



**CAYMAN ISLANDS GOVERNMENT**  
MINISTRY of PLANNING LANDS AGRICULTURE HOUSING & INFRASTRUCTURE  
**DEPARTMENT of VEHICLE and DRIVERS' LICENSING**

**INVITATION TO TENDER**  
**Electronic Vehicle Registration System**  
**CTC/13-14/PLAHI**

The Department of Vehicle and Drivers' Licensing (DVDL) invites the submission of tenders from interested eligible firms for an Electronic Vehicle Registration System.

**Project Scope:** The Cayman Islands Government invites proposals from vendors of Electronic Vehicle Registration Systems for:

- A) A comprehensive Electronic Vehicle Registration (EVR) solution including hardware and software, installation, configuration, testing, implementation, training, maintenance, technical support, integration of the current solution and existing CCTV ANPR and;
- B) Install an on-site electronic license plate production solution.

**Eligibility:** Interested firms will need to meet the following eligibility criteria in order to participate in this process:

1. Must have at least 5 years' experience under contracts in the role of contractor, subcontractor, or management contractor in the successful completion of at least 3 projects of similar nature within the past 5 years and must submit documentary evidence from at least 3 clients evidencing work you performed.

**Description of Project:** The Cayman Islands Government DVDL is seeking proposals to develop and integrate an electronic vehicle registration (EVR) system with its current system (44,000 registered vehicles) that is not electronically enabled.

**Collection and Access to Tender Documentation:** The tender documents (Request For Proposals) are available on the Government website: [www.centraltenders.gov.ky](http://www.centraltenders.gov.ky) Tenders are ONLY to be returned to the Secretary of the Central Tenders Committee and in accordance with instructions outlined in the tender document. For additional information on this invitation contact. The last day of submission is 4:30 pm on Friday 11<sup>th</sup> July, 2014.

David W. Dixon  
Director, Department of Vehicle and Drivers' Licensing,  
Email: [EVR-RFP@gov.ky](mailto:EVR-RFP@gov.ky)

Tender submittal address:

**Central Tenders Committee**  
**Government Administration Building**  
**133 Elgin Avenue, George Town KY1-9000**  
**Grand Cayman, Cayman Islands**

**Late tenders will not be accepted.** The Cayman Islands Government shall not be bound to accept any of the proposals submitted and will not defray the costs incurred by any tenderer and also reserves the right to cancel the tender process at any time prior to contract signing.

## **REQUEST FOR PROPOSALS (RFP)**

### **DEPARTMENT OF VEHICLE AND DRIVERS' LICENSING**

**Representing the**

### **GOVERNMENT OF THE CAYMAN ISLANDS**

**Tender No:** CTC/13-14/PLAHI

**For:** Procurement of an Electronic Vehicle Registration System  
and RFID Plates

**Product Type:** Goods and Services

**Client Agency:** Department of Vehicle and Drivers' Licensing,  
Ministry of PLAHI

**Delivered to:** Central Tenders Committee

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***PART I***

***TERMS AND CONDITIONS***

## **REQUEST FOR PROPOSALS (RFP)**

### **DEPARTMENT OF VEHICLE AND DRIVERS' LICENSING**

Representing the

### **GOVERNMENT OF THE CAYMAN ISLANDS**

Tender No:

CTC/13-14/PLAHI

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For:

**Procurement of Service Renewal for an Electronic Vehicle  
Registration Systems and RFID Licenses Plates (Production)**

***PART I***

***TERMS AND CONDITIONS***

# 1 DEFINITIONS

In this Request for Proposals, unless the context otherwise requires:

- a) "Commencement Date" or "Date of Commencement" means the day after the Contract is signed;
- b) "Conditions of Proposal" means the terms and conditions issued by the Department under this Request For Proposals documentation and shall include all terms and conditions, and Schedules contained in the Contract issued as part of this RFP;
- c) "Contract" means the executed Contract Agreement between the Government and the Successful Proposer including all documents, appendices, schedules and attachments referred to therein recording the terms and conditions of the contract together with such other documents which the parties have agreed in writing shall form part of the Contract and such variations, modifications or amendments to the Contract as may be agreed in writing;
- d) "Contract Period" or "Term" means the term of the Contract shall be for a period of minimum of one year with an optional two year term and commence on the Commencement Date;
- e) "Conflicts of Interest" means any event influencing the capacity of a candidate, Proposer, contractor or service provider to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of Government. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, Proposer, contractor or service provider, or any conflict with his own interests. These restrictions also apply to subcontractors and employees of the candidate, Proposer, contractor or service provider;
- f) "CTC" means Central Tenders Committee;
- g) "Formal Solicitation" means this Request for the Proposals and the terms may be used interchangeably in this RFP;
- h) "Government" means the Government of the Cayman Islands;
- i) "Government Representative" means the person who is employed in that capacity named in the Request For Proposals and appointed by the Head of Department or Chief Officer to act on his behalf in carrying out those duties described in the Conditions of Proposal or such other person as may be appointed in that capacity by the Head of Department or Chief Officer;
- j) "Proposal" means a response or bid to this Request For Proposals and term proposal, response and bid shall be used interchangeably in this RFP;

- k) "Proposer" means the firm, organization, person or entity who submits a proposal, response or bid in response to this Request For Proposals and the Proposer may also be referred to as a bidder in this RFP;
- l) "RFP" means this Request For Proposals and shall also mean "formal solicitation" or "Tender" as used in this document;
- m) "Service Provider" or "Vendor" means the entity, person or persons whose Proposal is accepted by the Department and his or their legal personal representatives or permitted assignees;
- n) "Response" shall have the same meaning as Proposal and the two terms shall be used interchangeably in this RFP;
- o) "Services" or "Government Requirements" means the work, duties and obligations to be undertaken by a Service Provider in accordance with this Request For Proposals and more particularly described in the General Conditions of Contract for which a Proposal has been accepted by the department and includes the work to be performed by and the other obligations of the Service Provider as specified in this Request.



## 2 RECEIPT FOR REQUEST FOR PROPOSALS DOCUMENTS

All potential bidders must complete and email a PDF version of the receipt of RFP/Intention to submit a tender form in **Appendix B – Receipt and Notice Form** prior to Wednesday, 18<sup>th</sup> of July, 2014.

The form must be emailed to Department of Vehicle and Drivers' Licensing at [evr-rfp@gov.ky](mailto:evr-rfp@gov.ky) .

## 3 REQUEST FOR PROPOSALS [RFP]

TENDER NO: **CTC/13-14/PLAHI**

FOR: Procurement of Electronic Vehicle Registrations System and RFID Licenses Plates

Invitation

### 3.1 *Purpose*

The purpose of this project is as follows:

- A) The Cayman Islands Government aims to effectively increase vehicle compliance and reduce the amount of lost annual revenue to the department that is directly related to the failure of motorist to legally register and license their vehicles. The purposeful avoidance to register vehicles is the most significant contributors to revenue losses within Department of Vehicle and Drivers Licensing.
- B) The Cayman Islands Government aims to utilize the appropriate technology to enable Law Enforcement to electronically identify, validate vehicle roadworthiness or authenticate registration plate transfer via security features added to the new registration plates and/or the windshield registration labels/stickers/coupons. Law enforcement will not have to rely on manual or visual inspections to validate vehicles identity or roadworthiness.
- C) The Cayman Islands Government aims to incorporate an on-site registration plate production facility as part of their operation. The facility shall have the capability to produce registration plates and windshield label tags with embedded security features. The system chosen must allow for the upgrade of these security features when needed as the Government remains open to utilizing any technology as soon as it becomes technically feasible and economically viable in the Cayman Islands.

## 4 INSTRUCTIONS TO PROPOSERS

### 4.1 *Government's Representative*

The Government's representative shall be the Director of the Department of Vehicle and Drivers' Licensing (David Dixon) or any person appointed by him to act as the Government's representative (hereinafter called the "Government Representative") from whom all instructions will be sought including any questions in connection with this Request For Proposals who may be contacted by email at: [era-rfp@gov.ky](mailto:era-rfp@gov.ky).

### 4.2 *Proposer's Submissions*

- a) Any general queries or uncertainties of interpretation arising from the RFP documents should be brought to the attention of the Government Representative in writing at the earliest opportunity and well before the date for the return of the

Proposal. Queries will only be accepted up to two (2) days prior to the closing time for the return of Proposals.

- b) All documents are to be submitted in English and the format for submission should be Microsoft Word/Excel or PDF attachment. Your signed Proposal should be submitted accompanied by a completed Proposal Response Price Matrix Form which is included with this RFP documentation. The format of the submitted Proposal Response Price Matrix Form should not be changed. The offer should strictly adhere to the prescribed format so as to properly facilitate Government's consideration and evaluation of the Proposals. Any change in the format may cause rejection of the bid.
- c) You are expected to diligently read this RFP in its entirety, examine the specifications, deliverables, and note and supply all the items which are to be submitted with your proposal in the order outlined in Section 10. For your convenience, a list of the items which are to accompany your proposal is attached hereto as **Appendix A – List of Deliverables**.
- d) You shall furnish the information required in the Formal Solicitation. You shall sign the Response and print in ink or type the name of the Proposer, address, and telephone number on the face page.
- e) If so required, the unit price for each unit offered shall be shown, and such price shall include packaging, handling and shipping, any relevant Government duty and inside delivery to a Grand Cayman premises unless otherwise specified. You shall include in the response all taxes. If applicable, a unit price shall be entered in the "Unit Price" column for each item. Based upon estimated quantity, an extended price shall be entered in the "Extended Price" column for each item offered. In case of a discrepancy between the unit price and extended price, the unit price will be presumed correct.
- f) You must state a definite time, if required, in calendar days for delivery of goods and/or services.
- g) You should retain a copy of all proposal documents for future reference.
- h) All responses, as described, must be fully completed and typed or printed in ink and must be signed in ink with the firm's name and by an officer or employee having authority to bind the company or firm by his/her signature. Proposals having any erasures or corrections must be initialled in ink by person signing the response or the response may be rejected.
- i) Responses are to remain valid for at least 90 days. Upon award of a contract, the content of the Successful Proposer's response may be included as part of the contract, at the Cayman Islands Government's discretion.
- j) The Cayman Islands Government's Proposal Forms shall be used when you are submitting your proposal. Use of any other forms will result in the rejection of your proposal. **WHEN SUBMITTING IN ALL REQUIRED FORMATS, THE ORIGINAL**

***AND THREE (3) COPIES OF THESE SETS OF FORMS, UNLESS OTHERWISE SPECIFIED, AND ANY REQUIRED ATTACHMENTS MUST BE RETURNED TO THE CAYMAN ISLANDS GOVERNMENT OR YOUR PROPOSAL MAY BE DEEMED NON-RESPONSIVE.***

- k) You must not make any arrangements with anyone else about whether or not they should submit Proposals, or about their or your proposed prices or terms and conditions. You may however, obtain any necessary subcontract quotations.
- l) Your form of Proposal with all relevant documents should be submitted in a sealed envelope prominently marked "CTC/13-14/PLAHI/ Proposal for the Procurement of Electronic Vehicle Registration System". The envelope or package should not bear any indication of the identity of the Proposer.
- m) Proposers are advised that at the time of submitting the Proposal, the cashier will issue a manual receipt stating the date and time the Proposal has been received and the person submitting the Proposal shall also sign the receipt, a copy of which is issued to the person submitting the Proposal.
- n) The person signing the receipt agrees with the date and time the Proposal has been submitted and there is no recourse by them or any other person to dispute these facts at a later stage.
- o) Although a late Proposal may be received by the cashier it will be rejected as a 'late' bid during the tender opening process and will be returned to the Proposer immediately after the tender opening meeting.
- p) if the Proposal is qualified it may be set aside, or you may be required to withdraw the qualification without amending your Proposal.
- q) Ineligible Proposals will be rejected prior to evaluation.
- r) Proposal evaluation scores, will be appropriately affected if the Proposer does not include in any submission documentation all the information required by the RFP documentation. Each Response will be reviewed to determine if it is responsive to the submission requirement. A "responsive" response is one which follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is a timely submission, and has appropriate signatures as required on each document. Failure to comply with these requirements may deem a Response to be non-responsive.
- s) Any discrepancies, errors, or ambiguities in the Formal Solicitation or addenda (if any) should be reported in writing to the Government Representative. Should it be found necessary, a written addendum will be incorporated in the Formal Solicitation and will become part of the purchase agreement (contract documents). The Cayman Islands Government will not be responsible for any oral instructions, clarifications, or other communications.

- t) The Proposal shall remain open for consideration for 90 days from the date for the return of the Proposal. The prices set out in the Proposal and Price Matrix Form Spread sheet shall be effective until the award of contract unless the Proposal is withdrawn, or if found to contain any obvious errors in pricing or errors in arithmetic.

### **4.3 Procurement Regulations**

- a) The process of public procurement is regulated by the Financial Regulations (2004) and subsequent revisions. This Request For Proposals has been prepared to accord with these Regulations and is subject to all applicable Cayman Islands Laws.
- b) The objective of this Request For Proposals is to provide an open and competitive environment, ensuring that the evaluation of Proposals is carried out in a fair, ethical, impartial, consistent, transparent manner, with a publicly auditable mechanism, a declared basis for the evaluation of proposals, and with no obligation to accept the lowest price only.
- c) Government's procurement process recognizes:
  - (i) The overriding requirement is to ensure value for money; and
  - (ii) That all Proposals are to be evaluated fairly, and impartially against the eligibility; and
  - (iii) Evaluation criteria stated in the Request For Proposals documentation; and
- d) That commercially sensitive information is in accordance with the Freedom of Information Law (2007).
- e) Additionally, the evaluation scoring process is designed to detect those Proposals considered abnormally low or high which will be scored according to the predetermined matrix referred to in the RFP.
- f) May cancel a tender process and/or reject all Proposals at any time prior to the award of the tender.
- g) Reserves the right to accept or reject any or all responses or parts of after opening/closing date and request re-issuance on the goods/services described in the formal solicitation. In the event of such rejection, the Government Representative shall notify all affected bidders/proposers and make available a written explanation for the rejection.
- h) Reserves the right to reject the response of any Proposer who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time contracts of a similar nature, and who is not in a position to perform the requirements defined in this formal solicitation.

- i) Reserves the right to waive any irregularities or minor informalities or technicalities in any or all responses and may, at its discretion, re-issue this formal solicitation.
- j) May consider one (1) alternate response from the same Proposer for the same formal solicitation; provided, that the alternate response offers a different product that meets or exceeds the formal solicitation requirements. In order for the Cayman Islands Government to consider an alternate response, the Proposer shall complete a separate Proposal Response Price Matrix Form and shall mark "Alternate Response". Alternate response shall be placed in the same response.
- k) Reserves the right to cancel all formal solicitations before it's opening/closing. In the event of proposal cancellation, the Government Representative shall notify all prospective bidders/proposers and make available a written explanation for the cancellation.
- l) Shall be the sole judge of non-performance, which shall include any failure on the part of the successful Proposer to accept the award or to furnish required documents and, upon such default, will notify the Proposer of the default and will provide three (3) days (weekends and Cayman Islands holidays excluded) to remedy the default. Failure to correct the default within the required three (3) days shall result in the award being withdrawn upon notifying in writing the proposer of its intentions and the effective date of the withdrawal.
- m) May provide estimated quantities or estimated budgeted funds for the proposers' guidance only. No guarantee is expressed or implied as to quantities that will be purchased during the contract period. The Cayman Islands Government is not obligated to place an order for any given quantity, or value subsequent to the award of this contract. Said estimates may be used by the Cayman Islands Government for purposes of determining the low bidder or most advantageous proposer meeting specifications. The Cayman Islands Government reserves the right to acquire additional quantities at the prices bid/proposed or at lower prices in this Formal Solicitation.
- n) Reserves the right, at such times as may serve its best interest, to advertise for, receive, and award additional contracts for these herein goods and/or services, and to make use of other competitively bid (governmental) contracts, agreements, or other similar sources for the purchase of these goods and/or services as may be available. It is hereby agreed and understood that this formal solicitation does not constitute the exclusive rights of the successful Proposer to receive all orders that may be generated by the Cayman Islands Government in conjunction with this Formal Solicitation.
- o) Reserves the right to request from bidders/proposers a separate Manufacturer's Certification of all statements made in the Proposal. Failure to provide such certification may result in the rejection of Proposal or termination of contract/agreement, for which the Proposer must bear full liability.

- p) Reserves the right to award the contract on a split-order, lump sum or individual-item, completion of objective basis, or such combination as shall best serve the interests of the Cayman Islands Government unless otherwise specified.
- q) May reject a Response for any of the following reasons:
- 1) Proposer fails to acknowledge receipt of addenda;
  - 2) Proposer misstates or conceals any material fact in the Response ;
  - 3) Response does not conform to the requirements of the Formal Solicitation;
  - 4) Response requires a conditional award that conflicts with the method of award;
  - 5) Response does not include required samples, certificates, licenses as required; and,
  - 6) Response was not executed by the Proposer(s) authorized agent.
- u) The foregoing is not an all-inclusive list of reasons for which a Response may be rejected. The Cayman Islands Government may reject and re-advertise for all or any part of the RFP whenever it is deemed in the best interest of the Cayman Islands Government.

#### **4.4 Notices to Proposers**

- a) All Proposers, including those who download the Request For Proposals documentation from the internet, are advised to complete the attached Receipt for Request of Proposals Documents [hereafter called the "Acknowledgement"] and email the completed acknowledgement to the Government Representative in a timely manner at [evr-rfp@gov.ky](mailto:evr-rfp@gov.ky) .
- b) Any subsequent Notice to Proposers issued by the Government Representative will be emailed to those persons that have returned the Acknowledgement.
- c) Proposers should intermittently, prior to submitting the Proposal, visit the Government Central Tenders Committee website for final amendments, clarifications, updates (if any) which would form part of the Proposal and which would be available at the site. The closing date for the receipt of queries is two (2) days prior to the deadline for the return of Proposals.

#### **4.5 Government's Policy on Confidentiality**

- a) The Request for Proposals remains the property of the Government of the Cayman Islands and may be used only to prepare a Proposal in response. Except for information to the public generally (other than by breach of these Conditions), a person receiving any Request For Proposals documents must not publish, disclose or copy any of its content, except to prepare a Proposal in response. The Proposer must keep confidential all information provided by the Government, as part of, or in connection with, the Request For Proposals documentation. All Proposals become the property of the Government of the Cayman Islands which may reproduce all or any part of a Proposal for evaluation purposes or if the Proposer who submits the Proposal is awarded the procurement contract, as a term, condition or provision of

that contract despite any confidentiality or intellectual property right subsisting in the Proposal.

- b) The Government may reproduce all or any part of that Proposal in a contract awarded to the Vendor, without reference to the Proposer;
- c) Either party may publish all or any part of that Proposal that is included in a contract, without reference to the other party; and;
- d) Neither party may publish any part of that Proposal that the Government has determined should not be exempt from the Government's policy on confidentiality in Government contracts in accordance with the Freedom of Information Law (2007).
- e) Subject to the previous sub-clause, the Government and the Proposer must hold the Proposal in confidence, so far as the law allows, except if:
  - f) The information is available to the public generally, other than by breach of this obligation;
  - g) A law requires a party to file, record or register something that includes information in the tender;
  - h) Disclosure is necessary or advisable to get a consent, authorization, approval or license from a Governmental or public body or authority;
  - i) It is necessary or advisable to make disclosure to a taxation or fiscal authority;
  - j) It is necessary to provide the information in the proposal in answer to a question asked of a Minister in the Legislative Assembly, or otherwise to comply with a Minister's obligations to the Legislative Assembly; or
  - k) It is disclosed confidentially to a party's professional advisors to get professional advice about this proposal process; or
  - l) Otherwise to consult such professional advisors.

#### **4.6 *Proprietary Information and Trade Secrets***

- a) A Proposer shall identify those portions of its proposal that it deems to be confidential, proprietary information or trade secrets and provide justification as to why such materials shall not be disclosed by the Government. All materials which the proposer desires to remain confidential shall be clearly indicated by stamping the top and bottom of the pages on which such information appears with the word "Confidential". Such material stamped "Confidential" shall be easily identifiable from the non-confidential portions of the proposal.
- b) All materials indicated as "Confidential" shall be reviewed by the Government and any decision not to honour a request for confidentiality shall be communicated in



writing to the Proposer. Prices and terms of payment shall be publicly available after the quotation opening regardless of any designation of confidentiality made by the Proposer.

- c) Notwithstanding the above, the Government is subject to Freedom of Information Law (2007). If any proposal contains a confidentiality provision, it shall have no application when disclosure is required by Cayman law or upon court order.

## **5 ELIGIBILITY CRITERIA**

Interested firms will need to meet the following eligibility criteria in order to participate in this process:

- a) Must have at least 5 years' experience under contracts in the role of contractor, subcontractor, or management contractor in the successful completion of at least 3 projects of similar nature within the past 5 years and must submit documentary evidence from at least 3 clients evidencing work you performed.

## **6 MINIMUM QUALIFICATIONS**

Proposers shall submit documentation to satisfy each of the following requirements cited below. Failure to do so will result in the Proposal being deemed non-responsive.

- a) Proposals shall be considered only from firms that are regularly engaged in the business of providing any of the services described in this RFP; who can provide all features as indicated herein; and that have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated. The term "equipment and organization," as used herein shall be construed to mean a fully equipped and well-established facility as determined by the proper authorities of the Cayman Islands Government.
- b) Neither Proposer nor any principal, officer, or stockholder of Proposer shall be in arrears or in default of any debt or contract involving the Cayman Islands Government, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the Cayman Islands Government.

### **6.1 Other Requirements**

- a) Proposers shall warrant that there has been no violation of copyright or patent rights in manufacturing, producing, or selling the goods shipped or ordered and/or services provided as a result of this formal solicitation, and Proposers agree to hold the Cayman Islands Government harmless from any and all liability, loss, or expense occasioned by any such violation.

## **7 PROPOSER'S ORGANISATIONAL STRUCTURE / PROFILE**

The proposer's response shall include the submission of relevant and verifiable qualification submission data providing evidence that the Proposer's firm and its personnel available either in-house or outsourced is a suitably qualified firm and the Proposer is required to:

- a) possess a verifiable past record of providing the goods, services and works and employ's appropriately qualified staff with required experience in delivering the goods, services and works, and can demonstrate their capability and past experience in providing similar goods, services and works to those defined in this RFP;
- b) comply with the requirements and stipulations defined in this RFP;
- c) provide an acceptable banker's reference as to the Proposer's financial ability to finance its contractual obligations to the standards and duration required in this Request For Proposals and the General Conditions of the Sample Contract;
- d) provide details of any claims, judgments, arbitration proceedings or suits pending or outstanding against it, its officers, any employee or any supplier, individual or corporate, to be engaged by it for the Project, arising from the provision of its goods, services or carrying out works during the last three (3) years;
- e) demonstrate that it has provided such goods, services and works of a similar type and on a similar scale as specified in this Request For Proposals;
- f) ensure that it understands the completeness of the information and documentation required to be provided when submitting a proposal. There is no obligation on the Department, Government Representative or Central Tenders Committee to request additional information during the proposal evaluation stage.

## 8 TERMS OF PAYMENT

- a) **Sum Payable:**  
Government agrees to pay the Proposer subject to any adjustments of the sum stated on the Form of Proposal for fulfilling its obligations under these Conditions.
- b) **Basis of Payment:**  
Payment terms will be negotiated at contract phase with the proposer that is awarded the tender.
- c) **Additional Services:**  
Notwithstanding the above Government agrees to reimburse the Proposer for such other goods, services and works as are required by the Proposer, and which are additional to those required to be performed by the Service Provider under these Conditions as agreed in writing by the Cayman Islands Government.
- d) **Recoverables:**  
Whenever under these Conditions any sum of money shall be recoverable from or payable by the Proposer, such sum may be deducted from or reduced by the amount of any sum or sums then due or which at any time thereafter may become due to the Proposer under any contract with Government.
- e) **Payment on Suspension or Termination:**  
On suspension or termination of any services or works or provision of any goods under these Conditions, Proposer will be entitled to payment for his goods, services, works and expenses up to the point of the suspension or termination in accordance with the provisions of the Contract.
- f) Government will be entitled to possession and to make full use of the proposal and all documentation and technical records relevant or relating to the project prepared by the Proposer, in accordance with and for use under Contract upon such payment by Government, as stated and upon receipt and acceptance of the required documentation.

## 9 PROPOSER'S PRICE TO INCLUDE

- a) The price(s) stated on the **Proposal Response Price Matrix Form** shall constitute the full compensation payable to the Proposer for the goods, services and works and shall include, unless otherwise expressly stated, all cost, taxes, duties, fees or charges of any kind whatsoever incurred by the Proposer in respect of the goods, services and works to be provided, including any legislation announced, prior to one (1) week before the proposal return date, to become effective during the currency of the Contract Period in the execution of its obligations under this Proposal.
- b) Include for all fluctuations in the Proposer's costs and expenses whatsoever their nature for the Contract Period. Any price decrease effectuated during the contract period either by reason of market change or on the part of the contractor to other customers shall be passed on to Government.
- c) Unless otherwise specified in the Formal Solicitation, all prices quoted/proposed by Proposer must be inside delivery to a premise on Grand Cayman, with all delivery costs and charges, including any relevant duty included in the Proposal price, unless otherwise specified in this Formal Solicitation. Failure to do so may be cause for rejection of Proposal.
- d) The Proposer warrants that prices, terms, and conditions quoted in its response will be firm throughout the duration of the contract unless otherwise specified in the Formal Solicitation. Such prices will remain firm for the period of performance or resulting purchase orders or contracts, which are to be performed or supplied over a period of time.
- e) Each Proposer shall detail any and all fees and costs to provide the required services as listed herein. Proposer shall additionally complete the attached Proposal Response Price Matrix Form
- f) Failure to submit pricing on the Proposal Response Price Matrix Form detailing cost for all items and services per objective may disqualify a Proposer from consideration.

## 10 SUBMISSION REQUIREMENTS

Proposers shall carefully follow the format and instruction outlined below, observing format requirements where indicated. Proposals should contain the information itemized below and in the order indicated. This information should be provided for the Proposer and any sub-consultants to be utilized for the work contemplated by this Solicitation. Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award.

- 1) Cover Page
- 2) Table of Contents
- 3) Executive Company Summary
- 4) Qualifications and Experience
- 5) Ability and Capabilities
- 6) Proposal Response Price Matrix Form

ALL RESPONSES WILL BE SUBMITTED IN HARD COPY FORMAT TO INCLUDE THREE (3) COPIES, ALONG WITH A MICROSOFT WORD/EXCEL OR PDF COPY OF THE PROPOSAL SUBMITTED ON A CD/DVD.

### 10.1 *Cover Page*

The Cover Page should include the Proposer's name; Contact Person for the RFP; Firm's Liaison for the Contract; Local Office Location; Local Business Address, Business Telephone and Fax Numbers, if applicable, Email addresses; Title of RFP; RFP Number;

### 10.2 *Table of Contents*

The table of contents should outline, in sequential order, the major sections of the proposal as listed below, including all other relevant documents requested for submission. All pages of the proposal, including the enclosures, should be clearly and consecutively numbered and correspond to the table of contents.

### 10.3 *Executive Company Summary*

Proposers must provide a signed and dated summary of not more than two (2) pages containing an overall executive company summary, including the company's history, Mission and Vision Statement. A brief overview of the goods and services routinely provided. Include the name of the organization, business phone and contact person for the Cayman Islands project.

### 10.4 *Qualifications and Experience*

- a) Describe the Proposer's organizational history and structure; years Proposer and/or firm have been in business providing a similar service(s), and indicate whether the Cayman Islands Government has previously awarded any contracts to the Proposer.

- b) Provide a list of all principals, owners or directors.
- c) Provide a complete list of clients for which Proposer has provided a similar service(s) as required in this RFP. This list should include those entities of a similar or larger size, complexity and scope of work, to the Cayman Islands Government, particularly governmental entities, for which services have been performed during the past five (5) years.
- d) Provide detailed background indicating qualifications and experience, for the Project Manager and all personnel to be assigned the Cayman Islands Government's account throughout the duration of the Contract.
- e) Provide two (2) Letters of Reference on letterhead from entities, particularly governmental entities of a similar size for whom similar services have been performed.

### **10.5 Ability and Capability to Perform Required Services**

- a) Describe the size of Proposer and its ability to provide required services to the Cayman Islands Government.
- b) Provide financial data for your company as well as any other entity with which you are proposing this project.
- c) Provide audited financial statements for the past three (3) years. A CPA Compilation Report will be accepted for those companies that are not publicly traded.

### **10.6 Proposal Response Price Matrix Form**

All respondents will be required to use the Proposal Response Price Matrix Form provided by Government. Failure to complete the provided Form may deem a vendor non-respondent. The Cayman Islands Government reserves the right to implement this project using a phased approach; as such objectives may be completed in their entirety or in phases over an estimated period of up to three (3) years. Each proposal must be as detailed and comprehensive as possible as it pertains to pricing, and include all individual line item costs.

### **10.7 Currency Format**

Pricing must be submitted in USD dollars and the currency must be indicated whenever pricing is listed. Where the currency is not listed USD will be assumed.

## 11 PROJECT TIME-TABLE

The tentative time-table for this project is as follows:

a) Request For Proposals Advertisement: (1 <sup>st</sup> published)	20-Jun-2014
b) Questions and Answers	20-Jun-2014 to 27-Jun-2014
c) Receipt of Tender Document/Notice form Due	11-Jul-2014
g) Proposals Due to CTC	11-Jul-2014
h) Evaluations Complete/Recommendation to CTC	14-Jul-2014 – 25-Jul-2014
i) CTC Consideration of Recommendation	30-Jul-2014
j) Notification to successful Proposer(s) "Award"	06-Aug-2014
k) Contract Negotiation:	(1-30 Days after Award)
l) Successful proposer signs contract:	(1-30 Days after Negotiations)
m) Commence provision of goods, services, and work:	(to be negotiated)
n) Contractual obligations completed:	(to be negotiated)

## 12 EXECUTION OF CONTRACT

- a) The Proposer, evaluated and ranked in accordance with the requirements of this solicitation and qualified to provide the service(s) requested herein (the "Successful Proposer") shall be afforded the opportunity to negotiate and execute a contract ("Contract") with Government, which shall have an effective term for consecutive annual periods determined by and for the convenience of Government, subject to the Proposer's continued satisfactory performance. Such contract shall further detail terms and conditions, including but not limited to a termination clause.
- b) contained in the RFP's Scope of Work and Specifications;
- c) contained in the General Conditions of Contract and its Schedules;
- d) contained in the successful Proposal; and
- e) Proposal clarification communication with the Proposer during the technical appraisal, evaluation and clarification stages.
- f) If prior to Contract award it is determined that a formal solicitation or proposed award is in violation of law or procurement procedure, then the solicitation or proposed award shall be cancelled by Government, as may be applicable, or revised to comply with the law.

## **12.1 *A contract may not be awarded***

- a) any person or firm which is in arrears to Government upon any debt or contract, or which is a defaulter as surety or otherwise upon any obligation to Government.
- b) to any person or firm that has failed to perform under the terms and conditions of any previous contract with Government or deliver on time contracts of a similar nature.

## **13 COPYRIGHT OR PATENT RIGHTS**

Proposers warrant that there has been no violation of copyright or patent rights in manufacturing, producing, or selling the goods shipped or ordered and/or services provided as a result of this formal solicitation, and Proposers agree to hold Government harmless from any and all liability, loss, or expense occasioned by any such violation.

## **14 EVALUATION CRITERIA AND WEIGHTINGS**

- a) The criteria listed below have been drafted in accordance with the Financial Regulations (2004) and subsequent revisions. The integrity of the public sector relies on all proposals being evaluated fairly and impartially against the eligibility and evaluation criteria stated in the advertisement and this Request For Proposals. The evaluation criteria require that all proposals be subject to an overriding requirement to ensure value for money and shall accord with the conditions of this RFP.
- b) Proposals will be evaluated by an Evaluation Committee which is accountable for ensuring that the process of proposal evaluation shall be in accordance with the this RFP. The evaluation criteria, weighting and scoring shall be applied as communicated to the Central Tenders Committee [CTC] prior to the opening of proposals. The Evaluation Committee's recommendation to accept a proposal requires final approval from the CTC who will, if the recommendation is accepted, announce the successful proposer.
- c) The procedure for response evaluation, selection and award is as follows:
  - 1) Solicitation issued
  - 2) Receipt of responses
  - 3) Opening and listing of all responses received
  - 4) Government will review each submission for compliance with the submission requirements of the Solicitation, including verifying that each submission includes all documents required.
- a) The Central Tenders Committee, comprised of appropriate Government Staff and members of the community, as deemed necessary, with the appropriate technical expertise and/or knowledge, shall meet to evaluate each response in accordance



with the requirements of this Solicitation and based upon the evaluation criteria as specified herein.

- b) The Central Tenders Committee reserves the right, in its sole discretion, to request Proposers to make oral presentations before the Committee as part of the evaluation process. The presentation may be scheduled at the convenience of the Central Tenders Committee and shall be recorded.
- c) The Central Tenders Committee reserves the right to rank the Proposals and makes its recommendation regarding the successful proposer.
- d) Eligible Proposers shall be evaluated and scored upon the content of the submission data in accordance with the criteria and weightings stated in this RFP.
- e) Proposal pricing which is considered to be either abnormally high or abnormally low shall be scored according to the predetermined matrix.

### **14.1 *Rejection of Response***

The Cayman Islands Government may reject a Response for any of the following reasons:

- a) Proposer fails to acknowledge receipt of addenda;
- b) Proposer misstates or conceals any material fact in the Response ;
- c) Response does not conform to the requirements of the Formal Solicitation;
- d) Response requires a conditional award that conflicts with the method of award;
- e) Response does not include required samples, certificates, licenses as required; and,
- f) Response was not executed by the Proposer(s) authorized agent.

The foregoing is not an all-inclusive list of reasons for which a Response may be rejected. The Cayman Islands Government may reject and re-advertise for all or any part of the Formal Solicitation whenever it is deemed in the best interest of the Cayman Islands Government.

### **14.2 *Determination of Responsibility***

- a) Responses will only be considered from entities who are regularly engaged in the business of providing the goods/equipment/services required by the Formal Solicitation. Proposer must be able to demonstrate a satisfactory record of performance and integrity; and, have sufficient financial, material, equipment, facility, personnel resources, and expertise to meet all contractual requirements. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well established entity in line with the best industry practices in the industry as determined by Government.
- b) The Cayman Islands Government may consider any evidence available regarding the financial, technical and other qualifications and abilities of a Proposer, including past performance (experience) with Government or any other governmental entity in making the award.

- c) Government may require the Bidder(s)/Proposer(s) to show proof that they have been designated as an authorized representative of a manufacturer or supplier which is the actual source of supply, if required by the Formal Solicitation.

### 14.3 Evaluation Criteria

Proposals shall be evaluated based upon the following criteria and weight:

- a) Subject always to the final approval, the Proposer(s) recommended for acceptance will be the Proposer who meets all the requirements and criteria, and attains the highest total score after evaluating and scoring the submission data in accordance with the a predetermined scoring matrix and the scoring scheme described hereafter.
- b) All criteria that are to be evaluated will have weightings according to the Evaluations Committee's opinion of importance, which are not for publication. These weightings will be scaled and apply to all scored items.

1. Price of Proposal	70
3. Past Performance & Capability	25
4. Payment Terms	5
	<hr/>

Total Points : 100

### 14.4 Evaluation Criteria Weighting

- c) All evaluated and weighted criteria will use the following Score Guidance method, except where noted in this Condition:
- 1) Price of System:
    - a. Lowest Price = 70 Points
    - b. Prices of Proposals situated between Lowest Price and Highest Price will receive a pro-rated number of points based on the relative difference from the lowest.
  - 2) Past Performance & Capability:
    - a. Exceeds Requirements = 25 Points
    - b. Meets Requirements = 15 Points
    - c. Meets requirements W/Minor Objections = 5 Points
    - d. Does not Meet Requirements = 0 Points
  - 3) Payment terms:
    - a. Most Flexible (Duration) = 5 Points
    - b. Standard 30 day Payment terms = 4 Points
    - c. Payment on Delivery = 2 Points
    - d. Does not Meet Requirements = 0 Points

- d) Prior to evaluating and scoring proposer's submissions all Proposers' data shall be considered on a like-for-like basis to remove selection bias. Accepted proposal practice applies such as checking the completeness of the submissions, qualification data, and arithmetical correctness.

## **15 OTHER GENERAL CONDITIONS**

- a) Sub-contracting and assignment without the prior written consent of Government, a Proposer must not sub-contract, assign, part with or be relieved from any of its rights, powers, liabilities and obligations under the Contract.
- b) Unless the Government agrees otherwise in writing, the Proposer is fully responsible for the deliverables despite that a Proposer has sub-contracted or assigned the performance of any part of the deliverables.

## **16 CONFLICTS OF INTEREST**

- a) The Proposer is required to provide, with the return of the Proposal, a written warranty that at the date of submitting the proposal, no conflicts of interest exist, or are likely to arise, in the purchase of the goods/services and that if, prior to the deadline date for the return of the Proposal, a conflict of interest arises, then the Proposer will notify Government immediately in writing, of that conflict or risk.
- b) The Proposer shall also certify that to the best of their knowledge or belief, no member of the Review Committee of Government is financially interested, directly, in the purchase of the goods/services specified in this RFP.
- c) Proposer certifies that its response is fair, without control, collusion, fraud or other illegal action. Government will investigate all potential situations where collusion may have occurred and Government reserves the right to reject any and all bids/responses where collusion may have occurred.
- d) The successful Proposer shall warrant that it has not employed or retained any person or company employed by the Cayman Islands Government to solicit or secure the Contract and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award of the Contract.

## **17 PROPOSAL CLARIFICATIONS AND ALTERATIONS**

- a) Government Representative reserves the right during the technical appraisal, evaluation and clarification stages to enter into communication with any Proposer, for which written confirmations or replies will be required, to clarify any matter that may have been submitted by the Proposer in order to score more appropriately any of the submission data required by this Request For Proposals. Any Proposal clarification that may take place shall not be considered a Proposal negotiation but shall be deemed a clarification in areas of uncertainty in the submission data.

- b) No contract or understanding to modify this Formal Solicitation and resultant purchase orders or contracts, if applicable, shall be binding upon Government unless made in writing by the Government Representative, through the issuance of a change order, addendum, amendment, or supplement to the contract, purchase order or award sheet as appropriate.
- c) Any price decrease effectuated during the contract period either by reason of market change or on the part of the contractor to other customers shall be passed on to Government.
- d) Proposer may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Written modifications shall not be allowed following the proposal deadline.

## **18 NOTIFICATION OF AWARD**

- a) Proposers will be notified in writing by the Chairman of the Central Tenders Committee [CTC], after proposals have been evaluated and a report considered and accepted by the CTC, of the name of the Proposer whose proposal will be accepted by the Government and the amount of that proposal. Such notification shall be subject to the issue of the Letter of Award from the Government Representative.
- b) No variation of the Proposal will be considered after the Proposal has been accepted and the Letter of Award issued, except where any such variation is expressly provided for by this RFP.
- c) When the approval to accept a proposal has been issued by the CTC, the Government Representative shall, within 3 to 5 business days, issue his Letter of Award to the successful Proposer.
- d) Within thirty (30) days of the date of the signed Notification of Award the successful proposer shall sign a Contract with Government.

## **19 VARIATIONS OF SPECIFICATIONS**

For purposes of solicitation evaluation, Proposers must indicate any variances from the solicitation specifications and/or conditions, no matter how slight. If variations are not stated on their Response, it will be assumed that the product fully complies with the Cayman Islands Government's specifications.

## **20 ADDITIONAL TERMS AND CONDITIONS**

No additional terms and conditions included with the solicitation response shall be evaluated or considered, and any and all such additional terms and conditions shall have no force or effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed that the conditions in this

solicitation are the only conditions applicable to this solicitation and that the bidder's/proposer's authorised signature affixed to the Proposal attests to this.

### **20.1 Primary *Client* (First Priority)**

The successful Proposer agrees upon award of this contract that the Cayman Islands Government shall be its primary client and shall be serviced first during a schedule conflict arising between this project and any other project successful Proposer may have with any other clients.

## **REQUEST FOR PROPOSALS (RFP)**

### **COMPUTER SERVICES DEPARTMENT**

Representing the

### **GOVERNMENT OF THE CAYMAN ISLANDS**

**Tender No:**

CTC/13-14/PLAHI

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**For:**

Procurement of an Electronic Vehicle Registration  
System and RFID Plates (Production)

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## ***PART II***

# ***SCOPE OF WORK & SPECIFICATIONS***

## 21 SCOPE OF WORK

### 21.1 Executive Summary

The Department of Vehicle and Drivers' Licensing ("DVDL") is the vehicle licensing authority of the Cayman Islands. It is a department under the responsibility of the Ministry of Planning, Lands, Agriculture, Housing and Infrastructure.

The Ministry of Planning, Lands, Agriculture, Housing and Infrastructure (hereinafter referred to as "Cayman Islands Government") is issuing this Request for Proposals ("RFP") as an invitation to qualified companies ("Bidders") to submit one or more proposals for implementing a comprehensive electronic vehicle registration (EVR) system. The Cayman Islands Government is seeking proposals to develop and integrate an electronic vehicle registration (EVR) system with its current system (44,000 registered vehicles) which is not electronically enabled.

The Department of Vehicle and Drivers' Licensing inventory system is inefficient and needs to be streamlined as the inefficiency results in inconvenience to customers and ultimately revenue loss. Due to the extended time lag of ordering and receiving license plate stock from overseas the Cayman Islands Government has resolved to produce licence plate on-site. The capability to produce registration plates and windshield labels on-site is mandatory.

### 21.2 Background

The purpose of this project is as follows:

- D) The Cayman Islands Government aims to effectively increase vehicle compliance and reduce the amount of lost annual revenue to the department that is directly related to the failure of motorist to legally register and licence their vehicles. The purposeful avoidance to register vehicles is the most significant contributors to revenue losses within Departments of Vehicles and Drivers Licenses.
- E) The Cayman Islands Government aims to utilize the appropriate technology to enable Law Enforcement to electronically identify, validate vehicle roadworthiness or authenticate registration plate transfer via security features added to the new registration plates and/or the windshield registration labels/stickers. Law enforcement will not have to rely on manual or visual inspections to validate vehicles identity or roadworthiness.
- F) The Cayman Islands Government aims to incorporate an on-site registration plate production facility as part of their operation. The facility shall have the capability to produce registration plates and windshield label tags with embedded security features. The system chosen must allow for the upgrade of these security features when



needed as the Government remains open to utilizing any technology as soon as it becomes technically feasible and economically viable in the Cayman Islands.

## 21.3 Project Scope

The Cayman Islands Government is soliciting proposals for:

- A) A comprehensive Electronic Vehicle Registration (EVR) solution including hardware and software, installation, configuration, testing, implementation, training, maintenance, technical support and integration of the current solution and existing CCTV ANPR and;
- B) An on-site vehicle licence plate production solution.

The EVR solution is intended to ensure vehicle registration compliance and ensure vehicles legal status is authentic, and the registration plate production facility will allow the production and customization of plates on site. The bidders shall design, develop and implement an electronic vehicle registration (EVR) and plate registration solution. The solution must include the following features:

- (i) Software and Hardware (EVR Computer Based system)
- (ii) Security features: RFID (chip) embedded License Plates and Labels
- (iii) RFID Antennas, Readers (fixed), (mobile) & (portable)
- (iv) Database linking (Existing DB) to RFID License Plate and Labels
- (v) Machines for production and personalization of License Plates
- (vi) Consumables

## 22 OBJECTIVES

As per the aforementioned Scope of Work. Each firm will be required to submit their respective proposals on the attached pricing matrix.

Proposers are invited to be creative in their approach to options the pricing of the tender worksheet, and are encouraged to design a solution for the Cayman Islands Government for implementing a system that will target non-compliant motorists on the roads.

The on-site production of registration plate shall focus on per unit cost reduction and reduce the significant waiting period for custom license plate.

Proposers are to submit per year pricing of materials for plate production for Year 1, Year 2 and Year 3 purchasing, with the understanding that accepting a year one proposal does not obligate the Government to accept year 2 or year 3 proposals.

## 23 APPENDIX A: LIST OF DELIVERABLES

Note: This list may not be complete and is provided as a convenience to Proposers. Proposers are reminded that they must review all sections of the RFP to determine all documents and items that must be provided.

Documents To Be Returned With Proposal	Documents Post Proposal/ Pre-Contract	Notes
Three hard copies of completed and signed Proposal Form and Pricing Matrix		English Hard Copy
Electronic Proposal		CD/DVD – Word/Excel or PDF
Proposal Response Price Matrix		
Bankers reference		
Proof of eligibility by Vendor		
Lists of clients for which Proposer has provided similar service (s)		
Two letters of reference from entities of similar size		
Company Financial Data		
Warranty as to conflict of interests	Prior to deadline notification of any change to such warranty	

## 24 APPENDIX B – RECEIPT AND NOTICE FORM

### RECEIPT OF TENDER DOCUMENTS AND NOTICE OF INTENTION TO SUBMIT A TENDER

Request For Proposals NO: **CTC/13-14/PLAHI**

FOR: Procurement of Electronic Vehicle Registration System and RFID Plates

TO: Department of Vehicle and Drivers' Licensing, Tender Review Committee

RECEIVED BY:

\_\_\_\_\_  
(PRINT Name of Person)  
FOR AND ON BEHALF OF:

\_\_\_\_\_  
(PRINT Name of Company)

Company Street Address: \_\_\_\_\_

Company Postal Address: \_\_\_\_\_

Company Tel &/or Cell: \_\_\_\_\_

Contact email address: \_\_\_\_\_

The Proposer acknowledges the following for the RFP submission:

The deadline date, time and address for receipt of proposal submissions is: 11:30 am, on Wednesday, 28th May, 2014 delivered by hand or courier to The Secretary of the Central Tenders Committee, Ground Floor, Government Administration Building, 133 Elgin Avenue, George Town, Grand Cayman KY1-9000, CAYMAN ISLANDS;

The format for proposal submission is: all responses will be submitted in hard copy format to include three (3) copies, along with a Microsoft word/excel or PDF copy of the proposal submitted on a CD/DVD

Late Proposals received after the deadline will not be evaluated and will be returned to the Proposer after the Proposal opening meeting;

The Cayman Islands Government: is under no obligation to accept the lowest Proposal;  
can cancel a tender process and/or reject all Proposals at any time prior to the award of the tender.

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Email this form to [evr-rfp@gov.ky](mailto:evr-rfp@gov.ky)