



**CHEDDI JAGAN INTERNATIONAL AIRPORT  
CORPORATION**

**Expression of Interest (EoI)**

**For**

**OFFICE RENTAL**

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# **PART 1**

# **GENERAL TERMS**

## 1. DEFINITIONS

In this Invitation for Expression of Interest, unless a contrary intention is apparent:

- 1.1 **The Corporation** means the **Cheddi Jagan International Airport Corporation (CJIAC)** and shall include the administrators and assigns as specified in Section 3.
- 1.2 **Respondent** means a person or organization 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 a Respondent in response to this invitation containing a proposal for the rental of office space at the Cheddi Jagan International 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 Respondents for the Rental of Offices at the Cheddi Jagan International Airport. The selected Respondents will enter into a contract for a period of 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 Rental of Offices in the Airport's Terminal Building. The Corporation's decision with regard to selecting Respondents through this EoI shall be final and the Corporation reserves the right to reject

### Basic Information

#	ITEM	DESCRIPTION
1	<b>Project Title</b>	Office Rental at the Airport.
2	<b>Project Initiator Details</b>	
	Organisation	Cheddi Jagan International Airport Corporation
	Contact Person	Andre Kellman Deputy Chief Executive Officer Cheddi Jagan International Airport Corporation Tel: 261-2300 Email: <a href="mailto:akellman@cjairport-gy.com">akellman@cjairport-gy.com</a>
	Contact Person (Alternate)	Ramesh Ghir Chief Executive Officer Cheddi Jagan International Airport Corporation Tel: 261-2244 Email: <a href="mailto:rghir@cjairport-gy.com">rghir@cjairport-gy.com</a>

	Corporation's Contact Details	Cheddi Jagan International Airport Corporation Timehri, East Bank Demerara Tel: 261-2244 Website: <a href="http://www.cjairport-gy.com">www.cjairport-gy.com</a>
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#### 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	02 <sup>nd</sup> April, 2019
2	Site Visit	17 <sup>th</sup> April, 2019 at 10:00hrs
3	Last date for submission of queries by Respondents	26 <sup>th</sup> April, 2019
4	Last date for submission of EoI response	8 <sup>th</sup> May, 2019 at 10:00hrs

#### 5. AVAILABILITY OF EOI DOCUMENTS

EoI are available at the Cashier located on the Administrative Floor of the Cheddi Jagan International Airport, Timehri East Bank Demerara at the cost of three (\$3,000) thousand dollars.

The Respondents are expected to examine all instructions, forms, terms, project requirements and other details in the EoI documents. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the Respondents' risk and may result in rejection of a proposal.

## **6. SITE VISIT**

CJIAC will host a site visit at the Airport. The site visit is scheduled as per the schedule given in Section 4. The representatives of the 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 Available Area of the Airport. It will also provide Respondents with an opportunity to seek clarifications regarding any aspect of the EoI.

**The Site visit is mandatory.**

## **7. VENUE AND DEADLINE FOR SUBMISSION OF PROPOSALS**

Proposals, in its complete form in all respects as specified in the EoI, must be deposited to the Tender Box located on the Administrative Floor of the Cheddi Jagan International Airport, Timehri, East Bank Demerara, Republic of Guyana, no later than **10:00hrs on 08<sup>th</sup> May, 2019.**

**PART 2**

**DETAILS AND SCOPE OF  
SERVICES**



## **8. DETAILS OF OFFICE RENTAL**

The Corporation will be awarding Office Spaces in the Departures Terminal of the Cheddi Jagan International Airport to Operators providing services at the Airport.

## **9. SCOPE OF SERVICE**

**9.1** Only the awarded Respondent will be allowed to occupy the office. Subletting in any form is strictly prohibited.

**9.2** The Respondent will be responsible for all expenses associated with outfitting the office, including:

- ❖ 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 operation of the Office .

- ❖ Outfitting the office with all furnishings, equipment and utilities necessary

**9.3** With the exception of structural maintenance to the main areas of the facilities, i.e. the external walls, all maintenance of the interior will be done by the Respondent.

**9.4** The Respondent will pay to the Corporation a monthly fee for the occupation of the office which must be specified in the Expression of Interest.

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

**PART 3**

**BIDDING TERMS**

**&**

**QUALIFICATION CRITERIA**

## **10. CONDITIONS UNDER WHICH THE EOI IS ISSUED**

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

- 10.7** 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.
- 10.8** Respondents shall bear all costs associated with the preparation and submission of the EoI. The Corporation shall not be responsible or liable for those costs.
- 10.9** Any questions or requests for further information or clarification of the Invitation (or any other document issued in connection with the EoI) must be submitted to the contact persons provided in Section 3, in writing, preferably by email.

Any communication by a 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.

- 10.10** 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 organization making the complaint;
  - c)** any relevant background information; and

**d)** the outcome desired by the person or organization making the complaint.

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

**10.12** A 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.

## **11. ACKNOWLEDGEMENT AND UNDERSTANDING OF TERMS**

By submitting a proposal, each 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.

## **12. EVALUATION OF EXPRESSION OF INTEREST**

The 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. Respondents are required to submit all required documentation in support of the qualification criteria specified.

## **13. LANGUAGE OF PROPOSALS**

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

## **14. 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 Respondents 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.

Respondents for the Occupation of Offices at the Cheddi Jagan International Airport **must** satisfy all of the criteria below:

- 14.1** A Respondent may be a person, firm or company, or a combination of any of the abovementioned entities, with legal capacity to enter into legal relations.
- 14.2** Respondents must provide full and adequate information and documentation of their legal status, place of registration and principal type of business.
- 14.3** No individual, firm or company that is a Respondent or a member of or partner in a Interested Entity 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;
- 14.4** Respondents, and their management personnel within three years preceding the commencement of procurement proceedings should not be associated with giving false information or a misrepresentation as to their qualification information for the purposes of entering into a procurement contract;
- 14.5** Respondents must provide compliance with Tax and Insurance laws relevant to the country of it registration and/or operation.

**14.6** Respondents must state the timeline by which it is capable of:

- ❖ Commencing outfitting of the Office
- ❖ Complete outfitting of the Office
- ❖ Commencing occupation of the Office

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

# **PART 4**

# **RESPONSE FORMAT**



**CHEDDI JAGAN INTERNATIONAL  
AIRPORT**

**EXPRESSION OF  
INTEREST  
FOR  
OFFICE RENTAL**

**REQUIRED DOCUMENTS**

**BUSINESS INFORMATION**

**1. Name of Firm (exactly as it is to appear on the Agreement):**

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**2. Principal office Address:**

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**3. Telephone Number:**

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**4. Contact Person/Title:**

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**5. Form of Business Entity (check one and complete the appropriate business entity statement attached hereto):**

Corporation

Partnership

Joint Venture

Individual

**(a)** If proponent is a subsidiary, state name of 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. Attach 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 first incorporation).

7. Attach certified copy of corporate resolution, which authorizes the officer signing this proposal and Agreement to bind 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. Is the Partnership involved in the aviation business?

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. Is the Joint Venture involved in the aviation business?

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:

11. Is the applicant involved in the aviation business?

Yes ( )

No ( )



## **FINANCIAL INFORMATION**

### **1. Financial Statements**

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 canceled or forfeited?

Yes ( )

No ( )

If yes, state name of 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 been in the aviation business.
2. List all airports and other relevant experience. If over five (5) years, list the five (5) most recent (use attachments as necessary).

<b>Name</b>	<b>Address</b>	<b>Annual Gross Revenue For Each Operation</b>

3. If no other relevant experience applies, please provide a minimum of five (5) business references.

Name	Address	Type of Business

**OPERATING PLAN**

Proponent must include, in narrative form, a complete description of its intended Operating Plan for the proposed Office Space. Exhibits, schematics, architectural renderings or other data may accompany the narrative description.

At a minimum the proponent shall include a detailed description of the following items, as part of the operating plan:

1. Quality control and training program.
2. Pricing policy.
3. Proposed Services, etc.
4. Staffing levels.
5. Hours of operation.

**CAPITAL INVESTMENT PLAN**

Not Applicable

**MARKETING PLAN**

Not Applicable

**EXPECTED GROSS SALES**

Not Applicable

**AIRPORT CONCESSION FEE PERCENTAGE**

Not Applicable

**MINIMUM RENTAL GUARANTEE**

Set forth in the spaces below the minimum annual rental per square meter for the Office, for each contract year.

Year 1 \_\_\_\_\_ per sqm

Year 2 \_\_\_\_\_ per sqm

Year 3 \_\_\_\_\_ per sqm

**OTHER INFORMATION**

Submit such additional information as a proponent you may consider pertinent to indicate both financial and operational capabilities of the proponent to utilise an Office in the Terminal Bulding 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 CRITERIA**

The CJIA Corporation will select a panel to evaluate the RFP received for the proposed Office Space. The panel will make a recommendation to the Corporation’s Tender Committee for award of the contract. The Tender Committee may accept or reject the panel's recommendation and order the re-issuance of a RFP. The following factors shall be accorded the following percentage weights in evaluating the RFP.

- |           |  |            |
|-----------|--|------------|
| <b>1.</b> | Experience and Qualifications of Proponent and Staff | <b>30%</b> |
| <b>2.</b> | Operating Plan                                       | <b>15%</b> |
| <b>3.</b> | Marketing Plan                                       | <b>15%</b> |
| <b>4.</b> | Financial RFP  | <b>35%</b> |
| <b>5.</b> | Quality and Completeness of RFP                      | <b>5%</b>  |

**NAME** .....

**ON BEHALF OF** .....

**SIGNATURE** .....

**DATE** .....