

12 September 2025

## Request for Quotations – “Island Christmas” Decorations for HHIA Terminal

Dear Potential Vendors,

The Turks and Caicos Islands Airports Authority (TCIAA) invites quotations from interested vendors to design, supply, install, maintain, and remove festive décor for the **Howard Hamilton International Airport (HHIA) Terminal** for the upcoming Christmas season, under the theme “Island Christmas.”

### Scope of Services

- **Design Concept:** Cohesive “Island Christmas” theme reflecting TCI culture (color palette, motifs, and materials suited to a high-traffic public facility).
- **Supply & Installation:** All décor elements, materials, fasteners, power supplies, extension cords, timers, and equipment necessary for a complete, safe installation.
- **Locations:** Public-facing terminal areas (check-in hall, arrival/baggage claim, main entrances, columns/railings as permitted), ensuring no interference with aviation operations, signage, or life-safety systems.
- **Operational Period:** Installation completed by **19 November 2025 (after hours where required)**; décor active from **20 November 2025 through 7 January 2026**.
- **Maintenance:** Ongoing upkeep/replacement of failed lights and damaged items throughout the display period.
- **Removal/Make-Good:** Full takedown and restoration of affected areas to original condition **no later than 9 January 2026**.

### Mandatory Requirements

Please include the following in your quotation:

1. **Design package** (brief concept narrative, key visuals/mood board, proposed materials/spec sheets).

**Providenciales International Airport Providenciales, Turks and Caicos Islands, B.W.I**

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2. **Itemized pricing** (design, materials, installation, maintenance calls, takedown; indicate any optional enhancements).
3. **Schedule** (install dates/times, testing/commissioning, takedown).
4. **Warranty** and response times for maintenance during the display period.

### Site Visit Encouraged

Interested vendors are **strongly encouraged to visit the HHIA terminal before submitting quotations** to verify measurements, power availability, access constraints, and mounting limitations. To arrange a site visit, please contact **Kendino Adderley at (649) 232-2107 or via email at [kendinoadderley@tciairports.tc](mailto:kendinoadderley@tciairports.tc)**.

### Submission Details

- **Delivery of Quotes:** Email electronic submissions (PDF) to [\[bids\\_contracts@tciairports.tc\]](mailto:bids_contracts@tciairports.tc) with the subject line: *RFQ – Island Christmas Decorations – HHIA*.
- **Submission Deadline:** Friday, 26 September at 4:00 p.m. (TCI time).