

Government of Bermuda  
Ministry of National Security



**Request for Proposals (“RFP”)**  
**For**  
Farm Facility (St. George’s)  
Closed Circuit Television (“CCTV”)  
Camera System Upgrade  
And  
Maintenance Service Agreement

**Issued: August 29<sup>th</sup>, 2015**



Reference # MNS/DOC/G&S/2015/001

29<sup>th</sup> August 2015

**Letter of Invitation**

Dear Bidders

**RE: Department of Corrections, Farm Facility (St. Georges) Close Circuit Television (CCTV) System Upgrade**

The Government of Bermuda, through Ministry of National Security, the Department of Corrections (DOC) is requesting proposals from qualified and experience firms to supply and install CCTV Cameras, along with a three (3) year maintenance service level agreement for the CCTV (Closed Circuit Television) system for The Farm Facility, which is located on 29 Ferry Road, Ferry Reach, St. Georges Parish. The existing CCTV system allows the DOC to monitor and record activities in and around the facility. All new CCTV cameras provided must be able to capture and store video images for a minimum of 90 days.

The DOC wishes to replace **seven (7)** existing cameras (2 PTZ and 5 fixed) and add **six (6)** new cameras (1 PTZ, 2 indoor dome PTZs and 3 fixed). All new cameras to be appropriate HD high resolution cameras in predetermined locations. The existing **recording devices** along with the **monitors** must also be replaced to support the HD viewing and recording (hybrid system).

The specifications herein are intended to convey the minimum requirements as developed by the DOC. The prospective contractor must meet the minimum requirements. In addition, the contractor is encouraged to offer items which (in the prospective contractor's expert opinion) are deemed necessary or desirable for such CCTV system. Prospective contractors shall propose certain models that they believe will best meet the DOC's needs.

Proposals are invited from individuals and/or companies who would be fully experienced and qualified in supplying, installing, and servicing of CCTV systems. We are also looking for the most cost effective solution for this comprehensive program as outlined within the Request for Proposal (RFP) documents.

**Contract Period:** The after service level agreement arising from this Request for Proposal will be for a period of 3 years.

Please submit a sealed proposal in accordance with the Request for Proposal attached herein and to enable you to submit a proposal, please find enclosed:

- Instructions to Bidders
- Statement of Requirements
- Attachments A and B



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- Appendices

The following appendixes are to be completed and returned with your proposal

Appendix I: Desired Qualifications and Technical Evaluation Criteria (Answers)

Appendix II: Company's Qualification Profile

Appendix III: Company Information

Appendix IV Current or previous customer reference(s)

Appendix V: Certificate of Confirmation of Non-Collusion

Appendix VI: Form of Agreement

Full details and Request for Proposals documents may also be obtained from [www.opmp.gov.bm](http://www.opmp.gov.bm) procurement notices website.

**Queries**

All queries must be in writing and directed to Mr. Ferdinand Thorne by email at [fdthorne@gov.bm](mailto:fdthorne@gov.bm).

There will be a pre-bid meeting held on 15<sup>th</sup> September 2015 at 10:00 a.m. at the Farm Facility, Bidders are encouraged to attend.

If you do not attend the pre-bid meeting, the last date on which questions can be received is no later than 4:00 p.m. on 25<sup>th</sup> September 2015. Answers will be disseminated in addendum format for all bidders to see on the [www.opmp.gov.bm](http://www.opmp.gov.bm) under procurement notices by the end of day on 30<sup>th</sup> September 2015.

This letter is not to be construed in any way as an offer to contract with your Company.

We look forward to receiving your proposal and thank you in advance for your interest in Government procurement opportunities.

Yours Sincerely,

Keeva-mea Joell-Benjamin,  
Assistant Commissioner Administration,  
Department of Corrections.



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**Part 1 Instructions to Bidders**

**1. PUBLIC ACCESS TO INFORMATION:**

Any information collected or used by or on behalf of the Government of Bermuda 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.

**2. Important Dates**

Publish date for the Request for Proposal	By 29 <sup>th</sup> August, 2015
Pre-bid Meeting	10:00 a.m. ADT, September 15 <sup>th</sup> , 2015 at the Farm Facility, 29 Ferry Road, Ferry Reach, St. George
Questions Submitted by Prospective Bidders	By 25 <sup>th</sup> September, 2015
Answered Provided by Department	By 30 <sup>th</sup> September, 2015
Bidder Proposals Submitted	5:00 pm ADT 16 <sup>th</sup> October, 2015
Bidder Selection	Upon Cabinet Approval
Commencement of Work	Within 7 business days after contract signing

**3. Pre-Bid Conference**

The Bidder or his official representative is required to attend a pre-bid meeting that will be held at the Farm Facility at the time and date specified in the RFP. No claims in relation to want of knowledge will be entertained.

The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. Minutes of the meeting, including copies of the questions raised and responses given, will be furnished expeditiously to all Bidders. Any modification of the proposal documents listed that may become necessary as a result of the pre-bid meeting will be made and furnished to all bidders.

**4. Department Contact Details**

Executive Sponsor	Ministry of National Security, Department of Corrections
Department Contact Details	Mr. Ferdinand Thorne, Works Operations Manager Department of Corrections Clock Tower Parade, Dockyard, Sandys Parish, Phone: (441) 704 9772, Desk (441)234 1264 Email: <a href="mailto:fdthorne@gov.bm">fdthorne@gov.bm</a>



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**5. Submission Deadline**

- i. Proposals must be received no later than **5:00 pm, Atlantic Standard Time (AST), on 14<sup>th</sup> October, 2015.**
- ii. Proposals received after the stated deadline will be considered as a 'NO BID' and 'VOID'.
- iii. All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the Submission Deadline.
- iv. DOC may, at their own discretion, extend the deadline for submission of proposals by issuing an amendment in which case all rights and obligations of the DOC and the Bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended as per Clause 7.

**6. Late proposals**

Late proposals WILL NOT BE CONSIDERED. The deadline is absolute and proposals received after the due date and time shall not be considered. Bidders must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time, as specified in "Important Dates" (Clause 2).

**7. Procedure for Submitting Questions and Enquires**

- i. Questions pertaining to this RFP must be submitted IN WRITING via e-mail to [fdthorne@gov.bm](mailto:fdthorne@gov.bm). Please be as specific as possible, citing the clause and number where possible. Questions must be submitted by the deadline provided.
- ii. The Department of Corrections will provide a written response to all pertinent questions in the form of an Addendum which will be posted at [www.opmp.gov.bm](http://www.opmp.gov.bm) under the Procurement Notice website and sent to all Bidders registered via email.
- iii. Questions must be submitted by the questions deadline, as specified in "Important Dates" (Clause 2). Questions after this deadline will not be answered.
- iv. At any time before the submission deadline of the RFP, the Government may alter or amend, in whole or in part, any terms or provisions of this RFP. The Government will communicate any such modification or amendment in the form of addendum.

**8. Modifications and Withdrawal of Proposals**

- i. The Bidder may modify or withdraw their proposal after submission, provided that the modification or notice of withdrawal is received in writing by the Government prior to the prescribed deadline for submission of proposals.
- ii. The Bidder's modification or notice of withdrawal shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause 2 for the submission of Proposals with the envelope additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate.



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- iii. Subject to Clause 6, no Proposal shall be modified subsequent to the deadline for submission of Proposals.

**9. Submission Delivery**

- i. All submissions become the property of the Government of Bermuda and will not be returned. All conditions contained in the RFP are considered accepted by the Bidder in any information submitted.
- ii. Submissions may be from individual bidders or multiple bidders. In the case of multiple bidders, one party must be clearly identified as the primary bidder, with all others being indicated as secondary bidders.
- iii. All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the Submission Deadline.
- iv. All proposals shall be submitted as hard copy bound documents. The original hard copy version of the proposal will be considered the official proposal submission.
- All pages shall be sequentially numbered and a table of contents shall be provided.
  - The font size on each page shall be 12, Times New Roman.
  - The pages shall be double sided and double-spaced.
- v. Proposals are to be submitted in a sealed envelope (package)
- vi. Three (3) identical bound copies of the Proposal shall be included in the envelope.
- One (1) copy marked "Original" and containing original signatures.
  - Two (2) copies marked "Duplicate."
  - One (1) digital copy (Adobe PDF format)
- vii. The sealed envelope must be delivered to the following address:-
- Department of Corrections Headquarters  
Clock Tower Parade, Dockyard,  
Sandys Parish,
- viii. The outer envelope **must clearly** be marked with the title 'Request for Proposals for Farm Facility CCTV Camera system Upgrade, Attention: Mr. Ferdinand Thorne, "Do Not Open until 5:00 p.m. AST on 14<sup>th</sup> October, 2015"
- ix. If the envelope is not sealed and marked as instructed above, the Government will assume no responsibility for the misplacement or premature opening of the proposal submitted. An envelope opened prematurely for this cause will be rejected by the Government and bidder will be notified.

**10. Cost related to Proposal Preparation**

- .1 The bidder shall bear all costs associated with the preparation and submission of the proposal and the Government of Bermuda, Ministry of National Security, Department



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of Corrections, hereinafter referred to as the Government, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**11. Letter of Submission**

Each proposal must be accompanied by a Letter of Submission that:

- i. identifies the submitting bidder;
- ii. includes a statement indicating which bidder, if multiple bidders are proposing jointly, intends to act as primary bidder and contact for proposal evaluation questions and the delivery and maintenance of all post-proposal correspondence;
- iii. Includes a brief statement of the bidder's understanding of the work to be done and a summary of the proposed definition of services to be delivered in accordance to Part 2 Statement of Requirements.
- iv. identifies the name, title, address, telephone number, fax number, and e-mail address of each person authorized by the bidder to contractually obligate the bidder;
- v. identifies the name, title, address, telephone number, fax number, and e-mail address of the bidder contact;
- vi. includes a statement that the person signing the transmittal letter is authorized to legally bind the bidder;
- vii. is signed by the person(s) authorized to contractually obligate the organization; and
- viii. Acknowledges receipt of amendments to this RFP, if any.

**12. Response Documents and Content of Proposal Submission**

In order to expedite the evaluation process, each proposal shall be organized in accordance with this section. Proposals that do not follow the specified format outlined below, or fail to provide the required documentation, may receive lower scores. In the event of any conflict between any of the proposal documents, resolution thereof shall be in the DOC's sole discretion.

Proposal shall be written in the English language. Proposals shall not exceed Twenty five (25) pages in length, excluding supporting material. Supporting material includes only requisite project references and resumes of key personnel. Proposals shall include the following information in the format indicated:

- i. **Executive Summary** – Include a summary containing highlights of the proposal, describing how the prospective contractor will meet the requirements of the RFP. Include the proposed approach to providing the services described in this RFP and a statement of the prospective contractor's understanding of the project and services required.
- ii. **Table of Content** – A table of contents shall be provided that identifies the page numbers where the various sections included in the proposal can be found.
- iii. **Company Information (Appendices III – VI)** - Including bidder qualifications and experience as well as background information on the personnel proposed to work on the project (**including credentialing and licensing of each staff person**), the size of staff, overall capabilities, and a brief description of who will be assigned to manage the CCTV Camera



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System. All corporate bidders must include, with their proposal, a copy of the company's certificate of incorporation as evidence of the fact that the company is an existing registered company as at the date of proposal. Failure to provide the certificate of incorporation will render the proposal void.

- iv. **Proposed Definition of Services to be delivered** – A description of the proposed solution that will meet the requirements set out in the Requirements Document. The description should set out the services provided to support the requirements.
- v. **Project Plan and Response to Technical Questions** – A description of the proposed approach which will be used to deliver the works outlined in the Statement of requirements and the Technical Questions (*See Appendix II*). The bidder must describe the project methodology they will use for the project. This segment of the proposal should establish the appropriateness and value of the proposed methodology in relation to this RFP. Bidders should identify other projects they have completed of a similar nature, if any. Bidders should identify the potential risks which, in their experience, occur on projects of this type. In addition, the Bidder should identify steps that can be taken by the Bidder or by the Government of Bermuda to avoid or mitigate these risks. Activities should be incorporated in the project plan to reduce the occurrence, severity and effect of events or situations that can compromise attaining any project objective.
- vi. **Technology Approach and Architecture:** - Please describe the overall technology approach and architecture being proposed. Specify the make and models of equipment being proposed and the names, publisher and version of any software.
- vii. **Project Approach and Schedule-** the Proposal shall describe the project implementation approach; detail the roles and responsibilities of the DOC and the contractor; and the schedule for each of the projects major tasks. The schedule for each task and timing of each deliverable should be based upon 'the number of calendar days or weeks needed to complete the project. In additional bidders are asked to provide a detailed three (3) year maintenance plan and related actions for the said CCTV system.
- viii. **Financial (Costs) Proposal** – To deliver proposed services, including initial staffing and technology costs. The rates shall be quoted by the bidder in Bermuda Dollars.
  - 1) The cost for the supply and installation of the cameras.
  - 2) Total cost of installation per camera.
  - 3) Proposal for the review and upgrade of the CCTV system's technology every 3 years.
  - 4) Proposed monthly maintenance cost of CCTV system to be carried out by contractor for a three year period.
  - 5) Rate per hour of emergency repair to existing CCTV system.
- ix. **All related Appendices** attached are duly completed and signed.  
The following documents must be completed and submitted with your proposal. Proposals that do not include the following documents shall be deemed non-responsive and will not be considered:  
Appendix VI – Current and Previous customer reference



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Appendix V– Certificate of Confirmation non-collusion

- x. **Sample Documents** – The proposal shall include sample documents of license and maintenance agreements if applicable.
- xi. **Required Government Resources** – any applicable resources required of the Government of Bermuda must be identified.

**13. Proposal Validity Period**

- i. Proposal shall remain valid and open for a period of ninety (90) calendar days from the date fixed for receiving. The Proposal shall remain binding and may be accepted at any time before the expiration of that period. The Bidders shall maintain, without charge, the proposed key staff. In exceptional circumstances prior to expiry of the original Proposal Validity period.
- ii. The Government may request the Bidder for a specified Extension in the period of Validity. The request and the responses thereto shall be made in writing by email or by facsimile. A Bidder may refuse the request and withdraw his Tender. A Bidder agreeing to the request will not be required nor permitted to modify their proposal.

**14. Clarification of RFP Information**

- i. All prospective Bidders will be provided with this documentation and the opportunity to submit written enquiries to the Department Contact by sending an e-mail to: [fdthorne@gov.bm](mailto:fdthorne@gov.bm).
- ii. The responses will be communicated to the Bidders who have responded, by email, without identifying the source and will also be posted on [www.opmp.gov.bm](http://www.opmp.gov.bm) procurement notice website.

**15. Bidder's Responsibility**

It is the Bidder's responsibility to ensure its complete understanding of the Requirements Document and instructions specified by the Department. In the event that clarification is required Bidders should submit written enquiries as described in paragraph 5 above.

It is the bidder responsibility to periodically check the [www.opmp.gov.bm](http://www.opmp.gov.bm) procurement notice website for any and all addendum, notifications, and releases associated with this RFP.

**16. Amendments**

At any time before the close of the RFP, the Bermuda Government may alter, amend, delete or add to, in whole or in part, any terms or provisions of this RFP. The Bermuda Government may modify, amend or revise any provision of this RFP or issue addendums at any time. The Department of Corrections will communicate any such modification or amendment to the Bidders via email and posted to the [www.opmp.gov.bm](http://www.opmp.gov.bm). It is the bidder's responsibility to



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periodically check the [www.opmp.gov.bm](http://www.opmp.gov.bm) procurement notice website for any and all addendum, notifications, and releases associated with this RFP.

**17. Confidentiality**

All submissions shall be regarded as containing proprietary information and shall remain confidential from the public unless it is contained in a record that is exempt for disclosure under the Public Access to Information Act 201. However, Details regarding the final contract award (name of bidder and price) may be publicly announced.

**18. Review Process/Evaluation Criteria**

**18.1 Proposal Opening**

- i. Proposals for which an acceptable notice of withdrawal has been submitted pursuant to clause 7 shall not be opened. The Government will examine Proposals to determine whether they are complete, and whether the documents have been properly signed and whether the proposals are generally in order.
- ii. At the Proposal opening, the proposal envelopes shall be opened and names and prices recorded.
- iii. The Government shall prepare and record the names of bidders at the proposal opening, including the information disclosed to those present and who participated in the opening, after the opening the proposals will be delivered to the evaluation team for evaluation.

**18.2 Evaluation Process to be Confidential**

- i. After the opening of proposals, information relating to the examination, clarification, evaluation and comparison of proposals and recommendations concerning the award of contract shall not be disclosed to Bidders or other persons not officially concerned with such process until the award of the Contract to the successful Bidder has been announced.
- ii. Any effort by a Bidder to influence the Government in the process of examination, clarification, evaluation and comparison of proposals, and in decisions concerning award of Contract, shall result in the rejection of the Proposal.

**18.3 Evaluation Process**

The proposals submitted to the Government of Bermuda will be evaluated in -stages based on the standard Government of Bermuda evaluation. The first stage is a qualitative evaluation of each proposal by the individual project team members followed by moderation and consolidation resulting in a short list of potential bidders. Subsequently, client references will be taken up for the short listed bidders; then they may be requested to make a presentation and onto the final award recommendation.



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**18.3.1 Proposal Responsiveness (Pass/Fail) (Stage 1)**

- i. Proposals will be reviewed to determine compliance with all baseline requirements.
- ii. Submission must be timely, and all required documentation must be included. Submissions that are late or that fail to contain the required documents and information will be considered nonresponsive and will be disqualified from further consideration.
- iii. Required Documentation: Proposal will be reviewed to determine if all required documentation was included with proposal submittal as described in clause 11. Proposals that fail to contain the required documents with their technical/cost proposals will be disqualified from further consideration.

**18.3.2 Proposal Review and Technical Evaluation (Stage 2)**

- i. The proposals will be evaluated against the predetermine criteria as set out in Appendix I and II. The proposals will be scored as per the Evaluation matrix weighted scoring method. (Attachment A- Evaluation Matrix).
- ii. Clarification of proposal documents, to assist tin the examination, evaluation and comparison of Proposals, the Department may seek written clarification from any or all Bidders in order to better understand and evaluate the proposed solution. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.

**18.3.3 Presentations/Oral Interviews (Stage 3)**

- i. Bidders who are short listed (proposals determined to have scored in the competitive range) may be invited to present oral presentations for the purpose of introducing key members of the evaluation team, and allowing the Department to fully understand the bidder's ability to meet the evaluation criteria. Oral presentations will not be scored separately. Instead the Department may modify proposal scores and resulting rankings based on the oral presentation.
- ii. The bidder's contact identified in the proposal must be the lead presenter in the oral presentation.

**18.3.4 Financial Evaluation (Stage 4)**

After the technical and oral presentations, the financial offers will be evaluated and the score will be scored accordance with all the criteria outlined under clause 11 (v, vi, vii, and viii) added to Evaluation matrix.



**18.3.5 Final Award Recommendation**

The final award recommendation will be based on the highest scoring proposal based on suitability and experience in supplying and administering the CCTV Camera system. This may not be the lowest proposal received. Final award shall be contingent upon reaching an agreement on contractual terms, if applicable.

**19. Correction of Arithmetic Errors**

- i. Proposals determined to be substantially responsive will be checked by the Department for any arithmetic errors in computation and summations. Errors will be corrected by the DOC as follows:
  - a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
  - b) Where there is a discrepancy between the individual lump sums and the total amount derived from the sum of the individual lump sums, the individual lump sums as quoted will govern, and the total amount will be corrected.
- ii. The amount stated in the Form of Proposal will be adjusted by the DOC in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount of the Proposal, the Proposal will be rejected.

**20. Government's Right to Accept and Proposal and to reject any or all Proposals.**

- i. The Government of Bermuda will not be obliged to accept the lowest price or any of the proposals submitted.
- ii. Each bidder acknowledges and agrees that the Government of Bermuda will have no liability or obligation to any bidders, except to the bidder, if any, awarded a contract by the Government of Bermuda in its sole discretion and it shall be fully and forever released and discharged of all liability and obligation in connection with this RFP.
- iii. The Government of Bermuda reserves the right to cancel this RFP at any time prior to the execution of a contract, without any obligation or reimbursement to any Bidder.
- iv. The Government may declare this request for proposals void when it is evident that there is a lack of competition or there has been collusion.

**21. Award of Contract**

- i. The Department will award the Contract to the Bidder whose proposal has been determined to be substantially responsive to the RFP documents and who, in the opinion of the Department, has offered the best proposal taking into consideration the price, the Bidder's capability and available resources to carry out the Contract effectively and the Bidder's schedule. This may not be the lowest proposal received.



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- ii. The contract will not be awarded to any Bidder who is delinquent with their taxes or obligations (including land, payroll, social insurance, malpractice insurance, or pension) to the Government of Bermuda.
- iii. All agreements will require the contractor to adhere to the terms of their proposal and to act in accordance with all applicable laws and regulations.

**20. Negotiations**

- i. The Department reserves the right to enter into discussions or to negotiate with a bidder as it sees fit, or with another bidder or bidders concurrently. At no time will the Government of Bermuda be required to enter into discussions or negotiations on similar or other terms or offer any modified terms to any other bidders before entering into a binding contract. The Government of Bermuda shall incur no liability to any bidder as a result of these discussions, negotiations or modifications.
- ii. Payments will be authorized on invoices 30 days after receipt of the services, and on completion of reporting requirements. All responses must include any proposed variations to these standard payment terms for discussion and negotiation.

**21. References**

Before awarding any contract the Department reserves the right to require the successful bidder to submit evidence of qualifications as it may deem appropriate. This evidence may include financial, technical and other qualifications as well as the relevant experience and skills of the successful bidder.

**22. Ownership**

All information produced as part of the project is owned expressly by the Government of Bermuda. The bidder can only take possession of relevant Government of Bermuda information when granted by the Project Authorities, and only for the purposes of carrying out the objectives of this project. Use of the data for purposes other than this is strictly prohibited and requires written authorization by the Government of Bermuda.

**23. Notice of Award**

The Government will notify the successful bidder and unsuccessful bidders in writing by email, facsimile or registered letter, after Cabinet Approval has been received.

**24. Signing of Contract Agreement**

- i. At the same time that the successful Bidder is notified in writing that their proposal has been accepted, the Government will send the Bidder the contract agreement for signature.
- ii. Within 7 days of receipt of the Contract Agreement, the successful Bidder shall sign and return it to the Government as directed in the contract document.



**25. Grounds for disqualification**

- i. Contact regarding this procurement with any DOC official or employee or evaluation team member in any way other than specified in the RFP from the time of issuance of this solicitation until the end of the protest period.
- ii. Evidence of collusion, directly or indirectly, among prospective contractors in regard to the amount, terms, or conditions of this proposal.
- iii. Influencing any DOC staff member or evaluation team member throughout the solicitation process, including the development of specifications.
- iv. Evidence of submitting incorrect information in the response to a solicitation or misrepresentation or failure to disclose material facts during the evaluation process.
- v. In addition to violations of the guidelines, the following conduct may also result in disqualification:
  - vi. Offering gifts or souvenirs, even of minimal value, to DOC officers or employees.
  - vii. Existence of any lawsuit, unresolved contractual claim or dispute between prospective contractors and the DOC.
- viii. Evidence of prospective contractors' inability to successfully complete the responsibilities and obligations of the proposal.
- ix. Prospective contractors' default under any DOC agreement, resulting in termination of such Agreement.

**26. Protest Procedures**

If an unsuccessful Bidder wants to dispute the award recommendation, the protest must be submitted to the Chief of Security no later than ten (10) calendar days after the announcement of the successful Bidder, detailing the grounds and providing all supporting information, for review by the Chief of Security. Disputes received after the 10 calendar days from the contract award will not be considered.

The address for submitting protests is:

Department of Corrections  
Attn: Chief of Security  
Upper Floor Clock Tower Mall  
Clock Tower Parade  
Dockyard  
Sandys, Bermuda

**End of Instructions to Bidders**

## Attachment A – Evaluation Matrix

Tender Ref:	[Insert project name here]															
ITEM	CRITERIA	WEIGHTING	SCORES - please see notes & scoring tab						Weighted scores						Comments	
			Tender 1	Tender 2	Tender 3	Tender 4	Tender 5	Tender 6	Tender 1	Tender 2	Tender 3	Tender 4	Tender 5	Tender 6		
<b>1</b>	<b>Experience &amp; Capability:</b>		Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	
1.1	Does the bidder clearly demonstrate the ability to deliver the requirements of the tender?		0.00	0.00	0.00	0.00	0.00	0.00								
1.2	Did the bidder offer evidence of experience with projects of a similar technical level?		0.00	0.00	0.00	0.00	0.00	0.00								
1.3	Did the bidder offer sufficient evidence of experience with completing projects within timescales and budgets?		0.00	0.00	0.00	0.00	0.00	0.00								
1.4	Is the bidder able to complete the work within the required timescales?		0.00	0.00	0.00	0.00	0.00	0.00								
1.5	Does the bidder state that they have sufficient, suitably experienced resources available?		0.00	0.00	0.00	0.00	0.00	0.00								
1.6	Does the bidder have a good track record in Health & Safety?		0.00	0.00	0.00	0.00	0.00	0.00								
1.7	Were the bidders referees positive about their experience of working with the contractor/supplier, and would they use them again?		0.00	0.00	0.00	0.00	0.00	0.00								
<b>1T</b>	<b>Total Score - Section 1</b>	<b>50%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>2</b>	<b>Financial Analysis</b>		Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	
2.1	Tender price (include all costs)		0.00	0.00	0.00	0.00	0.00	0.00								
2.2	The bidder is in a stable financial position.		0.00	0.00	0.00	0.00	0.00	0.00								
2.3	The bidder has no outstanding Government debt		0.00	0.00	0.00	0.00	0.00	0.00								
<b>2T</b>	<b>Total Score - Section 2</b>	<b>30%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>3</b>	<b>Social, Environmental &amp; Economic criteria</b>		Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	
3.1	Percentage of workforce that are Bermudian		0.00	0.00	0.00	0.00	0.00	0.00								
3.2	Does the bidder offer evidence of providing apprenticeships/training positions or being willing to offer them?		0.00	0.00	0.00	0.00	0.00	0.00								
3.3	Does the bidder have an environmental policy in place?		0.00	0.00	0.00	0.00	0.00	0.00								
3.4	Has the bidder given evidence that they have participated in appropriate business skills training e.g. The BSBDC Construction Incubator?		0.00	0.00	0.00	0.00	0.00	0.00								
<b>3T</b>	<b>Total Score - Section 3</b>	<b>20%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
		100%														
	<b>Fully weighted scores</b>								<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		



**Request for Proposal**

General Notes	
<b>Issuance of tenders</b>	All tenders issued must contain a summary of the evaluation criteria and weighting to be used. The Accountable Officer for the tender must ensure that all mandatory evaluation criteria are covered in the tender specification/information requirements
<b>Yellow Cells</b>	Yellow cells are <b>not to be changed</b> as they contain calculation formulae and/or mandatory information
<b>Blue cells</b>	Blue cells are for the evaluation team to fill in. Supplier names should be inserted prior to circulation to the full team to ensure continuity
<b>Weighting</b>	The weighting of sections 1&2 can be amended, however; Section 3 weighting of 20% is mandatory
<b>Amendments</b>	Amendments to the criteria (except yellow areas) are permissible according to the tender requirements, <b>but must be authorised in advance by the OPMP</b>
<b>Section / Scoring</b>	
<i>n.b. In some cases multiple bidders can achieve the same score where they have submitted the same level of evidence.</i>	
1.1	Award a maximum of 5 points to each bid based on their technical knowledge and understanding of the tender requirements
1.2	5 = more than one project at a similar level, 3 = one project at a similar level, 0 = no projects at a similar level. <b>NB this should not be based solely on Govt. experience.</b>
1.3	as 1.2
1.4	5 = can complete in less time than expected, 4 = yes, with no caveats, 3 = yes, with acceptable caveats, 2 = yes, but with unacceptable caveats, 1 = no, but within a reasonable timescale, 0 = no
1.5	5 = yes, 0 = no
1.6	5 = no history of any accidents (major or minor) 3 = no history of major accidents, 1 = no history of major accidents in over 2 years, 0 = no evidence of a track record in H&S
1.7	5 = more than one positive referee submitted and checked, 3 = one positive referee submitted and checked, 0 = no referees in submission / negative responses from referees
2.1 (non construction)	5 = lowest bid, 4 = next lowest etc until 0 = most expensive
2.1 (construction)	5 = equal to or within 15% of estimate, 4 = between 16% to 30% (over or under) of estimate, 3 = between 30% to 40% (over or under) of estimate, 2 = between 40% and 50% (over or under) of estimate, 0 = over 50% more or less than estimate
2.2	Following financial checks, i.e. checking a bank reference, the following scores should be awarded - 5 = all financial checks sound, 3 = minor financial concerns, 1 = major financial concerns, 0 = no evidence provided / evidence of severe financial instability
2.3	Following checks with Social Insurance and Tax Commissioner check the following scores should be awarded - 5 = all financial checks sound, 3 = minor financial concerns, 1 = major financial concerns, 0 = no evidence provided / evidence of severe financial instability
3.1	5 should be awarded to the bidder with the highest percentage of the workforce being Bermudian, down to 0 for the least percentage of Bermudians
3.2	5 = substantive evidence that apprenticeships/training positions in place, 3 = some evidence of apprenticeships/training in place, 0 = no evidence of apprenticeships/training in place
3.3	5 = yes, 0 = no
3.4	5 = graduated from Incubator, 3 = other business skills training evident, 0 = no business skills training evident



## **Part 2 Statement of Requirements**

### **Farm Facility CCTV Camera System Upgrade**

#### **CCTV System Requirements**

##### **1. The CCTV System must meet requirements described below:**

- i. The new cameras must cover designated areas inside the Farm Facility.
- ii. New section of the system must run on a highly resilient private network.
- iii. System must be fully routed and highly distributed in nature avoiding single point of failure.
- iv. The new addition to the system must be easily expandable to allow the addition of future cameras and storage.
- v. Cameras on new recording device should be viewable from the Duty Hut and Intelligence office.
- vi. System must support the transport of captured real time video on NVR or DVR.
- vii. Each of the new camera locations should provide high-resolution nighttime video capture.
- viii. Network availability must be 99.999%
- ix. Ability to transmit live video streams and capture digital video of personnel and objects within the areas of the installations.
- x. The video images must be captured within the exact transaction time, which can be as brief as a couple of seconds. Vendor is responsible for verifying that the cameras are able to capture video images within that transaction time.

##### **2. Video standard must include**

- a. Video standards: HDcctv
- b. Video resolution: 720p, 1080p, megapixel
- c. Recording Rate: D1 up to 50/60ips per input
- d. Video displays: adjustable in size and number
- e. Still image download: BMP/JPEG/PNG format
- f. Record type: Continuous, schedule, event (alarm/motion)
- g. Overwrite modes: Configurable auto deletion and overwrite function by time or disk allocation
- h. Detection: Motion, camera moved, darkening, video loss
- i. System monitoring: Full monitoring including SMART disk health

##### **3. Playback/Search/backup should include:**

- (i) Playback functions: Linear rewind capability
- (ii) Playback speed: up to 8192x
- (iii) Playback mode Multi-way: play, rewind, jump, fast-forward
- (iv) slow motion playback available



- (v) Zoom: Unlimited digital zoom by mouse wheel
- (vi) Search mode: Date, time, alarm.
- (vii) Backup multiple cameras simultaneously.
- (viii) Backup devices: CD, DVD, USB ENG-0009-MAN-12 8

**4. System security should cover at a minimum:**

- (i) Two different user levels, with individual profile for each user
  - (ii) Cameras/displays accessible on a per-user basis
  - (iii) Configuration file Save and Restore capability for new storage unit.
  - (iv) Footage Encryption - Up to 4096 bit encryption
  - (v) Automatic system restart, following power interruption
- A. The date and time must be visible on the video. Time shall be Atlantic Time, with the potential to be synchronized with a time server using Network Time Protocol (NTP).
- B. Cameras shall be mounted in tamper and weather proof housing compliant with manufactures recommendations.
- C. It is desirable for the cameras to be based on non-proprietary technology to allow the flexibility to utilize different components and software from different manufacturers while still providing full function viewing features and full function movement of pan tilt zoom (PTZ) cameras (in the future).
- D. In addition to the manufacturer's warranty, the contractor will provide a one year parts and labor warranty on all new equipment. The contractor will also provide one year of maintenance and make modifications as needed to insure proper operation of the cameras, equipment and all their functions.

**5. Maintenance Requirements**

The successful bidder would be required to adequately maintain the entire CCTV system for a period of three years which would include monthly cleaning and checkups of all cameras and testing on all networks and connections and recording hardware. Response to emergency call outs are to be within four (4) hours.

**6. Prospective contractors' requirements**

- i. The successful prospective contractor shall work with the DOC Works Operations manager to facilitate the implementation of deliverables as defined in this section to a successful conclusion.
- ii. The successful prospective contractors' work hours shall be established prior to the commencement of any services implementation.
- iii. The prospective contractor must specify all hardware required to implement and maintain their proposed improvement to the CCTV system. The prospective contractor must also price separately, the cost of the prospective contractors purchasing all required hardware. The DOC reserves the right to procure hardware



and peripherals through existing procurement vehicles to take advantage of cost savings.

- iv. The prospective contractor must be willing to perform a proof of concept of their proposal.

#### **7. Debt to Government**

The successful contractor must enclose verification from Social Insurance, Tax Commissioner and Pension Office that all necessary government taxes, levies, pension and social insurances have been paid as required. Good standing must be maintained throughout the contract.

#### **8. Health and Safety Regulations**

- i. The successful contractor must comply with all legal requirements of all levels of government and verification of drug testing of their staff. All workplace injuries, accidents or incidents must be reported to DOC by the successful contractor within 24 hours.
- ii. All work must be carried out in strict accordance with the Bermuda Occupational Safety & Health Act Regulations of 2009. The Government of Bermuda Health and Safety policy includes the provision that no alcohol or prohibited drugs may be consumed on the site or in any vehicle related to the works or service provided. Also no employee of the contractor or sub-contractor shall be under the influence of alcohol or drugs whilst at work.

#### **9. Professional Indemnity/ Liability Insurance**

Each Bidder must show proof with submission of their bid, that the company will be covered will be covered by insurance for the duration of the contract.

#### **10. Required Insurance**

- a. Public Liability Insurance for Third Party Bodily Injury and Third Party Property Damage. (This Insurance must be extended to include liability arising out of false arrest, false imprisonment, malicious prosecution, defamation of character, libel or slander caused by any facts or omissions of the bidder's employees while acting within the scope of their security duties.
- b. Workmen's Compensation Insurance to limits commensurate with statutory benefits, and

#### **11. Liability Insurance.**



- i. It is required that the Government of Bermuda shall be indemnified as principal under all of these insurances required herein.
- ii. In addition, the above Commercial Liability Policy shall provide coverage for liability assumed under this RFP by the bidder, including claims that might be brought against DOC by an employee of the bidder. DOC shall be a name insured under the policy.

## **12 Project management**

The prospective contractor shall manage the project timeline and deliverables utilizing their own project management resource who shall report directly to the DOC Works Operations Manager.

## **13 CCTV system implementation**

The prospective contractor shall provide all necessary services required to implement the improvement to the CCTV system for the DOC.

CCTV system installation shall not be considered complete until the DOC has approved the final acceptance test as described in Part 2, Section 14.

## **14. Final acceptance requirements**

The Final Acceptance Test will begin upon completion of all installations and demonstration of all CCTV system functions. The test will comprise Thirty (30) calendar days of live operation.

## **15. Manuals**

The successful prospective contractor shall deliver all manuals that came with the hardware that was installed as part of the project. The documentation of the DOC's configuration and an inventory of all hardware installed including the manufacturer and model shall also be delivered.

## **16. Training**

- i. The vendor must provide instructors and all necessary instructional materials that may be required for effective instruction and training.
- ii. Technical Support Staff Training - While DOC intends to contract with the proposer for follow-up support of the CCTV system, there is still a need for the DOC to understand how to technically support the system. The training program should include an overview of the CCTV system's architecture and the cameras hardware maintenance (only new equipment).

## **17 Support and maintenance**



- i. The successful contractor shall identify the detailed activities, staff type, frequency and estimated hours for each activity to proactively maintain the entire CCTV system at its optimum operating level.
- ii. The new cameras must carry a minimum of one-year warranty under which hardware maintenance will be provided as part of the initial CCTV system's cost. The prospective contractor shall specify in detail all warranties associated with the proposed new addition to the CCTV system.
- iii. CCTV system - The successful contractor shall be able to accept maintenance and support service requests via phone, FAX and electronic mail. The wait time shall be minimal and within four (4) hours.

**End of Statement of Requirements**



### Attachment B - Camera Network

Camera Location	Camera Type	Comments
Inside compound (lr. floor)	Fixed	To be replaced with new
Inside compound (lr. Floor)	Fixed	To be replaced with new
Inside compound (upper floor)	Fixed	To be replaced with new
Inside compound (upper floor)	Fixed	To be replaced with new
Roof of Duty Hut	PTZ	To be replaced with new
Roof of Duty Hut	Fixed	New location (to cover the medical and Body shop area)
Back of compound (Near RO)	Fixed	To be replaced with new
Inside Kitchen	Dome PTZ	New location
Garage	Fixed	New location (to cover the Garden/ Garden shed)
Garage	Fixed	New location (to cover the cottage)
Day Room of Cottage	Dome PTZ	New location
Top of library	PTZ	To be replaced with new
Garage	PTZ	New location (to cover duty hut and garden areas)



## **Part 3 Appendices**

### **Appendix I: Desired Qualifications and Technical Evaluation Criteria**

The following list contains Business Components that DOC expects the successful Bidder to provide as services to meet the Stated Requirements:

The desired qualifications for prospective contractors responding to this RFP are as follows:

#### **1) Experience and qualifications:**

- a) State the total number of years in business, years supplying CCTV system, general scope and services provided.
  - b) Name of principals and a description of the firm's organization structure and make up of nationality.
  - c) Firm's relationship to any larger business entity.
  - d) Technical qualifications and expertise to meet the DOC's needs.
  - e) Statement whether the prospective contractor or any other entity that has a direct or indirect controlling interest in the prospective contractor or any subsidiary corporation or other entity has:
    1. Filed for bankruptcy or reorganization in the past five (5) years
    2. Been suspended or barred from bidding on government contracts.
    3. Had any contracts terminated either voluntarily or involuntarily within the past (5) years
- 
- i. Prospective contractor must provide a detailed history of their company and/or its partners' experience in designing, installing and maintaining CCTV system. The experience must be provided in the company profile.
  - ii. Prospective contractors that are official manufacturer's representatives for the cameras being proposed, and are authorized installation and maintenance providers, must provide letter from manufacturer or manufacturer's website that confirms stated authorization.
  - iii. If a prospective contractor intends to have services provided by partners and/or subcontractors, it will be mandatory for the prospective contractor submitting the Proposal to act as the prime contractor for all service delivery as specified in this RFP. The prospective contractor must provide sufficient information and data with respect to each subcontractor to demonstrate that it also has the requisite experience to perform the function assigned by the prospective contractor.
  - iv. It is the prospective contractors' responsibility to ensure that an official of each proposed subcontractor signs a statement to the effect that the subcontractor has read and will agree to the terms of any negotiated contract resulting from this solicitation. Subcontractor's agreement shall be include as a part of the final executed contract.



- v. Submit three customer references. Reference information must be provided using Appendix – Current or Previous References. In the event the proposal is a joint venture, the references must all be for the joint venture
- vi. Proposals must include the following information of the prospective contractors and each proposed subcontractor:

**Proposals should include adequate detail of services to be provided and include responses to the following questions:**

**2) Financial qualifications:**

- a) Provide a narrative description of the firm’s financial position and willingness to undertake and complete the project as proposed and to furnish services in accordance with this RFP.
- b) Provide two (2) bank references with the correspondent names, addresses, phone numbers and email addresses.
- c) Provide any other information not specifically requested above that the prospective contractor believe to be demonstrative of its financial capacity.

**3) Company’s personnel qualifications:**

- a) Describe key personnel’s proposed roles and responsibilities on this project.
- b) Describe qualifications of each of the key personnel to be assigned to the project and their relevant related experience.
- c) Identify a proposed Project Manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with the prospective contractor

**End of Appendix I**



## **Appendix II: Company's Qualification Profile**

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Please provide here a ONE PAGE outline description of your company. Your description should include brief information on the following:

- Company history & origins
- Period of Operation
- Core business activities
- Types of SERVICES
- 3 client references with contact details
- Particular attributes of your firm which make it well suited to perform the services required in this RFP



**Appendix III: Company Information**

**QUALIFICATIONS AND REFERENCES**

**Company Information** - Including bidder qualifications and experience as well as background information and a brief description of who will be allocated to the supply, installation and maintenance of the Farm Facility CCTV Camera System Upgrade.

Legal Company Name \_\_\_\_\_

**1. Principal(s) and Director(s) of the Company:**

\_\_\_\_\_  
\_\_\_\_\_

**Physical Address:**

**Email:**

**Website:**

**2 Company Bermuda Payroll Tax No.:** \_\_\_\_\_

**3 Company Bermuda Social Insurance No.:** \_\_\_\_\_

**4. Company Banking Details:**

Name and address of primary bankers:

\_\_\_\_\_  
\_\_\_\_\_

**5. Do you have any involvement with other entities that may be seen as a conflict of interest? If so, please provide details:**

\_\_\_\_\_  
\_\_\_\_\_

**6. The Company has been engaged in business, under the present business name for \_\_\_\_\_ years.**



**COMPANY INFORMATION (CONTINUED)**

Name of Company: \_\_\_\_\_

**7. Number of Employees**

<b>TOTAL NUMBER OF STAFF</b>	
<b>NUMBER OF BERMUDIAN</b>	
<b>NUMBER OF NON-BERMUDIANS</b>	
<b>PERCENTAGE OF BERMUDIANS</b>	

**8. Provide Details on your Company’s training or apprenticeship initiative for your staff.**

**9. State the project Staff roles and degree of participation in project by any other firm or subcontractor.**

**10. Attach a copy of the Company`s Certificate of Incorporation.**

**Signed:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



**Appendix IV Current or Previous Customer Reference(s)**

Please provide three (3) references that most closely reflect similar projects to the DOC scope of work within the past five (5) years. These references should be sites where CCTV systems have been fully installed.

Please copy this form as needed.

Name of Company or Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Summary of Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Appendix V: Certificate of Confirmation of Non-Collusion**

**Notes for the Bidder**

The essence of this RFP is that the Government of Bermuda shall receive bona fide competitive responses from all Bidders. In recognition of this principle, all companies submitting a response will be required, by way of the signature of the Company Principle, state their agreement to the statements below, which indicates that the response has been submitted without any form of collusion. The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all Bidders. **Any responses 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 process, the Bidder 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 Bidder and/or any party involved in the matter. False submissions may also exclude the Bidder, and any other person or company involved in collusion, from responding to future contracts tendered by the Government of Bermuda.

**Confirmation of non-collusion**

I/We certify that this is a bona fide response, intended to be competitive and that I/We have not fixed or adjusted the amount of the response 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 additional information, other than that contained within the RFP, or supplementary information provided to all Bidders.

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 administrator the amount or approximate amount of my/our proposed response (other than in confidence in order to obtain quotations necessary for the preparation of the response for insurance) or
- (b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any response 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 RFP.

Signed

(1) \_\_\_\_\_ Status \_\_\_\_\_ Date \_\_\_\_\_  
 (2) \_\_\_\_\_ Status \_\_\_\_\_ Date \_\_\_\_\_

For and on behalf of

\_\_\_\_\_



**Appendix VI: Form of Agreement**

**PROPOSAL TO: the Government of Bermuda, Department of Correction**

For the provision of goods and services and three year maintenance service agreement for CCTV Camera System upgrade at Farm Facility located at 29 Ferry Road, Ferry Reach, St. Georges, Bermuda;

1. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions, Payroll Tax and Public Works (formerly Works & Engineering) fees.
2. We confirm that we have submitted a bona fide Tender, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
3. Having reviewed the Request for Proposals, the service requirements and Addenda Nos. \_\_\_\_\_ inclusive for the execution of the above named Farm Facility CCTV Camera system upgrade and three year maintenance programme, we, the undersigned, offer to provide the works and services in accordance with the **Instructions to Bidders, and all enclosed documents** herein called the *RFP Documents*).
4. We undertake, if our proposal is accepted, to commence the Services as soon as is reasonably possible after the receipt of the Project Manager’s notice to commence, and to provide the Services and Works comprised in the *Contract Documents*.
5. We confirm that our Tender shall remain open for acceptance by the Government of Bermuda, Ministry of National Security, and the Department of Corrections for a period of ninety (**90 calendar days**) from the date of this undertaking and we shall not withdraw this Tender during this period.
6. Unless and until a formal Agreement is prepared and executed this Proposal, together with your written acceptance thereof, shall constitute a binding agreement between us.
7. We understand that you are not bound to accept the lowest or any tender that you may receive.
8. I/We consent to the collection and use of the information I/we give to the Government of Bermuda in response to the solicitation document and agree to waive any right to challenge any decision made by the Government to disclose the information.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

(Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Duly authorized to sign tenders for and on behalf of:

(Firm) \_\_\_\_\_

(Address) \_\_\_\_\_