



Central Bank of The Bahamas New Premises Guidance Notes for Completion of Pre-Qualification Questionnaire

Questionnaire Purpose

The purpose of this questionnaire is to allow the Central Bank of The Bahamas (the Central Bank) to identify qualified and experienced construction companies that will be invited to submit bids for the following project:

The Central Bank of The Bahamas New Premises Project.

The Central Bank's new offices and compound will be located at the site of the former Royal Victoria Gardens, Nassau, New Providence. That site is bounded by Shirley Street, Parliament Street, East Hill Street, and East Street.

The Central Bank aims to commence construction as soon as possible and by the end of 2021. The project may bid in stages, releasing advance works packages. In that event, the advance packages will be bid, awarded, and have construction started whilst, concurrently, the remaining design works are being completed. Package awards will be on a lump sum basis, with phased design information release dates for Stage 1 through Stage 3.

- Stage 1: Package will comprise basement mass excavations, earthwork, and shoring.
- Stage 2: Package will comprise the overall reinforced concrete building structure, decorative shell, and associated mechanical and electrical (MEP) rough in installations.
- Stage 3: Package will be bid and awarded by the construction company that is awarded the Stage 2 works.

If staged, works may begin within the second quarter of 2021. However, the Central Bank expects that full construction documents and their approval will precede construction activity.

The Central Bank expects that respondents that submit this Pre-Qualification Questionnaire (PQQ) and future applications for work will be general contractors that are capable of supplying and coordinating the complete range of work as outlined in approved construction documents and in packages listed above, if packages are issued. In addition, the Central Bank will accept PQQ submissions from respondents that are individual specialist trade contractors, capable of completing the Stage 1 works independently.

Please note that preference will be given to companies registered in The Bahamas that can demonstrate a successful record of delivering similar large-scale construction projects with supporting references. Consideration will be limited to companies or joint ventures of companies that are legally incorporated or otherwise organised in, and have their principal place of business in The Bahamas.

Questionnaire Layout

The questionnaire is split into four parts:

- Part A seeks Background Information;
- Part B requests details of Financial Status;
- Part C relates to Business Probity; and
- Part D relates to Project Delivery, Technical Capacity.

All information requested should be provided in the order and format of the Parts.

Questionnaire Responses

Pre-Qualification Questionnaire respondents are responsible for ensuring that questionnaires are:

- completed fully and accurately,
- presented in a way that information can be easily found and interpreted, and
- Compliant with the format.



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All the information requested in the questionnaire must be supplied as part of your response, except where you consider that a particular question is not applicable to your organisation. In such a case, you should make this clear and provide an explanation. Failure to provide all the requested information and/or marking a question as inapplicable without an explanation may result in your response being rejected as non-compliant and not being evaluated. If you are not sure of what is required in relation to any particular question, email us via the contact information provided in this document.

PQQ respondents are advised that their responses may be reproduced and that no further request to do so will be sought.

Only information provided as a direct response to the questionnaire will be evaluated. Information and detail that forms part of general company literature or promotional brochures, etc., will not form part of the evaluation process. Marketing material should not be included.

Supplementary documentation may be attached to the questionnaire where PQQ respondents have been requested to do so. Such material must be clearly marked with the name of the organisation and the question to which it relates.

The completed questionnaire should be submitted by someone from the organisation who has authority to answer any queries from the Central Bank or its Owners Representative Team on behalf of the Central Bank.

Should the completed questionnaire be found to be erroneous, subject to qualification, or in any other way incorrect, the Central Bank or its appointed representative(s) reserves the right to discount the respondent from further evaluation. In the case where an error or misrepresentation is not discovered until after a contract is awarded, the Central Bank reserves the right to determine the contract invalid; and all costs incurred by the Central Bank as a result of the determination shall be recoverable under the contract.

Important information

By issuing this questionnaire and any subsequent invitation to bid, the Central Bank is not bound in any way to accept the lowest bid or any other tender. The selection of PQQ respondents invited to bid will be made based largely on the criteria set out in Part D.

While care has been taken to ensure that this information is as accurate as possible, neither the Central Bank of nor any of its advisors or representatives accept any liability or responsibility for:

- accuracy, adequacy, or completeness of any of the information or opinions contained within this questionnaire;
- any invitation to bid that may be issued to respondents successful at the pre-qualification stage;
- any information made available by the Central Bank, its advisors, or representatives, whether in response to a particular query or otherwise.

No representation or warranty, expressed or implied, is or will be given by the Central Bank, any of its advisors, or representatives with respect to such information.

The Central Bank shall not be responsible for or pay any costs or expenses that may be incurred by PQQ respondents in connection with the preparation and submission of any documentation relating to the PQQ, including the attendance at any meetings or site visits.

Freedom of Information

The Central Bank, on its website, may publish the names and contact details of companies who have been issued with the questionnaire or have responded to it.



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Help with this Questionnaire

If you require assistance in understanding what is required from each question or have any other queries, please contact the Tender's Committee at tenders@centralbankbahamas.com.

Submitting a Completed Questionnaire

Completed questionnaires must be submitted to:

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

via email:

tenders@centralbankbahamas.com

Subject Line: Central Bank New Premises Project Pre-Qualification Questionnaire

Questionnaires submitted using this route should be in a format compatible with Microsoft Word or in Adobe Acrobat and contain a scanned copy or electronic version of the signature of the person making the submission

PQQ submissions must be received at the email above by 26 March 2021, 5:00 PM EST.



New Central Bank of The Bahamas Premises at Royal Victoria Gardens Pre-Qualification Questionnaire

1. CONTRACT TITLE

PQQ respondent to be included on the bid lists for:

The new Central Bank of The Bahamas Building located at the site of the Former Royal Victoria Gardens, Nassau, New Providence. The site is bounded by Shirley Street, Parliament Street, East Hill Street, and East Street.

2. TIMETABLE

2.1 Submission of PQQs **Friday, 26 March 2021**

2.2 Evaluation of PQQs **Friday, 07 May 2021**

3.

4. OVERVIEW OF THE PROJECT REQUIREMENT

Build Quality:

The Central Bank of The Bahamas's vision is for the building to be an iconic nationally significant and internationally recognised project for The Bahamas.

The project will be executed to the highest standards and the evidence of high quality in every step of the construction process is paramount. It is expected that everyone involved will provide the highest degrees of skill, care, and diligence achievable, as befits a project of this nature. The project is aiming to achieve a LEED Platinum rating for Energy Efficiency.

Project Summary:

The site is located at: site of the Former Royal Victoria Hotel and Gardens, Nassau, New Providence.

Type of Development: Compound of structures that includes commercial office, multifunction theatre/conference venue, visitors centre, art gallery, and underground parking

The size of the plot is: 3 acres (approx.)

Total Gross Floor Area: Basement Levels 128,000 sqft & Upper Levels 91,600 sqft (approx.)

No of Basement Levels: 2

No of Upper Levels: 5

Anticipated structural frame: reinforced concrete

Floor by Floor Building Program Information:

Basement Level 2

General and Executive Parking

Storage Rooms

Mechanical and Electrical Rooms

Strong Room

Access Stairs and Elevators

Restroom and Breakroom



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Storage Tanks

Basement Level 1

General Parking

Storage Rooms

Mechanical and Electrical Rooms

Cafeteria and Dining Room

Gymnasium

Locker Rooms

Visitors Centre

Security Facilities

Access Stairs and Elevators

Restrooms

Little House Museum

Level 1

Entrance Lobby

Art Gallery

Multifunction Theatre Facilities

Restrooms

Access Stairs and Elevators

Storage

Back of House Offices

Mechanical and Electrical Rooms

Level 2

Private Offices

General Offices

Meeting Rooms

Restrooms

Access Stairs and Elevators

Mechanical and Electrical Rooms

Levels 2-4

Private Offices

General Offices

Meeting Rooms

Restrooms



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Access Stairs and Elevators

Mechanical, Electrical and Data Rooms

Level 5

Executive Offices

Executive Reception Areas

General Offices

Meeting Rooms

Kitchen

Restrooms

Access Stairs and Elevators

Mechanical, Electrical and Data Rooms

Roof Level

Mechanical and Electrical Penthouses

Design Information

In addition to the summary above, Appendix 1 'PQQ Design Package' shows the overall building design intent, project scope and scale.

AWARD CRITERIA

4.1 Financial assessment

Respondents to the questionnaire will be assessed on their financial status and financial ability to deliver the contract. This will be based on their solvency and credit standing in relation to the overall anticipated value of the works. The analysis carried out will produce either a 'pass' or 'fail' result. Those organisations that do not achieve a 'pass' will be excluded from the selection process at that stage.

4.2 Selection criteria

Organization Details	5 marks
Length of Trading Experience	5 marks
Corporate Policies	5 Marks
Project Delivery & Technical Capacity	40 marks
Processes & Procedures for Quality Assurance	15 marks
Private Sector Project Specific Experience	10 marks
Public Sector Project Specific Experience	10 marks
References	5 marks
Insurances and Bonding	<u>5 marks</u>
Total	100 marks



New Central Bank of The Bahamas Premises at Royal Victoria Gardens Pre-Qualification Questionnaire

PART A - BACKGROUND INFORMATION

1.	Name of Organisation	
2.	Address for all correspondence	
3.	Office address from where project would be managed	
4.	Contact Name	
5.	Contact Position	
6.	Telephone Number	
7.	Fax Number	
8.	E-mail address	
9.	Website address (if applicable)	
10.	Address of Registered Office (If applicable)	
11.	Nature of Organisation (E.g. limited co, partnership etc.).	
12.	Number of Employees - full time	



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13.	Number of Employees - part time	
14.	Number of outsourced contract staff	
15.	Number of expatriate employees subject to work permit approval	
16.	Names of the Directors or Partners	
17.	Date of company incorporation or partnership formation (specify which)	
18.	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the ultimate parent company.	
19.	Company Registration Number Confirm where registered	
20.	VAT Registration Number Confirm where registered	
21.	Policy on sub-contracting	
	Do you envisage sub-contracting any aspect of the requirement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Provide outline details on the types/nature of work that you would propose to sub-contract (if appropriate)	
20.	Sub-Contractor Details (if applicable)	



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	a. Name and address Identify which part of the service this sub-contractor will deliver	
	b. Name and address Identify which part of the service this sub-contractor will deliver	
	c. Name and address Identify which part of the service this sub-contractor will deliver	



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PART B - FINANCIAL STATUS

21.	BANK DETAILS	
22.	Name of Bank: (from which a financial reference may be sought).	
23.	Address:	
24.	Telephone Number:	
25.	Suitable contact name:	
26.	Telephone Number: (if different)	
27.	Provide details of the Annual Turnover (in B\$) for:	
	Latest Year	
	One year previous	
28.	Current Bonding capacity (in B\$)	
29.	Estimated value of current active contracts (in B\$)	
30.	Name and address of Surety Company	
31.	Current Assets (in B\$)	
32.	Current Liabilities (in B\$)	
33.	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	YES <input type="checkbox"/> NO <input type="checkbox"/>



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	If “No” please explain why not:	
34.	Has your organisation met all its obligations to pay its creditors and staff during the last year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If “No” please explain why not:	

Please attach one copy of your organisation’s audited accounts (or equivalent) and the accounts of your group (if any) for the last 2 years and expressed in B\$ together with details of any significant changes since the last year end. Copies of the accounts should be signed and dated by Directors/Partners and auditors (preferably scanned when submitted electronically) or marked as draft.



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PART C – BUSINESS PROBITY

35.	Please confirm whether any of the following criteria applies to your organisation:	
	Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Is the organisation the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Has any employee whom you would propose to use to deliver this project been convicted of an offence concerning his professional conduct by a judgement that has the force of res judicata?*	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Has any employee whom you would propose to use to deliver this project been guilty of misrepresentation in supplying or failing to supply the information that may be required in Part C?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Has any employee whom you would propose to use to deliver this project been guilty of grave professional misconduct?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Has the organisation failed to fulfil obligations relating to the payment of national insurance contributions in accordance with the legal provisions of The Bahamas?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Has the organisation failed to fulfil obligations relating to the payment of taxes in accordance with the legal provisions of The Bahamas?	YES <input type="checkbox"/> NO <input type="checkbox"/>

* A matter already settled in court



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	Have any employees or ex-employees made any successful employment tribunal claims in the last 3 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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	If “YES”, please provide details (date, nature and outcome):
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	Has your organisation been the subject of any health and safety improvement notices, prohibition notices or prosecutions within the last 3 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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	If “YES”, please provide details for each occurrence (date, nature and remedial action taken):
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	Has your organisation been convicted of breaching any statutory or regulatory requirements within the last 3 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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	If “YES”, please provide details for each occurrence (date, nature and remedial action taken):
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	YES <input type="checkbox"/> NO <input type="checkbox"/>
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	If “YES”, please provide full details of each occurrence:
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PART D – PROJECT DELIVERY AND TECHNICAL CAPACITY

	SERVICE DELIVERY	
36.	What are the principal business activities of your organisation?	
37.	How many years have you been providing the services listed in Question 37?	
38.	Has your organisation been in business under other names?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If 'Yes', please list the different names	
39.	List the jurisdictions and trade categories in which your organisation is licensed to do business and the registration or licence numbers where appropriate	
40.	State your organisation's experience of large scale commercial projects completed within the last five years:	
	(a) by yourselves	



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	(b) with a private sector partner or partners

	(c) with a public sector partner or partners

41. If you have answered (b) and/or (c) of question 41, please provide contact details for 2 referees for examples of your organisation’s experience detailed in question 41(b) and/or 2 referees for examples of your organisation’s experience detailed in question 41(c). Note that contact will be made with referees without further reference to you.

a.	Referee Organisation (private sector)	Referee Organisation
	Contact Name	Contact Name
	Title	Title
	Address	Address

	Outline of works / services provided:	Works /services provided
	Date work commenced:	Date work commenced
	Date work completed:	Date work completed
	Approximate Value:	Approximate value

b.	Referee Organisation (private sector)	Referee Organisation
	Contact Name	Contact Name
	Title	Title
	Address	Address



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	Outline of works / services provided Date work commenced: Date work completed: Approximate Value:	Works /services provided Date work commenced Date work completed Approximate value
c.	Referee Organisation (public sector) Contact Name Title Address	Referee Organisation Contact Name Title Address

	Outline of works / services provided: Date work commenced: Date work completed: Approximate Value:	Works /services provided Date work commenced Date work completed Approximate value
d.	Referee Organisation (public sector) Contact Name Title Address	Referee Organisation Contact Name Title Address
	Outline of works / services provided Date work commenced: Date work completed: Approximate Value:	Works /services provided Date work commenced Date work completed Approximate value



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42.	What percentage of your annual workload was/will be carried out in The Bahamas?	2017 2018 2019 2020 2021(estimated)
43.	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If “Yes”, please give details:	
	TECHNICAL CAPACITY - RESOURCES	
44.	Provide management/project leader experience, education and professional qualifications for those leading the management of the provision of the works/services required. Enclose a Career Resume/Curriculum Vitae for each key person who would be involved in the project, if available.	
45.	Provide details of human resources, plant and technical equipment available for providing the services.	



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46.	Please confirm that you have no other requirements that will restrict the availability of the human resources, plant, and technical equipment referred to in the above question that would affect project delivery.	
	TECHNICAL CAPACITY - INSURANCE	
47.	Provide details of the insurance policies held by your organisation	
	Employer's Liability Compulsory Insurance	Held: Yes / No* Yes No Level of cover: BS \$ Copy available on request: Yes / No* Yes No
	Public Liability Insurance	Held: Yes / No* Yes No Level of cover: US \$ Copy available on request: Yes / No* Yes No
	Professional Indemnity Insurance	Held: Yes / No* Yes No Level of cover: BS \$ Copy available on request: Yes / No* Yes No
	Contractor's All Risks	Held: Yes / No* Yes No Level of cover: BS \$ Copy available on request: Yes / No* Yes No
	Other - please provide details	

* delete as appropriate



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TECHNICAL CAPACITY - STANDARDS AND POLICIES			
48.	Provide details of your organisation’s policies		
	Does your organisation have a written Health and Safety Policy that complies with current legislation?	Yes / No*	Yes No
	Copy available on request?	Yes / No*	Yes No
	Does your organisation have a Health and Safety Management System**?	Yes / No	Yes No
	Copy available on request?	Yes / No	Yes No
	Does your organisation have a written Environmental Management or LEED Policy?	Yes / No*	Yes No
	Copy available on request?	Yes / No*	Yes No

• “system” means processes and procedures to ensure that the subject is properly managed. This includes making sure that legal requirements are met.

* delete as appropriate



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TECHNICAL CAPACITY - QUALITY MANAGEMENT	
49.	<p>Does your organisation have a written Quality Assurance Policy?</p> <p>Copy available on request?</p>
	<p>Yes / No* Yes No</p> <p>Yes / No* Yes No</p>
50.	What quality management system does your organisation operate?
51.	<p>Is your organisation's quality management system accredited?</p> <p>Yes / No* Yes No</p> <p>Provide details of accreditation (if applicable)</p>
52.	Who in your organisation has overall responsibility for quality assurance?
53.	How often are your quality procedures reviewed to highlight areas for improvement?
54.	Please describe how your organisation ensures high standards of quality in construction related projects.
55.	Please give recent examples of projects where your organisation has provided high standards of quality. Ideally, examples should relate to commercial office/mixed use projects.
56.	Please provide recent examples of how your organisation has contributed to the process of ensuring that high standards of quality are achieved e.g. through recruitment, training, commenting on buildability, inputting to feature design etc. Ideally the examples should relate to commercial office/mixed use projects.



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Help with this Questionnaire

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EXPRESSION OF INTEREST

<p>Name of organisation/lead organisation wishes to register interest and apply to be considered for short listing to receive invitation/s to Bid for the provision of construction services to new Central Bank of The Bahamas building located at the site of the former Royal Victoria Gardens, Nassau, New Providence. I certify that the answers given in this questionnaire are true, complete, accurate, and not misleading.</p>							
Package applied for:	<table border="1"> <tr> <td>Stage 1 Package</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Stage 2 Package</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Stage 3 Packages</td> <td><input type="checkbox"/></td> </tr> </table>	Stage 1 Package	<input type="checkbox"/>	Stage 2 Package	<input type="checkbox"/>	Stage 3 Packages	<input type="checkbox"/>
Stage 1 Package	<input type="checkbox"/>						
Stage 2 Package	<input type="checkbox"/>						
Stage 3 Packages	<input type="checkbox"/>						
Signed:							
Print Name:							
Title:							
Date:							

* delete as appropriate