

EXPRESSION OF INTEREST

Consultancy Services

**for the Implementation of a
Passenger Information System for
the Government of Mauritius**

Reference No: CAV/QUO: No. 4 of 2016/17

AUGUST 2016

1.0 INTRODUCTION

The Government of Mauritius is envisaging to introduce a system whereby information on incoming passengers is received by the competent authorities in advance of the physical presence of the passenger at examination counters so that an assessment of his/her admissibility could be made before he/she arrives. The aim is to enhance the effectiveness of border inspection system at the SSR International Airport as well as to accelerate the process of passenger clearance and prevent unnecessary delays by facilitating border clearance formalities.

Advance Passenger Information(API)(batch), interactive API and Passenger Name Record (PNR) are possible tools that enhance border security by providing Border Control Agencies with pre-arrival and departure manifest data on all passengers and crew members

Currently, as soon as an aircraft departs from foreign airport to Mauritius, the airline concerned sends a passenger manifest through its Departure Control System to the local aircraft operator, namely Air Mauritius through the SITA network. The aircraft operator then sends same to the Passport and Immigration Office one or two hours after departure of the aircraft by email and this is used for assessment on admissibility of the passengers.

The passenger manifest consists of the following information:

- (1) Surname
- (2) Initial(s) of the passenger name

The Government of Mauritius invites proposals for the provision of Consultancy Services for the above mentioned project involving, in the first instance, a study of the existing Border Control System and thereafter formulation of a strategy, approach and methodology of implementation of a new passenger information system which may comprise of Advance Passenger Information (API), interactive API and Passenger Name Record. The consultant will also be required to advise the Government of Mauritius on the implementation of the Public Key Directory (PKD). The consultancy services should also include the recommendations regarding the adequacy of the present infrastructure and the installation of any new equipment and systems that may be required for the Border Control Agencies at the SSR International Airport. The Consultancy Services will also entail the supervision and project management of the installation of all equipment for the successful implementation and operation of the new system.

2.0 Scope of Consultancy Services

The consultancy services shall include:

- Submission of a system Appreciation Document after assessment of the existing Border Control System at the SSR International Airport with a view to implementing the new system;
- Propose and recommend the requirement of the Border Control Agencies;
- Recommend on whether to leverage on existing infrastructure or to procure a completely new system with full justification;
- Formulate strategy, approach and methodology of how the new system will be implemented and its time frame taking into consideration that the various components of the project, namely API, interactive API, PNR and PKD may have to be implemented phase wise;
- Recommend systems/equipment and technical facilities required for the implementation of the proposed system;
- Provide cost benefit analysis of the enhancements or new system;
- Prepare project implementation roadmap;
- Preparation of the cost estimate, technical specifications (software, hardware and other IT infrastructures including any Disaster Recovery (DR) site) for the proposed system in accordance with the Procurement Policy Office (PPO) standard bidding document;
- Supervision and project management of the implementation of the new system;
- Assist in the commissioning of the new equipment.

3.0 PROJECT FUNDING

The project will be funded by the Government of Mauritius.

4.0 CONSULTANCY SERVICE DURATION

An indicative time frame for the 1st phase of the project, comprising the implementation of the API, is as follows:-

- | | | |
|----|---|------------------------------------|
| 1. | Survey, preparation and submission of report | 8 weeks from award of contract |
| 2. | Design, preparation of technical specifications and launching of bids | 8 weeks from approval of report |
| 3. | Tendering period | 6 – 8 weeks from launching of bids |
| 3. | Evaluation, approval of bids and award of contract | 4 weeks from tender closing date |
| 4. | Project implementation | 10 – 12 weeks from tender approval |

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|----------------------------|--|
| 5. Defect liability period | 12 months from commissioning of the new system |
|----------------------------|--|

The consultancy firms shall provide the indicative time frame for the other components of the project.

5.0 REQUIREMENT OF ADVANCE PASSENGER INFORMATION

When identifying information on passengers to be transmitted Contracting States shall require only data elements that are available in machine readable form in travel documents conforming to the specifications contained in Doc 9303 (series), Machine Readable Travel Documents. All information required shall conform to specifications for UN/EDIFACT PAXLST messages found in the WCO/IATA/ICAO API Guidelines

6.0 INVITATION FOR EXPRESSION OF INTEREST

With respect to the above, Government of Mauritius is inviting for an Expression of Interest (EOI) from consultancy firms having the required expertise to offer the above-named services.

The information requested in the EOI will enable Government of Mauritius to decide on the firm's capability to provide the services required.

The Government of Mauritius will prepare a shortlist of those consultants who will thereafter be invited to submit proposals for the above-mentioned consultancy contract.

7.0 GUIDELINES AND IMPORTANT NOTES FOR EXPRESSION OF INTEREST

Applicants will have to comply with the following guidelines and important notes when submitting their Expression of Interest:

- a) Interested Consultancy Firms/Group of Consultancy Firms having the required expertise and capabilities and having undertaken assignment(s) of similar nature and complexity either solely or in Joint Ventures to express their interest in providing the above services by filling in and submitting the Forms 1 to 6B, enclosed in the Invitation at **Annex I**.

Such information will be used to determine the compliance of Consultancy Firms with respect to the requirements given in **Annex II**.

- b) In case of joint venture or consortium, the bidder shall specify the lead partner.

- c) The Invitation for Expression of Interest, as well as Forms 1 to 6B given, can be downloaded from the government procurement website publicprocurement.govmu.org
- d) Selection of the Consultant will be in accordance to the provisions of the Public Procurement Act 2006 of Mauritius.

8.0 SUBMISSION OF BIDS

Expressions of Interest in one original and two copies, together with the duly filled forms shall be contained in a plain sealed envelope addressed to:

**Chairperson Departmental Bid Committee
Department of Civil Aviation
Sir Seewoosagur Ramgoolam International Airport
Plaine Magnien
REPUBLIC OF MAURITIUS**

The envelope shall be clearly marked:

“Consultancy Services for the Implementation of a Passenger Information System for the Government of Mauritius – Reference No: CAV/QUO: No. 4 of 2016/17.”

and shall be deposited in the **Bid Box** at the above-mentioned address, not later than **11:00 hrs on 20 October 2016**.

NOTE THE FOLLOWING:

- 1. Late applications will not be accepted; and**
- 2. Section(5) (a) of Public Procurement Act 2006 stipulates “a bidder or supplier who is responsible for preparing the specifications or bidding documents for, or supervising the execution of procurement contract, or a related company of such a bidder or supplier, shall not participate in such bidding”.**

ANNEX I APPLICATION FORMS

APPLICATION FORM (1)

GENERAL INFORMATION

All individual parties/firms and each partner of a joint venture/consortium applying for the Expression of Interest are requested to complete this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm	
2.	Head office Address	
3.	Telephone	Contact
4.	Fax	Email
5.	Place of incorporation/ registration	Year of incorporation/registration
	Nationality of owners ¹	
	Name	Nationality

¹ To be completed by all owners of partnerships or individually-owned firms.

APPLICATION FORM (2)**BRIEF DESCRIPTION OF ORGANISATION**

Name of Applicant or partner of a joint venture/consortium
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- 1 All individual parties/firms and each partner of a joint venture/consortium are requested to complete this form. The information supplied should include structure of the organization, the general staffing, logistics and support.

Use a separate sheet for each partner of a joint venture.

Applicants should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

STRUCTURE OF THE ORGANISATION ¹	GENERAL STAFFING ²	LOGISTICS AND SUPPORT ³

2. The Consultants are required to indicate clearly the experts to be provided for the assignment.

Notes:

- 1: Structure of the organisation shall include the general organigram, the different sections, services, etc.
 2: General staffing shall indicate total staff, including both technical and support.
 3: Logistics and support shall give details of all software, CAD packages, hardware and work stations.

APPLICATION FORM (3)

EXPERIENCE RECORD

To enable evaluation and short-listing, the Applicant is required to fill in the form (3A) and form (3B)

On a separate page, using the format of Form (3A) and (3B), the Applicant is requested to provide evidence on each project as follows:

- a) General Experience in Consultancy
- b) Specific Experience in similar nature and complexity to the present assignment, for which his firm and each associate (if any) were legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consultancy services during the last five (5) years.

APPLICATION FORM (3A)

GENERAL EXPERIENCE

Name of applicant or partner of a joint venture/consortium
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Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of services and special features relevant to the contract for which the Applicant wishes to be shortlisted	
5.	Contract role (check one)	
	<input type="checkbox"/> Sole party	<input type="checkbox"/> Management Consultant
	<input type="checkbox"/> Sub consultant	<input type="checkbox"/> Partner in a joint Venture
6.	Name of associate consultants (if any)	
7.	Date of award	
8.	Date of completion/ Extension of Time if any	
9.	Contract/subcontract duration (years and months) Years Months	
10.	Contract Value	

APPLICATION FORM (3B)

SPECIFIC EXPERIENCE IN SIMILAR PROJECT

Name of applicant or partner of a joint venture/consortium
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Use a separate sheet for each contract.

1.	Number of contract			
	Name of contract			
	Country			
2.	Name of employer			
3.	Employer address			
4.	Nature of services and special features relevant to the contract for which the Applicant wishes to be shortlisted			
5.	Contract role (check one)			
	<input type="checkbox"/> Sole party	<input type="checkbox"/> Management Consultant	<input type="checkbox"/> Sub consultant	<input type="checkbox"/> Partner in a joint Venture
6.	Name of associate consultants (if any)			
7.	Date of award			
8.	Date of completion/ Extension of Time if any			
9.	Contract/subcontract duration (years and months) Years Months			
10.	Contract Value			

APPLICATION FORM (4)

SUMMARY SHEET: CURRENT CONTRACT
COMMITMENTS / SERVICES IN PROGRESS

Name of applicant or partner of a joint venture/consortium
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Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion.

Name of contract	Contract Value ¹	Start date and Scheduled completion date
1.		
2.		
3.		
4.		
5.		
6.		

¹: The Contract Value shall be for both Works and Consultancy Contracts.

APPLICATION FORM (5A)

FINANCIAL STANDINGS

[The following table shall be filled in for the Applicant and for each partner if in a Joint Venture]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's Party Legal Name: *[insert full name]*

Contract No. and title: *[insert Contract number and title]*

Page *[insert page number]* of *[insert total number]* pages

Financial information in (MUR)	Historic information for previous _ <i>[insert number]</i> years, <i>[insert in words]</i> (MUR)				
	Year 1	Year 2	Year 3	Year ...	Year n
Information from Balance Sheet					
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					

APPLICATION FORM (5B)**AVERAGE ANNUAL TURNOVER**

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's/Joint Venture Partner's Legal Name: [insert full name]

Date: [insert day, month, year]

Applicant's Party Legal Name: [insert full name]

Contract No. and title: [insert Contract number and title]

Page [insert page number] of [insert total number] pages

Annual turnover data (consultancy only)		
Year	Amount and Currency	MUR
[indicate year]	[insert amount]	[MUR]
Average Annual Consultancy Turnover *		

Average annual consultancy turnover calculated as total certified payments received for services in progress or completed, divided by the number of years specified in the Qualification Criteria and Requirements.

Notes for Financial documents:

The Applicant and its parties shall provide copies of the full set of financial statements for the last three consecutive financial years. The financial statements shall:

- (a) Reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
- (b) Be audited by a certified accountant.
- (c) Be complete, including all notes to the financial statements.
- (d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted). (Attach copies of financial statements (balance sheets, including all related notes, and income statements) for the [number] years required above; and complying with the requirement.

APPLICATION FORM (6A)

PERSONNEL CAPABILITIES

Name of applicant or partner of a joint venture/consortium
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For specific positions **essential** to contract implementation, applicants should provide the name of a prime candidate qualified to meet the requirements for each position. The data on their experience should be supplied in separate sheets using one Form (6A) for each candidate.

1.	Title of position
	Name of prime candidate
2.	Title of position
	Name of prime candidate
3.	Title of position
	Name of prime candidate
4.	Title of position
	Name of prime candidate

APPLICATION FORM (6B)

CANDIDATE SUMMARY

Name of applicant or partner of a joint venture/consortium
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Position	Candidate	
<i>Candidate information</i>	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
<i>Present employment</i>	4. Name of employer	
	Address of employer	
	Telephone	Contact (manager / personnel officer)
	Fax	E-mail
	Job title of candidate	Years with present employer

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the assignment.

<i>From</i>	<i>To</i>	<i>Company / Project / Position / Relevant technical and management experience</i>

ANNEX II QUALIFYING CRITERIA

QUALIFYING CRITERIA - FIRM'S KEY PERSONNEL REQUIREMENTS

Prospective firms should possess adequate and qualified staffing capacity to undertake the services required under the current assignment as per table below. In case of joint venture or consortium, the bidder shall specify the lead partner.

The key personnel requirements will be as follows:

Key Personnel		Qualification and Experience	
(a)	Team Leader (shall emanate from the lead partner)	(i)	Degree holder
		(ii)	Experience in consultancy services for the last five (5) years. Must have worked as team leader for Consultancy Services for at least 2 projects in the field related to API/PNR
(b)	IT System Analysts	(i)	Degree holder in Computer Studies/Information Technology or any related field acceptable to the client.
		(ii)	Experience in consultancy services for the last five (5) years. Must have worked for at least 2 projects in the field related to API/PNR.
		(iii)	Minimum three (3) years experience in the design and preparations of technical specification in field relating to API/PNR.
(c)	Engineers	(i)	Degree holder in Electronic / Communication Engineering or in related field acceptable to the client.
		(ii)	Experience in consultancy services for the last five (5) years. Must have worked for at least 2 projects in the field related to API/PNR.
		(iii)	Minimum three (3) years experience involved in the design and preparations of technical specification in field relating to API/PNR.

QUALIFYING CRITERIA - FIRM'S EXPERIENCE REQUIREMENTS

Item No.	Subject	Requirement	Single Entity	All parties of Joint Venture (JV) combined	Submission Requirements
1.	General Experience in Consultancy Services	Applicant must have a General Experience in Consultancy Services for the last 5 (five) years.	Must meet requirement	Must meet requirement	Form 3A
2.	Specific Experience in similar infrastructure projects	<ul style="list-style-type: none"> During the past 5 (five) years, applicant must have undertaken the design/supervision of at least 2 projects for API / PNR 	Must meet requirement	Must meet requirement	Form 3B

QUALIFYING CRITERIA - FIRM'S FINANCIAL REQUIREMENTS

Item No.	Subject	Requirement	Single Entity	All parties of Joint Venture (JV) combined	Submission Requirements
Financial Standings					
1.	Firm's Turn-Over	The Applicant shall submit copy of audited balance sheets and annual report or other financial statements acceptable to Government of Mauritius, for the last three (3) financial consecutive years and shall have an average turnover of MUR 20 Million in the last three consecutive financial years (year 2012, 2013 and 2014).	Must meet requirement	Must meet requirement	Form 5A
2.	Firm's Profitability	The Applicant shall submit evidence of the firm's profitability for the last three consecutive financial years and should demonstrate profit for at least one year.	Must meet requirement	Must meet requirement	Form 5B

QUALIFYING CRITERIA - FIRM'S KEY PERSONNEL REQUIREMENTS

Item No.	Subject	Requirement	Single Entity	All parties of Joint Venture (JV) combined	Submission Requirements
1.	General Work Experience in Consultancy Services	All key personnel must have a General Experience in Consultancy Services for the last 5 (five) years.	Must meet requirement	Must meet requirement	Form 6B
2.	Qualification for the following key personnel:				
	(a) Team Leader (shall emanate from the lead partner)	Degree holder	Must meet requirement	Must meet requirement	Form 6B
	(b) IT System Analysts	Degree holder in Computer Studies/Information Technology or any related field acceptable to the client.	Must meet requirement	Must meet requirement	Form 6B
	(c) Engineers	Degree holder in Electronic / Communication Engineering or in related field acceptable to the client.	Must meet requirement	Must meet requirement	Form 6B
3.	Specific Experience in similar infrastructure projects for following key personnel:				
	(a) Team Leader (shall emanate from the lead partner)	Experience in consultancy services for the last five (5) years. Must have worked as team leader for Consultancy Services for at least 2 projects in the field related to API/PNR	Must meet requirement	Must meet requirement	Form 6B

	(b) IT System Analysts	(i) Experience in consultancy services for the last five (5) years. Must have worked for at least 2 projects in the field related to API/PNR. (ii) Minimum three (3) years experience in the design and preparation of technical specification relating to API/PNR.	Must meet requirement	Must meet requirement	Form 6B
	(c) Engineers	(i) Experience in consultancy services for the last five (5) years. Must have worked for at least 2 projects in the field related to API/PNR. (ii) Minimum three (3) years experience in the design and preparation of technical specification relating to API/PNR.	Must meet requirement	Must meet requirement	Form 6B