



**Invitation to Tender**  
**for**  
**Truck Mounted Runway**  
**Sweeper**  
**Ref**  
**ESH-1519-SHG**

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## 1. Introduction

St Helena Airport Limited (SHAL) is a Saint Helena Government wholly owned entity which is responsible for effectively and efficiently operation the St Helena Airport.

This Invitation to Tender (ITT) contains further information about the procurement process, the goods and assessment questions for Bidders to complete. Each Bidder's response (Tender) should be detailed enough to allow SHAL (the Authority) to make an informed selection of the most appropriate solution.

This invitation to tender (ITT):

- ➔ Asks Bidders to submit their Tenders in accordance with the instructions set out in the remainder of this ITT.
- ➔ Sets out the overall timetable and process for the procurement to Bidders.
- ➔ Provides Bidders with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant).
- ➔ Sets out the Award Criteria and the Tender Evaluation Model that will be used to evaluate the Tenders.
- ➔ Explains the administrative arrangements for the receipt of Tenders

### 1.1. Scope of the Invitation to Tender

The scope of this Invitation to Tender is the provision of a **Truck Mounted Runway Sweeper**.

Further details are provided in this ITT (Technical Specifications)

- ➔ The Goods must comply fully with the Technical Specifications set out in these tender documents including the associated appendices.

### 1.2. The Invitation to Tender (ITT)

The ITT is to be completed electronically using the In-Tend procurement e-sourcing portal.

The In-Tend portal provides a web-based tool that enable SHAL and potential bidders to conduct the strategic activities of the procurement lifecycle over the internet. It provides a simple, secure, and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and potential bidders.

Before completing this ITT, potential providers/suppliers should ensure that the email address that has been used to register will be checked regularly as the e-sourcing system will generate automatic notifications to this email address when there are updates, changes or messages sent in the project. Potential Bidders should also check that their organisation details are correct and up to date.

No information contained in this ITT or in any communication made between SHAL and any potential provider/supplier in connection with this ITT shall be relied upon as constituting a contract, agreement, or representation that any contract shall be offered in accordance with this ITT. SHAL reserves the right to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall SHAL incur any liability in respect of this ITT or any supporting documentation.

Direct or indirect canvassing of any Board Member, SHAL employee or agent of SHAL by any potential provider/supplier concerning this requirement, or any attempt to procure information from any Board Member, SHAL employee or agent of SHAL concerning this ITT may result in the disqualification of the potential provider/supplier from consideration for this requirement.

## 2. Form of this Invitation to Tender (ITT)

Bidders are expected to submit this ITT electronically via the e-Sourcing Portal. Full instructions on submitting tenders are available at <https://in-tendhost.co.uk/sainthelena.aspx/Home>

Please see section 3.3 Tender Requirements of this document for the list of questionnaires requiring completion.

All tender documentation is accessible once bidders have expressed interest within the ITT tab of the project. Below is a summary of the documentation and how to access it.

ITEM	FORM AND PURPOSE
<b>Tender Documents to be downloaded</b>	
<b>Schedule 1 – Specification</b>	Statement of SHAL requirements / Specification
<b>Schedule 2 – Supplier Information</b>	Please download and complete this questionnaire, which will enable potential providers to demonstrate that financial and corporate due diligence.
<b>Schedule 3 – Quality Questionnaire</b>	Please download and complete this form to enable potential providers to show how they meet the quality evaluation criteria.
<b>Schedule 4 – Pricing Schedule</b>	Please download and complete this form to enable potential providers to provide their pricing against the requirement.
<b>Schedule 5 – Contract</b>	This is a statement of the SHAL terms and conditions for the supply and delivery of this contract.
<b>Schedule 6 – Legal Undertaking</b>	This is the Form of Tender.

## INVITATION TO TENDER



### 3. Conditions of Tender

#### 3.1. Tender Timetable

This timetable is indicative only. SHAL reserves the right to change it at its discretion.

Stage	Revised Date	Time (GMT)
Issue of Invitation to Tender	Monday 6 <sup>th</sup> September 2021	
Bidder Clarification Request Deadline	Monday 18 <sup>th</sup> October 2021	1200hrs
Tender Submission Deadline	Monday 25 <sup>th</sup> October 2021	1200hrs
Supplier Questionnaire Evaluation*	Wednesday 27 <sup>th</sup> October 2021	1600hrs
Tender Evaluation*	Thursday 28 <sup>th</sup> October 2021 - Friday 29 <sup>th</sup> October 2021	
Tender Moderation*	Monday 1 <sup>st</sup> November 2021	1600hrs
Award of Contract*	Friday 5 <sup>th</sup> November 2021	1600hrs
Contract Commencement date*	Monday 15 <sup>th</sup> November 2021	
Delivery of assembled vehicle to port	TBD	

#### 3.2. Tender Requirements

- This ITT is issued to all Bidders that have expressed interest to tender ("Bidders") to SHAL to deliver of a Truck Mounted Runway Sweeper ("the "Contract"), their professional advisers and other parties essential to preparing a tender for this Contract (the "Tender") and for no other purpose.
- A Tender shall only be accepted as compliant if all the required information detailed below, are included within the submission.

Requested Documents Checklist	
Supplier Questionnaire (Schedule 2)	Completed. To be uploaded as an attachment
Quality Questionnaire (Schedule 3)	Completed. To be uploaded as an attachment

## INVITATION TO TENDER



### Requested Documents Checklist

Pricing Schedule (Schedule 4)	Completed pricing information to be uploaded as an attachment.
Completed Legal Undertaking - Form of Tender (Schedule 6)	Signed and scanned. To be uploaded as an attachment.

- c) SHAL reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
- d) Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.
- e) Under the Contract SHAL will require compliance with its policies. Bidders are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.
- f) The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.
- g) Tenders must be completed in the English language.
- h) In completing their Tender submissions and/or requesting clarification, Bidders must refer back to the numbering format as set out in the Specification.
- i) The information supplied will be checked for completeness and compliance before responses are evaluated.
- j) The Tender (including price) should remain valid for a minimum period of 90 days and should not be qualified in any way.
- k) Any signatures must be made by a person who is authorised to commit the Bidder to the Contract.
- l) In the event that Bidders believe that they are unable to submit a Tender through the electronic system or require assistance or further information to be able to use the e-tendering process they must contact SHAL via the messaging tool of the e-Sourcing portal to enable any technical queries to be investigated and resolved.
- m) This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by SHAL and its advisers
- n) SHAL reserves the right to cancel the tender process at any point. SHAL is not liable for any costs resulting from any cancellation of this tender process or for any other costs incurred by those tendering for this Contract.
- o) Any contract award will be conditional on the Contract being approved in accordance with SHAL's internal governance and procedures

### 3.3. Contract Requirements

- a) The Specification details SHAL's technical requirement. The Bidder shall be required to confirm their ability to meet the Specification through completion and submission of the Quality Questionnaire
- b) The Bidder shall be expected to agree to the Contract Terms and Conditions prior to contract commencement.

- c) The Bidder's terms of business will not be accepted in lieu of or in addition to the Contract Conditions forming part of this ITT.

### **3.4. Commercial Requirements**

- a) All Prices shall be stated in pounds sterling and exclusive of VAT.
- b) Bidders must also ensure they have read and understood the terms and conditions relating to the Tender

### **3.5. Tender Clarification**

- a) All queries relating to content of this ITT should be made via the secure messaging service within the Tender section of the e-Sourcing website. All communication with SHAL must be made by the Bidder's Representative, quoting in the message heading the specific section for which you require information or clarification. Please note it is the policy of SHAL to publish responses to all queries, any questions deemed to be commercially confidential should therefore be clearly marked. Please note that responses to any queries or clarification requests may, at the discretion of SHAL, be circulated to all Bidders.

#### 4. Award Criteria and Evaluation Process

*The Tender Evaluation Model showing the Award Criteria and the maximum scores attributable to them is set out below.*

##### 4.1. Award Criteria

- a) Any Contract awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to SHAL. The Award Criteria are

Attribute	Percentage
Cost (Price)	60
Quality	40

- b) Scores are derived following the application of the Evaluation Criteria set out below ('Evaluation Criteria') to the Bidder's Tender as stated above.
- c) Bidders are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure SHAL has the correct information to make the evaluation. Evasive, unclear, or hedged Tenders may be discounted in evaluation and may, at the discretion of SHAL, be taken as a rejection by the Bidder of the terms set out in this ITT.

##### 4.2. Evaluation Criteria

- a) The Quote Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

##### 4.3. Cost Evaluation

- a) Tender prices will be scored on a comparative basis with the lowest bid receiving 100% of the available score. All other bids will be compared against the lowest bid. The maximum marks available for the lowest cost tender will be 100 and the other tenders will be indexed against the lowest as per the formula below: -

$$\frac{C}{D} \times 100$$

where **C** is the Cost of the lowest priced Tender and **D** is the Cost of the Tender being evaluated

- b) The cost price will be that of the total price for the delivery of all parts of the Specification as listed in the Pricing Schedule 3

##### 4.4. Quality Evaluation

- a) Bidders are required to submit a fully completed Quality Questionnaire (Schedule 3) which addresses the Assessment Criteria, these statements must be specific and match the evaluation questions, and which must not exceed the specified word count. Additional information may be considered in quality scoring, if there is anything in particular that you wish to be considered you should ensure it is clearly and referenced. However, the word count, where specified, may not be exceeded
- b) If the word count is exceeded SHAL may exclude all parts of the submission which exceed each stated word count. Where specified, Bidders should also submit project plans and other materials to evidence how they will deliver the project and meet the assessment criteria. The plans and charts will not be included in the word count.



#### 4.5. Marking Scale

- a) The quality aspects of Tenders will be marked according to the criteria set out below.

Score	Criteria
0	No response or irrelevant information provided.
1	The response provides limited evidence to support the proposed process, implementation, or delivery.
2	The response provides minimal evidence and demonstrates a basic understanding of the service requirements
3	The response provides good evidence to support the proposed process of implementation and delivery.
4	The response is of a high standard and provides very good evidence through a clear process. Evidence of working towards delivering best value outcomes.
5	The response is of a very high standard and the criteria in the specification are exceeded. Excellent evidence is provided through a clear process. Evidence of continuous improvement and innovative ways of working to deliver best value outcomes.

#### 4.6. Tender Evaluation Stages

Tender submissions will be evaluated based on the following stages:

##### Stage 1

- a) When evaluating Tenders, SHAL will check them to ensure that:
- they comply with all instructions
  - they do not contain any qualifications or conditions,
  - they are clear and comprehensive, and
  - they are valid and complete
- b) Submissions that are not complete will be eliminated and not considered further except, at the sole discretion of SHAL. In the case of minor omissions that can be rectified in accordance with any reasonable request made by SHAL.

##### Stage 2

- a) The responses to Supplier Information will now be checked for compliance.
- b) Only submissions that achieve a pass in all areas will progress to the next evaluation stage.

##### Stage 3

- a) The submissions who meet all the requirements assessed under stages 1 and 2 will have their submissions on Quality, Pricing and the assessed in accordance with the published criteria and scoring methodology.
- b) The scores will be subject to a moderation process in which the evaluators will reach an overall agreed score based upon the evidence provided in the Tender.
- c) Submissions will be ranked according to the total points achieved following the evaluation. If SHAL needs to clarify any points, including confirmation or price and cost assumption, the questions will be submitted in writing to the Bidder via the e-Sourcing portal, who will also be required to respond in writing through e-Sourcing portal.

##### Stage 4

- a) The scores generated by the specific evaluations will then be collated to achieve an overall ranking of the Bidders.
- b) The overall score will be calculated by adding the quality and price scores together.

##### Stage 5

- a) Any award of contract will be to the bidder who achieves the highest overall score.

## **5. Additional Information**

### **5.1. Environmental Issues**

- a) SHAL is committed to the protection of the environment and the promotion of sustainable environmental development.
- b) Bidders should note the various obligations contained within the Contract, which will ensure that the successful Bidder will provide the Contract in a non-detrimental manner to the environment.

### **5.2. Equalities & Diversity**

- a) SHAL is committed to providing its services in a way, which promotes equality of opportunity at every possibility. It is expected that the successful Bidder will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation.
- b) Bidders should note that the successful Bidder would be asked to contract with SHAL to ensure that they adhere to these obligations and that SHAL will be able to monitor its compliance throughout the Contract Period. SHAL expects each Bidder to state whether they would agree to be bound by such contractual obligations.

### **5.3. Financial Guarantee**

- a) SHAL reserves the right to require the successful Bidder to provide as security for the performance of the Contract, a performance bond or otherwise or as an alternative, require the parent company of the successful Bidder to guarantee the performance of the Contract prior to the award of the Contract.

### **5.4. Confidentiality and Publicity**

- a) The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of SHAL and must be treated as confidential.
- b) If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.
- c) No Bidder will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of SHAL, including agreement on the format and content of any publicity.

## **6. Disclaimers and Legal Compliance**

- a) All information provided by SHAL, agents or advisers in respect of this procurement is confidential.
- b) In no circumstances shall SHAL or its staff, agents or advisers incur any liability whatsoever or be liable for any expenses incurred by candidates at any time. Any and all liability is hereby expressly disclaimed and excluded to the maximum extent permissible by law.
- c) SHAL is not making an offer to enter into a contractual relationship by issuing tender documents.
- d) In issuing the Tender Documents, SHAL is not making a commitment to award a contract as a result of the procurement process.
- e) SHAL is under no express or implied obligation to invite or evaluate tenders from any or all of the companies who respond to this contract notice with a tender submission.
- f) The issue of the tender documents does not imply any representation by SHAL as to the candidate's financial stability, technical competence, or ability in any way to carry out the Services. We reserve the right to return to these matters as part of the evaluation process.
- g) The laws of Saint Helena shall apply for the purposes of all proceedings relating to this procurement process and any contract awarded pursuant thereto.
- h) Potential Bidders are requested to note that wherever in the ITT there is a reference to the proprietary name of a service or qualification, or to a specific standard, alternative services or qualifications or standards will be acceptable provided the Potential Bidders can demonstrate that the service, qualification or standard is at least equivalent in quality and specification to the named service, qualification or standard and that the alternative meets all of the SHAL's requirements to the satisfaction of SHAL
- i) No reimbursement of any expense incurred by the applicants in preparing their responses to the questionnaire or any bid. Nor is SHAL bound to select any party or award a contract at the end of the process. SHAL reserves the right to cancel the procurement process at any point.
- j) SHAL reserve the right to retain all non-confidential submission material, including that prepared for presentation purposes and display or otherwise utilise the material as it may consider appropriate, at no cost to SHAL