



COMMONWEALTH OF DOMINICA
MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES AND DIGITAL ECONOMY
CARIBBEAN DIGITAL TRANSFORMATION PROJECT – DOMINICA (P171528)

Minutes of Pre-Proposal Conference:

Design and Development of an Automated Border Control (eGate) System

BID REF NO.: DM-MPWDE-467842-NC-RFP

Date: JANUARY 28, 2025 | Time: 09:30 a.m.

PRESENT

Proposer's Representatives

Name	Company Represented
Janice Valies Gerard Fitz-Jim	Integrated Professional Services N.V.
Tak Nomura	NEC Corporation
Rhonda Crichlow Shaunee Richards Abhirup Banerjee	Ernst & Young Services Limited (EY)
Deviyot Singh Walia	Ernst & Young, India LLP

Client's Representatives

Name	Designation & Company
Ms. Tamika Lafond	Procurement Specialist, Central Services Unit (Chairperson)
Mr. Vikash Misra	Procurement Specialist, Implementation Support Firm – Caribbean Digital Transformation Project (CARDTP).
Mr. Avijit Dhar	Team Leader, CARDTP Implementation Support Firm

1.0 WELCOME AND INTRODUCTION:

The Pre-Proposal Conference for “Design and Development of an Automated Border Control (eGate) System was held via Zoom platform using the following credentials:

Join Zoom Meeting

<https://us02web.zoom.us/j/81849783935?pwd=VguDZnp7LUuSNZHtgqGDNyTuf4h9hs.1>

Meeting ID: 818 4978 3935

Passcode: 514339

The meeting was called to order at 9.36 a.m. (Eastern Caribbean Time) by Ms. Tamika Lafond, Procurement Specialist – Central Services Unit and Chairperson of the proceedings. Ms. Lafond extended a warm welcome to the participants and stated that the purpose of the proceedings was to provide an overview of the requirements of the Request for Proposals (RFP) and to give Proposers an opportunity to ask questions regarding the RFP. She requested participants to type their names and the firm they were representing in the chat for inclusion in the meeting minutes. The agenda for the proceedings included a presentation on the procurement aspects of the RFP followed by the Question-and-Answer Segment and wrap up.

2.0 PRESENTATION ON PROPOSAL PREPARATION AND SUBMISSION:

Ms. Lafond presented on the procurement requirements for the solicitation. Persons were reminded that any clarifications required after the Pre-Proposal Conference must be submitted in writing and that the instructions for doing so were included in the Proposal Data Sheet of the RFP Document. She stressed on the importance of Proposers ensuring that their proposals are in compliance to the requirements of the RFP and made note of some simple errors which may cause grounds for disqualification. She urged Proposers to pay specific attention in the preparation of their Proposals.

The following dates were highlighted as important dates to remember:

- | | | |
|---|---|--|
| 1. Proposal Submission Deadline | - | 10:00 a.m., February 25, 2025 |
| 2. Opening of Technical Part of Proposals | - | 10:15 a.m., February 25, 2025 |
| 3. Deadline for Receipt of Clarifications | - | 21 days prior to proposal submission deadline - midnight, February 4, 2025 |

The presentation is attached as Appendix I.

3.0 TECHNICAL AND PROCUREMENT QUESTION AND ANSWER SEGMENT

Questions Raised by Proposer's	Responses Given
Q1. In regards to the cloud requirements, there is a cloud service provider to be onboarded on one aspect, and on the other aspect, there is also mention of a Government owned Data Centre infrastructure. We would like to understand whether it would be a hybrid deployment or something along those lines?	R1. The Government of the Commonwealth of Dominica (GoCD) has a Data Centre, in which case, the Application supposed to be launched at the Data Centre. However, as part of the Solution, if there is any component that you might be using which would need a cloud-based deployment, you can mention that primarily, the Solution will be deployed in the Data Centre of the GoCD.
Q2. There is mention of a Single Token Solution in the Request for Proposal and also an Identity Management Solution. We would like to understand whether there is any specific distinction or any thought process behind the Single Token Process Flow?	R2. No. If the Proposer has an identity solution which would actually issue a token that can be utilized and persisted, that should be fine. We also request that you put the query in writing and a response will be provided.

Questions Raised by Proposer's	Responses Given
Q3. Is system hardware also part of this tender?	R3. Yes, it is. A BoQs will also be provided. However, please put the query in writing and a response will be provided.

4.0 PRE-PROPOSAL CONFERENCE CLOSING:

Given there were no further questions, the Chairperson thanked everyone for their attendance and informed them that the Minutes of the Meeting would be circulated.

The Pre-Proposal Conference for Design and Development of an Automated Border Control (eGate) System closed at 10.21 a.m.

APPENDIX I:

**PRESENTATION ON THE PROCUREMENT
ASPECTS OF THE BID**

The presentation is provided for information purposes only. In case of any discrepancies between the Request for Proposal (RFP) and the presentation, the RFP shall prevail.



CARIBBEAN DIGITAL TRANSFORMATION PROJECT – DOMINICA



PRE-PROPOSAL CONFERENCE – PROCUREMENT ASPECTS

DESIGN AND DEVELOPMENT OF AN AUTOMATED BORDER CONTROL (EGATE) SYSTEM *(Ref. No. DM-MPWDE-467842-NC-RFP)*

*MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES, AND THE DIGITAL ECONOMY –
PROJECT IMPLEMENTATION UNIT*

January 28, 2025

PURPOSE

The purpose of this meeting is to:

- 1. provide an overview of the requirements of procurement activity: Design and Development of an Automated Border Control System.**
- 2. answer questions Proposers may have in regards to the Procurement.**

DATES TO REMEMBER

- Any questions or clarifications needed after this Pre-Proposal Conference must be submitted through a Request for Clarification (RFC) submission.
To: dpuprocurement@dominica.gov.dm
Cc: jeanpierrej@dominica.gov.dm
- Request for clarification deadline: twenty-one (21) days prior to the proposal submission deadline (February 4, 2025).
- Proposal Submission Deadline: February 25, 2025; 10:00 AM
- Public Opening of the Technical Part of the Proposals: February 25, 2025; 10:15 AM

APPLICABLE DOCUMENTS

The following documents are applicable under this procurement:

- Request for Proposals (Specific Procurement Notice)
- Instructions to Proposers and Proposal Data Sheet
- Special Conditions of Contract
- Technical Requirements (Purchaser's Requirements)
- Contract Terms and Conditions
- Supplier's Representative (Appendix 1) in accordance with GCC 1.1 (b) (v)
- Adjudicator (Appendix 2)
- List of Approved Subcontractors (Appendix 3)
- Categories of Software (Appendix 4)
- Custom Materials (Appendix 5)
- Revised Price Schedules (if any) (Appendix 6)
- Technical Responsiveness Checklist

INSTRUCTIONS TO PROPOSERS

- Proposals shall comprise two (2) parts; the Technical Part and the Financial Part. The Technical Part of the Proposal and the Financial Part must be properly sealed and submitted simultaneously in two (2) separate envelopes since this a two-envelope procurement process. Both envelopes shall be enclosed in a separate sealed outer envelope.
- Technical and Financial Proposals are to be submitted in 1 Original and 1 Copy and also on a flash drive.
- **Only** Technical Proposals are to be submitted on the flash drive and placed in the envelop labelled “Technical Part”.

INSTRUCTIONS TO PROPOSERS

The following documents must be provided in the Technical Part of the Proposal submission:

- Letter of Proposal – ITP 12.1
- Power of Attorney giving authorization to Supplier's representative to sign on behalf of the Supplier – ITP 21.3 and ITP 21.4 if the Supplier is a Joint Venture.
- Financial Situation – Historical Financial Performance
- Personnel Capabilities – Key Personnel
- Code of Conduct for Supplier's Personnel Form ITP 11.2 (j)
- Technical Capabilities
- Manufacturer's Authorization
- Intellectual Property Forms - Software List
- List of Custom Materials
- Technical Responsiveness Checklist
- Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration (Appendix 2)
- Proposal Security as instructed by ITP 20.1 & 20.3 (a & d)

Any other documents as required in the Procurement Document.

Failure to provide the required documents shall lead to disqualification.

INSTRUCTIONS TO PROPOSERS

NOTE

- The Proposal Validity Period is 120 days from the date of submission (June 25, 2025) – ITP19.1 in Proposal Data Sheet.
- All proposals must be submitted through hand delivery, surface mail or courier services.
- Proposers will not have the option of submitting their proposals electronically (via e-mail).

INSTRUCTIONS TO PROPOSERS

1. GENERAL.

The following instructions by the Project Implementation Unit (PIU) are intended to **afford Proposers an equal opportunity to participate in the PIU's contracts.**

2.EXPLANATIONS AND COMMUNICATIONS.

2.1 Any explanation desired by a Proposer regarding the meaning or interpretation of these instructions or any other proposal documents **must be requested in writing to the Project Manager at dtpprocurement@dominica.gov.dm, copied to jeanpierrej@dominica.gov.dm** with sufficient time allowed for a reply to reach Proposers before the submission of their proposals.

2.2 Oral explanations or instructions will not be binding.

3.SPECIFICATIONS.

3.1. Proposers are expected to examine the specifications, standard provisions and all instructions. Failure to do so will be at the Proposer's risk. Proposals which are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive bids.

INSTRUCTIONS TO PROPOSERS

4. ALTERNATE PROPOSALS.

Alternative Proposals are not permitted for this Procurement.

5. INFORMATION REQUIRED.

5.1. Each Proposer shall furnish the information required in the Proposal documents. The Proposer shall sign the appropriate and required documents which shall collectively constitute the Proposer's offer. Proposals signed by an agent are to be accompanied by evidence of his authority.

INSTRUCTIONS TO PROPOSERS

6. SUBMISSION OF PROPOSALS

Proposals must be submitted in sealed envelopes via hand delivery, surface mail or courier services, shall bear the address of the Proposer and addressed to the Purchaser, and shall include the following wording on the outer envelope.

***DESIGN AND DEVELOPMENT OF AN AUTOMATED
BORDER CONTROL (EGATE) SYSTEM
REF NO. DM-MPWDE-467842-NC-RFP***

**SHOULD NOT BE OPENED BEFORE 10:15 A.M. ON
FEBRUARY 25, 2025**

INSTRUCTIONS TO PROPOSERS

7. MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by written or e-mail notice received by the PIU prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a Proposer or an authorized representative prior to the proposal submission deadline, provided the Proposer's identity is made known and he or she signs a receipt for the Proposal.

8. OPENING OF PROPOSALS

The Technical Part of the Proposals shall be opened by the PIU fifteen (15) minutes after the submission deadline (10:15 a.m. on February 25, 2025). Any proposals which were received prior to the deadline but were not opened with the other proposals due to inadvertence by the PIU shall be opened at a time designated by the PIU and announced to all Proposers present at the Technical Proposal Opening who provided their names, email addresses and phone numbers on the attendance list.

Trade secrets and confidential information contained in proposals shall not be open for public inspection if identified in writing at the time the proposal is submitted.

Proposers wishing to attend the Technical Proposal Opening on February 25, 2025 via Zoom Platform, can submit a request to the PIU and the Zoom Link will be provided.

INSTRUCTIONS TO PROPOSERS

9. EVALUATION OF TECHNICAL PART OF PROPOSALS

Technical Proposals will be evaluated in accordance with the requirements outlined in the proposal documents – ITP 31.1, 31.2, 31.3, 31.4, 31.5, and ITP 32.1.

10. RESERVATION OF RIGHTS.

The Ministry of Public Works, Public Utilities and the Digital Economy reserves the right to:

- 11.1. Reject or cancel any or all proposals;
- 11.2. Extend the Proposal Opening time and date;
- 11.3. Reissue a Proposal invitation;
- 11.4. Procure any item or services by other means.

INSTRUCTIONS TO PROPOSERS

11. PROPOSAL PROTESTS

In the event that a Proposer desires to protest any proposal procedure, the Proposer should present such protest, in writing, to the Project Manager – Caribbean Digital Transformation Project on e-mail: dtuprocurement@dominica.gov.dm c.c. to jeanpierrej@dominica.gov.dm within five (5) business days following the date of Notification of Intention to Award Contract. The protest shall state the name and address of the protestor, refer to the project number and description of the solicitation, and contain a statement of the grounds for protest and any supporting documentation.

12. SINGLE PROPOSAL

In the event a single proposal is received, the PIU will, at its option, either conduct a price comparison of the proposal and make the award or reject the proposal and re-advertise.

COMMON VENDOR ERRORS IN PROPOSAL SUBMISSIONS

13. REJECTED PROPOSALS

The following are some common errors made by Proposers which may result in rejection of Proposals:

- Forgetting to sign all the documents requiring signature
- Failure to provide the Power of Attorney authorizing the Proposer's representative
- Not signing the certification forms
- Taking exceptions to the solicitation
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to submit all required forms
- Submitting opened financial proposals in the Technical Part.
- Late delivery of Proposals

SUMMARY/WRAP UP

- Proposers should endeavour to submit their proposals at least 15 minutes before the deadline.
- Remember to fill out all the required forms as per requirement of the Standard Proposal Document.
- Ensure that Proposals are properly sealed and marked in accordance with ITP 22.1, 22.2, 22.3 and 22.4. Reminder that this is a two-envelope procurement process.

A blue vertical bar on the left side of the slide, decorated with several translucent blue bubbles of various sizes. The bubbles have white highlights and shadows, giving them a 3D effect.

THANK YOU!