



ADDENDUM No.1

Procuring Entity: **Airports Authority of Jamaica**
Project Name: **Expression Of Interest For Vernamfield Life Aerodrome
Master Plan & Business Case**
Project No.: **AAJ/VAMP/2021**
Date of Issue: **2022 January 14**

This Addendum modifies the Bidding Documents by additions, deletions, clarifications, corrections, or other types of modifications. Addendum No.1 is to be considered part of the Expression of Interest Document through its issuance by the Procuring Entity. Upon receipt of this Addendum, the Applicant shall review the identified additions, deletions, clarifications, corrections, or other types of modifications as may be included herein and include same in their bid to be submitted on the **noted date**, as though such additions, deletions, clarifications, corrections, or other types of modifications as may be included herein were part of the original Expression of Interest document.

It is required that this Addendum be signed in the Acknowledgement of Receipt below, and a copy of this page returned to the Procuring Entity **by electronic mail** for the record. By returning the signed page, the Applicant states that they have reviewed the contents of Addendum No.1 and that all items listed as included in the Addendum are present.

Attach this sheet, signed as required, to the Expression of Interest.

Acknowledgement of Receipt of Addendum

Name: _____

Title: _____

Date: _____



This addendum consists of thirteen (13) pages and includes the following:

The Cover & Content	2 pages
Clarifications and Revisions	7 pages
Revised Application Submission Form	2 pages
Revised Form EXP 4.2 (b)	1 page
Form EXP 4.2 (c)	1 page



Clarifications & Revisions

Question 1:

To request clarification on Eligibility and Qualification Table, Section 4.1 (a) "Consultant has a track record of working experience under ICAO and/or IATA planning and design standards.

Submit a list of at least 8 project references under the standards for work completed and in-progress in past 10 years".

If interpreted literally, this could disqualify U.S. firms. As you are aware, all airport regulations are rooted in ICAO regulations that must be adopted by the Civil Aviation Authorities (CAA) of each ICAO-member country. In Jamaica, that CAA is the Jamaica Civil Aviation Authority and in the U.S., that agency is the U.S. Department of Transportation, Federal Aviation Administration (FAA).

Therefore, all of the highly experienced U.S. firms have been required by law to meet local Building Codes and FAA design standards, which by inference the latter are those of ICAO. We wanted to confirm therefore that such U.S. companies would nonetheless be in with the EOI requirements, particularly since our team will consist of local Jamaica airport SME's adept in the knowledge of such ICAO planning and design standards. **Please confirm.**

RESPONSE:

The EOI recognises that Consultants are likely to be admitted from various countries / continents; working in the field of aviation under varying jurisdictions. Naming the individual aviation regulatory body of each would not be beneficial.

It is thus the responsibility of the Consultant to demonstrate that they have a track record of working experience under ICAO and/or IATA planning and design standards. Submit a list of at least 8 project references under the standards for work completed and in-progress in the past 10 years.

Question 2:

We ask your kind consideration to extend the deadline for the EOI submittal date from Monday January 31, 2022 at 15:00 EST, to Monday, February 14, 2022 at 15:00 EST.

AMENDMENT TO RETURN DATE OF APPLICATIONS

Section II. Expression of Interest Data Sheet

The following specific data for the works to be procured shall complement, supplement, or amend the provisions in the ITA.

Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

B. Submission of Application	
ITA 21.1	<p>For Application submission purposes only, the Procuring Entity's address is: Vernamfield LITE Aerodrome Master Plan & Business Case Attention: Project Coordinator Address: Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica Floor-Room number: Tender Box located in the lobby of the offices The deadline for the submission of Applications is: Date: Monday, February 14, 2022 Time: 15:00 EST</p>
ITA 23.1	<p>The Application opening shall take place at: Street Address: Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica Date: Monday, February 14, 2022 Time: 15:15 EST</p>

Question 3.

ITA 15.1 (d)

Please clarify the definition of:

- (i) a "reputable financial institution" and
- (ii) the content of the letter of support required

RESPONSE:

- (i) a "reputable financial institution" and

Financial institution means any financial intermediary or other enterprise that is authorized to do business and regulated or supervised as a financial institution under the law of the Contracting Party in whose territory it is located.

For example: [The Financial Institution Act Jamaica.](#)

Authorized Financial Institutions in Jamaica are defined in this Act as those regulated by the:

- a) Banking Act, 1992; or
- b) Financial Institutions Act, 1992; or



- c) Building Societies Act, 1897; or
- d) Financial Services Act, 2001
- (ii) the content of the letter of support required
 - Acknowledgement of Applicant as Client of the Financial Institution
 - Expression of support for the Applicant's Business Venture & Cash flow requirements.

Question 4.

Language: Our company is registered in a non-English speaking country. Is it required that documents such as financial proofs, commercial registers, etc. are translated into English?

RESPONSE:

ITC Clause 14. Language of Application

14.1 The Application, as well as, all correspondence and documents relating to the Application exchanged by the Applicant and the Procuring Entity, shall be written in the English language. Supporting documents and printed literature that are part of the Application may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, such translation shall govern.

Question 5.

Financial Capability (item 3.1 of eligibility and qualification table)

(i) The audited balance sheets or, if not required by the laws of the Applicant's country, other financial statements acceptable to the Procuring Entity, for three (3) years – **2017, 2018 & 2019**. Please clarify whether the statements should be submitted for these 3 years or for the most recent 3 years (2018-2020)

RESPONSE:

Financial Statements are to be submitted for 2017, 2018 & 2019

(ii) Minimum average annual Consulting Services turnover of US\$300,000.00 calculated as total certified payments received for contracts in progress and/or completed within the 5 years (2015 to 2019 inclusive)

Please clarify whether the statements should be submitted for these 3 years or for the most recent 5 years (2016-2020)

RESPONSE:

The Statements are to be submitted for 5 years 2015 to 2019 inclusive



Question 6.

Specific Consulting Services Experience – Airport Planning Financial Capability (item 4.2 of eligibility and qualification table)

(i) Item 4.2 (a) requires the “capability to maintain a permanent staff of more than 50 consultants in 2018.” We understand that this refers to the number of consultants actually employed in 2018?

RESPONSE:

Yes

(ii) Is there a reason why the figures of 2018 are demanded and not the current ones?

RESPONSE:

To avoid distortion from negative COVID-19 impact

(iii) Form 4.2(a) asks for the “consultant services rate for key activities”. How detailed should the rates be given here?–

RESPONSE:

Provide the Rate for the Key activity

(iv) For reasons of confidentiality, we are not disposed to disclose our detailed rates for our projects.

RESPONSE:

See ITA Clause 24, page 8. Confidentiality

(v) Page 27 refers to the form 4.2(c), however, this form is not existent in the tender document.

RESPONSE:

Form 4.2 (c) is provided in this Addendum

(vi) It is required to show a track record of at least 20 years of airport planning. Does this apply to the company as a whole or to single consultants working on the projects?

RESPONSE:

Refer Page 17, Item 4.2 (a):

Single Entity

Must meet requirement by itself or as partner to past or existing JV

Joint Venture (existing or intended)

Must meet requirement combined or as partner to past or existing JV



(vii) Does the form EXP 4.2.b apply for companies which do not engage a sub-consultant?

RESPONSE:

Yes

Question 7.

General

(i) Under which law does the contract for the master plan abide to?

RESPONSE:

Laws of Jamaica

(ii) Who is the contracting party at the client's side?

RESPONSE:

Airports Authority of Jamaica

(iii) When is the expected commencement date for the project?

RESPONSE:

Approximately - November 2022

(iv) Is there any expected involvement from local entities with respect to the distribution and the delivery of the scope of work?

RESPONSE:

Yes

Question 8.

(i) It appears that the forms to be submitted are only for the prime. Is that your understanding and intention?

RESPONSE:

No. The Forms to be submitted are Consultant & Sub-Consultants, Partners & Joint Ventures.

(ii) Also, in Section 4.2 (a) there is a reference to 50 consulting staff. We assume that it is 50 dedicated aviation staff. Correct?

RESPONSE:

Yes

Working in Airport / Aviation Planning and Development as shown below: with working experience in disciplines relevant to airport physical planning, cargo, aircraft maintenance, sustainability and energy, forecasting and economics, financing and business, commercial and concession development, security, privatization and transactions of airports worldwide.



Question 9.

Please clarify the Clause and provide us with necessary clauses or revised Forms. Instructions to Applicants (ITA) Clause in Applicant Submission Form The number of ITA Clause in this EOI does not seem to be accordance with the following Clause in Applicant Submission Form:

- a) ITA Clause 8 regards Eligible Goods and Related Services in this EOI

RESPONSE:

EOI Section 1: ITA page 4

- b) ITA Clause 4 regards Fraud, Corruption and Other Prohibited Practices

RESPONSE:

EOI Section 1: ITA page 3

- c) ITA Clause 24 regards Confidentiality in this EOI

RESPONSE:

EOI Section 1: ITA page 8

- d) Clause 16 for the exchange rate Form FIN – 3.1: Financial Situation says "Refer to ITA Clause 16 for the exchange rate"; however, Clause 16 does not indicate any rate. Please clarify it.

RESPONSE:

The Applicant must identify and state the exchange rate for the specified dates to be used to convert the Applicant's financial data / currency to United States Dollars.

- e) Specific Consulting Services Experience –Airport Planning According to No. 4.2 (a) in Section III Qualification Criteria and Requirements, applicants need to demonstrate "Capability to maintain a permanent staff of more than fifty (50) consultants in year 2018" using the Form EXP - 4.2 (a) and Form EXP - 4.2 (a) (cont.). Please clarify where/how we should include the information.

RESPONSE:

Capability to maintain a permanent staff of more than fifty (50) consultants in year 2018" can be demonstrated by providing a copy of documents provided to Tax Authorities and other Government Regulatory activities such as:

- a) The Employer/Employee History Report OR
- b) Annual Payroll Record / Register OR
- c) Employer's Annual Return
- d) Annual Report provided by law.



f) ITA Clause 35 in Form EXP - 4.2 (b). Form EXP - 4.2 (b) mentions "All Sub-Consultants for key activities must complete the information in this form as per ITA Clause 35 and Section III, Evaluation and Qualification Criteria."; however, there is no Clause 35 in this EOI. Please clarify the Clause or provide us with a revised form.

Form EXP - 4.2 (c); According to No. 4.2 (c) in Section III Qualification Criteria and Requirements, applicants need to demonstrate Specific Consulting Services Experience – Integrated Airport Financial and Business Advisory Planning using Form EXP - 4.2 (c). Please provide us with Form EXP - 4.2 (c).

Sub-Clause 4.5 is not included in this EOI

RESPONSE:

Revised Forms provided as Follows:

Form 4.2 (b), 4.2 (c) and Application Submission Form

Question 10.

We do not currently have a trading entity in Jamaica, but we have been operating and large and successful consultancy business in North America for over 20 years. We would propose to submit our expression of interest and associated credentials using this entity, can you please confirm that this would be acceptable and that we would not need a Jamaican trading entity to be successful in this exciting tender?

Can you please confirm that we would not need a Jamaican trading entity to be successful in this exciting tender?

RESPONSE:

This is an international competitive bid. The successful bidder would need only to register in Jamaica at the time of the award of contract if the contract requires the Consultant to be physically located in Jamaica.



Revised Application Submission Form

Date: *[insert day, month, year]*

Ref No. and title: *[insert Ref number and title]*

To: *[insert full name of Procuring Entity]*

We, the undersigned, apply to be prequalified for the referenced ICB and declare that:

- (a) We have examined and have no reservations to the Expression of Interest Documents, including Addendum(s) No(s)., issued in accordance with Instructions to Applicants (ITA) Clause 12.2: *[insert the number and issuing date of each addendum]*.
- (b) We, including any sub-Consultants or suppliers for any part of the contract resulting from this Expression of Interest process, have nationalities from eligible countries, in accordance with ITA Sub-Clause 10.1;
- (c) We, including any sub-Consultants or suppliers for any part of the contract resulting from this Expression of Interest, do not have any conflict of interest, in accordance with ITA Sub-Clause 9.4;
- (d) We are not participating, as an Applicant or as a sub-Consultant, in more than one Application in this Expression of Interest process in accordance with ITA-Sub-Clause 9.5;
- (e) We, in accordance with ITA Sub-Clause 27.1, plan to subcontract the following key activities and/or parts of the works:
[insert any of the key activities identified in Section III- 4.2 (b) which the Applicant intends to subcontract]
- (f) we declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the Expression of Interest process, the corresponding Expression of Interest process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission]*

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount in US\$ equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If none has been paid or is to be paid, indicate "none".]



- (g) We hereby agree that in competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Jamaica;
- (h) We understand that you are not bound to accept the lowest price or the most advantageous Application or any other Application that you may receive. Furthermore, we understand that the Procuring Entity may cancel a procurement at any time prior to the acceptance of the successful Application or after the successful Application is accepted if
- (i) the Applicant presenting the Application is disqualified under the Act or the regulations of the Public Procurement Act, 2015;
 - (ii) the procurement is cancelled;
 - (iii) the Applicant presenting the successful Application is excluded on the grounds of corruption, unfair competition and a conflict of interest; or
 - (iv) the procurement, the Application or the Applicant contravenes or is otherwise not compliant with the provisions of the Public Procurement Act, 2015.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the Application]*

In the Capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*



Revised Form EXP - 4.2(b)

Consulting Services Experience in Key Activities

Applicant's Name: _____

Date: _____

Applicant's JV Member Name: _____

Sub-Consultant's Name¹ (as per ITA Clause 27): _____

Ref No. and title: _____

Page _____ of _____ pages

All Sub-Consultants for key activities must complete the information in this form as per ITA Clause 27 and Section III, Evaluation and Qualification Criteria.

1. Key Activity No One: _____

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Consultant <input type="checkbox"/>	Sub- Consultant <input type="checkbox"/>
Total Contract Amount			US\$	
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				
Information				
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:				

¹ If applicable



Form EXP - 4.2(c)

Consulting Services Experience in Key Activities

Applicant's Name: _____

Date: _____

Applicant's JV Member Name: _____

Sub-Consultant's Name² (as per ITA Clause 27): _____

Ref No. and title: _____

Page _____ of _____ pages

All Sub-Consultants for key activities must complete the information in this form as per ITA Clause 27 and Section III, Evaluation and Qualification Criteria.

1. Key Activity No One: _____

Information				
Identify Project Location				
Date of Project/Assignment/Study				
Role in the Project/Assignment/Study	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Consultant <input type="checkbox"/>	Sub-Consultant <input type="checkbox"/>
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				
Information				
Description of the key activities in accordance with Sub-Factor 4.2(c) of Section III:				

² If applicable