



**COOPERATIVE REPUBLIC OF
GUYANA**

**CHEDDI JAGAN INTERNATIONAL AIRPORT
CORPORATION**

Invitation for Bid

for

**PROVISION OF LEGAL
SERVICES**

March 2019

CONTENTS

Description	Page #
Invitation for Bid	3
Part 1 – General Terms	4-8
1. Definitions	5
2. Goals of This Expression	5
3. Bid Issuing Authority	5
4. Calendar Of Events, Milestones And Timelines	6
5. Availability of Bid Documents	7
6. Venue and Deadline for Submission of Bids	7
7. Late Submission	7
8. Clarification and Communication	8
9. Compulsory Clarification and Pre-Submission Meeting	8
10. BID Responses	8
11. Validity Period	8
12. The Corporation Reserves the Right	8
Part 2 – Details and Scope of Services	9-10
13. Details Of Provision of Legal Services	9
14. Scope of Service	9
Part 3 - Bidding Terms & Qualification Criteria	11-16
15. Conditions Under Which The Bid Is Issued	12
16. Acknowledgement and Understanding Of Terms	14
17. Evaluation Of Bid Documents	14
18. Language Of Bids	14
19. Qualification Criteria	15
Part 4 – Response Format	17-20

1 INVITATION FOR BIDS (IFB)

Date: *March 26, 2019*

IFB No.: _____

1) **Cheddi Jagan International Airport Corporation hereinafter referred to as “the Procuring Entity”, invites eligible bidders to submit their Bids for Provision of Legal Services.**

2) Interested bidders may obtain further information, familiarize and purchase a complete set of the bidding documents after the cash payment of a non-refundable fee of three thousand Guyana Dollars (GYD3,000) at the following address:

**Cashier,
Administrative Floor
Cheddi Jagan International Airport Corporation
Timehri, East Bank Demerara**

3) All bidders should submit their bids not later than 10:00hrs on Friday May 3, 2019 at the address below;

**The Chief Executive Officer
Cheddi Jagan International Airport Corporation
Timehri, East Bank Demerara
Guyana**

4) All late bids shall be rejected and returned to bidders unopened.

5) Bids should be valid during 90 days of the date of bid opening.

6) Bids shall be opened by tender committee in the presence of bidders’ representatives who wish to attend it at 10:00hrs on Friday May 3, 2019 at the address below:

**CJIAC Tender Box
Administration Floor
Cheddi Jagan International Airport Corporation
Timehri, East Bank Demerara
Guyana**

Chief Executive Officer

2 INSTRUCTION TO BIDDERS (ITB)

1. Scope of Services

- 1.1** The Procuring Entity identified in the *Bid Data Sheet* invites bids for the services as detailed in the Scope of Services.

2. Qualification of the Bidders:

- 2.1** To be awarded the procurement contract, the bidder shall possess the necessary legal, technical and financial capacity, and experience, to perform the contract, and shall provide, the qualification information requested in the Qualification Information Form annexed hereto (see Part E of these bidding documents), and as may be requested in the *Bid Data Sheet*.
- 2.2** The invitation for Bid is open to all interested Legal Firms that fulfil the qualification criteria as specified below. The CJIAC reserves the right to subject the Interested Legal Firm to security reviews and/or to require that they seek a security clearance from the CJIAC and/or the Government of Guyana, as may be deemed necessary.
- 2.3** Interested Legal Firms for the Provision of Legal Services to CJIAC **must** satisfy all of the criteria below:
- 2.3.1** An Interested Legal Firm may be a person, firm or company, or a combination of any of the abovementioned entities, with legal capacity to enter into legal relations.
- 2.3.2** Interested Legal Firm must provide full and adequate information and documentation of their legal status, place of registration and principal type of business.
- 2.3.3** Interested Legal Firm 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 service.
- 2.3.4** Interested Legal Firm must provide compliance with tax laws relevant to the country of its registration and/or operation.
- 2.3.5** Each Interested Legal Firm shall submit only one Bid, either individually or as a partner in a partnership or syndicate. All Bids involving the Interested Legal Firm who submits more than one Bid (exclusive of subcontractors, or permitted or required alternatives) shall be rejected from participation in the selection process;

2.3.6 A minimum of five (5) years of continuous practice at the level of the court (High/Magistrate) and in the area of law specified (Constitutional, Commercial, Civil);

2.3.7 A recognised office of chambers, preferably situated in the particular County of interest. (Demerara);

2.3.8 A proven record of observance of tenets of the Legal provision, especially confidential and probity; and

2.3.9 Satisfactory physical facilities and arrangements for the safety and security of confidential information and material.

4. One Bid per Bidder

4.1 Each bidder shall submit only one bid, either individually or as a partner in a partnership or syndicate. All bids involving the Bidder who submits or participates in more than one Bid (exclusive of subcontractors, or permitted or required alternatives) shall be rejected from participation in bidding.

5. Cost of Bidding

5.1 The Bidder shall bear all costs associated with the preparation and submission of the bid. The Employer shall not be responsible or liable for those costs.

6. Bid Price

6.1 The contract shall be for the whole services as described in the Scope of Services.

6.2 All duties, taxes and other levies payable by the Service Provider under the contract shall be included in the total price.

6.3 The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

7. Clarification of Bidding Documents

7.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the Employer in writing at the address indicated in the Bid Data Sheet (BDS). The Employer shall respond to any request for clarification received earlier than the number of days as specified in the Bid Data Sheet (BDS) prior to the deadline for submission of bids. Copies of the Contracting Agency's response shall

be forwarded to all Employers of the Bidding Documents, including a description of the inquiry, but without identifying its source.

- 7.2 The Pre-bid conference will be conducted according to decision of the Employer and, if so, at the time, date and address indicated in the Bid Data Sheet. Before the conference Bidders may address the Employer with questions for the conference, and at the conference may ask any question and receive answer to the questions submitted regarding the bidding documents. All information obtained at pre-bid conference, requests of potential bidders related to clarification of the bidding documents, and responses to them shall be recorded by the Employer, and by the results of conference, a record is made and promptly communicated to all Bidders who received the bidding documents in order to enable bidders to take them into account when preparing their bids.

8. Amendment of Bidding Documents

- 8.1 In special circumstances, at any time before expiry of the deadline for submission of bids, the Employer, for any reason, whether at its own initiative or in response to request for clarification forwarded by the Bidder, may modify the bidding documents by issuing addenda to it. Any addendum issued shall be a part of the bidding documents, and should be sent to all bidders who received the bidding documents from the Employer, which may be done by using fax or electronic message. Bidders should confirm the receipt of each addendum in writing or by fax or electronic message, and these addenda shall be binding.
- 8.2 In order to give Bidders enough time to take into account the amendments introduced while preparing their bids, the Employer, at its discretion, may extend the deadline for submission of bids.

9. Submission of Bids

- 9.1 Where this may be relevant to the preparation of bids, the bidder is advised to visit the site of the services at their own expense and obtain all information that may be necessary for preparing the bid. Requests for clarification of these bidding documents may be addressed to the procuring entity as indicated in the Bid Data Sheet (Clause 1.1).
- 9.2 Each bidder shall submit only one bid, which shall be in writing and in a single, sealed envelope. Corrections in bids, if any, shall be made by crossing out, initialing, dating, and rewriting.
- 9.3 The set of bidding documents is comprised of the following:
- A. Invitation for Bids (IFB)
 - B. Instructions to Bidders
 - C. Bid Data Sheet
 - D. Scope of Services

- E. Qualification Information
- F. Bid Form
- G. Bid Securing Declaration
- H. Letter of Acceptance
- I. General Conditions of Lump Sum Contract (Small Non-Consultative Services)
- J. Special Conditions of Contract
- K. Description of Services, Technical Specifications, and Performing Drawings*
- L. Activity Schedule*
- M. Contract Form for Non-Consultative Service
- N. Bank Guarantee for Advance Payment*
- O. Performance Security*

**delete if not applicable*

- 9.4 The bid submitted by the bidder shall comprise the following:-
- (a) Bid in the format given in Part F of this ITB.
 - (b) Signed Activity Schedule;
 - (c) Qualification information form given in Part E duly completed;
 - (d) Bid Securing Declaration, as may be indicated in the Bid Data Sheet (Part G),
- 9.5 The bidder shall seal the signed bid in an envelope addressed to the Chief Executive Officer, Cheddi Jagan International Airport Corporation Tender Committee. The envelope will also bear the following identification:
“Bid for Provision of Legal Services”
“Do not open before 10:00hours on Friday May 3, 2019.”
- 9.6 Bids must be deposited in the tender box located on the Administrative Floor of CJIA Corporation, not later than the time and date given in the Bid Data Sheet. If the specified date is declared a holiday, bids shall be received up to the appointed time on the next working day.
- 9.7 Any bid received after the deadline for submission of bids will be rejected and returned unopened to the bidder.

10. Bid Security/Bid Securing Declaration

Not Applicable

11. Compliances

Bidders must submit valid certificates of compliance from the Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS), and VAT registration (*where applicable*)

Compliances are not applicable to local Consultants executing services within Regions 1, 7, 8 and 9 only. Any other Procurement, compliances are applicable.

12. Retention

Not Applicable

13. Liquidated Damages

Not Applicable

14. Mobilization Advance

Not Applicable

15. Performance Bond

Not Applicable

16. Evaluation Criteria

The Employer will award the Contract to the Bidder whose bid is determined to be substantially responsive to the bid documents, and who offered the Lowest Evaluated Bid Price, provided that this Bidder has been determined to be eligible and have met the qualification requirements in accordance with the Evaluation Criteria.

17. Defects Liability

Not Applicable

18. Penalties

Not Applicable

19. Validity of Bid

Bids shall remain valid for the period specified in the Bid Data Sheet.

20. Opening of Bids

Bids will be opened and read in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified above.

21. Confidentiality

Information relating to evaluation of bids and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

22. Evaluation of Bids

The Procuring Entity will evaluate and compare the bids determined to be substantially responsive, i.e. those which

- (a) Satisfy the administrative requirements of the bid document (GRA,NIS compliances and VAT registration)
- (b) are properly signed ; and
- (c) Conform to the terms and conditions, specifications and drawings without material deviations.

23. Award of contract

23.1 The Procuring Entity will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price in accordance with the bid evaluation criteria stated in the Bid Data Sheet.

23.2 Notwithstanding the above, the Procuring Entity reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.

23.3 The bidder whose bid is accepted will be notified of the award of contract by the Procuring Entity prior to expiration of the bid validity period.

24. Performance Security

Not Applicable

3 BID DATA SHEET

The following specific data to clauses of the provisions of Instructions to Bidders which supplement, or amend the provisions of the Instructions to Bidders (ITB) whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Item No.	
ITB 1.1	<p>The name, telephone/fax, and e-mail of the Employer is:</p> <p style="padding-left: 40px;">Cheddi Jagan International Airport Corporation Timehri, East Bank Demerara Tel: 261-0275 Website: www.cjairport-gy.com</p>
ITB 1.1	<p>The Services are:</p> <p style="text-align: center;">Provision of Legal Services for the Cheddi Jagan International Airport Corporation</p>
	<p>The source of funding is:</p> <p style="text-align: center;">Cheddi Jagan International Airport Corporation</p>
ITB	<p>The deadline and place of submission of bids is:</p> <p style="text-align: center;">“not later than <u>10:00hrs</u> on “May 3, 2019 at the address below”</p> <p style="text-align: center;">The Chief Executive Officer Cheddi Jagan International Airport Corporation Timehri Georgetown Guyana</p>
ITB	<p>Employer’s Address for clarification:</p> <p style="padding-left: 40px;">Ishwari Glasgow Head, CEO Secretariat Cheddi Jagan International Airport Corporation Tel: 261-0275 Email: iglasgow@cjairport-gy.com</p> <p style="padding-left: 40px;">Ramesh Ghir Chief Executive Officer Cheddi Jagan International Airport Corporation Tel: 261-2244 Email: rghir@cjairport-gy.com</p>

ITB	Not Applicable
ITB	Not Applicable
ITB	Not Applicable

PART 1

GENERAL TERMS

1. DEFINITIONS

In this Invitation for Bid, 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 Reputable Legal Firms and Legal Firms** currently licensed to practice law in Guyana.
- 1.3 **Bid document** means a document lodged by an interested **Reputable Legal Practitioner and Legal Firm** in response to this Invitation for Bid to provide Legal Services to the Cheddi Jagan International Airport Corporation.
- 1.4 **Bid Process** means the process commenced by the issuing of an Invitation for Bids and concluding upon formal announcement by the Corporation of the selection of a successful reputable Legal Practitioner or Firm.
- 1.5 **Eligibility Criteria** means those criteria set out in Section 3 of the Bid.

2. GOALS OF THIS BID DOCUMENT

The objective of this Bid is to solicit bids from **Interested Reputable Legal Practitioners and Firms** currently licensed to practice law in Guyana to provide Legal Services to the Cheddi Jagan International Airport Corporation. The selected **Legal Practitioner(s)** will enter into a contract for a period of two (2) years.

3. BID ISSUING AUTHORITY

This **Bidding Document** is issued by the Cheddi Jagan International Airport Corporation, intended to solicit bids for the Provision of Legal Services. The Corporation's decision with regard to selecting a Legal Practitioner of a Firm through this Bid shall be final and the Corporation reserves the right to reject any or all bids which do not meet the pre-qualification criteria.

The Interested Legal Practitioner of Firm shall be required to enter into contractual arrangements with the Cheddi Jagan International Airport Corporation; and shall be obliged to establish compliance with the Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS).

4. CALENDAR OF EVENTS, MILESTONES AND TIMELINES

The following table enlists important milestones and timelines for completion of bidding activities.

Milestone	Date & Time
Release of Tender Document	Thursday, March 28, 2019
Last date for submission of queries	Friday, April 19, 2019
Date for submission of EoI	Friday, May 3, 2019 @ 10:00am

5. AVAILABILITY OF BID DOCUMENTS

Bid document may be purchased by interested bidders at the address below

**Cashier,
Administrative Floor
Cheddi Jagan International Airport Corporation
Timehri, East Bank Demerara**

6. VENUE AND DEADLINE FOR SUBMISSION OF BIDS

Bids, in its complete form in all respects as specified in the Bid, must be delivered to the address below on or before 10:00h on Friday May 3, 2019. All bids will be opened in the presence of the Firms' representatives:

**Cheddi Jagan International Airport Corporation
Timehri
East Bank Demerara
Guyana**

7. LATE SUBMISSION

Bids which are submitted after the closing date and time will not be accepted.

8. CLARIFICATION AND COMMUNICATION

- 8.1 Request for clarity or information on the bid may only be requested until Friday April 19, 2019 at 16:00h;
- 8.2 Any responses to queries or for clarity sought by a bidder will be sent to all the other entities which have responded to this bid.

9. COMPULSORY CLARIFICATION AND PRE-SUBMISSION MEETING

- 9.1 Not Applicable

10. BID RESPONSES

- 10.1 Responses must be strictly prepared and returned in accordance with this Bid;
- 10.2 Bidders may be disqualified where they have not materially complied with any of the Corporation's requirements in terms of this bid;

11. VALIDITY PERIOD

- 11.1 The Corporation requires a validity period of ninety (90) days from date of close of the Bid;
- 11.2 The Corporation may request an extension of the validity period for a maximum period of thirty (30) days as and when required.
- 11.3 During the validity period the prices which have been quoted by the bidder must remain firm and valid. In exceptional circumstance, the Corporation may request extension of the validity of offers.

12. THE CORPORATION RESERVES THE RIGHT TO

- 12.1 To adjust the Bid award timeline
- 12.2 To award the contract to the company that best meets the needs of the Corporation, and not to award the contract if submissions are deemed unsuitable.

PART 2

**DETAILS AND SCOPE OF
SERVICES**

13.DETAILS OF PROVISION OF LEGAL SERVICES FOR CJIAC

The Corporation is looking for a Legal Firm to provide legal services to the Cheddi Jagan International Airport Corporation.

14.SCOPE OF SERVICES

- 14.1 Advise Management and Board on matters of law including;
- 14.2 Advise Management and Board with respect to subpoenas and court orders from third parties to and prepare responses to same;
- 14.3 Defend lawsuits, administrative claims, or other legal claims against the Corporation;
- 14.4 Prosecute litigation as directed by the Corporation;
- 14.5 Provide written legal opinions and perform legal research;
- 14.6 Represent the Corporation in litigation;
- 14.7 Corporation's actions--review and approve legislative documents;
- 14.8 Provide legal guidelines to ensure the Corporation is in compliance with all applicable agreements, laws, orders, rules, ordinances and regulations;
- 14.9 Draft and review all major contracts prior to execution by the Corporation;
- 14.10 Provide updates to the Corporation on the status of all legal issues;
- 14.11 Attend official Corporation Meetings as requested or required;
- 14.12 Provide such other legal services as may be directed by the Corporation

PART 3

BIDDING TERMS

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QUALIFICATION CRITERIA

15. CONDITIONS UNDER WHICH THE BID DOCUMENT IS ISSUED

- 15.1 This Bid Document is not an offer and is issued with no commitment. CJIAC reserves the right to withdraw the Bid Document and change or vary any part thereof at any stage for any reason whatsoever. All individuals or firms who submit a Bid are deemed to have done so expressly subject to this condition. CJIAC also reserves the right to disqualify any Interested reputable Legal Firm, should it deem it necessary, at any stage and for any reason whatsoever.
- 15.2 CJIAC reserves the right to withdraw this Bid if CJIAC determines that such action is in the best interest of the Corporation.
- 15.3 This Bid Document is governed by the laws applying in Guyana. Interested Legal Firm must comply with all relevant laws in preparing and lodging its Bid.
- 15.4 Timing and sequence of events resulting from this Bid are provided in Section 1.
- 15.5 No oral conversations or agreements with any official, agent, or employee of CJIAC shall affect or modify any terms of this Bid and any alleged oral agreement or arrangement made by an Interested Legal Firm with any Department, Official or employee of CJIAC shall be superseded by the definitive agreement that results from this Bid process.
- 15.6 Neither the Interested Legal Firm nor any of the Interested Legal Firm'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 Bid or these procedures (other than those arising under a definitive service agreement with the Interested Legal Firm in accordance with the terms thereof).
- 15.7 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.

15.8 Interested Legal Firms shall bear all costs associated with the preparation and submission of the Bid. The Corporation shall not be responsible or liable for those costs.

15.9 Any questions or requests for further information or clarification of the Invitation (or any other document issued in connection with the Bid) must be submitted to the contact persons provided in Section 1, in writing, preferably by email.

Any communication by an Interested Legal Firm to the Corporation will be effective upon receipt by the contact persons as specified in Section 1.

The Corporation restricts the period during which it will accept questions or requests for further information or for clarification as specified and reserves the right not to respond to any question or request, received after the date specified.

15.10 Any complaint about the Invitation or the Bid process must be submitted to the contact persons specified in Section 3 in writing immediately upon the cause of the complaint arising or becoming known to the Registrant. The written complaint statement must set out:

- a)** the basis for the complaint (specifying the issues involved);
- b)** how the subject of the complaint (and the specific issues) affect the person or organization making the complaint;
- c)** any relevant background information; and
- d)** the outcome desired by the person or organization making the complaint.

- 15.11 If, after a Bid has been submitted, the Interested Legal Firm becomes aware of an error in the Bid (excluding clerical errors which would have no bearing on the evaluation of the Bid) the Interested Legal Firm must promptly notify the Corporation of such error.
- 15.12 An Interested Legal Firm who wishes to withdraw a Bid 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 Bid.

16.ACKNOWLEDGEMENT AND UNDERSTANDING OF TERMS

By submitting a bid, each Interested Legal Firm shall be deemed to acknowledge that it has carefully read all sections of this Bid and has fully informed itself as to all existing conditions and limitations.

17. EVALUATION OF BID DOCUMENTS

The Interested Legal Firm's Bid will be evaluated as per the requirements specified in the Bid adopting the qualification criteria spelt out in this Bid. Interested Legal Firms are required to submit all required documentation in support of the qualification criteria specified.

18.LANGUAGE OF BID

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

PART 4

RESPONSE FORMAT

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:

FIRM's EXPERINCE STATEMENT

- 1.** Furnish the name, title and address of each legal personnel and those principal shareholders in the Legal Firm.
- 2.** Relevant experience in aviation and civil laws.
- 3.** Curriculum vitae and lists of cases handled by the proposed legal personnel to be assigned to CJIAC.

Signature

(Corporate Seal [if any])

EVALUATION CRITERIA

CJIAC will select a panel to evaluate the Bids the provision of legal services for CJIAC. Selection for a Legal Firm to determine its suitability will be based on the following criteria:

1. Related knowledge 25%
2. Related experience 25%
3. Attributes of the practice of legal professional 30%
4. Attributes of the legal professional valuable to CJIAC 20%