



**Prequalification Document
For
Procurement of Civil Works
For
Shoreline Protection-Runway 30 End
Norman Manley International Airport**

2019 November

Project #: SLP-30/NMIA/2019

Procuring Entity: Airports Authority of Jamaica

Foreword

This standard bidding document (SBD) for “Procurement of Works” has been prepared by the Ministry of Finance (MOF). Its use is mandatory for the procurement of works through international competitive bidding.

This SBD shall at all times be read in conjunction with the Public Procurement Act and Regulations. Further edits to ensure compliance with the Act may be required by the Procuring Entity.

Those wishing to submit comments or questions on this document or to obtain additional information should contact:

Chief Public Procurement Policy Officer,
Office of Public Procurement Policy,
30 National Heroes Circle
Kingston 4
Jamaica
oppccustomer@care@mof.gov.jm

Prequalification Document

Issued on: 2019 November 4

For

Prequalification

for the

Procurement of Shoreline

Protection Works

Runway 30 End

Norman Manley International Airport

Project #: SLP-30/NMIA/2019

Procuring Entity: Airports Authority of Jamaica

Abbreviations and Acronyms

AAJ:	Airports Authority of Jamaica
AFPS:	Applicant for Prequalification
ATC:	Air Traffic Controller
CV	Curriculum Vitae
BD:	Bidding Document
e-GP	Electronic Government Procurement System
EMP	Engineering Maintenance & Projects Department
EOR:	Engineer of Record
FIDIC:	Federation Internationale des Ingénieurs-Conseils*
FIRM:	Business Entity
GOJ:	Government of Jamaica
GOJEP	Government of Jamaica Electronic Procurement System
ICC	International Chamber of Commerce
ICB:	International Competitive Bidding
IFB:	Invitation for Bids
IFP:	Invitation for Prequalification
ITA:	Instructions to Applicants (Bidders)
ITB:	Instructions to Bidders (Applicants)
JCAA:	Jamaica Civil Aviation Authority
JIE	Jamaica Institution of Engineers
Office	Office of Public Procurement Policy
JV:	Joint Venture
MOF	Ministry of Finance & Public Service
NMIA:	Norman Manley International Airport
NCB:	National Competitive Biding
NCC:	National Contracts Commission
Partner:	A Business entity joined to another Business entity
PC	Particular Conditions
PDS:	Prequalification Data Sheet
PPC	Public Procurement Commission
PE:	Procuring Entity
PE:	Professional Engineer
PERB	Professional Engineer Registration Board
PEU	Project Execution Unit
PPC	Public Procurement Commission
PQ:	Prequalification
PQD	Prequalification Document
SBD	Standard Bidding Document
SC	Special Conditions
SCC	Special Conditions of Contract
SPD	Standard Prequalification Document
TAJ	Tax Administration of Jamaica
TCC	Tax Compliance Certificate
TCL	Tax Compliance Letter
TS	Technical Specifications and Drawings
TSD	Technical Specifications and Drawings
UNDB	UN Development Business
UNDP	United Nation Development Programme

Contents

PART 1 - Prequalification Procedures	1
Section I. Instructions to Applicants.....	1
Section II. Prequalification Data Sheet	11
Section III. Qualification Criteria and Requirements	13
Section IV. Application Forms	21
PART 2 – Works Requirements.....	36
Section V. Scope of Works.....	38

PART 1 - Prequalification Procedures

Section I. Instructions to Applicants

Table of Contents

A. General	2
1. Sections of Prequalification Document	2
2. Scope of Application	2
3. Source of Funds	3
4. Fraud, Corruption and other Prohibited Practices	3
5. Eligible Bidders/Applicants.....	3
6. Disqualified Bidders.....	3
7. Joint Venture.....	4
8. Eligible Goods and Related Services	4
B. Preparation of Applications	4
9. Application(s).....	5
10. Materials, Equipment, and Services	6
11. Clarification of Prequalification Document	6
12. Amendment of Prequalification Document	6
13. Cost of Applications	7
14. Language of Application	7
15. Documents Comprising the Application	7
C. Submission of Applications	7
16. Application Submission Form.....	7
17. Documents Regarding the Applicant's Legal Status	7
18. Documents Establishing the Qualifications of the Applicant.....	7
19. Signing of the Application and Number of Copies	8
D. Procedures for Evaluation of Applications	8
20. Sealing and Identification of Applications	8
21. Deadline for Submission of Applications	8
22. Late Applications	9
25. Clarification of Applications	9
26. Responsiveness of Applications.....	9
27. Subcontractors	10
E. Evaluation of Applications and Prequalification of Applicants	
Bookmark not defined.....	10
28. Evaluation of Applications.....	10
29. Procuring Entity's Right to Accept or Reject Applications	10
30. Prequalification of Applicants.....	11
31. Notification of Prequalification.....	11
32. Invitation to Bid.....	11
33. Changes in Qualifications of Applicants.....	11

Contents of the Prequalification Document General

A. General

1. Sections of Prequalification Document

1.1 The document for the prequalification of Applicants (hereinafter - “prequalification document”) consists of parts 1 and 2 which comprise all the sections indicated below, and should be read in conjunction with any Addendum issued in accordance with **ITA Clause & 11**.

PART 1 Prequalification Procedures

- Section I. Instructions to Applicants (ITA)
- Section II. Prequalification Data Sheet (PDS)
- Section III. Qualification Criteria and Requirements
- Section IV. Application Forms

PART 2 Works Requirements

Section V. Scope of Works

- 1.2 The “Invitation for Prequalification Applications” issued by the procuring entity is not part of the prequalification document.
- 1.3 The procuring entity accepts no responsibility for the completeness of the prequalification document and its addenda unless they were obtained directly from the procuring entity.
- 1.4 The Applicant is expected to examine all instructions, forms, terms, and specifications in the prequalification document. Failure to furnish all mandatory information or documentation required by the prequalification documents may result in the rejection of the Application.

2. Scope of Application

- 2.1 The procuring entity **specified in the Prequalification Data Sheet (PDS)**, issues these standard prequalification documents (SPD) for the prequalification of the works thereto as specified in Section V, Works Requirements. The name and identification number of this international competitive bidding (ICB) procurement are **specified in the PDS**. The name, identification, and number of lots are **provided in the PDS**.
- 2.2 Throughout these prequalification documents:
- (a) the term “in writing” means a communication in hand or machine written type and includes messages by facsimile, e-mail and other electronic forms of communications with proof of receipt.
 - (b) “Electronic communications” means the transfer of information using electronic or similar media and the recording of information using electronic media.
 - (c) if the context so requires, “singular” means “plural” and vice versa; and
 - (d) “day” means calendar day.
- 2.3 Bidding will be conducted either in hard copy or using the electronic Government Procurement (e-GP) System as specified in the PDS.

3. Source of Funds

- 3.1 The procuring entity has received public funds toward the cost of the project named in the **PDS** for the execution of this procurement.

4. Fraud, Corruption and Other Prohibited Practices

- 4.1 The Government of Jamaica requires that all parties involved in the procurement proceedings and execution of such contracts observe the highest standard of ethics.
- 4.2 For the purposes of this provision, offences of fraud and corruption are defined in Part VII of the Public Procurement Act, 2015 (Act) and any other Act relating to corrupt activities in Jamaica.
- 4.3 A person who commits an offence under the Act or any other Act relating to corrupt activities in Jamaica shall ---
 - 4.3.1 be liable for conviction under the provisions of the Act or any other Act relating to corrupt activities in Jamaica;
 - 4.3.2 have their bid rejected if it is determined that the bidder is not in compliance with the provisions of the Act, the regulations or any other Act relating to corrupt activities in Jamaica;
 - 4.3.3 risk other sanctions provided for in the Act or the regulations.

5. Eligible Bidders [Applicants]

- 5.1 In accordance with the Public Procurement Regulations, 2018, Section 17, bidders shall have to demonstrate that they have paid all taxes, duties, fees and other impositions as may be levied in Jamaica at the time of award of contract provided that the procurement contract requires the contractor to be physically located in Jamaica.
- 5.2 In accordance with the Public Procurement Regulations, 2018, Section 17, bidders shall have to demonstrate their compliance with Section 15 of the Act at the time of award of contract provided that the procurement contract requires the contractor to be physically located in Jamaica.
- 5.3 Bidders shall provide such evidence of their continued eligibility as the procuring entity may reasonably request.

6. Disqualified Bidders

- 6.1 Failure to directly **obtain** the bidding documents from the procuring entity will result in **disqualification from the procurement proceedings**.
- 6.2 A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this bidding document; or that has been hired (or is proposed to be hired) by the procuring entity as Project Manager for the Contract.
- 6.3 A bidder that is ineligible in accordance with ITB Clause 3, at the date of contract award, shall be disqualified.
- 6.4 A Bidder falling in any of the disqualification grounds in sections 18 and 19 of The Public Procurement Regulations 2018 shall be disqualified

7. Joint Venture

- 7.1 Bidders shall not submit more than one bid in this bidding process, except for alternative bids permitted under ITB Clause 14. This does not limit the participation of Subcontractors in more than one bid.
- 7.2 A bidder may be a firm that is a private entity or the combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution. Unless specified in the BDS, there is no limit on the number of members in a JV.

8. Eligible Goods and Related Services

- 8.1 The term “goods” means (a) things of every kind and description, whether tangible or intangible, including (i) commodities, agricultural crops, raw materials, products and equipment; (ii) matter in solid, liquid or gaseous form; and (b) services incidental to the supply of such things.
- 8.2 For the purpose of this Clause, origin means, but is not limited to, the country where the goods have been grown, mined, cultivated, produced, manufactured, processed or services provided; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

B. Preparation of Applications

9. Applicant(s)

- 9.1 An Applicant may be: a person, firm, a person or firm in joint venture that is a private entity or the combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the entire contract in accordance with the contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the contract, during contract execution. Unless specified in the PDS, there is no limit on the number of members in a JV.
- 9.2 An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed Subcontractors for any part of the contract including related services.
- 9.3 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its Application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to Application for the same contract. All Applications submitted in violation of this procedure will be rejected.

9.4 All Applicants found to have a conflict of interest shall be disqualified if:

- i. they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of works to be purchased under these prequalification documents.
- ii. one or more parties in this prequalification process, have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, or that has been hired (or is proposed to be hired) by the procuring entity as Engineer for the contract;
specifications, and other documents to be used for the procurement of works to be purchased under these prequalification documents;
- iii. they have controlling partners in common;
- iv. they receive or have received any direct or indirect subsidy from any of them; they have
- v. the same legal representative for purposes of this Application;
- vi. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Application of another Applicant, or influence the decisions of the procuring entity regarding this prequalification process;

9.5 Participation by an Applicant in more than one Application will result in the disqualification of all Applications in which the party is involved. However, this does not limit the inclusion of the same Subcontractor in more than one Application. An Applicant that is ineligible in accordance with ITA Clause 3, at the date of contract award, shall be disqualified.

9.6 An applicant has the right to a reconsideration or review of an action or decision of the procuring entity in accordance with the reconsideration and review procedures.

10. Materials, Equipment, and Services

10.1 The materials, equipment and services to be supplied under the contract may have their origin in any country. At the procuring entity's request, Applicants may be required to provide evidence of the origin of materials, equipment and services.

10.2 For the purpose of this Clause, origin means, but is not limited to the country where the goods have been grown, mined, cultivated, produced, manufactured, processed or services provided; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

11. Clarification of Prequalification Document

11.1 A prospective Applicant requiring any clarification of the prequalification documents shall contact the procuring entity in writing at the procuring entity's address specified in the PDS. The procuring entity will respond in writing to any request for clarification, provided that such request is received prior to the period specified in the PDS. In the case of electronic prequalification clarifications should be submitted through the GOJEP System. The procuring entity shall forward copies of its response to all those who have acquired the prequalification documents directly from it, including a description of the inquiry but without identifying the source.

11.2 Should the procuring entity deem it necessary to amend the prequalification documents as a result of a clarification, it shall do so following the procedure under ITA Clause 11.

11.3 If the clarification results in the PDS being materially inaccurate the procuring entity shall

withdraw and reissue the PDS. Bidders who obtained these original documents will be permitted to participate without penalty.

12. Amendment of Prequalification Document

- 12.1 At any time prior to the deadline for submission of Applications, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, amend the prequalification documents. Later amendments on the same subject modify or replace earlier ones.
- 12.2 Amendments will be provided in the form of Addenda to the prequalification documents, which will be sent in writing to all prospective Applicants that received the prequalification documents from the procuring entity. Addenda will be binding on Applicants. Applicants are required to immediately acknowledge receipt of any such Addenda. It will be assumed by the procuring entity that the amendments contained in such Addenda will have been taken into account by the Applicant in its Application. In the case of electronic prequalification any amendments to the prequalification documents will be issued through the GOJEP System.
- 12.3 In order to afford prospective Applicants reasonable time in which to take the amendment into account in preparing their Applications, the procuring entity may, at its discretion, extend the deadline for the submission of Applications, in which case, the procuring entity will notify all Applicants in writing of the extended deadline for the submission of Applications, pursuant to ITA Sub-Clause 20.2.

13. Cost of Applications

- 13.1 The Applicant shall bear all costs associated with the preparation and submission of its Application, and the procuring entity shall not be responsible or liable for those costs.
- 13.2 The procuring entity shall incur no liability by virtue of it exercising its power to cancel a procurement in accordance with Sections 41 and 44 of the Act
- 13.3 Notwithstanding sections 12.1 and 12.2, should the Procurement Review Board, following an application for reconsideration decide that the actions of the procuring entity were not in compliance with the provisions of the Act or the regulations, the Procurement Review Board may require the payment of compensation for any reasonable costs incurred by the Applicant.

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.

15. Documents Comprising the Application

- 15.1 The Application shall comprise the following:
- (a) Application Submission Form, in accordance with ITA Clause 18;
 - (b) documentary evidence establishing the Applicant's legal status, in accordance with ITA Clause 16;
 - (c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA Clause 17; and
 - (d) any other document required as specified in the PDS.
- 15.2 In addition to the requirements under ITA Sub-Clause 11.1, Applications submitted by a JV

shall include a copy of the Joint Venture Agreement entered into by all partners. Alternatively, a Letter of Intent to execute a Joint Venture Agreement in the event of a successful Application shall be signed by all partners and submitted with the Application, together with a copy of the proposed agreement.

- 15.3 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

C. Submission of Applications

16. Application Submission Form

- 16.1 The Applicant shall prepare an Application Submission form using the template provided in Section IV, Application Forms. This Form must be completed without any alteration to its format.

17. Documents Regarding the Applicant's Legal Status

- 17.1 To establish its legal status in accordance with ITA Clause 4, the Applicant shall complete the declarations in the Application Submission Form and Forms EL1.1 and 1.2, included in Section IV, Application Forms.

18. Documents Establishing the Qualifications of the Applicant

- 18.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.

19. Signing of the Application and Number of Copies

- 19.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA Clause 14 and clearly mark it "ORIGINAL" In the case of electronic prequalification the Application uploaded on the GOJEP system shall be the "ORIGINAL". In addition for hard copy Applications, the Applicant shall submit copies of the Application, in the number specified in the PDS and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.2 The original and all copies of the Application shall be typed, digitally entered or written in permanent ink and shall be signed and stamped by a person duly authorized to sign on behalf of the Applicant. This authorization shall consist of a power of attorney and shall be attached to the Application.
- 19.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Application.

D. Procedures for Evaluation of Application

20. Sealing and Identification of Applications

- 20.1 Applications shall be submitted by hand in hard copy or electronically as specified in the PDS.
- (a) Applicants submitting Applications by mail or by hand shall enclose the original and each copy of the Application, in accordance with ITA Clause 18, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITA Sub-Clauses 19.2, 19.3 and 19.4.
- (b) Applicants submitting Applications electronically shall follow the procedures as

described in the GOJEP Guide for Suppliers.

20.2 For hard copy Applications the inner and outer envelopes shall:

- (a) bear the name and address of the Applicant;
- (b) be addressed to the procuring entity in accordance with ITA Sub-Clause 20.1;
- (c) bear the specific identification of this prequalification process indicated in the PDS Sub-Clause 1.1 and any additional identification marks as specified in the PDS; and
- (d) bear a warning not to open before the time and date for Application opening, in accordance with ITA Sub-Clause 19.1.

20.3 If all envelopes are not sealed and marked as required, the procuring entity will assume no responsibility for the misplacement or premature opening of the Application.

20.4 The proposals shall be deposited in the TENDER BOX provided in the address stated in ITA Sub-Clause 20.1.

21. Deadline for Submission of Applications

21.1 Applications must be received by the procuring entity at the address or through the e-GP System and no later than the date and time indicated in the PDS.

21.2 The procuring entity may, at its discretion, extend the deadline for the submission of Applications by amending the prequalification document in accordance with ITA Clause 8, in which case all rights and obligations of the procuring entity and Applicants previously subject to the deadline shall thereafter be subject to the deadline as extended.

22. Late Applications

22.1 The procuring entity shall not consider any Application that arrives after the deadline for submission of Applications, in accordance with ITA Clause 20. All late Applications shall be declared late and rejected. The applicant will be notified and must collect their application within 30 days. If the application is not collected within this period it shall be destroyed.

22.2 In the case of electronic prequalification Applicants will be unable to upload their Application once the Application submission deadline has passed.

23. Opening of Applications

23.1 For hard copy Applications, the procuring entity shall open all Applications at the date, time and place specified in the PDS. The procuring entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

23.2 For electronic Applications, the GOJEP System shall prepare an Application opening report that shall include, as a minimum: the name of the Applicants. A copy of the report will be distributed to all Applicants.

E. Evaluation of Applications and Prequalification of Applicants

24. Confidentiality

24.1 Information relating to the evaluation of Applications and recommendation for prequalification shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

24.2 Any attempt by an Applicant or any person to influence the procuring entity in the evaluation, pursuant to **Section 56 of the Act**, shall result in the rejection of its Application.

24.3 Notwithstanding ITA Sub-Clause 23.2, from the time of the deadline for submission of Applications to the notification of prequalification, if any Applicant wishes to contact the procuring entity on any matter related to the prequalification process, it should do so in writing.

25. Clarification of Applications

25.1 To assist in the evaluation of the applications, the procuring entity may, at its discretion, ask any applicant for a clarification of its application. Any clarification submitted by an applicant in respect to their Application and that is not in response to a request by the procuring entity shall not be considered. The procuring entity's request for clarification and the response shall be in writing. In the case of electronic prequalification this will be managed through the GOJEP System.

25.2 If an applicant does not provide clarifications of its application by the date and time set in the procuring entity's request for clarification, its application may be rejected.

26. Responsiveness of Applications

26.1 The procuring entity may reject any Application which is not responsive to the requirements of the prequalification document.

27. Subcontractors

27.1 Applicants planning to subcontract any of the key activities indicated in Section III, Qualification Criteria, shall specify the activity(ies) or parts of the works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subcontractors in Forms ELI-1.2 and EXP (experience)-4.2(b) in Section IV. Such proposed specialist subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and Requirements.

27.2 At this time, the procuring entity does not intend to execute certain specific parts of the works by subcontractors selected in advance by the procuring entity (Nominated Subcontractors) unless otherwise stated in the PDS.

E. Evaluation of Applications and Prequalification of Applicants

28. Evaluation of Applications

28.1 The procuring entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the applicants. The use of other methods, criteria, or requirements shall not be permitted. The procuring entity reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to perform the contract.

28.2 Only the qualifications of subcontractors that have been identified in the application may be considered in the evaluation of an applicant. The qualifications of other firms, including the applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 26.2 above) or any other firm(s) different from the applicant shall not be considered.

28.3 In case of multiple contracts, the procuring entity shall prequalify each applicant for the maximum number and types of contracts for which the applicant meets the appropriate aggregate requirements of such contracts, as specified in Section III, Qualification Criteria and Requirements.

29. Procuring Entity's Right to Accept or Reject Applications

29.1 The procuring entity reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications without thereby incurring any liability to applicants:

- (a) at any time prior to the acceptance of the successful application; or
- (b) after the successful application is accepted if:
 - (i) the applicant presenting the successful application is disqualified under the Act or the regulations;
 - (ii) the procurement is cancelled;
 - (iii) the applicant presenting the successful application is excluded on the grounds of an unfair competitive advantage or a conflict of interest that is likely to impair the integrity of those procurement proceedings;
 - (iv) the procurement proceedings, the application or the applicant contravenes or is otherwise not compliant with the provisions of the Act or the regulations.

30. Prequalification of Applicants

30.1 All applicants whose applications have met or exceeded (“passed”) the specified threshold requirements will, to the exclusion of all others, be prequalified by the procuring entity as specified in the PDS.

31. Notification of Prequalification

31.1 Once the procuring entity has completed the evaluation it shall notify all applicants, in writing if they prequalified.

32. Invitation to Bid

32.1 Promptly after the notification of the results of the prequalification, the procuring entity shall invite bids from all the applicants that have been prequalified.

33. Changes in Qualifications of Applicants

33.1 Any change in the structure or formation of an application after being prequalified in accordance with ITA Clause 29 and invited to apply shall be subject to a written approval of the procuring entity prior to the deadline for submission of bids. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements, or if in the opinion of the procuring entity, a substantial reduction in competition may result. Any such changes shall be submitted to the procuring entity not later than 14 days after the date of the Invitation for Bids.

Section II. Prequalification 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.

A. General

ITA 2.1	The Procuring Entity is: Airports Authority of Jamaica Norman Manley International Airport, Palisadoes, Kingston, Jamaica, West Indies.
ITA 2.1	The name and identification number of the ICB are: Shoreline Protection-Runway30End Norman Manley International Airport Shoreline Protection SLP-30/NMIA/2019 The number, identification and names of the lots comprising this ICB are: One (1)
ITA 2.3	Bidding will be conducted in accordance with HARD COPY PROCEDURES
ITA 3.1	The name of the Project is: Shoreline Protection SLP-30/NMIA/2019
ITA 6.1	Maximum number of members in the JV shall be: Three (3)

B. Contents of the Prequalification Document

ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is:</p> <p>Attention: Project Manager Airports Authority Of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica</p> <p>Telephone: 1-876-924-8835-7</p> <p>Facsimile number: 1-876-924-8620</p> <p>Electronic mail address: <u>aaj@aaj.com.jm</u></p> <p>Website Address: <u>http://www.nmia.aero/tender</u></p> <p>Requests for clarification should be received by the procuring entity no later than: Seven (7) Days before the deadline for submission of applications stated at ITA 21.1.</p>
---------	--

C. Preparation of Applications	
ITA 15.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents:</p> <p><i>Note: The AAJ reserves the right to <u>reject</u> any application that DO NOT submit all the mandatory documents listed below.</i></p> <ul style="list-style-type: none"> -References (at least two (2)) of Similar Work done/in progress, size and complexity. -List of Key Personnel - Financial Records -Letter of Authorization
ITA 19.1	In addition to the original Application, the required number of copies is: Four (4)
D. Submission of Applications	
ITA 20.1	Applications will be submitted in HARD COPY
ITA 21.1	<p>For Application submission purposes only, the Procuring Entity's address is:</p> <p style="text-align: center;">Shoreline Protection-Runway 30 End Norman Manley International Airport</p> <p>Attention: Project Manager Address: Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica</p> <p>Floor-Room number: Tender Box located in the lobby of the offices</p> <p>The deadline for the submission of Applications is: Date: Friday, November 29, 2019 Time: 3:00 p.m. EST</p>
ITA 23.1	<p>The Application opening shall take place at:</p> <p style="text-align: center;">Street Address: Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston Jamaica</p> <p>Date: Friday, November 29, 2019 Time: 3:15 p.m. EST</p>
E. Procedures for Evaluation of Applications	
ITA 24.2	At this time the procuring entity " <i>does not intend</i> " to execute certain specific parts of the works by subcontractors selected in advance (Nominated Subcontractors).

Section III. Qualification Criteria and Requirements

This Section contains all the criteria that the procuring entity shall use to evaluate Applications and prequalify Applicants. The Applicant shall provide all the information requested in the forms included in Section IV, Bidding Forms.

Contents

1. Eligibility	14
2. Historical contract Non-Performance	14
3. Financial Situation and Performance	15
4. Experience	16

Eligibility and Qualification Table

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 9.2	Must meet requirement	Must meet requirement	Must meet requirement		Forms ELI - 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 6.2	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Letter of Application
1.3	Law of Jamaica	Eligible in accordance with ITA 5.2	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI - 1.1 and 1.2, with attachments
2. Historical contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract ¹ did not occur as a result of contractor default since 1 st January 2014.	Must meet requirement	N/A	Must meet requirement ²	N/A	Form CON-2
2.2	Pending Litigation	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be	Must meet requirement	N/A	Must meet requirement	N/A	Form CON - 2

¹ Non performance, as decided by the Employer, shall include all contracts where (a) non performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

² This requirement also applies to contracts executed by the Applicant as JV member.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments. (iii) 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 the last three (3) years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	requirement Must meet requirement	N/A	N/A Must meet requirement	N/A	
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of US\$5.0 million calculated as total certified payments received for contracts in progress and/or completed within the last 5 years, divided by 5 years	Must meet requirement	Must meet requirement	N/A	Must meet 33 %, <i>Thirty-three</i> of the requirement	Form FIN - 3.2
4. Experience							
4.1 (a)	General Construction	Experience in Civil Engineering under general	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP - 4.1

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
	Experience	construction or direct Civil Engineering works contracts in the role of contractor, subcontractor, or management contractor for at least the last five (5) years prior to the application submission deadline, starting 1 st January 2014.					
4.2 (a)	Specific Construction & contract Management Experience	(i) A minimum number of Two (2) similar contracts specified below that have been satisfactorily and substantially ⁴ completed as a prime contractor, joint venture member ⁵ , management contractor or sub-contractor between 1st January 2004 and Application submission deadline, each with a value of at least US\$3.5m , that have been successfully and substantially completed and	Must meet requirement	Must meet requirement ⁶	N/A	Must meet requirements for one contract (can be a specialist sub-contractor). Construction of Revetment works at least 200m x 4m high above mean sea level.	Form EXP 4.2(a)

⁴ Substantial completion shall be based on 80% or more works completed under the contract.

⁵ For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, shall be considered to meet this requirement

⁶ In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section VI, Scope of Works					
4.2 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2004 and Application submission deadline, a minimum construction experience in the following key activities successfully completed⁷:</p> <p>A minimum of two crews of armour placement equipment and the necessary supply trucks and loading equipment should be utilized for the project</p>	<p>Must meet requirements</p> <p>A minimum of two crews of armour placement equipment and the necessary supply trucks and loading equipment should be utilized for the project for at least 75% of the duration of the contract.</p> <p>A minimum rate of 180 cubic metres per day per crew</p>	<p>Must meet requirements</p> <p>A minimum of two crews of armour placement equipment and the necessary supply trucks and loading equipment should be utilized for the project for at least 75% of the duration of the contract.</p> <p>A minimum rate of 180 cubic</p>	N/A	<p>Must meet the following requirements for key activities listed below</p> <p>A minimum of two crews of armour placement equipment and the necessary supply trucks and loading equipment should be utilized for the project for at</p>	Form EXP - 4.2 (b)

⁷ Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		for at least 75% of the duration of the contract. A minimum rate of 180 cubic metres per day per crew shall be achieved over any two week period.	shall be achieved over any two week period.	metres per day per crew shall be achieved over any two week period.		least 75% of the duration of the contract. A minimum rate of 180 cubic metres per day per crew shall be achieved over any two week period.	

Note: [For Multiple lots (contracts) specify financial and experience criteria for each lot under Sub-Factors 3.1, 3.2, 4.2(a) and 4.2(b)]

Section IV. Application Forms

Table of Forms

Application Submission Form.....	22
Applicant Information Form.....	24
Applicant's Party Information Form	25
Historical Contract Non-Performance	26
Financial Situation.....	28
Average Annual Construction Turnover.....	30
General Construction Experience.....	31
Specific Construction and Contract Management Experience	32
Construction Experience in Key Activities.....	34

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 Prequalification Documents, including Addendum(s) No(s)., issued in accordance with Instructions to Applicants (ITA) Clause 8: *[insert the number and issuing date of each addendum]*.
- (b) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification process, have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.2;
- (c) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, do not have any conflict of interest, in accordance with ITA Sub-Clause 4.5;
- (d) We are not participating, as an Applicant or as a subcontractor, in more than one Application in this prequalification process in accordance with ITA-Sub-Clause 4.5;
- (e) We, in accordance with ITA Sub-Clause 24.1, 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 prequalification process, the corresponding prequalification 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]*

Form ELI -1.1

Applicant Information Form

Date: _____
 Ref No. and title: _____
 Page _____ of _____ pages

Applicant's name
In case of Joint Venture (JV), name of each member:
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation:
Applicant's legal address [in country of registration]:
Applicant's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA Sub-Clause 4.2 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA Sub-Clause 4.1 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form ELI -1.2

Applicant's Party Information Form

Applicant's JV Information Form
(to be completed for each member of Applicant's JV)

Date: _____
 Ref No. and title: _____
 Page _____ of _____ pages

Applicant's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA Sub-Clause 4.2. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form CON - 2

Historical Contract Non-Performance

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria

- Contract non-performance did not occur since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria.
- Contract(s) not performed since 1st January *[insert year]* specified in Section III, Evaluation and Qualification Criteria.

Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria

- No pending litigation in accordance with Section III, Evaluation and Qualification Criteria
- Pending litigation in accordance with Section III, Evaluation and Qualification Criteria.

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
		Contract Identification: _____ Name of Employer: _____ Address of Employer: _____ Matter in dispute: _____ Party who initiated the dispute: _____	

		— Status of dispute: _____	
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Form FIN - 3.1:

Financial Situation

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to ITA Clause 16 for the exchange rate

2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No	Source of finance	Amount (US\$ equivalent)
1		
2		
3		

3. Financial documents

The Applicant and its parties shall provide copies of financial statements for _____ years pursuant Section III, Evaluation and Qualifications Criteria. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements⁸ for the _____ years required above; and complying with the requirements

⁸ If the most recent set of financial statements is for a period earlier than 12 months from the date of Bid, the reason for this should be justified.

Form FIN - 3.2:

Average Annual Construction Turnover

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

		Annual turnover data (construction only)	
Year	Amount Currency	Exchange rate	USD equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

* See Section III, Evaluation and Qualification Criteria.

Insert 3.3 and 3.4 ?

Form EXP - 4.1

General Construction Experience

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Applicant
		Contract name: _____ Brief Description of the works performed by the Applicant: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the works performed by the Applicant: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the works performed by the Applicant: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	

Form EXP - 4.2(a)

Specific Construction and Contract Management Experience

Applicant's Name: _____

Date: _____

JV Member's Name _____

Ref No. and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management contractor <input type="checkbox"/>	Sub- contractor <input type="checkbox"/>
Total Contract Amount				US\$
If member in a JV or sub-contractor, specify participation in total Contract amount				
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)**Specific Construction and Contract Management Experience (cont.)**

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b)

Construction Experience in Key Activities

Applicant's Name: _____

Date: _____

Applicant's JV Member Name: _____

Sub-contractor's Name⁹ (as per ITA Clause 35): _____

Ref No. and title: _____

Page _____ of _____ pages

All Sub-contractors for key activities must complete the information in this form as per ITA Clause 35 and Section III, Evaluation and Qualification Criteria.

1. Key Activity No One: _____

	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount				US\$
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				

⁹ If applicable

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	

2. Activity No. Two

3.

PART 2 – Works Requirements

Section V. Scope of Works

Contents

1. Description of the Works.....	37
2. Construction Period	Error! Bookmark not defined.
3. Site and Other Data.....	41

1. DESCRIPTION OF THE WORKS

SHORELINE PROTECTION RUNWAY 30 END NMIA

The Works for Prequalification then Bidding shall include **approximately 358m of rock revetment** along the shoreline directly protecting the end of the Runway.

The proposed Work Area is located within the flight path of the NMIA. Hence sections of the day and/or night time work (execution) periods are likely to be regulated by the Jamaica Civil Aviation Authority (JCAA) so as to comply with the Obstacle Limitation Surface (OLS) limit.

The Scope of Works shall include, but not limited to:

1. Coastal protection works to include the construction of about 358m of stone/rock revetment along the shore, associated dune works, and protection of the environment, flora and fauna habitats.
2. Reinforced Concrete Retaining Wall & Associated Works at the South-Eastern End of Runway 30 End.
3. Supply, transport and deliver all materials required including rock armour and selected fills. Place, compact and shape associated disturbed dunes with excavated material.
4. Approach Lighting System: Provide temporary lighting, remove existing lighting system, supply, install and commission new lighting system.

2. Construction Period

Project-Works Timeline

The estimated duration of the project-works is five (5) months (one month mobilization and four months construction).

Project-Works Site Plan and Phase 1 Location.

NOTE: Location of the Works:

The revetment works is approximately 358 metres in length.

Using the centre line of the runway as the reference line, the revetment is about 202 metres south westerly and about 156 metres north easterly.

202m South Westerly	156m North Easterly
358m Revetment	

A Diagrammatic Representation of the 358m Location Revetment on both sides (south westerly and north easterly) of the Runway Centre Line.

