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| --- |
| **Macintosh HD:Users:Playground:Dropbox:Procurement Office:Legal Documents and Templates:Caymans:CIG_BRANDING FINAL_COLOUR-smaller.JPGInvitation to Tender For [Project Name]**  Issue Date of Project:  Pre-Bid / Site Meeting Date:  Deadline for Questions :  Submission Deadline: Procurement Contact: [Enter Name & Email]    * Questions and clarification on this procurement must only be sent to the Procurement Contact.Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid. * Bids must be submitted at: <https://cayman.bonfirehub.com/opportunities/> or at email address: * Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted after the Submission Deadline will be rejected. * Where templates are provided, they must be completed in keeping with the instructions provided. Material modifications to templates may result in elimination. * Potential suppliers must be able to supply all of the deliverables to be eligible for contract award. * This procurement is subject to the latest version Cayman Islands Government Procurement Act and Regulations. |

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## Invitation to Bidders

This is an invitation by the Cayman Islands Government (“CIG”) to prospective bidders to submit bids for a procurement as further described.

## THE DELIVERABLES

|  |  |  |
| --- | --- | --- |
| **Good/Service** | **Quantity/Term** | **Goods Specification or Service Scope** |
|  |  |  |
|  |  |  |
|  |  |  |

**Prospective bidders must submit the below “Requested Information” for assessment. Any items assessed as a “Fail” will result in vendor’s submission being ineligible for contract award.**

|  |  |
| --- | --- |
| **Requested Information** | **Evaluation Criteria** |
| **Submission Form (Appendix A)**  Scoring: Pass or Fail | Each submission **must** include a Submission Form signed by an authorized representative of the bidder. |
| **Business License**  Scoring: Pass or Fail | Submissions **must** include proof of a Cayman Islands Trade & Business License or a foreign equivalent that covers the provision of the deliverables. (Scoring: Pass or Fail) |
| **Reference Form (Appendix B)**  Scoring: Pass or Fail | Submissions must include a Reference Form completed according to the instructions in the form. (Scoring: Pass or Fail) |
| **Vendor Privacy Notice**  Scoring: Pass or Fail | Submissions must include a copy of the vendor’s Privacy Notice that is compliant with the Cayman Islands Data Protection Act. Notice must include:   1. When acting as a Data Processor, if the personal data will be transferred outside of the Cayman Islands, where (geographically) will the personal data be transferred, including for the purposes of storage and backups?   If the Vendor will use personal data under the control of the CIG for its own purposes and therefore act as a Data Controller as defined by the Data Protection Act, the purpose(s) of any processing activities where the Vendor is the Data Controller, e.g. analytics and machine learning to improve the service, end-user support, marketing communications. |
| **Proof of Deliverable Specification Compliance/Scope Coverage**  Scoring: Pass or Fail | Submissions must include proof of a Deliverable Specification/Scope Coverage compliance. |
| **[Additional Requested Information]**  **Scoring: X / 100 Points** | **[Explanation of what the requested information should contain and how it will be scored]** |
| **Pricing Breakdown**  Scoring:100/100 Points | Each submission must include a Pricing Breakdown, in Cayman Islands Dollars (KYD), for each deliverable. Rates quoted by the bidder must be all-inclusive for the provision of the deliverables (all labour, materials, travel, delivery, etc). Pricing should be exclusive of CIG import duties. A duty waiver will be provided.  Pricing will be evaluated with the following formula:  *(lowest price÷bidder′s price)×total pricing points = bidder′s pricing points* |

## Type of Contract for Deliverables

The contractual terms & conditions found here:

* **[Contract for Services](http://www.procure.gov.ky/upimages/commonfiles/ContractforServices-Draft_1629148526.docx)**
* [**Contract for Goods**](http://www.procure.gov.ky/upimages/commonfiles/Contractforgoods-Draft_1629148500.docx)
* [**Contract for Goods & Services**](http://www.procure.gov.ky/upimages/commonfiles/Contractforgoodsandservices-Draft_1629148562.docx)

This will form the basis of any eventual Agreement between the CIG and the Successful Bidder. Although the final wording of the provisions may be subject to limited negotiation, bidders should be prepared to enter into an agreement with minimal changes.

## PRE-CONDITIONS OF CONTRACT AWARD

The following sets out the information that will need to be **provided by the successful bidder only.** This information is provided so that all potential bidders can account for these requirements in their pricing submissions.

|  |  |
| --- | --- |
| **Pre-Condition of Award** | **Criteria for a Pass** |
| Cayman Islands Government Security Assurance Attestation Questionnaire | Questionnaire must be completed and agreed with the procuring entity. Questionnaire is included as (Appendix F). |

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# APPENDIX A – SUBMISSION FORM

1. Bidder Information

| Please fill out the following form, naming one person to be the bidder’s contact for the tender process and for any clarifications or communication that might be necessary. | |
| --- | --- |
| Company Name: |  |
| Address: |  |
| Company Website (if any): |  |
| Bidder Contact Name and Title: |  |
| Bidder Contact Phone: |  |
| Bidder Contact Email: |  |

2. Acknowledgment of Procedures & Rules of Procurement Process

The bidder acknowledges that they have reviewed and fully understand and will be governed by the procedures and rules of the procurement process seen here: <https://www.procure.gov.ky/rules-procedures-procurement-without-dialougue>.

3. Addenda

The bidder is deemed to have read and taken into account all addenda issued by CIG.

4. No Prohibited Conduct

The bidder declares that it has not engaged in any conduct prohibited by this procurement.

5. Disclosure of Information

The bidder hereby acknowledges that any information provided in this bid, even if it is identified as being supplied in confidence, is subject to the provisions of the Procurement Act & Freedom of Information Act, and may be disclosed where required by law or by order of a court. The bidder hereby consentsto the disclosure, on a confidential basis, of this bid by CIG to the advisers retained by CIG to advise or assist with the RFP process, including with respect to the evaluation this bid.

|  |  |
| --- | --- |
|  |  |
| Signature of Bidder Representative | **Date** |
|  |  |
| Name of Bidder Representative | **Title of Bidder Representative** |
| I have the authority to bind the bidder. |  |

# APPENDIX B – REFERENCE FORM

Each bidder is required to provide two (2) references from two (2) different companies who procured similar goods and services from the bidder in the last 5 years. References will only be counted as valid if the work for that reference was undertaken by a member of the project team assigned to this procurement. The contact person must agree to be listed prior to submission for the reference to be counted as valid. The CIG reserves the right to contact any or all references.

**Reference #1**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Telephone Number: |  |
| Contact E-mail: |  |
| Date Work Undertaken: |  |
| Project Team Member Assigned: |  |
| Nature of Assignment: |  |

**Reference #2**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Telephone Number: |  |
| Contact E-mail: |  |
| Date Work Undertaken: |  |
| Project Team Member Assigned: |  |
| Nature of Assignment: |  |