

**ADDENDUM TO REQUEST FOR PROPOSAL (RFP#2023/JCAA/11)  
FOR THE PROCUREMENT OF THREE (3) SPORT UTILITY VEHICLES FOR THE  
JAMAICA CIVIL AVIATION AUTHORITY (JCAA)**

**DATED JULY 26, 2023**

TO AMEND THE REQUEST FOR PROPSOAL (RFP) DOCUMENT FOR THE  
**PROCUREMENT OF THREE (3) SPORTS UTILITY VEHICLES FOR THE  
JAMAICA CIVIL AVIATION AUTHORITY (JCAA)**  
ADVERTISED IN THE TUESDAY OBSERVER AND SATURDAY GLEANER OF  
JULY 11 AND 15, 2023, RESPECTIVELY, WITH A SUBMISISON DEADLINE OF  
AUGUST 02, 2023 @ 3:00 P.M.

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**WHEREAS**

- A. Relating to the Evaluation and Qualification Criteria in **Section III. Evaluation and Qualification Criteria** of the RFP (2023/JCAA/11) document, which states:

This Section complements the Instructions to Bidders. It contains the criteria that the procuring entity may use to evaluate a bid and determine whether a bidder has the required qualifications. No other criteria shall be used.

**Evaluation Criteria**

**TECHNICAL EVALUATION MATRIX**

<u><i>Procurement of three (3) Sport Utility Vehicles (SUVs) - RFP# 2023/JCAA/11</i></u>			
<u>Particulars</u>		<b>Bidders</b>	
<b><u>Bid Qualification Checklist</u></b>	Y/N		
Tax Compliance Certificate/ Letter	Y/N		
PPC (NCC)Registration	Y/N		
Declaration Form	Y/N		
Manufacturer's Authorization	Y/N		
Bid Submission Form	Y/N		
Price and Completion Schedule	Y/N		
Bidder Information Form	Y/N		
	<b>POINTS</b>	<b>SCORES</b>	
<b>A. <u>Corporate Profile &amp; Qualification</u></b>	<b>7</b>		
Experience and Qualification in Supply of Motor Vehicle  <10 yrs = 3 pts : 11 - 15 yrs = 5 pts :	7		
<b>B. <u>Technical Specification</u></b>	<b>40</b>		
Full Conformity with Supply of Motor Vehicle	30		
Performance and Productivity of Motor Vehicle	10		
<b>C. <u>Lowest Responsive Bid</u></b>	<b>25</b>		
<b>D. <u>Customer Service &amp; Support</u></b>	<b>28</b>		
The projected operating and Maintenance Cost during the life of the Motor Vehicle	6		
Availability in Jamaica of spare parts and after sales services for Motor Vehicle offered in the bid.	6		
The cost of major replacement components, mandatory spare parts, and service.	6		

Delivery Schedule: 1-10 weeks = 10 pts; over 10 weeks = 5	10		
<b>TOTAL TECHNICAL SCORE</b>	<b>100</b>		

**The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.**

**NOW THEREFORE:**

- A. The Evaluation and Qualification criteria in the RFP (2023/JCAA/11) document is hereby amended and varied as follows:

**Section III. Evaluation and Qualification Criteria**

This Section complements the Instructions to Bidders. It contains the criteria that the procuring entity may use to evaluate a bid and determine whether a bidder has the required qualifications. No other criteria shall be used.

Evaluation Criteria

**TECHNICAL EVALUATION MATRIX**

<b><i>Procurement of three (3) Sport Utility Vehicles (SUVs) – RFP# 2023/JCAA/11</i></b>			
<b><u>Particulars</u></b>		<b>Bidders</b>	
<b><u>Bid Qualification Checklist</u></b>	<b>Y/N</b>		
Tax Compliance Certificate/ Letter (TCC/TCL)	Y/N		
PPC (NCC)Registration	Y/N		
Declaration Form	Y/N		
Manufacturer's Authorization	Y/N		
Bid Submission Form	Y/N		
Price and Completion Schedule	Y/N		
Bidder Information Form	Y/N		
	<b>POINTS</b>	<b>SCORES</b>	
<b><u>A. Corporate Profile &amp; Qualification</u></b>	<b>7</b>		
Experience and Qualification in Supply of Motor Vehicle ≤10 yrs. = 3 pts.; 11 – 15 yrs. = 5 pts.; ≥20 yrs. = 7 pts.	<b>7</b>		
<b><u>B. Technical Specification</u></b>	<b>40</b>		
Full Conformity with Supply of Motor Vehicle Specifications	<b>30</b>		
Performance and Productivity of Equipment	<b>10</b>		
<b><u>C. Lowest Responsive Bid</u></b>	<b>25</b>		
<b><u>D. Customer Service &amp; Support</u></b>	<b>28</b>		
The projected operating and Maintenance Cost during the life of the Motor Vehicle	<b>6</b>		
Availability in Jamaica of spare parts and after sales services for Motor Vehicle offered in the bid.	<b>6</b>		

The cost of major replacement components, mandatory spare parts, and service.	<b>6</b>		
Delivery Schedule: 1-10 weeks = 10 pts; over 10 weeks = 5 Pts	<b>10</b>		
<b>TOTAL TECHNICAL SCORE</b>	<b>100</b>		

The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

“A proposal shall be rejected at this point if it does not respond to important aspect of the General Requirement, or it fails to achieve a minimum technical scoring of 65 points.”

The evaluation of both the technical (T) and Cost (P) components of each proposal, and the weight given to them are:

T = 75 points

P = 25 points

**Technical score:**

The technical proposal of all responsive bids is marked out of 75 points.

T= total score of 75 points

**Cost (Price)**

The lowest proposed cost will be assigned the maximum points of 25.

The number of points for the proposal under consideration is calculated as:

$P = CLP / CPC \times 25$

P = No. of points for proposal under consideration

CLP = cost of lowest proposal

CPC = cost of proposal under consideration

**Award Criteria**

The procuring entity shall award the Contract to the bidder whose bid has been determined to be the highest scored.