



**CENTRAL BANK ROYAL VICTORIA PROJECT
(NEW PREMISES PROJECT)**

Request for Proposal

**Facility Master System
Integration Services**

SEALED PROPOSALS MUST BE SUBMITTED TO:

Tenders/Procurement Committee
Central Bank of The Bahamas
Nassau, New Providence, The Bahamas

VIA EMAIL:

tenderscommittee@centralbankbahamas.com

SUBJECT LINE MUST BEGIN WITH:

**CBOB-NPP-2021 Facility Master System
Integration Services**

**Electronic copies of the proposal must be received
by 10 September 2021 at 5:00 PM Eastern Standard Time**

Proposals not submitted to the Tenders Committee email address by the aforementioned time will not be accepted.
Proposals should not be submitted via facsimile, hardcopy, or oral presentation form.

Table of Contents

1.0	Purpose.....	3
2.0	Proposal Requirements.....	4
3.0	Cost Estimate.....	9
4.0	Compliance Documents.....	10
5.0	Consultant's Responsibilities.....	10
6.0	Submission Format.....	10
7.0	Responses/Questions.....	10
8.0	Evaluation Criteria.....	11
9.0	Provisional Timetable.....	12
10.0	Terms and Conditions.....	12
11.0	Bid Form.....	14

1.0 Purpose

The Central Bank of The Bahamas (CBOB) is constructing its new premises on the former Royal Victoria site between East Street and Parliament Street, south of Shirley Street, and north of East Hill Street in the city of Nassau, on New Providence Island, The Bahamas. The structure will serve as a pivot point and key directional influence for the revitalization and future development of Downtown Nassau. The new premises is expected to project the operations of the Central Bank, while protecting its staff and the public who rely on its services.

To assist the project, CBOB engaged numerous service providers and experts. The Central Bank retained Architekton Design Studio Bahamas Ltd. (ADSBL) to provide architectural services for the design of the new CBOB building (the Project). Stewart Architects Ltd. and AAI Associates, Inc. will be assisting ADSBL. Graphite Engineering Ltd. comprises a team of varied specialists that is assisting CBOB as the owner's representative and project oversight group. The selected bidder resulting from this RFP process will work within the ambit of the architects and with members of the overall project team that also work with the architects under the auspices of the owner and the owner's representative group.

The project consists of a five-story headquarters building (three floor plates of +/- 17,000 gross square feet (gsf) and one of +/- 10,500 gsf) raised above a plaza level that will have the main entry/lobby with small public library and security offices totaling +/- 5,600 gsf, a multi-purpose/performing arts theater (+/-9,000 gsf) and art gallery (+/-3,000 gsf), above a two-level below grade parking garage as outlined in the Owner's Program. The performing arts theater will have tiered seating for 250 people, which is connected to the main office building via the art gallery, and will accommodate lectures/speaking events with a small proscenium stage that will allow for a variety of performance types. The overall area of the building including the office space, performing arts theater, cafeteria with indoor/outdoor dining and conference/training rooms, is 88,000 gsf measured with Building Owners and Managers Association (BOMA) standards.

The two-level 215 automobile parking garage will be an additional 120,000 gsf. Included in the garage will be 20,000 gsf. of area for a staff cafeteria, gym and shower/changing facilities, art storage, building security command center, back-of-house storage that will serve the building engineer, catering, housekeeping, and small staff facilities with gym and lockers.

The project consists of a standard BOMA Core and Shell project and the interior architecture for the public areas, open office areas, enclosed offices, conference rooms, and finishes for all spaces in the building including the architectural interiors of the performing arts theater and cafeteria. All interior designs related to art installations, furniture, fixtures, and equipment, the furniture test fits/layouts and furniture space planning/layouts, along with all documents required to procure and install the furniture will be provided by a separate Owner's consultant.

The site is approximately 3.05 acres and bound by Shirley Street to the North, Parliament and East Streets to the west and east and East Hill Street to the south (note: the Zion Baptist Church located at the northeast corner of this block is not part of the project site).

There is a historic tree in the center of the site that is currently earmarked to remain in place and shall be accommodated in the project design. One existing historic building (Curry House) on site will remain and be renovated in separate design packages to be added to the project at a date in the future when the scope and program for the renovation is defined. This building is not in the Scope of Works for this RFP. Services related to any demolition of items that exist on the site is not part of the project.

2.0 Proposal Requirements

2.1 FACILITY MASTER SYSTEM INTEGRATION SERVICES

The general requirements and scope of service listed below is intended to provide the bidding consultant with a sense of the services required by the Bank. In your proposal, you must present the methodology and approach that you deem most appropriate. Please submit your proposal for complete Facility Master System Integration Services for the project as described below and outline the scope of work proposed in your services.

General Items

- a. The consultant shall include and consider all local codes, laws, and regulations applied to the project.
- b. The consultant shall coordinate and incorporate design requirements from the other design team members, the owner, regulatory agencies, etc., as required to provide a design that is integrated with the Project and requirements for the Project.
- c. As far as possible, meetings will take place by video conference. If meetings and presentations are to be held in Nassau, Bahamas, consultant shall provide rate schedule.
- d. The consultant shall provide information necessary for all pricing packages and assist in evaluating the pricing throughout the design process.
- e. The consultant shall review the program information furnished to ascertain the requirements of the project and arrive at a mutual understanding of such requirements with the team.
- f. The consultant shall provide a preliminary evaluation of the program and furnish related information for the project.
- g. The progression of design work from Schematic Design (SD) through Construction Design (CD) phases by the consultant are necessary as with any design process, however, work can start in the CD phase once all systems to be installed are decided. The consultant will have to work to an accelerated schedule to meet the design team's schedule.

2.2 GENERAL INFORMATION AND REQUIREMENTS

2.2.1 DESIRED QUALIFICATIONS

Facility Master System Integration Services

The Consultant to provide documentary evidence that they have been successfully engaged as a Facility Master System Integration Services Consultant for a minimum of five (5) years.

2.2.2 ATTACHMENTS FOR THIS PORTION OF THE RFP

Refer to exhibits available on the Central Bank's website for additional useful information.

2.2.3 PROPOSAL CONTENTS

The proposal shall provide sufficient information to allow the Owner to evaluate the proposer's approach, experience, staff, availability, and fee.

2.2.4 SCOPE OF WORK

2.2.4.1. General Scope of Services

The scope of work includes the design of mechanical system control requirements, including direct digital controls (DDC) and other types. It also applies to non-HVAC, Central Bank defined control systems.

Direct Digital Controls are the standard for control at Central Bank of The Bahamas (CBOB). Pneumatic or other non-DDC controls are limited to small systems and shall only be specified with the Design Manager's permission.

The CSI division 230900 Mechanical Systems Controls shall normally be used as the control specification for a project. The CSI division 25 shall be used for integration of all mechanical and associated owner defined systems.

The CBOB at its present location(s) has a Building Automation System (BAS) that networks to localized DDC controls. This system is comprised of various individual systems, which are not centralized. In designing the new system propriety components as well as nonproprietary generic controls shall be integrated such that an identifiable building management system is created. Project budgets must include the cost of the proprietary components and nonpropriety components.

In addition to the typical status alarms associated with DDC control, the DDC shall be indicated as monitoring the following equipment. Equipment should be specified with a common alarm contact for DDC monitoring, not separate alarm contacts for each alarm condition, except as noted:

- Sanitary and Storm Pumps (common alarm: high level, seal failure, etc.)
- The system shall have the ability to monitor the fire/life safety system. The controller shall report the status of its ability to monitor the system. On a fire event, the fire controller shall send an output message to the BAS that an event has occurred.
- Integration of the lighting system shall include criteria for monitoring the status of smart lighting systems, including system status and room occupancy. Remote ability to control the lighting via the central management workstation is required in emergency or override situations.
- The site security system shall be integrated and include criteria for monitoring the status of the security alarming system. Remote ability to reset alarms via the central management workstation may be required in emergency, override or system test situations.
- Emergency Generator (generator running, generator trouble)
- Automatic Transfer Switch Transferred to Generator Power (Connect in series each “on generator power” auxiliary contact in each ATS to a single point in a DDC panel to notify BAS if any ATS transfers to generator power.)
- Uninterrupted Power Supply (UPS) Systems
- Critical Unitary A/C units (for example, computer rooms)
- Pollution Control Systems
- Fuel Oil Systems
- Refrigerant Leak Detection Systems
- Chiller Relief Valve Status
- Domestic Water Booster Pump Systems
- Substation Room Temperature
- Solar PV system
- Elevator System
- Possibly other signaling and notification generating systems to be identified by CBOB Facilities Services and IT Departments.

N.B. The above list is not exhaustive. The Consultant shall in concert with the CBOB team carefully consider and include alarm monitoring appropriate for the project.

2.2.4.2. Design Phase

- a. The consultant will be the lead Facility Master System Integration Services designer and shall be responsible for coordinating all requirements of CBOB into an integrated system BAS including but not limited to:
 - i. Defining Project Scope
 - Consultant to confirm preliminary design and budget with CBOB.

- ii. Designing the Facility Master System Integration
 - The consultant shall design the system in coordination with other consultants engaged by CBOB and provide for CBOB's approval, contract documents including:
 1. Project Drawings
 2. Network Connectivity Requirements
 3. Sequences of Operation
 4. Writing Control Sequences
 5. Organizing Control Sequences
 6. Object List
 7. Specification
- iii. Attend project team design meetings and conference calls as required to discuss drawing review comments and recommendations.

2.2.4.3. Construction Documents Phase

- a. Provide two rounds of sketch details for the Architect to incorporate into the construction documents.
- b. Attend meetings by video conference as necessary to coordinate with design team.
- c. Update and finalize specifications and associated technical documentation including testing, inspections and mock-up criteria.
- d. Expected coordination with Sub-contractor scope and details.

2.2.4.4. Construction Phase

Bidding

- a. Assist with bidding the project, including recommending suitable contractors and analysis of bid returns.
- b. Advise the owner, architect, and CM/GC on bidding and contract strategies, as requested.
- c. Advise the owner, architect, and CM/GC on sub-contractor's qualifications to bid, based upon your experience.
- d. Review and comment on value engineering alternatives, if required.
- e. Assist the owner, architect, and CM/GC in contract negotiations, as requested.
- f. At the client's request, participate in the bidding process including attending pre-bid conference with subcontractors and answering bidders' technical questions.
- g. Assist the owner, architect, and CM/GC in the bid negotiations by evaluating bid documents from subcontractors, as requested.

Construction Administration

- a. Submittal and Shop Drawing Review

- i. Review contractor submittals and shop drawings for conformance with contract documents and performance criteria. Notations will be used by the architects in their shop drawing review process.
 - ii. Review and comment on component test results, sample submissions and quality assurance programs, as requested.
 - iii. The consultant shall answer and respond to submittals and RFIs within seven business days.
- b. Project Installation and Checkout
 - i. The consultant is to assist with project installation and checkout.
- c. Project Completion and Warranty
 - i. Before installation is complete and immediately thereafter, consultant to ensure that the operators of the system are trained and able to proficiently operate the system.
 - ii. Consultant to be responsible for reviewing record drawings provided by the BAS supplier as a part of the closeout requirements.

The Consultant shall follow the document standards developed by the architectural team. When utilized, 2D CAD documents shall be prepared and delivered in Autodesk AutoCAD 2013 version. Revit files shall be provided using the Autodesk Revit 2019 version. You may be required to provide 3D computer files as part of your contract documents. The consultant shall utilize software selected by the architectural team and follow the 3D CAD standards developed by the architectural team.

2.3 PROPOSALS SHOULD INCLUDE:

- a. a cover page that includes the bidder's name, address, email address, and contact person.
- b. the bidder's legal name and any other name under which the bidder conducts business.
- c. the mailing address, including street address (for courier mail services).
- d. the name and title of individual that will sign the contract.
- e. confirmation that the bidder is satisfied with the contract being based on the AIA Document C103-2015 Standard Form of Agreement between Owner & Consultant.
- f. the name, title, and contact information of bidder's key contact person.
- g. the name, title, and contact information for Principal-in-Charge of project.
- h. resumes, references, and contact information for each key personnel involved in the project.
- i. a statement that the proposal is effective for a period of 60 days.
- j. a statement guaranteeing that prices quoted in the proposal are established without collusion with any other bidder(s) or other parties and established without effort to preclude the Bank from obtaining the best possible competitive pricing.
- k. Acknowledgement that the bidder has read and understood the RFP and any

amendments.

- l. A statement indicating whether or not the bidder or any individual working for the bidder has a possible conflict of interest as it relates to the owner's staff that may be involved in the project or the bidding process.
- m. A statement identifying all subcontractors and joint venture partners.
- n. Fee per phase and expected monthly billing schedule.
- o. Per hour rates for additional services.
- p. A table of contents with corresponding page numbers related to the bid proposal.
- q. If you take exception to any of the requirements of this RFP and the expected contractual requirements, those exceptions are to be clearly stated, with an explanation as to why.
- r. Specifically note if you have any experience with the codes and regulations applicable at this project site.

All the information contained herein is confidential. The text, facts, figures, and ideas, which are presented within this RFP, are considered intellectual. You are required to sign a Non-Disclosure Agreement (NDA) for this project regarding all information that has not been released to the public by the owner.

No proposal material you submit will be returned.

The bidding consultant understands and acknowledges, by submitting a proposal, that the owner reserves the right to select any consultant firm for any reason.

The selected consultant will be expected to start work immediately thereafter, based on the owner's letter of engagement, while the owner and consultant formally finalize their agreement in the form of an executed contract document.

Importantly, the project can only be a success if all parties in the process work as an integrated, collaborative project team. This will require the institution and preservation of an elevated level of trust, communication, and cooperation between consultant team members.

3.0 Cost Estimate

Provide a cost estimate for the project and include the following information:

- Provide a fixed fee for the overall project and include a schedule for stage payments that aligns with time schedule provided, noting that the owner will settle for work performed and presented and not merely for the passage of time.
- Provide a fee schedule of hourly rates for team members.
- Complete the Central Bank of The Bahamas Bid Form located at the end of this document.

4.0 Compliance Documents

Provide a copy of the following compliance documents:

- Business license
- Tax Compliance Certificate
- Professional license if applicable
- Liability Insurance

5.0 Consultant's Responsibilities

- The consultant shall provide all services necessary to satisfy the scope of work.
- The consultant shall identify and work with the relevant personnel to assist in achieving the goals of the project.
- The consultant shall be solely responsible to provide a complete solution in accordance with the requirements of the scope of work.
- The consultant shall attend all project design team meetings and provide updates to the project manager on a weekly basis.
- The consultant shall prepare a monthly project summary report to detail the work undertaken, challenges encountered and recommended changes, if any.

6.0 Submission Format

- The emphasis of the submission should be in responding to the requirements set forth in this RFP.
- The response shall not exceed **ten** pages, excluding the cover letter/page.
- Proposals must be typewritten, in no smaller than 11 point, Times New Roman font.
- The submissions should be in PDF file format.
- **The documents should be submitted by 5:00 pm. E.S.T. on 10 September 2021.** Proposals should be properly labeled in the filename by using the name of the respondent and beginning with the wording: *CBOB- NPP-2021 Facility Master System Integration Services*.
- **The documents should be submitted to the Tenders Committee via the following email address: tenderscommittee@centralbankbahamas.com.** The sender should be able to provide verifiable evidence of its submission in order for the bid to be accepted in the event that an email has been sent but not received by the Tenders Committee.

7.0 Responses/Questions

- **Bidders should carefully review this solicitation for defects** and questionable or objectionable material. The CBOB must receive comments concerning defects and

objectionable material per the schedule below. This will allow issuance of any necessary amendments. It will also help to prevent the opening of a defective solicitation and exposure of bidders' proposals upon which award could not be made. Protests based on any omission or error or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of CBOB, in writing, at least **five** days before the time set for bid opening.

- **All responses and/or questions** regarding interpretation of the content of this RFP must be submitted to: tenderscommittee@centralbankbahamas.com within the time specified in the Provisional Timetable at Section 9 below.
- If prior to the date fixed for submission of Proposal a bidder discovers any **ambiguity, conflict, discrepancy, omission, or other error in the RFP** or any of its exhibits and/or appendices, the Bidder shall immediately notify CBOB of such error in writing and request modification or clarification of the document. Modifications may be made by addenda prior to the RFP response deadline. Clarifications will be provided by written notice to all active bidders, without divulging the source of the request for it.
- **The CBOB may modify this RFP**, any of its key action dates, or any of its attachments, prior to the date fixed for submission by issuance of a written addendum via email. Addenda will be numbered consecutively as a suffix of the RFP Reference Number.
- **Amendments to or withdrawals of proposals** will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to CBOB's request.
- The CBOB reserves the **right to require a bidder to conduct demonstrations** of its proposed solutions onsite at its main office in Nassau, The Bahamas. All costs associated with a demonstration shall be borne entirely by the bidder.

8.0 Evaluation Criteria

Once all qualifications and technical proposals have been received, the following matrix will assist in the selection process:

Criteria	Weight	Scores ^a	Weighted Scores ^b
Methodology and conformity to RFP Requirement	25		
Qualifications and related experience	25		
Time Schedule	20		
Cost/Rates and Justification	25		
Interview (optional)	5		

^a Each criterion will be assigned a score of 1 to 100. ^b Scores will be multiplied by the weights and totaled to yield the total points on the proposal and interview. Maximum total points are 100.

9.0 Provisional Timetable

Activity	Date
Issue Tender Notice and Invitation to Tender	19 August 2021
Deadline for bidder questions	30 August 2021
Deadline for responses to bidder questions	6 September 2021
Return of tenders (Closing Date)	10 September 2021

10. Terms and Conditions

- Any submission of enquiries and/or proposals means that the bidder has read and agrees to the information set forth in this RFP. Proposals shall be kept confidential by all parties until a contract is awarded.
- The CBOB reserves the right to request clarification of any proposal from prospective consultants.
- Selected consultant(s) will be notified in writing, as will rejected bidders.
- Any award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully, CBOB reserves the right to negotiate a contract with another consultant, reissue the RFP, or withdraw the RFP. Any contract resulting from this RFP shall become effective when fully executed.
- Negotiations shall be confidential and not subject to disclosure to competing consultants unless and until an agreement is reached.
- The CBOB reserves the right to cancel this solicitation, at any time for any reason, and to reject all proposals. The CBOB shall not have any liability to any consultant arising out of such cancellation or rejection.
- The CBOB reserves the right to waive minor variations in the selection process.
- CBOB assumes no responsibility for costs incurred in the preparation, presentation, or submission of the responses to this RFP. Any proprietary information revealed in the submitted proposal should be clearly identified.

Questions

The consultants are responsible for reviewing all portions of this RFP and attachments. The consultants are encouraged to submit questions, via the Tenders mailbox, regarding the scope and requirements of the RFP. Modifications and clarifications will be made to the RFP, when deemed necessary, and issued via the CBOB website.

Interpretation

The bidding consultant will be responsible for ensuring that its proposal reflects all addenda issued prior to the proposal due date, regardless of when the proposal is submitted.

Revisions

A consultant may withdraw or revise a proposal on the consultant's own initiative, at any time before the deadline for submission of proposals. The consultant must submit the revised proposal in the same manner as the original proposal. A revised proposal must be received on or before the proposal due date. In no case will a statement of intent to submit a revised proposal extend the proposal due date for any consultant. At any time during the proposal evaluation process, it may be required of a consultant to provide oral or written clarification of its proposal.

Errors and Omissions

Failure by the CBOB to object to an error, omission, or deviation in the proposal, will in no way modify the RFP or excuse the consultant from full compliance with the specifications of the RFP or any agreement awarded pursuant to the RFP.

Objections

Should a consultant object on any grounds to any provision or legal requirement set forth in this RFP, the consultant must, not more than **ten** calendar days after the RFP is issued, provide written notice setting forth with specificity the grounds for the objection. The failure of a consultant to object in the manner set forth in this paragraph will constitute a complete and irrevocable waiver of any such objection.

Local Participation

A summary of the proposed percentage of the work to be performed by personnel and/or firms located within The Bahamas shall be presented by the consultant. The proposal should outline the portions of the project that will be performed by personnel and/or firms within The Bahamas. The CBOB's goal for local participation for this project is a minimum of 70 percent.

Statements

The consultant shall include a statement confirming that no personal or organizational conflicts of interest are known to exist.

Subconsultants

Substitution of any subconsultants, subcontractors, other service providers, and suppliers identified in the proposal shall not be made without the written consent of the CBOB.



Central Bank of the Bahamas BID Form

PROJECT NAME: CBOB NEW BUILDING SITE

FACILITY MASTER SYSTEM INTEGRATION SERVICES

PROJECT No. #0071A CBOB-NPP-C-2020-7110

TIN: 100087776

Please complete all items and return with other requested documents	10 September 2021
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COMPANY INFORMATION	
Business Name	Trading Name of Business

ADDRESS INFORMATION			
Street	Location/Island/Country		
Telephone1	Telephone2 (Mobile)	Fax:	P. O. Box
Email		Website	

BUSINESS LICENSE & TIN#:	Is Tax Compliance Certificate attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	#	
Business License Number	License Expiration Date: (dd/mm/yyyy)	License Copy Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	VAT Tax ID Number (TIN#)

INSURANCE & NIB INFORMATION					<i>Please attach copies of NIB Good Standing, and your Liability Insurance Document</i>
NIB Registration Number	NIB Good Standing Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Liability Insurance Company Name	Insurance Expiration Date	Insurance	

OTHER BUSINESS INFORMATION:						
Date Business was founded	Type of Business	Years in business	# of similar jobs	# of employees	# of workers for	
Contact Person 1	Title/Position	Contact Person 2	Title/Position			

Note that should the contract/project be awarded, and should there be a need for the consultant to work within the Bank, a Police Record is required for each worker to assist in establishing their eligibility to enter the Bank's premises. Comprehensive background checks will be conducted on everyone, who may enter the Bank's premises, prior to final agreement of awarded contract. Where relevant, evidence of immigration status is also a requirement. In addition, proper picture ID & NIB numbers will be required for all persons who will be providing services at any of the Bank's properties.

REFERENCES: (Must be relevant to job being tendered, especially in terms of scope and quality)

REFERENCES 1
Business Name, job completed, year completed:
Contact Information: (Name, Address, Phone etc....)
REFERENCES 2
Business Name, job completed, year completed:
Contact Information: (Name, Address, Phone etc....)
REFERENCES 3
Business Name, job completed, year completed:
Contact Information: (Name, Address, Phone etc....)

Review items overleaf & complete the Form. Attach additional references, documents, & specification details (e.g. materials listing, scheduling, etc.).

COST PROPOSAL (also attach full details separately)

Total Charge for proposed service	Labour Cost (also detail separately)	Materials Cost (also detail separately)	Other Cost (please specify)

TIME ANALYSIS

Date Available to start	Total Workdays (# of days of work needed to complete the	Total Man-hours (Total job-hours divided by the number of persons working those	Is Overtime factored into cost? (give details																											
Days Intended for onsite work: (Mark all that apply)		Hours intended for work onsite during workdays: (Mark all that apply)																												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM
How long before consultant starts job after mobilization?							How long before materials required for job are onsite?							Specify the anticipated completion date of the project							Is Overtime factored into cost? (give details									

PAYMENT TERMS

(The Central Bank's policy is to settle by direct electronic payment to the consultant/company bank account, which **must be** in the contractual name.)

Purchase Order Acceptance	Payment Schedule (when or at what stage, and related amounts, giving details separately, if	Mobilization (If any, by % or amount)	Hold Back/Post Contract Completion
Yes <input type="checkbox"/> No <input type="checkbox"/>			

Service Contract Payment Schedule (payments may require work checklist agreed and signed off by CBOB)
 Note: The Bank prefers that payment schedules for long-term contractual arrangements align with service schedules and be no more frequent than once per

One-time Single event	Only after service	Once Weekly	Every 2 Weeks Bi-weekly	Once per Month	Every 2 Months Bi-monthly	Every 3 Months Quarterly	Every 4 Months Thrice yearly	Every 6 Months Semi-annually	Once Yearly	Other

SERVICE SCHEDULE

Contract Service-Delivery Schedule (CBOB will require evidence of service and related invoicing)
 Note: Consultant must pre-arrange all service visits to the Bank must clear Bank's Security before engaging in work on-site.

One-time Single event	Constant (24/7)	Daily	Once Weekly	Every 2 Weeks (Bi-weekly)	Once per Month	Every 2 Months Bi-monthly	Every 3 Months (Quarterly)	Every 4 Months (Thrice yearly)	Every 6 Months (Semi-annually)	Once Yearly (Annually)

PAYMENT INFORMATION (The Bank makes payment by electronic funds)

Bank Name (Consultant's Bank)		Branch Name		Branch Number	
Bank Phone Number		Bank Street Address		City/Place	
Bank Postal Code		Country		Other Address Information	
Account Number at Bank		Routing Number		Account Name	

CONSULTANT'S SIGNATURE

Signatory's Name (PRINT)		
Salutation	First	Last Name
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/>		
Ms. <input type="checkbox"/> Other_		
SIGNATURE		Date (dd-mm-yyyy)