

**BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY  
EXPRESSION OF INTEREST (EOI)  
FOR THE PROVISION OF  
AUTOMATED TELLER MACHINES “ATMs”  
AT TERRANCE B. LETTSOME INTERNATIONAL AIRPORT**

The British Virgin Islands Airports Authority Limited (BVIAA) is seeking qualified bank(s) to install and maintain automated teller machines (ATMs) at the Terrance B. Lettsome International Airport, Beef Island, British Virgin Islands.

All ATMs should be stocked with cash and daily monitored. Detailed specifications will only be provided as part of the Invitation to Bid, which will be issued after the closing date of this request for EOI.

**Minimum Qualifications:**

- Proponents must be licensed British Virgin Islands Banks
- Have 5 years’ experience minimum as a major Bank within the British Virgin Islands

**BVIAA’s Goals and Objectives are to:**

- Achieve a high standard of excellence and customer service.

**Interested banks are asked to provide:**

- Memorandum and Article of Association, Partnership and Incorporation deed (in case of partnership) or any other documents regarding the existence of the bank.
- a description of the bank’s profile and details of relevant experience.
- have at least five-years minimum experience in the operation of ATM.
- have at least 1 (one) running ATM operating in the city.
- submit documentary proof in support of their experience/credentials.

Interested Banks may contact BVIAA’s Corporate Administrator at (284) 394-8000 or via email [dfahie@bviala.co](mailto:dfahie@bviala.co) and make arrangements to visit the site **Monday 2<sup>nd</sup> through Friday 6<sup>th</sup> May 2022, 8:30 am to 4:30pm.**

Further, they should confirm their interest in the EOI via email to BVIAA’s Corporate Administrator at [dfahie@bviala.com](mailto:dfahie@bviala.com) by **4:00pm Friday 27<sup>th</sup> May 2022.**

**The EOI should include the following:**

1. The name, title phone number and e-mail address of the Bank’s single point of contact on company letter head

2. A brief narrative highlighting the Bank's qualifications and/or capabilities including relevant experience; banks are encouraged to augment a demonstration of relevant experience by also providing collateral or promotional materials (pamphlets/flyers, links to website) currently in use.
3. The Bank's capability to meet the requirements of the Authority as stated above, such as the most recent audited financial statement or equivalent documentation which must be notarized.
4. The Bank's experience in the provision of the proposed services
5. Provision of any other documentation/information the Bank deems relevant to its proposal.

It is intended that the facility will be available for use by **1<sup>st</sup> July 2022**.

Failure on the part of the Bank to submit, all of, the above information will render the response nonresponsive.

**The EOI will serve ONLY as a first step in the solicitation for the installation of the ATM Machine(s)**

Bank's will be evaluated and ranked based upon their experience and demonstrated capability to successfully install and maintain **ATM Machine(s)**.

Each of the top-ranked three (3) banks will be shortlisted and invited to submit a comprehensive and detailed proposal in response to a Tender Document that will follow.

Interested Banks are advised that this process is for informational purposes only. The EOI is not intended to be, and shall not be construed as, a competitive procurement process, and submittal of an EOI does not create any rights or obligations on behalf of the Authority to the Bank. Additionally, the BVIAA reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process.

Interested Banks are requested to submit their expression of interest as per the terms & conditions included herein, duly signed by the Bank.

It should be placed in a sealed envelope marked EOI for Installation, Operation and Maintenance of Automated Teller Machine (ATM) and addressed to the Corporate Administrator, BVI Airports Authority Ltd. and delivered to the BVIAA Administrative Offices, situated at the base of the Control Tower, Beef Island, British Virgin Islands.

Only nationalized/commercial/private banks are eligible to apply.

BVIAA reserves the right to accept or reject any or all EOI, at any time prior to award of lease without assigning any reason whatsoever.