



APPENDIX II
BID SUBMISSION¹

Hamilton, 5 July 2016

To: Maryem Biadillah Starling
Senior Analyst, Department of E-Commerce
Ministry of Economic Development
30 Parliament Street, 3rd Floor, Hamilton, HM 12

Dear Madam

We, the undersigned, offer to provide the State of ICT in Bermuda Surveys for 2016 that will document the state of residential and corporate technology, communications and Internet-related activities in Bermuda as outlined in our bid. We are hereby submitting our bid, which includes this proposal submission form, the Instructions to Bidders, Terms of Reference, and related documents.

We are submitting our bid in association with: *[Insert a list with full name and address of each associated consultant] [Delete is not applicable].*

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the bid, i.e. before the date indicated in the Request for Proposal, we undertake to negotiate on the basis of the proposed staff. Our bid is binding upon us and subject to the modifications resulting from Contract negotiations.

If our bid is accepted, WE undertake to initiate the contract related to the assignment not later than the date indicated in the RFP documents.

We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature *[In full and initials]:*

Name and Title of Signatory:

Name of Firm:

Address:

¹ All sheets form part of the Bid Submission



**TO: Maryem Biadillah Starling,
Senior Analyst, Ministry of Economic Development**

Having examined the RFP documents for the above work, we the undersigned offer to provide the State of ICT in Bermuda Surveys for 2016 that will document the state of residential and corporate technology, communications and Internet-related activities in Bermuda in accordance with the terms and conditions outlined.

Bids will only be accepted in respect of the entire scope of works and not on individual elements.

The fixed price bid includes all specified requirements such as insurance, overheads, etc. The price includes all taxes and duty. Payments will be made following submission of invoices and satisfactory completion of the work bid as detailed.

TO BE COMPLETED BY BIDDER

Total Fixed Bid Sum:	\$
Total Fixed Bid Sum (words):	
Contract Period:calendar weeks
Proposed Start Date: 2016
Proposed Completion Date:2016

General Conditions of Bid

1. We declare that this bid is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a bid for the same work and is in all respects fair and without collusion or fraud.
2. We acknowledge that the Government is not bound to accept the lowest or any bid, and will not accept any late bids.
3. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments to the Government for Social Insurance contributions, Payroll Tax or any other debt recorded by the Accountant General’s Debt Collection Section.
4. We confirm that we have submitted a bona fide bid intended to be competitive and that we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
5. Having examined the Documents inclusive for the execution of the above named Work we, the undersigned offer to provide the named Work in accordance with the Instructions to Bidders, Terms of Reference, Bid Submission and related documents, specification (herein called the RFP Documents).
6. We undertake, if our Bid is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager’s notice to commence, and to provide the Works comprised in the Contract Documents.
7. We confirm that our Bid shall remain open for acceptance by the Government of Bermuda for a period of ninety (90) calendar days from the date of this undertaking and shall be irrevocable during this period.
8. We understand that Government may accept or reject any bid it may receive.
9. We undertake to commence the work within _____ **calendar days** of the date of the acceptance of this bid.
10. Unless and until a formal agreement is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.



11. We consent to the collection and use of any information we give to the Government in response to this solicitation document and waive any right to challenge any decision made by the Government to disclose the information.

Dated this _____ day of _____, 2016

(Name) _____

(Signature) _____

Duly authorized to sign bids for and on behalf of:

(Firm) _____

(Address) _____



CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the bidder

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive bids from all persons tendering. In recognition of this principle, each company that submits a bid will be required, by way of the signature of a duly authorized representative of the company, to confirm that the bid has been submitted without any form of collusion.

All bidders must complete and sign a Certificate of Confirmation of Non-Collusion. Any bids submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

Any bidder that submits false information in response to a bid, and any other person or company involved in collusion, may be excluded from tendering for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide bid, intended to be competitive and that I/we have not fixed or adjusted the amount of the Bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the bid pack, or supplementary information provided to all bidders.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

- (a) Communicate to a person other than the bid administrator the amount or approximate amount of my/our proposed Bid (other than in confidence in order to obtain quotations necessary for the preparation of the Bid for insurance) or
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted; or
- (c) Offer or agree to pay or give any sum of money, inducement, gift/ hospitality or valuable consideration directly or indirectly to any person in relation to this bid.

Signed

(1) _____ Title _____ Date _____

(2) _____ Title _____ Date _____

For and on behalf of _____



COMPANY PROFILE

COMPANY INFORMATION/QUALIFICATIONS AND REFERENCES

Legal name of Company _____

THE COMPANY SHALL COMPLETE THE FOLLOWING STATEMENTS:

1. Principal(s) and Director(s) of the Company:

Physical Address:

Email:

Website:

2. Company Insurance details:

Workers Compensation Insurance carried: BMD\$ _____

Professional Indemnity Insurance carried: BMD\$ _____

Commercial Grade Liability Insurance carried: BMD\$ _____

3. Company Bermuda Payroll Tax No.: _____

4. Company Bermuda Social Insurance No.: _____

5. Company Banking Details:

Name and address of primary bankers:

Company Legal: _____

THE COMPANY SHALL COMPLETE THE FOLLOWING STATEMENTS:

6. Do you have any involvement with other entities that may be seen as a conflict of interest?

If so, please provide details:

7. The Company has been engaged in business under the present business name for _____ years.

8. Experience in work of a nature similar to that covered in the RFP documents extends over a period of _____ years.

9. The following contracts have been satisfactorily completed in the last three (3) years for the persons, companies or authorities indicated:

Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)			
(b)			
(c)			

10. The following person may be contacted for information concerning the work listed above (list a reference for each contract named):



	Name	Title	Address	Telephone
(a)				
(b)				
(c)				

11. The following contracts are no longer current but have been satisfactorily completed in the last five (5) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				
(c)				

12. All of the above statements as to experience and financial qualifications are submitted in conjunction with the Bid, as a part thereof and the truthfulness and accuracy of the information is guaranteed by the Company.

13. Attach a copy of the Company's Certificate of Incorporation.

14. Sub-Contractors

In the event that we, the undersigned, are awarded the Contract for the work, we will employ the firms listed below as sub-contractors. All sub-contractors shall be approved by the Government; such approvals being finalized prior to the contract award. The successful bidder will not be permitted to change any sub-contractor without the Government's approval.

In the event that we employ a sub-contractor not approved by the Government, we will agree to immediately replace this sub-contractor with an approved sub-contractor. We will accept full responsibility for all damages and costs incurred by the Government (including, but not limited to, any and all costs relating to the discharging of liens brought on by any unapproved sub-contractor) as a result of employing an unapproved sub-contractor.

Trade	Sub-Contractor

Note: Continue on another page if necessary

15. Sustainable workforce

The Bermuda Government is committed to having a sustainable workforce and therefore makes it a compulsory requirement for all bidders to provide a company profile of employees [the number and names of Bermudians and non-Bermudian employees, their job categories and information with respect to training that is provided for employees] with their bid for these works.



Employee Name	Bermudian Yes / No?	Job Category

16. FINANCIAL STABILITY

We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as but not limited to Social Insurance contributions and Payroll Tax.

This bid is submitted by the authorized representative of the company.

SIGNED:

(Signature)

(Block letters)

ON BEHALF OF:

(Company) _____

(Mailing address) _____

(Email) _____

(Office Phone) _____

(Cellphone numbers) _____

DATE: _____



17. COMPANY EXPERIENCE AND REFERENCES

Using the format below, list security contracts of a similar nature your firm, and each associate firm has successfully completed within the past three years while being contracted individually as a CORPORATE IDENTITY or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment

Assignment name:	Approx. BMD\$ value of the Project :	Assignment duration (months) :
Country: Location within country:	Total staff-months - your firm	Total staff-months - your associate firms
Name of Client:	Approx. BMD\$ value of services from your firm	Approx. BMD\$ value of services from your associate firms
Address:	Start date (month/year):	Completion date (month/year):
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed <i>(indicate most significant profiles such as Project Director/Coordinator, Team Leader):</i>	
Narrative description of Assignment :		
Description of actual services provided by your staff within the assignment:		



18. Contract Acknowledgement form

Having examined RFP Documents and Addenda Nos. _____ inclusive for the execution of the above named Work we, the undersigned, offer to provide the named Work in accordance with the Bid Submission, the Instructions to Bidders, Terms of Reference, and related documents (Herein called the RFP Documents).

We confirm we have read the attached.

SIGNED:

(Signature) _____

(Block letters) _____

ON BEHALF OF:

(Company) _____

(Mailing address) _____

(Email) _____

(Office Phone) _____

(Cellphone numbers) _____

DATE: _____