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**Ministry of Public Works**

**Department of Works and Engineering**

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| **Request for Proposals****For****Heritage Wharf Design, Supply and Installation of Cathodic Protection** |

Request for Proposals No.: **61-52-78**

Issued: **Friday, June 08, 2018**

Submission Deadline: **Wednesday, June 27, 2018 03:00:00 PM AST**

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS 3

1.1 Invitation to Proponents 3

1.2 RFP Contact 3

1.3 Type of Contract for Deliverables 3

1.4 RFP Timetable 4

1.5 Submission of Proposals 4

PART 2 – EVALUATION AND AWARD 6

2.1 Stages of Evaluation 6

2.2 Stage I – Mandatory Submission Requirements 6

2.3 Stage II – Evaluation 6

2.4 Stage III – Pricing 6

2.5 Selection of Top-Ranked Proponent 6

2.6 Notice to Proponent and Execution of Agreement 7

2.7 Failure to Enter into Agreement 7

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS 8

3.1 General Information and Instructions 8

3.2 Communication after Issuance of RFP 9

3.3 Notification and Debriefing 10

3.4 Conflict of Interest and Prohibited Conduct 10

3.5 Confidential Information 12

3.6 Reserved Rights and Limitation of Liability 12

3.7 Governing Law and Interpretation 14

APPENDIX A – FORM OF AGREEMENT 15

APPENDIX B – SUBMISSION FORM 16

APPENDIX C – PRICING 19

APPENDIX D – RFP PARTICULARS 21

A. THE DELIVERABLES 21

B. MATERIAL DISCLOSURES 21

C. MANDATORY SUBMISSION REQUIREMENTS 21

D. MANDATORY TECHNICAL REQUIREMENTS 21

E. PRE-CONDITIONS OF AWARD 21

F. RATED CRITERIA 22

APPENDIX E – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION 23

ANNEX A - SAMPLE FORM OF AGREEMENT

ANNEX B - PRICING FORM

ANNEX C - REFERENCE DOCUMENTS

ANNEX D - LOCAL BENEFIT

ANNEX E - RELEVANT PROJECTS AND REFERENCES

# PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

## 1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Government of Bermuda **(**the “Government”) to prospective proponents to submit proposals for **Heritage Wharf Design, Supply and Installation of Cathodic Protection,** as further described in Section A of the RFP Particulars (Appendix D) (the “Deliverables”).

The Ministry of Public Works is inviting tenders from experienced contracting companies for the design, supply and installation of a new Cathodic Protection System at Heritage Wharf, Dockyard, Bermuda.

## 1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be:

Mr. Jeremy Burnham, jpburnham@gov.bm

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Government, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

Proponents that download this file and intend to respond to this RFP are required to register their interest with the RFP contact by emailing their company name and contact information to

Mr. Jeremy Burnham, jpburnham@gov.bm

 prior to the Submission Deadline noted in the RFP timetable below.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notices>. Proponents should visit the Government Portal on a regular basis during the procurement process.

## 1.3 Type of Contract for Deliverables

The selected proponent will be required to enter into an agreement with the Government for the provision of the Deliverables in the form attached as Appendix A to the RFP (the “Agreement”). It is the Government’s intention to enter into the Agreement with only one (1) legal entity. The term of the Agreement is to be for a period of 120 days, with an option in favour of the Government to extend the Agreement terms and conditions acceptable to the Government and the selected proponent for an additional term of up to 90 days.

Joint submissions are acceptable however if a joint submission is made, the submission must clearly indicate which party will act as the prime contractor.

## 1.4 RFP Timetable

|  |  |
| --- | --- |
| Issue Date of RFP | Friday, June 08, 2018  |
| No Pre-Bid / Site Meeting  |   |
| Deadline for Questions | Tuesday, June 19, 2018 [4:00 PM] |
| Deadline for Issuing Addenda | Friday, June 22, 2018 [4:00 PM] |
| Submission Deadline | Wednesday, June 27, 2018 03:00:00 PM |
| Irrevocability Period | 120 calendar days |
| Anticipated Execution of Agreement | Wednesday, August 01, 2018  |

All times listed are in Atlantic Standard Time (AST). The RFP timetable is tentative only, and may be changed by the Government at any time. For greater clarity, business days means all days that the Government is open for business.

## 1.5 Submission of Proposals

### 1.5.1 Proposals to be Submitted at Prescribed Location

Proposals must be submitted to:

Tenders may be submitted as hard copies, to be delivered to the Tender Box at the Ministry of Public Works, located on the 3rd Floor, General Post Office Building,

56 Church Street, Hamilton, HM12, Bermuda

For hard copies the outer envelope must be clearly marked with the title:

Tender Submission

Do Not Open Before 3:00pm, June 27, 2018

Heritage Wharf Design, Supply and Installation of Cathodic Protection Attention: Mr Jeremy Burnham

Electronic Submissions are accepted at RFP email: jpburnham@gov.bm.

Documents/attachments size restriction for email is 10 MB. If documents are larger than this, please send them within a zip file and state the RFP title in the subject line of the email.

### 1.5.2 Proposals to be Submitted on Time

Proposals must be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected. Onus and responsibility rest solely with the proponent to deliver its proposal to the exact location (including floor, if applicable) indicated in the RFP on or before the Submission Deadline. The Government does not accept any responsibility for submissions delivered to any other location by the proponent or its delivery agents. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk.

### 1.5.3 Proposals to be Submitted in Prescribed Format

Proponents shall submit at minimum 3 original signed hard copies of their proposal or one (1) electronic copy (e-copy) in Microsoft Word or Adobe PDF format. If both a hard copy and e-copy of the proposal are submitted and there is a conflict or inconsistency between the hard copy and the e-copy of the proposal, the hard copy of the proposal will prevail. Proposals should be submitted in a sealed package and prominently marked with the RFP title and number (see RFP cover) and will not be opened until Wednesday, June 27, 2018 03:00:00 PM. The full legal name and return address of the proponent should be marked on the package as well.

### 1.5.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full legal name and return address of the proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

### 1.5.5 Withdrawal of Proposals

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact prior to the Submission Deadline and must be signed by an authorized representative of the proponent. The Government is under no obligation to return withdrawn proposals.

### 1.5.6 Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of 120 calendar days running from the moment that the Submission Deadline passes.

[End of Part 1]PART 2 – EVALUATION AND AWARD

## 2.1 Stages of Evaluation

The Government will conduct the evaluation of proposals in the following stages:

## 2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. Proposals that do not comply with all of the mandatory submission requirements as of the Submission Deadline will, subject to the express and implied rights of the Government, be rejected. The mandatory submission requirements are listed in Section C of the RFP Particulars (Appendix D).

### 2.2.1 No Amendment to Forms

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, may be disqualified.

## 2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

### 2.3.1 Mandatory Technical Requirements

The Government will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Proposals that do not comply with all of the mandatory technical requirements will, subject to the express and implied rights of the Government, be disqualified and not evaluated further.

### 2.3.2 Rated Criteria

The Government will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix D).

## 2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

## 2.5 Selection of Top-Ranked Proponent

After the completion of Stage III, all scores from Stage II and Stage III will be added together and proponents will be ranked based on their total scores. Subject to the reserved rights of the Government, the top-ranked proponent will be selected to enter into the Agreement in accordance with the following section. In the event of a tie, the selected proponent will be the proponent selected by way of lowest price.

## 2.6 Notice to Proponent and Execution of Agreement

Notice of selection by the Government to the selected proponent shall be given in writing. The selected proponent shall execute the Agreement in the form attached as Appendix A to this RFP and satisfy any other applicable conditions of this RFP, including the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), within fifteen (15) days of notice of selection. This provision is solely for the benefit of the Government and may be waived by the Government.

## 2.7 Failure to Enter into Agreement

In addition to all of the Government’s other remedies, if a selected proponent fails to execute the Agreement or satisfy any applicable conditions within fifteen (15) days of notice of selection, the Government may, without incurring any liability, withdraw the selection of that proponent and proceed with the selection of another proponent.

[End of Part 2]PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

## 3.1 General Information and Instructions

### 3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

### 3.1.2 Proposals in English

All proposals must be written in the English language only.

### 3.1.3 No Incorporation by Reference

The entire content of the proponent’s proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent’s proposal but not attached will not be considered to form part of its proposal.

### 3.1.4 References and Past Performance

In the evaluation process, the Government may include information provided by the proponent’s referees and may also consider the proponent’s past performance or conduct on previous contracts with the Government or other institutions.

### 3.1.5 Information in RFP Only an Estimate

The Government and its advisers make no representation, warranty or guarantee as to the accuracy of the information and empirical data contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent’s responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

### 3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, travel or demonstrations.

### 3.1.7 Proposal to be Retained by the Government

The Government will not return the proposal or any accompanying documentation submitted by a proponent.

### 3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The Government makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement will not be an exclusive contract for the provision of the described Deliverables. The Government may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

### 3.1.9 Equivalency

When proprietary names, brands, catalogues or reference numbers are specified in the Deliverables, they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The proponent may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance and if doing so must disclose any difference in the characteristics, type, quality, appearance, finish, method of construction or performance of the material or equipment.

## 3.2 Communication after Issuance of RFP

### 3.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and

1. shall report any errors, omissions or ambiguities; and
2. may direct questions or seek additional information

in writing by email to the RFP Contact on or before the Deadline for Questions. All questions or comments submitted by proponents by email to the RFP Contact shall be deemed to be received once the email has entered into the RFP Contact’s email inbox. No such communications are to be directed to anyone other than the RFP Contact. The Government is under no obligation to provide additional information, and the Government shall not be responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Government shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

### 3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Government, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. All addenda will be published online at <https://www.gov.bm/procurement-notices>. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Government. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

### 3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Government determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Government may extend the Submission Deadline.

### 3.2.4 Verify and Clarify

When evaluating proposals, the Government may request further information from the proponent or third parties in order to verify or clarify the information provided in the proponent’s proposal. The information may include, without limitation, clarification with respect to whether a response meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The response received by the Government shall, if accepted by the Government, form an integral part of the proponent’s proposal.

## 3.3 Notification and Debriefing

### 3.3.1 Notification to Other Proponents

Once the Agreement is executed by the Government and a proponent, the other proponents may be notified directly in writing of the outcome of the procurement process.

### 3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

### 3.3.3 Procurement Protest Procedure

If a proponentwishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with the Government’s Procurement Protest procedures. The notice must provide detailed explanation of the proponent's concern with the procurement process or its outcome.

## 3.4 Conflict of Interest and Prohibited Conduct

### 3.4.1 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

1. in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Government in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
2. in relation to the performance of its contractual obligations contemplated under a contract for the Deliverables, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

### 3.4.2 Disqualification for Conflict of Interest

The Government may disqualify a proponent for any conduct, situation or circumstances, determined by the Government, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

### 3.4.3 Disqualification for Prohibited Conduct

The Government may disqualify a proponent, rescind a notice of selection or terminate a contract subsequently entered into if the Government determines that the proponent has engaged in any conduct prohibited by this RFP.

### 3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

### 3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

### 3.4.6 No Lobbying

Proponents shall not in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political action or other activity whatsoever to influence or attempt to influence Parliament, the Government, or to influence or attempt to influence any legislative or regulatory action, in the selection or evaluation of any proponent.

### 3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Government; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### 3.4.8 Past Performance or Past Conduct

The Government may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

1. illegal or unethical conduct as described above;
2. the refusal of the supplier to honour its submitted pricing or other commitments; or
3. any conduct, situation or circumstance determined by the Government, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

### 3.4.9 No Collusion

Proponents must not engage in any collusion and must sign the certificate as set out in the Certificate of Confirmation of Non-Collusion (Appendix E).

## 3.5 Confidential Information

### 3.5.1 Confidential Information of the Government

All information provided by or obtained from the Government in any form in connection with this RFP either before or after the issuance of this RFP

1. is the sole property of the Government and must be treated as confidential;
2. is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
3. must not be disclosed without prior written authorization from the Government; and
4. must be returned by the proponent to the Government immediately upon the request of the Government.

### 3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Government. The confidentiality of such information will be maintained by the Government, except as otherwise required by the Public Access to Information Act 2010 or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by the Government to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

## 3.6 Reserved Rights and Limitation of Liability

### 3.6.1 Reserved Rights of the Government

The Government reserves the right to

1. make public the names of any or all proponents;
2. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addendum in the manner set out in this RFP;
3. request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate a proponent’s response to that request for clarification into the proponent’s proposal;
4. assess a proponent’s proposal on the basis of: (i) a financial analysis determining the actual cost of the proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established); and (ii) in addition to any other evaluation criteria or considerations set out in this RFP, consider any other relevant information that arises during this RFP process;
5. waive formalities and accept proposals that substantially comply with the requirements of this RFP;
6. verify with any proponent or with a third party any information set out in a proposal;
7. check references other than those provided by any proponent;
8. disqualify a proponent, rescind a notice of selection or terminate a contract subsequently entered into if the proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
9. select a proponent other than the proponent whose proposal reflects the lowest cost to the Government;
10. cancel this RFP process at any stage;
11. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
12. accept any proposal in whole or in part; or
13. reject any or all proposals;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

### 3.6.2 Limitation of Liability

By submitting a proposal, each proponent agrees that

1. neither the Government nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
2. the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Government’s decision to not accept the proposal submitted by the proponent, to enter into an agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

## 3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3)

1. are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
2. are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Government; and
3. are to be governed by and construed in accordance with the laws of Bermuda applicable therein.

[End of Part 3]APPENDIX A – FORM OF AGREEMENT

See Annex A - Sample Form of Agreement

# APPENDIX B – SUBMISSION FORM

1. Proponent Information

| Please fill out the following form, naming one person to be the proponent’s contact for the RFP process and for any clarifications or communication that might be necessary. |
| --- |
| Full Legal Name of Proponent or Personal/Given Name: |  |
| Representative Name (Person with Signing Authority) / Title: |  |
| Any Other Relevant Name under which Proponent Carries on Business: |  |
| Street Address: |  |
| City, Province/State: |  |
| Country: |  |
| Postal Code: |  |
| Phone Number: |  |
| Proponent’s Social Insurance Number issued by the Government of Bermuda: |  |
| Proponent’s Payroll Tax Number issued by the Government of Bermuda: |  |
| Company Website (if any): |  |
| Proponent Contact Name and Title: |  |
| Proponent Contact Phone: |  |
| Proponent Contact Fax: |  |
| Proponent Contact Email: |  |

2. Offer

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. By submitting a proposal, the proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in its proposal.

3. Rates

The proponent has submitted its rates in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that it has factored all of the provisions of Appendix A, including insurance and indemnity requirements, into its pricing assumptions and calculations.

4. Addenda

The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_(if applicable) issued by the Government, or if no addenda were issued by the Government write the word “None”. The onus is on proponents to make any necessary amendments to their proposals based on the addenda. The proponent confirms it has read, received and complied with these addenda. Proponents who fail to complete this section will be deemed to have received all posted addenda.

5. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

6. Conflict of Interest

Proponents must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Government within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

* The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

|  |
| --- |
|  |
|  |
|  |

7. Proposal Irrevocable

The proponent agrees that its proposal shall be irrevocable for a period of 120 calendar days following the Submission Deadline.

8. Disclosure of Information

Any information collected or used by or on behalf of the Government under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public unless it is contained in a record that is exempt from disclosure under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

9. Execution of Agreement

The proponent agrees that in the event its proposal is selected by the Government, in whole or in part, it will finalize and execute the Agreement in the form set out in Appendix A to this RFP in accordance with the terms of this RFP.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Witness |  | Signature of Proponent Representative |
|  |  |  |
| Name of Witness |  | Name of Proponent Representative |
|  |  |  |
|  |  | Title of Proponent Representative |
|  |  |  |
|  |  | Date |
|  |  |  |
|  |  | I have the authority to bind the proponent. |

# APPENDIX C – PRICING

1. Instructions on How to Provide Pricing

1. Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
2. Pricing must be provided in Bermuda funds, inclusive of all applicable duties and taxes except for ~~[\*\*insert appropriate tax(es)\*\*~~], which should be itemized separately.
3. Pricing quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth 30 points of the total score.

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal.  All other price proposals receive points in inverse proportion. The point’s allotment will be calculated based in accordance with the following formula.

Maximum number of Points X (Lowest Price Proposal/ Price of the proposal evaluated)= Scored Points  e.g. 40 points x (150/200) = 30 points

In addition to any rights to verify, clarify and supplement,

1. The Government will examine the responses to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
2. Arithmetical errors will be rectified on the following basis:
	1. Where there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the proponent does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail;
	2. Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
	3. Where there is a discrepancy between the individual lump sums and the total amounts derived for the sum of the individual lump sum, the individual lump sum as quoted will govern, and the total amount will be corrected.

3. Required Pricing Information

See Annex B - Pricing Form

# APPENDIX D – RFP PARTICULARS

## A. THE DELIVERABLES

**Design of Cathodic Protection System**

The selected proponent is required for the design of a new Cathodic Protection system to existing steel piles including splashzones.

See Annex C - Reference Documents

**Supply of Cathodic Protection Materials**

The supply of all necessary materials to complete the installation

**Installation of Cathodic Protection**

Installation of the new cathodic protection system, including the cleaning of piles where necessary.

## B. MATERIAL DISCLOSURES

**Design of Cathodic Protection System**

Existing Structure. The wharf structure and associated bridge and walkway structures were completed in 2010, without cathodic protection. Thus, protection will be designed and installed for piles which have already undergone a degree of corrosion. Details of the extent of corrosion are given in Annex D.

**Supply of Cathodic Protection Materials**

All costs associated with the importation of materials and equipment, and of those associated with the acquisition of work permits and other legal requirements, are to be included within the proponent's bid.

**Installation of Cathodic Protection**

Work Area. Heritage Wharf and its environs are in constant use throughout the year, in particular between April and October.  Proponents should be aware of this and make allowances accordingly.

Security.  All contractors are expected to wear their Seaport Security passes at all times while working at the site.  Access will not be granted to those without such a pass.  Passes will be arranged through the client Department before work commences.

## C. MANDATORY SUBMISSION REQUIREMENTS

### 1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

### 2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

### 3. Other Mandatory Submission Requirements

**Certificate of Confirmation of Non-Collusion**

Each proposal must include a signed copy of the Certificate of Confirmation of Non-Collusion (Appendix E.)

**Local Benefit**

Each Proposal must include the completed Local Benefit Form.

See Annex D - Local Benefit

**Relevant Project and References**

Each Proposal must include the completed Relevant Projects and Reference form. and provide information on the firm and its sub-consultants and their experience on similar projects. The proponent shall provide information on past projects which they have performed which demonstrates similar services to those required for this assignment. Each project listed shall include a brief description of the project scope performed by the respondent and its relevance to the proposed assignment. It shall identify the proponent's office(s) the work was performed from, the date (time frame) the services were performed, the magnitude and cost of the project, and contact/reference information for each project listed.

The resume of the proposed Project Manager, included in the RFP, shall be clear, dated and detailed to the related assignment experience. References shall be furnished for each project listed (include date when work performed and relevance to subject assignment and at least one contact name and phone number for each project). Unless otherwise noted, the Project Manager shall be a licensed Professional Engineer.

Each respondent is requested to provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last three (3) years.

See Annex E - Relevant Projects and References

## D. MANDATORY TECHNICAL REQUIREMENTS

**Competence of Designer**

The Contractor or his specialist Sub-Contractor employed to provide the detailed design and to install the CP System shall demonstrate competence in the design and installation of CP systems used in similar applications.

All work relating to the design, installation, testing, commissioning and operation of the CP System shall be supervised and signed off by a cathodic protection specialist employed by the Contractor or specialist Sub-Contractor certificated to Level 3 Marine Sector in accordance with BS EN 15257. Where the designer is not certified to this level, evidence shall be provided to the Employer of equivalent competence and experience.

**Design Standards**

The Contractor is required to produce a design for the CP system in accordance with the latest revision of the following standards:

BS EN 12473 General Principles of Cathodic Protection in Sea Water

BS EN 13174 Cathodic Protection for Harbour Installations

BS EN 13509 Cathodic Protection Measurement Techniques

BS EN 15257 Cathodic Protection Competence Levels and Certification of Cathodic Protection Personnel

Where there is conflict between the above Codes and Standards, the highest standard and most onerous requirement shall take precedence.

**General**

See also the Cathodic Protection Performance Specification March 2013 Revision A. Be aware that this document was produced to be used as part of the Heritage Wharf Improvement Works project in 2013/14.

## E. PRE-CONDITIONS OF AWARD

**Bermuda Registrar of Companies**

The proponent is to be registered as a company with the Bermuda Registrar of Companies, and be current with all payments

**In good standing with the Office of the Accountant General**

The proponent is to be current on all required filings and payments with the Office of the Accountant General

**In good standing with the Ministry of Public Works**

The proponent is to be current on all required filings and payments with the Ministry of Public Works

**In good standing with the Department of Social Insurance**

The proponent is to be current on all required filings and payments with the Department of Social Insurance

**In good standing with the Office of the Tax Commissioner**

The proponent is to be current on all required filings and payments with the Office of the Tax Commissioner

**Safety and Health**

All works must be carried out in strict accordance with the Bermuda Occupational Safety & Health Act, 1982 and Occupation Safety and Health Regulations of 2009. Alcohol, Smoke and Drug-Free Policy: All Government buildings and work sites are designated as alcohol, smoke and drug-free.
The work on site shall not commence until the Employer is satisfied that a suitable and sufficient Health and Safety Plan, complying with the current Regulations, has been produced for the works.

**Insurance**

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

## F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

**Weighting of the Mandatory Submission Requirements**

The weighting for the Mandatory Submission Requirements is based on pass or fail. If a proposal response fails to submit all the mandatory submission requirements that proposal response will not be consider for further evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Category** | **Weighting (%)** | **Threshold** |
| 1 | Pricing | 30 | N/A |
| 2 | Experience and Qualifications | 30 | N/A |
| 3 | Relevance of completed projects, experience and references | 20 | N/A |
| 4 | Demonstrated understanding of the project | 10 | N/A |
| 5 | Local Benefit | 10 | N/A |

**1. Pricing**

See Appendix C - Pricing

**2. Experience and Qualifications**

Each proponent should provide the following in its proposal:

(a) a brief description of the proponent;

(b) a description of its knowledge, skills, experience and list of plant and equipment relevant to the Deliverables; and

(c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.

**3. Relevance of completed projects, experience and references**

Each proponent is requested to provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last three (3) years. Submitted reference supporting proponent performance to time and budget constraints of previous projects.

One (1) Bank or other financial institution reference: The proponent provided a reference for a bank or other financial institution confirming the proponent’s capacity to provide the necessary financial resources to complete the work in accordance with the contract and schedule.

**4. Demonstrated understanding of the project**

The proposal will be evaluated on the following:

Proponent thoroughness of proposal and ability to meet requirements

* Ability to meet deadlines
* Well-articulated and comprehensive description of offer
* Proposals are to be concise, one PDF file of no more than twenty (20) pages

**5. Local Benefit**

The proposal shall be evaluated on their:

* Engagement of Bermudian workforce during the project
* Use of Local Businesses in the proponent’s supply chain
* Use of Local Sub-contractors (if applicable)
* Submit Safety and Health record for three years of reporting Environmental Considerations and Policy (Proponent to provide copy)

# APPENDIX E – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

### Notes for the Proponents

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive proposals from suitably qualified persons or entities. In recognition of this principle, each person or entityy that submits a proposal will be required, by way of the signature of a duly authorized representative of the company, to confirm that the proposal has been submitted without any form of collusion.

All proponents must complete and sign a Certificate of Confirmation of Non-Collusion. Any proposals submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the proponent will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the proponent and/or any party involved in the matter.

Any proponent that submits false information in response to this Request forProposals (RFP), and any other person or entity involved in collusion, may be excluded from competing for future contracts tendered by the Government of Bermuda.

### Confirmation of non-collusion

I/We certify that this is a bona fide proposal, intended to be competitive and that I/We have not fixed or adjusted the amount of the proposal or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the RFP pack, or supplementary information provided to all proponents.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

1. communicating to a person other than the RFP Contact the amount or approximate amount of my/our proposed proposal (other than in confidence in order to obtain quotations necessary for the preparation of the proposalfor insurance);
2. entering into any agreement or arrangement with any other person that he shall refrain from competing or as to the amount of any proposal to be submitted; or
3. offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this procurement.

Signed

 (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for and on behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_