejection of the affected tender, or disqualification of concerned Tenderers, and/or other administrative sanction whenever appropriate:
 - False or misleading statements or evidence of fraud;
 - Failure to furnish signatures or seals when required;
 - Collusion among Tenderers for the purpose of fixing Tender Prices or negating competition;
 - Giving or offering of any illegal compensation to officers, employees and or, agents of BVI Airports Authority connected with the project;
 - Failure to furnish any information required to be included in the Tender; and
 - A Tenderer having an unfair competitive advantage or a conflict of interest to the requirements of the Tender or the works to be performed under a contract resulting from this Tender.
- III. The Authority does not bind itself to accept the lowest or any tenders and is not obliged to give any reasons for its selection.