



**CHEDDI JAGAN INTERNATIONAL
AIRPORT CORPORATION**

Expression of Interest (EoI)

For

**Inspections, Maintenance and Repairs
Services on Passenger Boarding Bridges at
the Airport**

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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 **Interested Respondent** means a person or organisation that submits an EOI.
- 1.3 **Site Visit** means a visit to the Airport Terminal Building (the details of which are specified in Sections 4 and 6) as requested by the Airport Corporation to provide clarification on the EoI.
- 1.4 **Expression of Interest (EoI)** means a document lodged by an interested Concessionaire in response to this invitation containing a proposal to Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the 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 Respondent.
- 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 Respondents for the Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport of the Cheddi Jagan International Airport. The selected Respondent will enter into a contract for **three (3) years**.

3. EoI ISSUING AUTHORITY

This **Expression of Interest (EoI)** is issued by the Cheddi Jagan International Airport Corporation, intended to solicit proposals for the Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport. The Corporation's decision concerning selecting a Respondent 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	Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport
2	Project Initiator Details	
	Organisation	Cheddi Jagan International Airport Corporation

Contact Person	Andre Kellman Deputy Chief Executive Officer Cheddi Jagan International Airport Corporation Tel: 261-2300 Email: akellman@cjairport-gy.com
Contact Person (Alternate)	Louis Quail Engineering & Technical Manager Cheddi Jagan International Airport Corporation Tel: 261-2358 Email: lquail@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	18 th August, 2019
2	Site Visit	28 th August, 2019 at 11:30hrs
3	Last date for submission of queries by Interested Concessionaires	3 rd September 2019
4	Last date for submission of EoI response	19 th September, 2019 at 09:30hrs

5. AVAILABILITY OF EOI DOCUMENTS

EoIs are available at the Cashier located on the Administrative Floor of the Cheddi Jagan International Airport, Timehri East Bank Demerara at the cost of **five thousand dollars (\$5,000)**.

Interested Respondent is 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 on **28th August, 2019 at 11:30hrs**, as per the schedule outlined in Section 4. The representatives of the Interested 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 Boarding Bridges at the Airport. It will also give the Interested Respondents 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 in the Tender Box located on the Administrative Floor of the Cheddi Jagan International Airport, Timehri, East Bank Demerara, Republic of Guyana, no later than **09:30hrs on 19th September, 2019.**

PART 2

DETAILS AND SCOPE OF SERVICES

8. DETAILS OF THE PASSENGER BOARDING BRIDGES

The Corporation is looking for a Respondent to conduct Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport.

The information below provides the locations of the equipment :

Arrivals/Departures Terminal :

- 1.** Four Passenger Boarding Bridge

9. SCOPE OF SERVICE

9.1 The Respondent will be responsible for the inspections, maintenance and emergency repair services on the following:

- **Four (4)** Passenger Boarding Bridges

9.2 The Respondent will be responsible for all expenses associated with the inspections, maintenance and emergency repair services, including:

- ❖ Provision of all utilities and equipment required for the operation of the Passenger Boarding Bridges.
- ❖ Abidance and compliance with all applicable lawful rules, regulations and by-laws of the Government of Guyana or any other public body whatsoever and with all local, police, health, or fire regulations or by laws, applicable to the premises and the inspections, maintenance and emergency repair services.

9.3 The Respondent will provide all services associated with the inspections, maintenance and emergency repair services of the following:

- Four (4) Passenger Boarding Bridges

9.4 An annual review of the contract will be done to ensure compliance with its terms, conditions and provisions.

10.

SCHEDULE OF QUANTITIES

No.	Description	QTY	Unit	1st Year		2nd Year		3rd Year	
				Rate (\$)	Amt (\$)	Rate (\$)	Amt (\$)	Rate (\$)	Amt (\$)
1	Providing Maintenance Services for all FOUR (4) Passenger Boarding Bridges ,including carrying out preventative maintenance as per OEM recommendations (i.e Quarterly/ Yearly activity) Also inspection & monitoring / troubleshooting of all FOUR (4) PBBs, parameters, safety checks, documentation, attending emergency calls , cleaning and upkeeping the passenger boarding bridges serviceability Etc by engaging sufficient employees on round	4	Quarter						

	<p>the clock basis for all days including holidays.</p> <p>(Ref Schedule 1)</p>							
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SCHEDULE 1

SCOPE OF WORK AND STANDARDS

The Respondent shall provide the below-mentioned services to passenger Boarding Bridges installed at the Cheddi Jagan International Airport, Timehri, Guyana.

1. Scope of Work

1.01 General Scope of Work: - The scope of work consists of following-:

Maintenance of complete passenger boarding Bridges (four (4)) installed at the Airport, which consists of following

1.02 Periodic & Preventive Maintenance Service:

- a) The scope of work includes carrying out periodic & preventive Maintenance of Passenger Boarding Bridges as per OEM’s recommendations & as per SOP’s developed by CJIAC, by employing and deploying required and sufficient skilled, trained employees on round the clock basis including Holidays & Sundays,
- b) The Respondent shall employ and deploy required and sufficient skilled, trained employees for the due performance of maintenance service (including all

Mechanical & electrical equipment's) to ensure trouble-free and uninterrupted operation of PBB facility at CJIAC.

- e) Carry out Preventive, Predictive & Breakdown Maintenance of all PBB equipment's (Mechanical & electrical) according to the OEM recommendations and standard SOP's of CJIAC & record the same in their corresponding logbooks.
- f) The Respondent shall be responsible for giving immediate notice to the designated CJIAC representative of any condition, which he discovers, that may present a hazard to either the equipment or passengers.
- g) The PBB Hydraulic system oil test to be carried out yearly and necessary report/certificate to be produced to CJIAC.
- h) Troubleshooting of PBBs PLC/HMI system in coordination with OEM for necessary support also falls under contractor scope.

1.03 As part of the Scope of Work, the Respondent shall carry out maintenance activities of routine, preventive and/or corrective nature to comply with the requirements of Total System Downtime and Percentage of Serviceability, as defined hereinafter.

1.04 The Respondent shall identify, communicate to CJIAC and supply and maintain at CJIAC premises in consultation with CJIAC, the tools, materials, consumables, O&M spare parts required for performing the Scope of work

1.05 The Respondent shall make available an on-site service team. The Respondent has to provide "deployment pattern of the manpower resources" as per the **Schedule 2.**

1.06 The Respondent shall make available, hotline/helpdesk, which shall ensure maintenance support covering all components of the PBB, 24 hours per day, and seven days a week. The Airport Duty Officer (ADO) shall provide support on high level or low-level controls issues.

- 1.07 The Scope of Work shall be performed in accordance with the requirements specified herein.
- 1.08 The respondent shall execute the work as per good industry practice to ensure that the warranty of the PBBs is not vitiated.

2 Technical Requirements

- 2.1 The Scope of Work shall be carried out in frequencies and in accordance with:
- 2.03.1 the Operations and Maintenance Manual of the OEM,
 - 2.03.2 the Applicable Laws and regulations of the Relevant Authority
- 2.02 The personnel engaged to perform the Scope of Work shall be adequately trained, & managed by the Respondent.
- 2.03 Only such tools, materials, consumables and components shall be utilised for performing the Scope of Works as recommended by the OEM.
- 2.04 Notwithstanding the requirement and/or frequency specified by the OEM in the O&M Manual, the Respondent, shall regularly check equipment and necessary maintenance based on inspections shall be carried out as and when necessary. Also required support to get obtained from OEM in case of any problem, if required is under contractor scope.
- 2.05 The Respondent shall analyse equipment and load behaviour, and predictive maintenance shall be carried out based on system and process intelligence, as deemed necessary by the Respondent.
- 2.06 **Induction Training & Periodical Refresher Training:** - The Respondent shall ensure that initial induction training and periodical refresher training shall be arranged for the staff engaged by it. CJIAC engineers may extend their help and support for making the workers familiar with the Passenger Boarding Bridge installations. However, the Respondent shall be fully

responsible for arranging any external trainer, if found necessary and also for all overhead charges, if anything required in this regard

- 2.07 **Tools & Tackles and consumables:** - The Respondent should supply & maintain all the Tools & tackles and consumables required for maintenance of Passenger Boarding Bridge at the site. The minimum requirement of tools & tackles and consumables are listed. The Respondent may add additional items that are required for maintenance work.
- 2.08 **Printed Maintenance Schedule/ Record:** - The templates for maintenance records, Checklist, logbooks and related documents will be provided by CJIAC on the award of contract. It is the Respondent 's responsibility to get the logbooks & other documents printed & maintain sufficient stock at the site to fulfil the CJIAC requirement for auditing.
- 2.90 **Spare Parts:** - The Respondent shall identify and submit to CJIAC the list of all critical spares related to Passenger Boarding Bridges. CJIAC will procure and maintain the minimum inventory of critical spare parts for the passenger boarding bridge
- 2.91 **Equipment, Wiring and Circuit Changes** The Respondent shall not make any changes or alterations to the existing mechanical equipment, circuit wiring or sequencing, nor alter the original circuit or wiring design of the passenger boarding bridges unless changes are authorised, in writing, by the CJIAC designated representative for approval. This submission shall be in quadruplicate, and it shall include complete, neatly prepared, drawings and wiring diagrams as well as a complete description of the proposed change. Before submitting the proposed change to the CJIAC, the Respondent shall, at its own cost and expense, have obtained comments from the original equipment manufacturer concerning the overall effect of such changes on the system. If changes are made, The Respondent shall provide as-built drawings of modifications.

2.92 The following activities shall, at least minimally, form part of the activities of the Scope of Work:

- Inspections of the entire PBBs to ensure safe, reliable operation
- Testing of mechanical, electrical and pneumatic/hydraulic system equipment
- Adjustment and calibration of PBB System Parameters.
- Lubrication of moving parts
- Checking safety facilities
- Correcting minor problems
- Recommendations for optimising the functional operation of the equipment
- Functional cleaning of the equipment
- Checking spare part stock including stock count
- Inspection and troubleshooting of PBB PLC/HMI system

3. Technical Specifications & List of equipment's–Passenger Boarding Bridges

3.1 Technical Specifications: -The Maintenance Work for passenger Boarding Bridges shall be carried out in accordance with recommendations of OEM / CJIAC guidelines. It shall also conform with the current Guyana Power & Light Rules and Regulations / Guyana Fire Service Regulations so far as these become applicable to the installation. Wherever these specifications call for a higher standard of materials and or workmanship than those required by any of the

above-mentioned regulations and specification than the specification hereunder shall take precedence over the said regulations and standards. The operation & maintenance of Passenger Boarding Bridges shall be carried out complying with maintenance manual of CJIAC Infrastructure Passenger Boarding Bridges department instructions.

3.2 Records to be maintained by the Respondent:

Preventive Maintenance Quarterly/Yearly and Safety checklist/Incident Reports/equipment serviceability report/Breakdown analysis report, etc.:

The Respondent shall submit a Quarterly/Yearly Preventive Maintenance report/records as per the checklist given to them.

3.5 Passenger Boarding Bridge major components:

Sl. No	Location	Check Points
1	Rotunda	Rotation, Hinge Pins, Wear and tear, Fasteners Tightness, Slat curtain tension and chain , Sewell bearing sound , Camera Appearance,
2	Telescopic tunnel	Slipper rollers appearance, outer and inner roller guide ways for wear and tear, Minimum gap between outer and inner telescopic tunnel, cable duct fasteners and cable chain
3	Cabin	Slat curtain tension, Fasteners tightness, Cabin chain tension, Cabin rollers and guide ways wear & tear, rolling shutter mechanism, ACF appearance and working , Canopy movement , Auto leveller activation,
4	Lift column/Wheel carriage assembly	Fasteners, Lifting and lowering movement, Gap between inner and outer lift cylinders, Steer movement, Lifting chain, tires appearance
5	Hydraulic Motor pump/ Valves and hose pipes	Vibration, Oil leakage , Noise, and Abnormal heating
6	All main control panels/ Monitors/CC T.V/ Indicators and push buttons in cabin	All wire connected terminal, All push buttons operation, Indicators, Monitor clarity and picture
7	Wiring	Outside cable appearance, tags , Cable ageing
8	Lighting / Flood lights	Internal lighting / Cabin front flood light /under cabin flood lights
9	Limit switches/ultrasonic distance sensor, Analog sensor, Proximity switches, Metal inductive sensors	Activation/working status
10	General Check s	Appearance of the bridges , Water leakage , Ladder tightness, Foundation bolts, Side window glasses, side mirrors
11	Cabin, Telescopic tunnel , lift column, Rotunda and wheel bogie	Lubrication of cabin guide ways, Lubrication of Telescopic tunnel outer and inner guide ways, Lift column, Rotunda and wheel bogie lube points.

3.5 The Respondent shall furnish and use lubricants for Passenger Boarding Bridges as recommended by the manufacturer of the equipment or approved equal.

- 3.6 The Respondent shall be responsible for keeping the exterior of the Passenger Boarding Bridges machinery and any other parts of the equipment subject to rust, painted with heat resistant enamel and presentable at all times. The motor windings shall be treated as needed, with proper insulate compound as recommended by the motor manufacturer.
- 3.7 The Respondent shall furnish and use lubricants for Passenger Boarding Bridges as recommended by the manufacturer of the equipment or approved equal.
- 3.8 The Respondent shall be responsible for keeping the exterior of the Passenger Boarding Bridges machinery and any other parts of the equipment subject to rust, painted with heat resistant enamel and presentable at all times. The motor windings shall be treated as needed, with proper insulate compound as recommended by the motor manufacturer.
- 3.9 The Respondent shall maintain all Passenger Boarding Bridges equipment in Telescopic tunnel, rotunda and cabin areas limit switches and sensors other equipment's for Passenger Boarding Bridge should be clean, orderly condition, free of dirt, dust and debris; pits and machine unit spaces shall be kept dry and clean.
- 3.10 The Respondent shall be responsible for notifying the CJIAC Representative, or designated representative, in writing, of the existence or development of any defects in or repairs required to the Passenger Boarding Bridges equipment which he does not consider to be his responsibility under the terms of the contract. The Respondent shall furnish the CJIAC designee with a written estimate of the cost to correct any such defects; and the CJIAC shall make the final determination concerning the responsibility for such defects, corrections or repairs.
- 3.11 The Respondent shall be responsible for giving immediate notice to the designated CJIAC representative of any condition, which he discovers, that may present a hazard to either the equipment or passengers.
- 3.12 The Respondent shall not be required by this agreement, except as herein noted, to make renewals or repairs necessitated by proven negligence or misuse of the equipment by persons other than The Respondent, his representatives and

employees, or by reason of any other proven cause except for normal wear and tear, beyond the control of the Respondent.

- 3.13 **Not more than one** passenger boarding bridge at Passenger Terminal Building Airside shall be put out of service at one time for regular maintenance, lubrication and servicing. The time of day that each passenger boarding bridge can be shut down for routine maintenance shall be scheduled with the designated CJAC representative to minimise the disruption caused by the passenger boarding bridge being out of service. If for any reason a PBB should be out of service for more than one (1) hour, The Respondent shall notify the CJAC representative when the PBB was taken out of service, the reason why and what time the PBB is expected to be put back in service for proper and safe operation
- 3.14 When a PBB is shut down, a sign shall be placed at each opening stating: “This PBB being serviced. A record shall be maintained by The Respondent of non-emergency maintenance items in need of correction which come to his attention, and he shall provide this list to the designated CJAC representative for necessary corrective action during Respondent’s routine visits.

3.15 Maintenance Service

Maintenance under this contract shall provide constant, high-quality service to properly protect all Passenger Boarding Bridge equipment from deterioration and to provide constant peak performance of all passengers boarding bridge, resulting in a minimum of downtime for any portion of the system.

3.16 Preventive Maintenance Schedule Deviation Report

The Respondent shall develop and submit a quarterly Preventive Maintenance Schedule Deviation Report that Documents all PM’s that were not completed on time as originally scheduled. For all outstanding work, The Respondent shall include a proposed schedule for re-accomplishment and a complete explanation as to why work was unable to be performed. The Respondent shall submit the Schedule Deviation Report to the CJAC Representative no later than five (5) business days before the end of each quarter.

3.17 Maintained System down Time Report

The Respondent shall develop and maintain quarterly a report in MS Excel format that documents all instances of non-PM related system outages. This report shall include, at a minimum, date and time of notification, respondent response time to problem, sections of Maintained System affected, responding technician(s), cause of system downtime and system return to service date and time.

3.18 Equipment Related Accidents/Injuries

The Respondent shall provide a formal report of all accidents and/or injuries, which occur and involve the equipment covered by this Contract via email no later than two hours after the occurrence. This report shall identify all parties involved, location, times and the suspected cause of the incident.

3.19 **Response Time** (i.e. the duration of time commencing from the time of the incident is logged on the HMI or intimated to the Respondent by CJIAC until the time a member of the on-site service team reports at the location of the incident) shall not be greater than two (2) hours.

3.20 **Rectification Time** (i.e. the duration of time commencing from the time the incident is logged on or intimated to the Respondent by CJIAC, till the time the incident is rectified, as determined by logs on) shall not be greater than two (2) hours.

Schedule 2

Tentative resources required:

The Respondent has to employ and deploy sufficient and technically competent resources for successful Maintenance of PBBs round the clock basis. The Respondent is required to submit the details of the proposed resource management pattern with their eligibility criteria along with the proposal in the below format. The Respondent is requested to consider an adequate number of relievers. The proposed manpower deployment pattern is only tentative and it is the sole responsibility of the Respondent to ensure adequate manpower to meet our serviceability requirement. The Respondent has to share the deployment pattern of the manpower resources to be deployed for the execution of contract work at CJIAC site within 15 days of commencement of work.

No	Designation	Qualification	Experience (In Years)
1	Site in Charge		
2	Shift Supervisor		
3	Technician		
4	Electrician		
5	Labourer		

PART 3

BIDDING TERMS

&

QUALIFICATION CRITERIA

11. CONDITIONS UNDER WHICH THE EOI IS ISSUED

- 11.1** 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 Respondent, should it deem it necessary, at any stage and for any reason whatsoever.
- 11.2** CJIAC reserves the right to withdraw this EoI if CJIAC determines that such action is in the best interest of the Corporation.
- 11.3** This Expression of Interested is governed by the laws applying in Guyana. Interested Respondent must comply with all relevant laws in preparing and lodging its EoI.
- 11.4** Timing and sequence of events resulting from this EoI are provided in Section 4.
- 11.5** 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 an Interested Respondent with any Department, Agency, Official or employee of CJIAC shall be superseded by the definitive agreement that results from this EoI process.
- 11.6** Neither the Interested Respondent nor any of the Interested 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 Interested Respondent in accordance with the terms thereof).

- 11.7** 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.
- 11.8** Interested Respondent shall bear all costs associated with the preparation and submission of the EoI. The Corporation shall not be responsible or liable for those costs.
- 11.9** 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 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.

- 11.10** 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 organisation making the complaint;
 - c)** any relevant background information; and

d) the outcome desired by the person or organisation making the complaint.

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

11.12 An Interested 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.

12. ACKNOWLEDGEMENT AND UNDERSTANDING OF TERMS

By submitting a proposal, each Interested 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.

13. EVALUATION OF EXPRESSION OF INTEREST

The Interested 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. Interested Respondent is required to submit all required documentation in support of the qualification criteria specified.

14. LANGUAGE OF PROPOSALS

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

15. 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 Respondents to security reviews and/or to require that they seek security clearance from the CJIAC and/or the Government of Guyana, as may be deemed necessary.

Interested Respondents for Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport **must** satisfy all of the criteria below:

- 15.1** Interested Respondents may be a person, firm or company, or a combination of any of the abovementioned entities, with the legal capacity to enter into legal relations.
- 15.2** Interested Respondents must provide full and adequate information and documentation of their legal status, place of registration and principal type of business.
- 15.3** No individual, firm or company that is a Respondents or a member of or partner in an Interested Respondents 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;
- 15.4** Interested Respondents and their management personnel within three years preceding the commencement of procurement proceedings should not be associated with giving false information or misrepresentation as to their qualification information for the purposes of entering into a procurement contract;
- 15.5** Interested Respondents must provide information on the total annual gross revenue in each of the last two years.
- 15.6** Interested 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.

15.7 Interested Respondents must provide compliance with Tax and Insurance laws relevant to the country of its registration and/or operation.

15.8 Interested Respondents must provide evidence of its ability to fund the project on its own; or in the event of a joint venture with another Interested Respondents, 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.

15.9 Interested Respondents must state the timeline by which it is capable of:

- providing adequate personnel resources to complete the Work in a competent and timely manner, and for having qualified, professional staff on duty twenty-four (24) hours per day seven (7) days per week

15.10 Each Interested Respondents shall submit only one EoI, either individually or as a partner in a partnership or syndicate. All EoI involving the Interested Respondents who submit more than one EoI (exclusive of subcontractors, or permitted or required alternatives) shall be rejected from participation in the selection process.

15.11 Technical Evaluation Criteria and weighting:

No	Criteria	Weight (%)
1	Experience: Minimum three years of experience in the field of Operation and Maintenance of Passenger Boarding Bridges in any large scale industries/airport/ etc. supported with a copy of completion certificate/work order/Customer satisfaction certificates.	30
2	Experience: of performing and completing the works of similar nature as per our scope in the last five (5) years for the value as mentioned below: a) One work of value not less than one million Dollars b) Two Works of value not less than two million Dollars c) Three works of value not less than five million Dollars	30
3	The operational plan including mobilisation of resources such as manpower, consumables, tools etc	30
4	Technical presentation) and completeness and fulfilling the technical requirement of the proposal.	10
		100

Note 1) Each bidder must obtain a minimum score of 80% in the technical evaluation criteria mentioned above and the in the event any bidder fails to obtain the minimum score as mentioned above the entire proposal submitted by such bidder will be rejected and will not be evaluated further.

- 2) The technical proposal shall not include any financial information relating to the financial proposal
- 3) In evaluating the tender, both the technical and financial parameters will be evaluated independently by CJAC

PART 4

RESPONSE FORMAT

**CHEDDI JAGAN INTERNATIONAL
AIRPORT**

**EXPRESSION OF
INTEREST**

FOR

**Inspections, Maintenance
and Repairs Services on
Passenger Boarding Bridges
at the Airport**

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 the proponent is a subsidiary, state name of the 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 conducted Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at an Airport?

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 a 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 the first incorporation).

9. Attach a certified copy of the corporate resolution, which authorises the officer signing this proposal and Agreement to binding 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 conducted Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at an Airport?

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 conducted inspection, maintenance and emergency repair services on Passenger Boarding Bridges at an Airport?

Expression of Interest – Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport

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 conducted Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at an Airport?

Yes ()

No ()

FINANCIAL INFORMATION

1. Financial Statements

The 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 cancelled or forfeited?

Yes ()

No ()

If yes, state name of the 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 conducted Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at an Airport.
- 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

The proponent must include, in narrative form, a complete description of its intended Operating Plan for the proposed Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport. Exhibits, schematics, architectural renderings or other data may accompany the narrative description.

- 1) Cost Proposal evaluation.

B. The basis for Contract Award

The Contract will be awarded to the highest technically rated Proposer whose Proposal is determined to be responsive and in the best interests of **CJIAC**, subject to a determination that the Cost Proposal is fair, reasonable, and provides the best value to **CJIAC** given the requirements of the project.

OTHER INFORMATION

Submit such additional information as a proponent you may consider pertinent to indicate both financial and operational capabilities of the proponent to conduct Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport 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

The CJIA Corporation will select a panel to evaluate the EOI received for the proposed Inspections, Maintenance and Repairs Services on Passenger Boarding Bridges at the Airport. The panel will make a recommendation to the Corporation’s Board of Directors for an award of the contract. The Board of Directors may accept or reject the panel's recommendation and order the re-issuance of an EOI.

NAME

ON BEHALF OF

SIGNATURE

DATE