



## TENDER PROCESS AT SAINT LUCIA AIR AND SEA PORTS AUTHORITY

### Collection of Tender Documents

1. In some cases, prospective bidders who are interested in taking part in the tender process may be required to collect tender proposal documents from the Authority. These proposal documents may be given to the bidder free of charge or the Authority may charge for the collection of these proposal documents. The collection fee will be placed in the RFP advertisement.
2. The Authority will require the information from the prospective bidder. This information will include the Company's name, telephone number, email address and name of person collecting the tender documents among other information.
3. In the event that the Tender documents need to be paid for, this payment must be made at SLASPA cashier and the receptionist must record receipt number in her bidding register.

4. All incoming tenders must be stamped and initialled by the receptionist before the persons submitting tenders are directed to the Administration Department. Bidders are asked to ensure that the receptionist has initialled next to their time stamp.
5. The time stamped by the receptionist will be taken as the time that the tender is first received by the Authority.
6. Bidders are asked to ensure that their submissions that incoming envelopes are sealed and appropriately marked and addressed in keeping with the guidelines on the tender notice.
7. Bidders shall ensure that tender are not opened by anyone but handed to personnel in the Administration Department.
8. All bids submitted must be stamped the date and time received on the envelope(s)/package containing the tender. Bidders must ensure that this is done when their bids are handed in.
9. Bidders should ensure that that they receive a receipt from the Authority.