



## Request for Quotation (RFQ)

*"Provision of General Cleaning Services for The Sangster International Airport Advertising Program"*

**MBJ Airports Limited**  
**Sangster International Airport**  
**Advertising Program**

**DATE:** February 1, 2023

**REFERENCE:** Commercial Advertising  
 Cleaning Services

MBJ hereby invites qualified, experienced companies to submit a proposal for the **Provision of General Cleaning Services for The Sangster International Airport Advertising Program** at the Airport.

Quotations must be submitted on or before **28<sup>th</sup> FEBRUARY 2023, 5 PM**, and via email delivered to **mbjadvertising@mbjairport.com**.

Quotations submitted by email must be limited to a maximum of 5MB, transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by MBJ after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that proposals are signed and in pdf format, and free from any viruses or corrupted files.

**REQUIREMENTS AND CONDITIONS FOR SUBMISSION**

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works:

Place of contract	Sangster International Airport
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: JMD
Period of Validity of Quotes	Commencing on the submission date <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, MBJ may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
The quotation shall include the following:	<ul style="list-style-type: none"> <li>• A Cover Letter</li> <li>• A profile of a company (including size, location, areas of expertise, years in business, etc.)</li> <li>• Copy of the legal registration</li> <li>• Public Liability Coverage</li> <li>• Document proving minimum 3 years' experience in providing commercial cleaning services to include; Employer, contact person, and telephone number. Description of contract and type of services rendered, value of work, date completed.</li> <li>• Two (2) reference letters of satisfactory services, where similar</li> </ul>



	<p>services have been performed, must be submitted including; (i) a description of the Services provided; (ii) dates the Proponent provided the Services</p> <ul style="list-style-type: none"> <li>• List of relevant projects undertaken within the last two years</li> <li>• Management &amp; Operation Plan including a list of all equipment required/to be used for cleaning</li> <li>• Quotation - Cost estimate breakdown per location and advertising type</li> <li>• Schedules 1-4</li> </ul>
Contract Duration	Twelve (12) Months Service License
Deadline for the Submission of Quotation	<b>28<sup>th</sup> FEBRUARY 2023, 5 PM</b>
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted <input type="checkbox"/> Permitted
MBJ will award to	One and only one Vendor
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Payment will be released within 30 work days after the submission of and approval of the monthly invoice after inspection.
Appendices to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (Appendix I) <input checked="" type="checkbox"/> Location Breakdown (Appendix II) <input checked="" type="checkbox"/> Specifications Sheet (Appendix III) <input checked="" type="checkbox"/> Requirements for Personnel/Vehicles to access Airport (Guideline on Restricted Area Pass requirement) (Appendix IV) <input checked="" type="checkbox"/> <b>Form of Proposal</b> <input checked="" type="checkbox"/> Company Profile (Schedule 1) <input checked="" type="checkbox"/> Experience (Schedule 2) <input checked="" type="checkbox"/> Management and Operations Plan (Schedule 3) <input checked="" type="checkbox"/> Quotation - Cost estimate per location and advertising type (Schedule 4) <input checked="" type="checkbox"/> Proposal Checklist and Acknowledgement (Schedule 5)
Site Tour	Site Tour of the airport showing the location will be held on <b>Wednesday February 8, 2023 at 10am.</b>
Request for clarification	<p>Email: <a href="mailto:mbjadvertising@mbjairport.com">mbjadvertising@mbjairport.com</a></p> <p>All inquiries should be made three (3) days prior to the deadline. Any delay in MBJ's response shall be not used as a reason for extending the deadline for submission unless MBJ determines that such an extension is necessary and communicates a new deadline to the offerors.</p>

The quotation that complies with all of the specifications, and requirements and offers the lowest price, as well as all other evaluation criteria, shall be selected. Any offer that does not meet the requirements shall be rejected.

**Thank you and we look forward to receiving your quotation.**



## Appendix I

### TERMS OF REFERENCE

*For the Selection of Commercial Cleaning Services for the Sangster International Airport's Advertising Program*

#### 1. Background

Sangster International Airport ("the Airport") located in Montego Bay, Jamaica, is operated by MBJ Airports Limited ("MBJ"), whose shareholders are Desarrollo De Concesiones Aeroportuarias S. A. (DCA), owned by Grupo Aeroportuario del Pacifico (GAP) (Mexico) which has shares of 74.5%, and Vantage Airport Group (Canada) with shares of 25.5%. The Airport is operated through a Concession Agreement with the Airports Authority of Jamaica for thirty (30) years since 2003.

As the Airport develops, MBJ continues to look for opportunities to enhance services to meet growing international passenger demands. This includes the redevelopment and expansion of the retail area. To achieve this, MBJ is seeking experienced and reputable companies to forge a mutually beneficial business relationship, who will continue to enhance the quality services at MBJ to an established market in a dynamic Caribbean location and tourist destination.

The purpose of the quotation is to conclude a license with a professional Commercial Cleaning Service Provider for the provision of cleaning services. The successful Proposers shall be contracted for an initial period of 6 (months), with the possibility of contract renewal subject to satisfactory contract performance.

#### 2. Invitation

MBJ hereby invites qualified commercial cleaning operators to submit a quotation for the general cleaning of the Sangster International Airport Advertising program (the "Offeror") the International Terminal Building ("ITB") at ("the Airport").

#### 3. Scope of Services and Expected Outputs

The Contractor shall provide cleaning services to the Sangster International Airport Advertising Program. The program details are as follows:

CURRENT PROGRAM LOCATIONS					
Type of Advert	Quantity	Location	Description	Type of Cleaning	Current Frequency of Cleaning
Tension Fabric Display (TFD)	48	Security Hall, Departures East Concourse, Arrivals East and West Concourse, Immigration Hall, Baggage Carousel, Customs Hall, Ground Transportation Hall	Fabric displays and banners are mounted on wall surfaces, within metal frames, and suspended from the ceiling.  Double-sided banners are located in the following areas: Departures, Customs, and Baggage Claim.	General	Quarterly
Wall Wraps	20	Ticketing, Arrivals West Concourse, Arrivals East Concourse, Ground Transportation Hall	Vinyl banners are affixed to the wall surface.  One wrap on Arrivals East and West, respectively, has two sides.	General	Quarterly



Brochure Rack	1	Baggage Hall	Three-Sided acrylic rack.	<b>General:</b> Dusting	Monthly
Island Route Exhibition	1	Immigration East Concourse	Island Routes exhibit includes car model, floor wrap, and wall wrap.	General	Weekly
Sandals Exhibition	1	Customs Hall	LED display with palm trees & wall wrap.	General	Quarterly
Digital Media Board	11	Departures, Baggage Claim	LCD displays mounted in metal frames. LCD Kiosk  Monitors in Baggage Claims are double-sided.	<b>General:</b> Dusting	Monthly

### I. Advertising Levels

Locations	Elevated	Ground Level
Ticketing Hall	1 Wall Wrap	
Security Hall	1 TFD	
Departures:		
Central	1 TFD	5 TFD
East Concourse	9 TFD, 2 Wall Wraps	2 LCD
West Concourse		1 LCD
Arrivals:		
East Concourse	5 TFD	11 Wall Wrap, 1 Exhibition
West Concourse	2 Wall Wraps	1 Banner, 3 TFD
Immigration Hall	6 TFD	
Baggage Hall		1 Brochure Rack, 6 TFD, 8 LCD
Customs Hall	9 TFD, 1 Exhibition	
Ground Transportation	5 TFD	1 Wall Wrap

### II. Notes

- Public Liability Coverage is required
- Damages and losses: The contractor will handle all items with utmost care. MBJ will be responsible for damage arising from normal wear and tear, whereas the Contractor will be solely responsible for the repair or replacement of items damaged/lost due to the negligence of the contractor's staff.
- Quantity may increase or decrease as advertising locations may be added or removed from the program.
- Some locations are elevated and will require equipment to assist in cleaning.

### III. Airport Operating Conditions

- Works can only be carried out for the in-terminal locations after all passengers have cleared the last flight (both arriving and departure). These operating hours are generally 7 PM – 6 AM. *(Subject change based on flight schedule).*
- A restricted access pass (RAP) will be required by all persons performing duties at the airport to access the terminal.
- All staff must have police record clearance, which they must present when collecting their passes.
- All staff must undergo a security and safety orientation prior to obtaining their pass.
- The contractor must obtain the approval of MBJ on the satisfactory completion of the cleaning service task performed.
- A Safety Works Form must be completed and submitted for review by the Safety Department.



- A cleaning report must be submitted each quarter and all maintenance issues reported to MBJ in a timely manner.

#### IV. **Supplies and Cleaning**

- The contractor is prohibited from using any tools or equipment not previously approved.
- The contractor will provide all equipment, as well as environmentally friendly cleaning supplies required for carrying out the work.

#### 4. **SITE TOUR**

MBJ will conduct a site tour on **Wednesday, February 8 at 10:00 a.m.** Interested parties will be required to confirm their attendance no later than **3:00 p.m., Monday, February 6, 2023.** The name of the company, its attending agents as well as contact information must be submitted via email to: [mbjadvertising@mbjairport.com](mailto:mbjadvertising@mbjairport.com).



## Appendix II LOCATION BREAKDOWN

Adverts			
Tension Fabric			
<b>Security Hall</b> <ul style="list-style-type: none"> <li>Sunny Isles</li> </ul>	<b>Departures Central Concourse</b> <ul style="list-style-type: none"> <li>Hennessy</li> <li>Bijoux</li> <li>Bijoux</li> <li>Bijoux</li> <li>Bijoux</li> <li>House of Diamonds</li> </ul>	<b>Departures East Concourse</b> <ul style="list-style-type: none"> <li>Tortuga</li> <li>Sunny Isles</li> <li>Baptist Health</li> <li>S Hotel</li> <li>Rubenstein</li> </ul>	<b>Arrivals East Concourse</b> <ul style="list-style-type: none"> <li>Island Routes</li> <li>Filler (currently empty)</li> <li>Filler</li> <li>Walkerswood</li> </ul>
<b>Arrivals West Concourse</b> <ul style="list-style-type: none"> <li>Filler</li> <li>Rapsody Cruises</li> <li>Indrive</li> </ul>	<b>Immigration Hall</b> <ul style="list-style-type: none"> <li>Filler</li> <li>Island Trinkets</li> <li>Dolphin Cove</li> <li>Sunny Isles</li> <li>AMR Collections</li> <li>Convention Centre</li> </ul>	<b>Customs Hall</b> <ul style="list-style-type: none"> <li>Coca Cola</li> <li>Filler</li> <li>Rubenstein</li> <li>Chukka</li> <li>Indrive</li> <li>EHI</li> <li>Island Routes</li> <li>Baptist Health (Double-sided)</li> </ul>	<b>Ground Transportation Hall</b> <ul style="list-style-type: none"> <li>Jamaica Tours Limited</li> <li>Redstripe</li> <li>Empty</li> <li>Filler</li> <li>Flow (currently empty and to be switched with digital and frame relocated)</li> </ul>
<b>Baggage Hall</b> Four double-sided filler banners on the baggage carousel			
Wall Wrap			
<b>Ticketing</b> <ul style="list-style-type: none"> <li>Tortuga</li> </ul>	<b>Departures East Concourse</b> <ul style="list-style-type: none"> <li>Indrive</li> <li>Redstripe (Blank)</li> </ul>	<b>Arrivals East Concourse</b> <ul style="list-style-type: none"> <li>Island Routes (3 Locations)</li> <li>Chukka (8 Locations)</li> <li>Indrive</li> <li>Dolphin Cove</li> </ul>	<b>Arrivals West Concourse</b> <ul style="list-style-type: none"> <li>Chukka (2 Locations)</li> </ul> Barita
<b>Ground Transportation Hall</b> <ul style="list-style-type: none"> <li>Sandals</li> </ul>			
Digital			
<b>Departures East Concourse</b> 1 LCD 1 Kiosk (I DO JA)	<b>Departures West Concourse</b> 1 LCD	<b>Baggage Hall</b> Four double-sided LCDs mounted on the baggage carousels	



## Appendix III SPECIFICATION SHEET

The Specification Sheet is attached in a separate document.



## Appendix IV Requirements for Personnel/Vehicles to access Airport

*(Guideline on Restricted Area Pass requirement)*

To gain authorized access to the airport, representatives of your company shall be required to apply for a Restricted Area Pass (RAP). The information set out below provides guidance to achieve this. The relevant forms listed below are attached for your review.

Outlined below are the requirements to have the process started before employees arrive at the Security Centre for **Restricted Area Passes (RAP)**:

- **Cover Letter from Company** - Of importance is the submission of a cover letter, introducing your company and its management. It also shall include the names of the representatives who shall be authorized to sign letters of request, for RAPs, etc. Those representatives selected to sign letters of request are required to complete the attached RAP Company Authorization Form.
- **Completed Company Authorization Form** – the Representative(s) who sign this form will become authorized signatories for the company. This form should be accompanied by a cover letter introducing the company and signees.

Letter is to be addressed to:

Mr. Peter Hall  
Security Manager  
MBJ Airports Limited

Emailed to: [phall@mbjairport.com](mailto:phall@mbjairport.com)  
[MBJ-Security@mbjairport.com](mailto:MBJ-Security@mbjairport.com)  
[mbjraprequest@mbjairport.com](mailto:mbjraprequest@mbjairport.com)  
[mbjadvertising@mbjairport.com](mailto:mbjadvertising@mbjairport.com)

- **Completed Employment History Verification Check Form (EHVC)** – to be completed by authorized signatories on behalf of each employee *(they are responsible for background checks)*
- **Completed Restricted Application Form (Permanent/Temporary)**
- **Aviation Security Orientation\*\*** – for all new employees *(Re-Orientation is required after two (2) years)*
- **A Restricted Area Pass (RAP) request letter** – this may be for an individual or group, stating the full & correct name of the individual, the type of RAP being requested, duration, position held by the individual and any requirement(s) not yet met.
- **Police Record/Police Record Receipt** - All employees will require a valid Police Record in order to have unescorted access within the restricted/controlled areas of the facility. Finger printing is conducted by the Ministry of National Security – Criminal Records Office (CRO) located in Kingston, Clarendon, St. Mary and St. James – Summit Police Station (WhatsApp contact 876 224 1012). For employees visiting/residing in overseas jurisdiction for a period in excess of 12 months or more – A Police Record from the National/Federal Police Agency of that jurisdiction is required. The record should not be more than two years old. Please note, the original Police Record/clearance is required for inspection at the Security Centre.

***For new employees to the Airport, a RAP may only be issued for a maximum of one week (with forms submitted), however, during these seven days, the RAP holder is required to undergo the mandatory Security Orientation session, which is held on Tuesdays, with the exception of third Tuesdays, and on Saturdays every month – commencing at 0900 hours.***

- The EHVC and RAP Application Form (temporary/permanent) should be presented along with two government-issued identification (or any other forms of identification as indicated on the form), TRN and





NIS. Additionally, a valid police record or police record receipt must be presented to the coordinator on duty before an employee is processed for a RAP.

- These documents must be submitted, three (3) days prior to attendance at the Security Centre. This minimum 3-days submission requirement (Monday – Friday) is applicable for all RAP requests. The original versions of the aforementioned documents must be provided on attendance at the Security Centre.
- All applicants/employers shall be notified of the approval status of their requests (via email/telephone contact), and where approved, shall be directed to attend on the Security Centre within a specified time and date. This means that all entities are required to provide their preferred email address/contact details for notification of the status of their respective requests.
- Each RAP processed at the Security Centre carries a cost as detailed below:

<b>Item</b>	<b>Rates</b>
• One Day	\$350
• Three Months	\$650
• Six Months	\$750
• One Year	\$1100
• Two Years	\$1700
• Proximity card	\$300
• Cell Phone permit	\$300
• Clips	\$150
• Chain	\$150
• Lanyard	\$300

The replacement cost for misplaced/lost/stolen RAPs remains at two thousand dollars (\$2000.00).

#### **\*\*Aviation Security Orientation**

Please visit MBJ's exam portal using the link [exams.mbjairport.info](https://exams.mbjairport.info) and register employees for training and assessment. Training is delivered virtually every **Tuesday** and **Saturday** at 9:00am and assessment done in person (the following day, that is Wednesday/Sunday). A TRN and email address is required for registration.

#### **Staff Parking**

- Parking is provided to airport staff. A valid RAP must be shown to access the parking lot.
- Parking rate is JMD100/day
- Arrangements for Pre-paid parking cards may be made with the Ground Transportation Department at 876 584-8193 for additional information.

Further information regarding Security may be found at the link below.

[Restricted Area Passes - Montego Bay Jamaica Airport \(mbjairport.com\)](https://mbjairport.com)

Should you have any question or would like clarifications, please, do not hesitate to liaise with us.

We look forward to a mutually beneficially business relationship.

Thank you.



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FORM OF PROPOSAL

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## FORM OF PROPOSAL

**TO: MBJ AIRPORTS LIMITED (“MBJ”)**

**RE: REQUEST FOR QUOTATION** (the “Quotation”) for the "Provision of General Cleaning Services for The Sangster International Airport Advertising Program"

### 1.0 OFFER

We,

---

(Name of Proponent)

of

---

(Address of Proponent)

Pursuant to and in compliance with the Request for Quotation, **We hereby offer and propose, if selected by MBJ, to:**

- Provide General Cleaning Services for The Sangster International Airport Advertising Program

### 2.0 SCHEDULES

The following Schedules are attached to and form part of this Proposal:

- ✓ Schedule 1 - Company Profile
- ✓ Schedule 2 – Experience
- ✓ Schedule 3 – Management & Operations Plan
- ✓ Schedule 4 – Quotation - Cost estimate breakdown per location and advertising type
- ✓ Schedule 5 - Proposal Checklist and Acknowledgement



## Schedule 1 COMPANY PROFILE

1. Please complete "1(a)" and either "1(b)", "1(c)" or "1(d)", whichever is applicable.

(a) Name of the Company (full legal name):

Business or Operating Name:

Full Street Address:

Courier Address (if different):

Telephone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

(b) CORPORATION STATEMENT: (Only if Corporation, answer the following)

**CORPORATIONS must provide a copy of their certificate of incorporation as part of their Proposal and Letter of Good Standing.**

Year of Incorporation

Where Incorporated?

Address of Registered Office in Jamaica:

—

—

—

Please provide a breakdown of the ownership of the Corporation as follows:

Name

Address

Share %

\_\_\_\_\_

\_\_\_\_\_

How is the Corporation held:

( ) Privately

( ) Publicly

(c) SOLE PROPRIETOR OR PARTNERSHIP STATEMENT:

( ) General Partnership    ( ) Limited Partnership    ( ) Sole Proprietor

Date and Place of Organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Address of Sole Proprietor or Partners:

Name

Address

Share %

\_\_\_\_\_

\_\_\_\_\_



(d) **JOINT VENTURE STATEMENT: (Only if Joint Venture, answer the following)**

Date and Place of Organization:

\_\_\_\_\_

Is the Joint Venture:

( ) An un-incorporated association that is not a partnership

( ) A partnership

What is the purpose of the Joint Venture:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Address of each party to the Joint Venture:

<u>Name</u>	<u>Address</u>	<u>% of Ownership</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Indicate the number of personnel in the Company: \_\_\_\_\_

3. This Company is a subsidiary of \_\_\_\_\_

4. Companies' subsidiary to this Company are

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

5. List relevant businesses or facilities operated by your company in the last three years.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

(e) \_\_\_\_\_

6. Attach Company Organization Chart

7. Attach Company Registration Certification

8. Attached Company Public Liability Insurance Coverage



## **Schedule 2 EXPERIENCE**

Furnish a statement detailing Proponent's background, experience and qualifications. This should include the following:

- Document proving minimum 3 years' experience in providing commercial cleaning services to include; Employer, contact person, and telephone number.
- Description of contract and type of services rendered, value of work, date completed
- List of relevant projects undertaken within the last two years.
- Two reference letters of satisfactory services, where similar services have been performed, must be submitted including;
  - i) A description of the Services provided
  - ii) Dates the Proponent provided the Services



### Schedule 3

## MANAGEMENT & OPERATIONS PLAN

Proponent shall submit sufficient information to allow MBJ to evaluate the Proponent's management structure, operations plan, and ability to carry out the plan. Your plan must include:

- ) An organizational chart which illustrates the reporting relationships of the local management team and list of all key personnel and description of the responsibilities and duties of each team member.
- a) Proponent shall also describe how MBJ may contact the concession personnel
- b) A detailed operations plan including, but not limited to, the list of equipment required for cleaning identifying whether it is in the proponent's inventory or how they will procure for the equipment needed, etc.

Include the performance measurement criteria and related programmes for each of the following areas:

1. **Quality Control:**
  - a) Outline the quality control programme that will be implemented for the Concession and how the Proponent will ensure that quality controls are maintained and deficiencies addressed.
  - b) Provide information on quality monitoring programs that Proponent has implemented at other venues, including both descriptive information and sample evaluation forms from quality audits, performance standard evaluations or other similar programs.
  - c) Provide detailed description of the customer service and quality control programmes that will be developed, implemented and employed for the operation of the Proposed Concession.



Schedule 4

QUOTATION

Cost estimate breakdown per location and advertising type





**Schedule 5  
PROPOSAL CHECKLIST AND ACKNOWLEDGEMENT**

The Proponent is to submit the following checklist, required forms and written documents with its Proposal:

- Cover Letter**
- Form of Proposal**
- TECHNICAL PROPOSAL**
- Schedule 1 - Company Profile
- Schedule 2 - Experience
- Schedule 3 – Management & Operations Plan
- Schedule 4 - Proposal Checklist and Acknowledgement
  
- FINANCIAL PROPOSAL**
- Cost Estimate Breakdown

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Signatory**

\_\_\_\_\_  
**Authorized Signatory**

