



File Ref: MHA/DOI/2017/01

Date: May 16, 2017

Dear Bidders

**LETTER OF INVITATION**  
**Bermuda Department of Immigration**  
**Border Control Management System**

The Government of Bermuda, (“**Government**”), through the Ministry of *Home Affairs* (“**Ministry**”), the Department of *Immigration* (“**Department**”) invites you to submit a proposal for the provision of Border Control Management System for use by the Department of Immigration to process arriving and departing passengers in accordance with accompanying documents. The attached Request for Proposals (RFP) for Border Control Management System includes the instructions for the preparation and submission of the proposal, and the rules that govern the bidding process and the form of agreement. This project involves replacing the immigration entry processing systems, to speed up entry to and exit from Bermuda for both residents and visitors. The BMS is used to provide a more detailed view of an individual’s history of arrivals and departures at the Bermuda airport.

This Invitation contains the following documents:

- This Covering letter
- Instructions to Bidders;
- Statement of Requirements - Appendix A and Statement of Requirement Checklist A1
- Design Document for Border Management System (BMS) Appendix B;
- Certificate of Confirmation of Non-Collusion - Appendix C
- Evaluation Matrix Appendix D

Full details and Request for Proposals (RFP) documents may also be obtained from the Government portal at <https://www.gov.bm/procurement-notice> along with any addendums.

Please acknowledge receipt of this invitation letter and its accompanying document and confirm your intention to submit a proposal as requested” by sending an email to [doirfp2017@gov.bm](mailto:doirfp2017@gov.bm).

Proposals must be submitted no later than **3:00 p.m. AST, June 16, 2017** Late submissions will not be considered. Proposal may be submitted electronically via Dropbox at <https://www.dropbox.com/request/1csUL88xIZlw4q72VlgF> with the Subject Line “RFP for Border Control Management System or

**Proposal for the Border Control Management System,**  
**Do Not Open Before June 6, 2017**  
**Attention: Dr. Danette Ming**

All Proposals must be received no later than insert time and date. Late submission will not be considered or accepted.



All questions or enquires must be in writing and sent to [doirfp2017@gov.bm](mailto:doirfp2017@gov.bm). Please indicate in the subject line of the email "Enquiry – Border Control Management System and the area of concern in the body.

This letter is not to be construed in any way as an offer to contract with your firm.

We appreciate your interest in this invitation, and look forward to receiving your proposal.

Yours Sincerely,

Dr. Danette Ming  
Chief Immigration Officer  
Ministry of Home Affairs, Department of Immigration