



## **Request For Proposal**

**for**

### **CENTRAL BANK OF THE BAHAMAS NEW PREMISES PROJECT**

*Cladding/Waterproofing/Roofing Consultancy Services*

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Sealed Proposals must be submitted to:

**Tenders/Procurement Committee**

Central Bank of The Bahamas  
Nassau, New Providence, The Bahamas

Subject Line: **CBOB-NPP-20200501 Cladding.Waterproofing.Roofing**

**via email to:**

[tenders@centralbankbahamas.com](mailto:tenders@centralbankbahamas.com)

**Electronic copies of the proposal must be received  
on Friday, 1 May 2020 by 5:00 P.M. Eastern Standard Time**

*Proposals will **NOT** be accepted after this date and time;  
and will not be accepted via facsimile, hardcopy, or oral presentation*

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## 1.0 Purpose

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. This is a prominent and auspicious venture. The iconic premises will reflect the nationally eminent status of the Central Bank and serve as a pivot point and key directional influence for the revitalization and future development of Downtown Nassau. The new premises are expected to present a source of national, regional, and international pride; and to project the operations of the Central Bank while protecting its staff and the public that rely on its services.

To assist the project, CBOB has engaged numerous services providers and experts; and continues to add to that team. The Central Bank has retained Architekton Design Studio Bahamas Ltd. (ADSBL) to provide architectural services for the design of the new Central Bank of The Bahamas (the Project). Adamson Associates, Inc. will be assisting ADSBL. Graphite Engineering Ltd. formulates a team of varied specialists that are 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 new Central Bank of The Bahamas (the "Project") consists of a 5 story headquarters building (3 floor plates of +/- 17,000 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 2 level below grade parking garage as outlined in the owner's Program, see the attached "Exhibit X". 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 on the stage. 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 gross square feet (gsf) measured with Building Owners and Managers Association (BOMA) standards.

The 2 level 250 to 280 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 & 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 design 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 for this Project is the grounds of the former historic Royal Victoria Hotel and Gardens in downtown Nassau, Bahamas. The site is approximately 3.05 acres and bounded by Shirley Street to the North, Parliament and East Streets to the west & 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).

The architectural team will collaborate with the civil engineer and landscape architect to establish the overall site design. The civil engineer will provide all detailed design and construction documents for grading, drainage, streets, paving, hardscape and constructed elements outside the building enclosure and the landscape architect will provide similar for all planting and softscape.

There is a historic tree in the center of the site that shall remain in place and shall be accommodated in the project design. Two existing buildings on site will remain and will be renovated in a separate design package and will be added to the project at a date in the future when the scope and program for the renovation is defined. Services related to any demolition of items that exist on the site is not part of the project.

## **2.0 Proposal Requirements**

### **CLADDING/WATERPROOFING/ROOFING CONSULTANCY SERVICES**

The general requirements and scope of service listed below is intended to give the bidding consultant a sense of the services required by the Bank. In your proposal, you must present the methodology and approach that you deem most appropriate.

#### **General Items**

- The consultant shall furnish all labour, materials, facilities, and equipment necessary to provide the services in accordance with the RFP.
- The consultant shall include and consider all the local building codes, laws and regulations applied to the Project.
- 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,
- Participation in meetings and presentations in Nassau, Bahamas and in Los Angeles, California as part of the design process. Such meetings shall be conducted via video conference, as much as practicable, pending the cessation of global pandemic concerns.
- Review the program information furnished to ascertain the requirements of the project and arrive at a mutual understanding of such requirements with the team,
- Provide a preliminary evaluation of the program, and related information furnished.
- The consultant will need to assist the design team with meetings with the Authority Having Jurisdiction (AHJ) over the project as required in Nassau, Bahamas.
- The consultant shall have the appropriate expertise on the codes that apply to the project.
- Dade County NOA (notice of Acceptance) approval is a requirement to ensure window and door assemblies are hurricane Category 5 rated minimum.

#### **Scope of Service:**

- The consultant shall assist and advise the owner and architectural team with all phases of the design and technical performance requirements for all vertical and sloped building enclosure/skylight/cladding/screen wall systems on the project along with associated parapets, guardrails, transition details to roofing and waterproofing, seismic joints, the roofing membrane, below grade waterproofing, planter waterproofing, horizontal paving systems, and similar etc., collective the building enclosure, as required for the architect to develop a set of performance based contract documents (issued in an early package to a contractor) and as a permit package. The Consultant shall provide sketches and advise as

required to assist the architect in drawing all details and work required to complete the contract documents for the building enclosure. The consultant shall write the specifications for the building enclosure systems and incorporate comments from the architect in the specifications.

### **Schematic Design Phase:**

- Engage with the design team during the schematic design phase and provide technical comments on architect's building enclosure schemes and provide suggestions and modifications in written or to-scale CAD sketch/drawing where appropriate.
  - Provide technical assistance in the development of the exterior wall design options to include the following:
    - a. aesthetic objectives, design criteria and system narrative
    - b. performance criteria and narrative
    - c. finishes, materials and systems
    - d. issues related to module and glass sizing
    - e. code requirements and standards, based on their experience
    - f. wind tunnel testing criteria
    - g. project schedule and coordination issues
    - h. technical and cost constraints
    - i. general issues concerning façade maintenance, based on experience
  - Review and provide technical comments, in written and sketch form, on architect's schematic drawings to include up to two rounds of review. Each round to be submitted in one complete and coordinated package.
  - Advise on the appropriateness of wind tunnel testing.
  - Review and assist the architects in the incorporation of building mechanical issues, energy efficiency and performance as they relate to the building enclosure systems.
  - Review and assist the architect's building maintenance consultant in the incorporation of a window washing/building maintenance system in the building enclosure design.
  - Provide typical system to scale details (plans and sections) delivered in AutoCAD and/or REVIT file(s), review/comment on preliminary typical details, in sketch form, for review and discussion, including the façade, skylights, storefronts and entrances, louvers, canopies, parapets, roof, basement and planters.
  - Provide outline specifications with preliminary building envelope performance criteria, waterproofing systems and roofing for incorporation into project documents.
  - Identify possible sub-contractors that may be appropriate to deliver the enclosure systems for this project and confirm the design approach is appropriate for competitive bidding in the industry for this project. Assist in discussion with these sub-contractors and advise the owner and architects if the design should be modified based on sub-contractor capabilities and comments.
-

### **Design Development Phase:**

- Update all of the work performed during the schematic design phase as the design evolves.
- Review and comment on typical details, in written and sketch form, prepared by the architect, for review and discussion. Provide up to four rounds of review for the façade, skylights, storefronts and entrances, louvers, and canopy.
- Review and assist the architect's building maintenance consultant in the development of the window washing/building maintenance system.
- Provide performance criteria for the façade, skylights, storefronts, canopies, waterproofing and roofing for architect's incorporation in construction documents.
- Review and comment on the selection of materials as it relates to the exterior wall.
- Provide draft specifications for building enclosure systems, waterproofing and roofing and associated technical documentation including testing and mock-up criteria.
- Note it is expected that construction document and design development phases of work will overlap and the owner may want to issue a bid package for the building enclosure package during the design development phase.
- Identify possible sub-contractors that may be appropriate to deliver the enclosure systems for this project and confirm the design approach is appropriate for competitive bidding in the industry for this project. Assist in discussions with these sub-contractors and advise the owner and architects if the design should be modified based on sub-contractor capabilities and comments.
- Expected coordination with design. Assist with sub-contractor scope and details.

### **Construction Documents Phase:**

- Review and comment, in written and sketch form, on building enclosure, waterproofing and roofing system design, details and performance criteria relative to the following items:
  - a. air infiltration
  - b. water infiltration
  - c. structural performance
  - d. thermal performance
- Attend up to six full-day meetings, in Nassau or Los Angeles, to review with the design team any issues pertinent to the building enclosure, waterproofing and roofing design and performance criteria. Where possible meetings will be held by video-conference.
- Provide four rounds of sketch details for the architect to incorporate into the construction documents.
- Provide specifications for building enclosure, waterproofing and roofing systems and associated technical documentation including testing and mock-up criteria and assist the design team to provide drawing(s) for the mock-up conditions/details.
- Note it is expected that construction document and design development phases of work will overlap and the owner may want to issue a bid package for the building enclosure package during the design development phase.
- Assist owner and architect with adjusting contract documents to conform with contractor's desired approach to engineering and constructing the building enclosure systems, if a contractor is hired prior to completion of the contract documents.
- Expected coordination with design. Assist with sub-contractor scope and details.

### **Construction Phase:**

- Bidding

- a. Advise the owner, architect, construction manager and/or general contractor on bidding and contract strategies, as requested.
- b. Advise owner, architect, construction manager and/or general contractor on sub-contractor's qualifications to bid, based upon your experience.
- c. Review and comment on value engineering alternatives, if required.
- d. Assist the owner, architect, construction manager and/or general contractor in contract negotiations, as requested.
- e. At the client's request, participate in the bidding process including attending pre-bid conference with sub-contractors and answering bidders' technical questions. Include a single two-day trip to Nassau, Bahamas for pre-bid conference.
- f. Assist owner, architect, construction manager and/or general contractor in the bid negotiations by evaluating bid documents from sub-contractors, as requested.

### **Construction Administration**

- a. Mock-up Phase
  - i. Review mock-up(s) drawings, test criteria and test sequence with regards to technical appropriateness and conformance to contract documents.
  - ii. Witness the mock-up(s) final fabrication at location(s) selected by the contractor, include up to five days (1 trip).
  - iii. Witness the formal mock-up(s) test. (This assumes one reasonably successful laboratory test. Fees will be based on up to five days of witnessing erection (one trip) and up to five days (one trip) of pretesting and testing) and up to three days of follow-up testing.
  - iv. Post thermal testing, the building envelope consultant shall review mock-up. Include up to three days for thermal testing (one trip).
  - v. Review and comment on test laboratory mock-up test report. Prepare an observation report of the mock-up test procedure that can be used as a guide for monitoring of the job site installation. Review mock-up shop drawings revised by the contractor to reflect "as-tested" conditions. (Assumes one round.)
  - vi. Should erection or testing take longer or should failure occur, necessitating retesting of the mock-up, invoice the additional testing and report preparation as "Additional Services".
- b. Shop Drawings and Request for Information (RFI) Review:
  - i. Review shop drawings / calculations / submittals for each of the potential wall types, including façade, skylights, storefront and entrances, louvers, and canopy, for conformance with contract documents and performance criteria. Notations will be used by the architects in their shop drawing review process.
  - ii. Perform three rounds of review with comments for each wall type, with each round to be submitted as one complete and coordinated package containing all wall types.
  - iii. Review and comment on component test results, sample submissions and quality assurance programs, as requested.
  - iv. Consultant shall answer and respond to submittals and RFIs in seven business days or less.
  - v. Meet in-person with sub-contractors as may be required to expedite the shop drawing process.

- c. Shop Monitoring:
  - i. Monitor fabrication of the exterior to verify compliance of work with approved shop drawings and established standards for materials and workmanship. Allow for a single two-day trip within the United States.
  - ii. Submit reports for action by others.
- d. Job Site Monitoring:
  - i. Attend bi-weekly construction meetings, as requested by the client.
  - ii. If requested, record and track required submittals
  - iii. Record, answer, and tabulate contractor RFIs, if requested by client.
  - iv. Assist client in review of pay applications, if requested by client.
  - v. Job site monitoring and preparation of site observation reports to be performed by senior engineering technician in a minimum of two days and an interval of once per month during the job site installation of all building enclosure systems with three (3) two-day visits by senior principal.
  - vi. Monitor exterior wall work in progress to verify compliance of work with approved drawings and specifications. (For the purpose of performing this portion of work, adhere to approved drawings, project specifications, samples as well as any other approved monitoring criteria.)
  - vii. Monitoring assumes that the sub-contractor or sub-contractors (together hereinafter the “sub-contractors”) performing the work related to the building envelope are obligated to conduct quality control programs. The building envelope consultant will conduct spot checks of the work in progress, and may attend job site meetings and submit field reports to the client's designated representative.

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 v. 2018. Revit files shall use the 2018 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.

**Proposals should include:**

- A cover page that includes the bidder’s name, address, email address, and contact person
- Bidder’s legal name and any other name under which the bidder conducts business
- Mailing address, including street address (for courier mail services)
- Name and title of individual that will sign the contract
- Confirmation that the bidder is satisfied with the contract being based on: AIA Document C103-2015 Standard Form of Agreement between Owner & Consultant
- Name, title, and contact information of bidder’s key contact person
- Name, title, and contact information for Principal-in-Charge of project
- Resumes, references, and contact information for each key personnel involved in the project
- A statement that the proposal is effective for a period of sixty (60) days.
- 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
- Acknowledgement that the bidder has read and understood the RFP and any amendments
- 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.



- A statement identifying all subcontractors and joint venture partners.
- Fee per phase and expected monthly billing schedule.
- Per hour rates for additional services.
- A table of contents with corresponding page numbers related to the bid proposal.
- 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
- Specifically note if you have any experience with the codes and regulations applicable at this project site.

All of the information contained herein is confidential. The text, facts, figures, and ideas, which are presented within this RFP, are considered the intellectual property of the Architekton Design Studio Bahamas Ltd., the owner and their assigns. 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 a high 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 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 (10) pages, excluding the cover letter/page.
- Proposals must be typewritten, in no smaller than eleven (11) point Times Roman font.
- The submissions should be in PDF file format
- submitted by 5:00 pm. E.S.T. on 1 May 2020. Proposals should be properly labeled in the filename by using the name of the respondent and the wording:  
***CBOB-NPP-20200501 Cladding.Waterproofing.Roofing.***

## 7.0 Responses/Questions

- **Bidders should carefully review this solicitation for defects** and questionable or objectionable material. CBOB must receive comments concerning defects and objectionable material at least five (5) days before the proposal opening. 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 (5) 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: tenders@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 the Central Bank 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 given by written notice to all active bidders, without divulging the source of the request for it.
- **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 the Bank's request.
- CBOB reserves the **right to require a bidder to conduct demonstrations** of their 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 the selecting process for the consultant:

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

<sup>a</sup> Each criterion will be assigned a score of 1 to 100. <sup>b</sup> 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	16 April 2020
Deadline for receiving questions from Consultants	20 April 2020
Deadline for CBO answer to Consultants' questions	24 April 2020
Return of tenders (Closing Date)	1 May 2020

## 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 until a contract is awarded.
- 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 effective when fully executed.
- Negotiations shall be confidential and not subject to disclosure to competing consultants unless and until an agreement is reached.
- CBOB reserves the right to cancel this solicitation, at any time for any reason, and to reject all proposals. CBOB shall not have any liability to any consultant arising out of such cancellation or rejection.
- 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**

Consultants are responsible for reviewing all portions of this RFP and attachments. Consultants are encouraged to submit questions regarding the scope and requirements of the RFP. Modifications and clarifications will be made to the RFP when deemed necessary and issued.

### **Interpretation**

The bidding consultant will be responsible for ensuring that its proposal reflects any and 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 Bank 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 ground to any provision or legal requirement set forth in this RFP, the consultant must, not more than ten (10) 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 Bank's goal for local participation for this project is a minimum of 70%.

### **Statements**

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

### **Sub-consultants**

Substitution of any sub-consultants, subcontractors, other service providers and suppliers identified in the proposal shall not be made without the written consent of the Bank.



# Central Bank of The Bahamas BID Form

PROJECT NAME: CBOB NEW BUILDING SITE  
 CLADDING/WATERPROOFING/ROOFING CONSULTANCY SERVICES  
 PROJECT No. #0071A CBOB-ADM - R – 2019 - 7110 TIN: 100087776

Please complete all items and return with other requested documents by: **1 May 2020**

<b>COMPANY INFORMATION</b>						
Business Name			Trading Name of Business			
<b>ADDRESS INFORMATION</b>						
Street			Location/Island/Country			
Telephone1		Telephone2 (Mobile)		Fax:	P. O. Box	
Email				Website		
<b>BUSINESS LICENSE &amp; TIN#:</b>			<b>Is Tax Compliance Certificate attached?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	#	
Business License Number		License Expiration Date: (dd/mm/yyyy)		License Copy Attached?	VAT Tax ID Number (TIN#)	
<b>INSURANCE &amp; NIB INFORMATION</b>			<i>Please attach copies of NIB Good Standing, and your Liability Insurance Document</i>			
NIB Registration Number		NIB Good Standing Attached?	Liability Insurance Company Name	Insurance Expiration Date	Insurance Amount	
		Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>OTHER BUSINESS INFORMATION:</b>						
Date Business was founded	Type of Business		Years in business	# of similar jobs	# of employees	# of workers for this project
Contact Person 1		Title/Position	Contact Person 2		Title/Position	
<p><b>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 each individual, 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 &amp; NIB numbers will be required for all persons who will be providing services at any of the Bank's properties.</b></p>						
<b>REFERENCES: (Must be relevant to job being tendered, especially in terms of scope and quality)</b>						
<b>REFERENCES 1</b>						
Business Name, job completed, year completed:						
Contact Information: (Name, Address, Phone etc...)						
<b>REFERENCES 2</b>						
Business Name, job completed, year completed:						
Contact Information: (Name, Address, Phone etc...)						
<b>REFERENCES 3</b>						
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 (dd/mm/yyyy)	Total Workdays (# of days of work needed to complete the job)	Total Man-hours (Total job-hours divided by the number of persons working those hours)	Is Overtime factored into cost? (give details separately)																											
Days Intended for onsite work: (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 separately)																								

## 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 necessary)	Mobilization (if any, by % or amount)	Hold Back/Post Completion Retention (specify)								
Will consultant accept purchase orders? 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 month.											
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 Annually	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 Annually)	Yearly

## PAYMENT INFORMATION (The Bank makes payment by electronic funds transfer)

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 Name	Int.	Last Name
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____			
SIGNATURE			Date (dd-mm-yyyy)