



Ministry of Tourism and Transport
Department of Public Transportation

Request for Proposals
For
Low Emission Public Transit Buses

Request for Proposals No.: **001LEB**

Issued: **Monday, August 05, 2019**

Submission Deadline: **Monday, September 16, 2019 05:00:00 PM AST**

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS.....	3
1.1 Invitation to Proponents.....	3
Overview	3
Project Background.....	3
Fleet Information	4
1.2 RFP Contact.....	5
1.3 Type of Contract for Deliverables	5
1.4 RFP Timetable	5
1.5 Submission of Proposals	6
PART 2 – EVALUATION, NEGOTIATION AND AWARD.....	7
2.1 Stages of Evaluation and Negotiation.....	7
2.2 Stage I – Mandatory Submission Requirements	7
2.3 Stage II – Evaluation	7
2.4 Stage III – Pricing	7
2.5 Stage IV – Ranking and Contract Negotiations.....	7
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS.....	9
3.1 General Information and Instructions.....	9
3.2 Communication after Issuance of RFP	10
3.3 Notification and Debriefing.....	11
3.4 Conflict of Interest and Prohibited Conduct.....	11
3.5 Confidential Information.....	13
3.6 Procurement Process Non-Binding.....	14
3.7 Governing Law and Interpretation.....	15
APPENDIX A – FORM OF AGREEMENT	16
APPENDIX B – SUBMISSION FORM	17
APPENDIX C – PRICING	20
APPENDIX D – RFP PARTICULARS.....	22
A. THE DELIVERABLES	22
B. MATERIAL DISCLOSURES.....	22
C. MANDATORY SUBMISSION REQUIREMENTS	23
D. MANDATORY TECHNICAL REQUIREMENTS.....	24
E. PRE-CONDITIONS OF AWARD	25
F. RATED CRITERIA	25
APPENDIX E – CERTIFICATE OF CONFIRMATION OF NON-COLLUSION	27
 ANNEX A - SAMPLE CONTRACT	
 ANNEX B - LOT RESPONSE FORM	
 ANNEX C - REFERENCES	
 ANNEX D - LOCAL BENEFITS FORM	

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 **Low Emission Public Transit Buses** as further described in Section A of the RFP Particulars (Appendix D) (the “Deliverables”).

Overview

This Request for Proposals (“RFP”) is an invitation by the Government of Bermuda (“Government”), Ministry of Tourism and Transport and the Department of Public Transportation (“DPT”) to qualified suppliers of **Low Emissions Public Transit Buses and, where applicable, Electric Bus Charging Infrastructure**, as further described in Section A of the RFP Particulars (Appendix D) (the “Deliverables”).

DPT will only consider complete submittals that include all required information as described herein. Incomplete submittals may be rejected.

Project Background

Bermuda is an island in the North Atlantic Ocean, approximately 600 miles due east of the USA’s North Carolina, with a land area of 57 square kilometers. Transport options include private cars, scooters, taxis, minibuses, ferries, and public transit buses. Rental options for visitors include scooters and two-seater mini cars, while car ownership for residents is restricted to one car per household. The public transportation system, including buses and ferries, provides a vital service for residents and visitors.

Bermuda is a vibrant, technically oriented community and a world class tourism and international business jurisdiction, whose public transportation system operates 18 hours per day, seven days a week, and 365 days a year.

Further underscoring the importance of public transportation in Bermuda is the recent growth in cruise visitors. The majority of vessels visiting Bermuda’s ports remain for two to three days leading to a sustained increased demand on the island’s transportation system for approximately six months of the year.

DPT is committed to providing a quality public bus service for Bermuda’s residents and visitors. The challenges of operating and maintaining buses in Bermuda include its corrosive coastal environment, narrow winding roads with limited sidewalks, and varying topography. This necessitates a narrow body bus, of quality build and reliable performance.

DPT is procuring appropriately sized buses and associated infrastructure in the form of two (2) Lots, Lot A - Smaller Transit Buses, and Lot B - Larger Transit Buses, for the purpose of improving system reliability, lowering emissions, improving accessibility, and reducing operating cost. Both

Lot A and Lot B are both open to electric, diesel, or hybrid drivetrains with total cost of ownership and emissions being key criteria for selection. Proposals are invited from suppliers and manufacturers that conform to the stated specifications and performance measures.

DPT Background

The Bermuda Department of Public Transportation (DPT), formerly the Bermuda Public Transportation Board, is a department within the Ministry of Tourism and Transport and has served Bermuda for over 70 years. Its mission is “Moving Bermuda with a quality public bus service.”

DPT and the Department of Marine and Ports collaborate to provide an integrated bus and ferry service for commuters, students, and visitors. DPT is responsible for the island-wide public bus service, covering an area of 57 square kilometers.

The island is serviced by 11 bus routes ranging in distance from three kilometers to 25 kilometers. Five of these routes service local areas and are all less than eight kilometers one-way. The remaining six primary routes are range from 20 to 25 kilometers one-way. The public bus service operates 18 hours per day, and 365 days of the year. The service frequency varies by route, day, and time. Bus routes and schedule information can be viewed online at www.gov.bm/bus.

Fleet Information

The current fleet of 105 buses operates out of the maintenance depot located in the central part of the island and is supported by three terminals located in the east, west and central parts of the island. Included in the central depot facility is DPT’s purchasing and stores section who source and supply parts in support of maintenance and repair activities. The maintenance and stores personnel have developed significant experience over the years in support of its fleet and play a central role in the fleet procurement process.

The current DPT fleet of buses is built on the MAN A66 chassis and earlier derivatives, supplied by various body builders over time. The most recent units are fitted with six-cylinder MAN Euro VI diesel engines and ZF automatic transmissions with integral retarders. The buses are constructed with stainless steel framing and glass fiber bodies to combat the corrosive effects of the coastal marine environment. Vehicles drive on the left side of the road, and as such, DPT buses are equipped with right-hand-drive steering.

Currently, 64 of the existing 105 bus fleet are over 10 years old. The expected service life of a bus is 12 years. DPT has embarked on a fleet modernization program that seeks to reduce the average age of the fleet while implementing the latest technology to provide a safe, reliable, accessible, and frictionless transport experience. Furthermore, in an effort to improve local air quality, reduce CO₂ emissions, lower cost, and improve the quality of service, DPT seeks to replace its existing buses with efficient, low emissions vehicles.

Statement of Intent

The Department of Public Transportation is seeking proposals from qualified suppliers to provide appropriately sized, reliable, efficient, and low emissions buses for Bermuda. The proposed solution shall consist of small vehicles and/or large vehicles according to the lots defined within this RFP. Electric, diesel and hybrid diesel-electric drivetrains will be considered.

1.2 RFP Contact

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

Mr. Adrian Dill, email: dpt@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 prior to the Submission Deadline noted in the RFP timetable below.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notice>. 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 requested to enter into direct contract negotiations to finalize an agreement with the Government for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Government and the selected proponent. It is the Government’s intention to enter into an agreement with only one (1) legal entity. The term of the agreement is to be for a period of , 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 .

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	Monday, August 05, 2019
Deadline for Questions	Monday, August 19, 2019 4:00 PM
Deadline for Issuing Addenda	Monday, August 26, 2019 4:00 PM
Submission Deadline	Monday, September 16, 2019 05:00:00 PM
Rectification Period	3 business days
Anticipated Ranking of Proponents	Monday, September 30, 2019
Contract Negotiation Period	30 calendar days
Anticipated Execution of Agreement	Friday, November 29, 2019

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: **dpt@gov.bm**

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 deadline will be rejected.

1.5.3 Proposals to be Submitted in Prescribed Format

Proponents shall submit at minimum of one (1) electronic copy (e-copy) of their proposal in **Adobe PDF format only**. If both a hard copy (optional) and an e-copy (required) of the proposal are submitted and there is a conflict or inconsistency between the hard copy and the e-copy of the proposal, the electronic Adobe PDF copy of the proposal will prevail. Hard copy 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 Monday, September 16, 2019 5:00:00 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

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. The Government is under no obligation to return withdrawn proposals.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The Government will conduct the evaluation of proposals and negotiations 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. If a proposal fails to satisfy all of the mandatory submission requirements, the Government will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Government issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

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. Questions or queries on the part of the Government as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

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 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the

Government. In the event of a tie, the selected proponent will be the proponent selected by way of the lowest price.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Government or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Government and the selected proponent. Negotiations may include requests by the Government for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Government for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The Government intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Government invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Government may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the Government elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked 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 or 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 to be negotiated with the selected proponent 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 should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. 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 is not 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 is not 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 must 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, Clarify and Supplement

When evaluating proposals, the Government may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The information may include, without limitation, clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The Government may revisit, re-evaluate and rescore the proponent's response or ranking on the basis of any such information.

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 proponent wishes 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:

- (a) 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
- (b) in relation to the performance of its contractual obligations 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 an invitation to negotiate 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:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) 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

- (a) is the sole property of the Government and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Government; and
- (d) 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 Procurement Process Non-Binding

3.6.1 No Process Contract and No Claims

This RFP is a request for proposals only and participation in this RFP is not intended to create legal obligations between the Government and any of the proponents or their representatives. For greater certainty and without limitation:

- (a) Participation in this RFP will not give rise to any preliminary contract or collateral contract;
- (b) No proponent shall have any claim for any compensation of any kind whatsoever (whether in contract, tort, law, equity or otherwise), as a result of participating in this RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim against the Government;
- (c) The decision to award or not to award a contract to any proponent is at the discretion of the Government. The Government shall have no liability to any proponent with respect to the awarding of a contract or the failure to award a contract to any proponent. Proponents acknowledge that the proponent that submits the proposal with the lowest price might not be awarded a contract.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Government by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Government to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Government may cancel or amend the RFP process without liability at any time. Cancellation may occur, for example, if:

- no qualitatively or financially worthwhile offer has been received or there has been no valid response at all;
- the economic or technical parameters of the project have changed fundamentally;
- exceptional circumstances or force majeure render normal implementation of the project impossible;
- all offers exceed the financial resources available, or are otherwise inconsistent with the principles of economy, efficiency and effectiveness; or

- irregularities require cancellation in the interest of fairness.

The publication of a procurement notice does not commit the Government to implement the programme or project announced.

3.7 Governing Law and Interpretation

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

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) 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

The terms and conditions found in the sample Form of Agreement (Annex A) are intended to provide advance notice of some of the key contractual provisions that would be contained in the form of contract.

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 Tax Payroll 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. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Process Contract bidding process), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the

Government and the proponent unless and until the Government and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. 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.

6. No Prohibited Conduct

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

7. 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:

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.

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

- (a) 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.
- (b) Pricing must be provided in Bermuda funds, inclusive of all applicable duties and taxes except for **Bermuda Government Import Duty**.
- (c) 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.

Unless stated otherwise in the RFP documents, the Agreement shall be for the whole works as detailed in these documents and based on the completed pricing information, as submitted by the proponent. The proponent shall fill in separate prices for all items of works described in the Price Breakdown. Items against which no price is entered by the proponent will not be paid for by the Government when executed and shall be deemed covered by the other lump sum prices in the Price Breakdown.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

Lowest total cost of ownership (TCO) divided by proponent's total cost of ownership multiplied by the weighting = proponent's pricing points.

In addition to any rectification processes, or 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:

- (i) 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;
- (ii) Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
- (iii) 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

Component	Costs of Proposed Vehicle
Bus cost including any options required to meet the specifications	
Additional costs for any options that are recommended	
Freight	
Insurance	
Battery cost (if applicable)	
Charging infrastructure cost (if applicable)	
Itemized pricing for recommended spare parts	
Consumables required for the first 12 months	
Training	

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

Respondents must complete a separate Lot Response Form (Annex A) for each bus proposed in response to Lot A - Smaller Transit Buses, and Lot B - Larger Transit Buses. Include the requested operational, technical, and commercial information in the spaces provided. Supporting information, such as specification sheets, brochures, vehicle certifications, etc. must be clearly referenced in the relevant response field, and appended to the submission in fixed form.

Both Lot A and Lot B are both open to electric, diesel, or diesel-electric hybrid drivetrains with total cost of ownership and emissions being key criteria for selection. DPT will consider proposals that create a path toward zero emissions electric on the same bus chassis. If electrification is in the development plan, please provide an expected deployment date and costs for both vehicles.

Smaller Transit Buses for Local Routes

DPT is seeking to appropriately size their fleet by procuring two different size buses. The first procurement, Lot A, will be for 30 smaller public transit buses for local routes, with 16-24 passenger seats. The local routes are up to eight (8) kilometers in each direction. Lot A must be delivered within six (6) months of contract signing.

Larger Transit Buses for Primary Routes

The second procurement, Lot B, is for 30 larger public transit buses with a minimum of 30 passenger seats, plus standing capacity to service the longer primary routes. The primary routes are up to 25 kilometers in each direction. The procurement timing for Lot B will be subject to evaluation of the RFP submissions.

B. MATERIAL DISCLOSURES

N/A

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. Lot Response Form

Complete a separate form for each bus proposed in response to Lot A and Lot B, providing the requested information in the spaces provided. Supporting information, such as specification sheets, brochures, and vehicle certifications, should be included but may not be in lieu of providing complete responses in the Lot Response Form. In the event such documents are included, they must be clearly referenced in the relevant response field and appended to the submission.

See Annex B - Lot Response Form

4. Organizational Capabilities

Respondents must provide proof of organizational resources, including:

- a) A brief overview of the Company
- b) Order Fulfillment Strategy
- c) Production facilities to be utilized in fulfillment of the Contract
- d) Evidence of human and physical resources sufficient for fulfilment of the Contract as specified
- e) Biography of key personnel to be utilized in fulfillment of the contract, including their experience and qualifications
- f) Spare parts supply and distribution network specific to the proposed vehicles and equipment
- g) After sales support including spare parts, technical support and training resources specific to the proposed vehicles and equipment
- h) Number of sales life-to-date and in the past three years, specific to the proposed vehicles and equipment. In cases where the proposed vehicle is a new model, derived from of an earlier model, also include sales of the earlier model.

5. Training

Provide a description on proposed technical training for the vehicles and equipment to be supplied. Include scope of training, training hours per system/topic, location of training, training facilities and materials.

6. References, Warranty and Cancelled Contract Disclosure

- a) Client references for three relevant public bus projects completed within the past three years that speak to contract performance including, timely deliveries, meeting specifications, warranty provisions, spare parts availability, technical support, and resolution of commercial matters
- b) Warranty provisions for all goods and services provided under the Contract
- c) Disclosure of any defaults or cancellations on previous contracts within the past five years, including a description of the issue

D. MANDATORY TECHNICAL REQUIREMENTS

Overall Dimensions of the Bus

- a) Height – Single Deck up to 2.980 m
- b) Width – Lot A Smaller Bus up to 2.300 m
- c) Width – Lot B Larger Bus up to 2.380 m (2.300 m preferred)
- d) Length - Up to 9.300 m

Capacity

- a) Lot A Smaller Buses: 16 to 24 passenger seats
- b) Lot B Larger Buses: Minimum 40 passengers, with minimum 30 seated

Bus Envelope

- a) Bus construction and materials must be able to withstand a coastal marine environment for 12 years
- b) Sliding windows for ventilation in passenger compartment
- c) Driver Orientation - Right Hand Drive

Range for Electric Buses

a) 150 km at full passenger capacity with air conditioning

Climate Control

a) Air conditioning capable of maintaining interior temperature at or below 21 degrees C when fully loaded with passengers, exterior temperature of 30 degrees C, relative humidity 80% and passenger door opening every five minutes.

Fueling

a) Electric Charging - Charging must happen at the depot

b) Diesel Fuel - Ultra Low Sulfur Diesel per US EPA

Interior

a) Front and side LED destination sign

b) Operator intercom

c) Push button bells and “next stop” display

d) Grab railings and handles for passengers

E. PRE-CONDITIONS OF AWARD

Training

Provide a description on proposed technical training for the vehicles and equipment to be supplied. Include scope of training, training hours per system/topic, location of training, training facilities and materials.

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.

#	Category	Weighting (%)	Threshold
1	Pricing	30	N/A
2	Operational and Technical Specifications	10	5
3	Qualifications and Experience	10	5
4	After-Sales Technical Support	10	5
5	References	10	5
6	Social, Economic and environmental	30	N/A
Total Points		100	

1. Pricing

See Appendix C - Pricing

2. Operational and Technical Specifications

- a. Fit for purpose and environment
- b. Reliability and durability
- c. Maintenance requirements
- d. Efficiency & emissions
- e. Accessibility

3. Qualifications and Experience

- a. Organizational capabilities to deliver the contracted requirements
- b. Depth of resources and facilities
- c. Project management and risk mitigation strategy
- d. References for the successful delivery of similar projects

4. After-Sales Technical Support

- a. Spare parts availability
- b. Technical training and product support
- c. Warranty provisions and customer care

See Annex C - References

5. References

- a. References for the successful delivery of similar projects
- b. Product deployment

See Annex D - Local Benefits Form

6. Social, Economic and environmental

- a. Local economic benefit
- b. Sustainability
- c. Environmental, Health and Safety policies

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 entity 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 for Proposals (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:

- (a) 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 proposal for insurance);
- (b) 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
- (c) 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 _____