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Tuesday, 20th February 2024

**Attn: Concession Space for the Eric Arthur Airport**

*Submitted via email*

**RE: TURKS AND CAICOS ISLANDS AIRPORTS AUTHORITY - REQUEST FOR PROPOSAL** **RFPEA022/2024 [Concession Space at the Eric Arthur Airport]**

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The Turks & Caicos Islands Airports Authority (“TCIAA”) is soliciting by this Request for Proposals (“RFP”) businesses North Caicos or individuals to operate Food and Beverages Services at the Eric Arthur Airport, Middle Caicos.

Its primary goal is to ensure that visitors who travel to Middle Caicos have full access to food and beverage services that offer authenticity to the island of Middle Caicos.

Any business or individuals wishing to be considered for concession space must submit the information requested in this RFP by the stated deadline no later than 4:00 pm on 5th March 2024 in the manner and format prescribed in the proposal.

Sincerely,

Nikeva Ariza

*General Manager Corporate Affairs, Communications, and Public Engagement*

**Turks & Caicos Islands Airports Authority**

Cell: 649-941-8700

Email: nikevaariza@tciairports.tc

**REQUEST FOR PROPOSALS**

**For Food and Beverage Services at the Eric Arthur Airport,**

**TCIAA**

**Issued:** 20th February 2024

**Submission Deadline:** 5th March 2024

To

The Turks & Caicos Islands Airports Authority

Providenciales International Airport

Providenciales, Turks, and Caicos Islands

Attn: Nikeva Ariza, General Manager Corporate Affairs, Communications, and Public Engagement

1. **ORGANISATION BACKGROUND**

The Turks and Caicos Islands Airports Authority (TCIAA) is a TCI Statutory Body responsible for the development, management, and upkeep of all state-owned aerodromes within the Turks and Caicos Islands. In this regard, it is also responsible for the safe and secure management of public airports throughout the Turks and Caicos Islands (TCI).

The TCIAA was formed by the Airports Authority Ordinance (Ordinance 11 of 2005) following the split of the Civil Aviation Department into the Civil Aviation Authority and Airports Authority. The Ordinance with its amendments over the years continues to operate as the primary governing document for the TCIAA.

The TCIAA is mandated for “the constructing, controlling, and managing of airports; providing and maintaining runways, taxiways, and terminals for the efficient operation of airports; providing facilities for Customs and Immigration services, and health and security checks; for incidental and connected purposes.”

**Mission Statement**

To provide the highest standard of safety, quality, and service in airport operations, as a means of enhancing the reputation of the Islands and improving the national economy for both the benefit of the government and the people of the Turks and Caicos Islands.

1. **PROJECT OVERVIEW**

The Turks & Caicos Islands Airports Authority (“TCIAA”) is soliciting businesses or individuals to operate Food and Beverages Services, at the Eric Arthur Airport, to provide a world-class experience to the traveling public.

Details of the spaces available for concession are provided in the attached Schedule.

1. **PURPOSE, SCOPE OF SERVICES, AND GUIDELINES**

The purpose of this RFP is to provide a fair evaluation for all candidates.

The Prospective tenant must submit a proposal with the following deliverables which are essential to the advancement of your proposal;

* A comprehensive business plan for high-class, and professional operation
* Copy of current Business License Certificate in the appropriate class for the category of business for which you are applying (or receipt of payment).
* If a Company, then a TCI Limited Companies Certificate of Incorporation; and Certificate of Good Standing
* Proof of applicable National Insurance Board Contributions are up to date (certificate of clearance)
* Proof of applicable National Health Insurance Plan Contributions are up to date (letter of good standing),
* Full listing of the Directors, Principals, and/or Owners of the Company [if a Company]

1. **SERVICE DEMAND**

To maintain a high quality service level in the leased facility, the Vendor must agree to the following.

* The successful vendor of the facility will aggressively advertise, market, and manage the area.
* Maintenance of a clean and pleasant environment for its guests and employees during the term of the lease.
* All employees must be trained to be customer service oriented, neat, and friendly, to the customers and potential customers in and around the airport premises.
* The successful vendor must ensure that they Paint, decorate, furnish, and upkeep the general operating areas regularly but not less than once every 2 years to maintain the facility to the highest standard.
* All broken items will be repaired or replaced at the owners expense in a timely and efficient manner.
* Must comply with the Turks and Caicos Islands Public & Environmental Health Ordinance 2014 and the Food & Drug Ordinance 2016.
* If providing Alcohol as part of beverage service, must acquire a Liquor License prior to operation and must ensure that all employees are trained in the responsible service of alcohol.

1. **AWARD OF A CONCESSION**

Those successful with their bids for a concession space at the Eric Arthur Airport, will be invited to enter a contract for a concession space restricted to use for the purposes submitted under the proposal. Details of the spaces available are provided in Schedule I of this RFP.

The TCIAA reserves the right to refuse to accept or to offer a contract to any individual or business for a concession space at the airport. No obligation to award any party a concession space is created by this request for proposals.

All concessions will be reserved exclusively for businesses that are at least 100% owned by Turks and Caicos Islanders. Strong preference will be given to proposals coming from within the local Middle Caicos community. The TCIAA reserves the right to make further requests of those submitting under this RFP to demonstrate the minimum ownership requirement.

1. **SUBMISSION REQUIREMENTS**

Candidates may submit their proposals in either one of the following manners:

**Option One**

Candidates may submit two (2) complete double-sided, copies of their proposal or portable hard drive (flash drive) containing a Portable Document File (PDF) proposal. **Proposals submitted in this format must be delivered in a sealed envelope bearing the caption “****Food and Beverage Services at the Eric Arthur Airport,”** with an attached cover letter addressed to:

**Turks & Caicos Islands Airports Authority**

**Providenciales International Airport**

**Providenciales, Turks & Caicos Islands**

**ATTN: Nikeva Ariza**

**Proposals may be submitted in person at the TCIAA, or by courier, but must be received by 4:00 pm on Tuesday, March 5th , 2024.**

**Option Two**

Candidates may submit *via* email containing a cover letter and a link to a secured web-based drive, containing a Portable Document File (PDF) proposal. **Quotes submitted in this format must be delivered by email to** [**concessions@tciairports.tc**](mailto:nikevaariza@tciairports.tc[NEED) **with the subject caption “Food and Beverage Services at the Eric Arthur Airport, with an attached covering letter addressed to:**

**Turks & Caicos Islands Airports Authority**

**Providenciales International Airport**

**Providenciales, Turks & Caicos Islands**

**ATTN: Nikeva Ariza**

**Proposals in this formal must be received by 4:00 pm on Tuesday, March 5th , 2024.**

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The TCIAA will not be conducting a voluntary or mandatory pre-bid meeting.

Should you have any further questions, please do not hesitate to contact the undersigned:

**Nikeva Ariza**

**General Manager Corporate Affairs, Communications, and Public Engagement**

Turks & Caicos Islands Airports Authority

Email: [nikevaariza@tciairports.tc](mailto:nikevaariza@tciairports.tc)

**The attached certificate of non-collusion must be submitted with each proposal.**

**CERTIFICATE OF NON-COLUSSION**

**Project: Concession Space for the Eric Arthur Airport**

**RFQ Number:**  **RFPEA2002/2024**

**RFP Date: 20th February 2024**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HEREBY CERTIFY that I am the duly authorized representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a candidate

Whose address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AND THAT NEITHER I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other representatives, I here represent have:

* + - 1. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer submitted herewith;
      2. Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or competitive bidding in connection with the Contract for which the enclosed bid or offer is submitted; and that no member of the Board of Directors of the Turks and Caicos Islands Airports Authority; management, administrative or supervisory personnel or members of the Turks and Caicos Islands Airports Authority, have any interest in the bidding except as follows: (complete if applicable)

In making this declaration, I represent that I have personal knowledge of the matters and facts herein stated.

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Date Signature Printed Name

Schedule 1

Concession spaces needed for Eric Arthur, Middle Caicos

Retail Concessions spaces for Food & Beverage Services