



## **Request For Proposal**

**for**

*Great House Kitchen Renovation*

Sealed Proposals must be submitted to:

**Tenders/Procurement Committee**

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

Subject Line: **CBOB-NPP-GH07192022**  
**Great House Kitchen Renovation**

**via email to:**

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

**Electronic copies of the proposal must be received on 5th August 2022 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

The Central Bank of The Bahamas (CBOB) is renovating the kitchen of the Great House Cafeteria to enhance its capabilities and improve the presentation. This work includes repair and/or replace fixtures and tiles, paint walls and replacement of electrical equipment wherever necessary. The scope of work below will provide specifications required.

## 2.0 Proposal Requirements

### 2.1 GREAT HOUSE KITCHEN RENOVATION

The general requirements and scope of service listed below is intended to provide the bidding contractor with 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 the project as described below and outline the scope of work proposed in your services.

#### General Items

- a. Contractor must conduct their own onsite review of the project scope, prior to submitting proposal(s).
- b. Such onsite review must be by appointment only, and must be arranged with the Chief Facilities Officer or Deputy Chief Facilities Officer of the Facilities Services Department or with the department's management.
- c. Contractor is responsible for assessing all measurements, analysis of required materials, and overtime requirements.
- d. Contractor must make all suggestions/recommendations for changes to scope, materials, or project schedule at the time of bidding.
- e. Contractor must indicate if using subcontractors, and must indicate the experience and prior work references for their services and for that of their subcontractors.
- f. The Bank is committed to the health and safety of people on or around its premises. As such, Contractor must indicate:
  - Materials or work process that may pose a discomfort, disturbance, or danger to people or the Bank's operations.
  - Materials or work process that may pose a danger to property in and around the Bank.
- g. Contractor must indicate if there are works associated with the proposal/project that the Contractor is unable or unwilling to undertake.
- h. The project's timeframe must be included in this bid. Timeframe should include Start Date, End Date, days of the week intended for work, hours of day intended for work, etc.
- i. Contractor must indicate minimum post-mobilization start date; i.e. how many days after mobilization will contractor take before starting project/service.
- j. Delays and potential changes in project scope, process, methodology, or materials are to be reported and addressed expeditiously so that the project cost, time, or quality is not compromised.

k. Delays by the contractor with no adequate justification will have the following penalties at the Bank's discretion:

- After 1 week 5% of the project cost.
- After 2 weeks 10% of project cost.
- After 3 weeks the contract is terminated and all costs borne by the contractor for breach.

## **2.2 GENERAL INFORMATION AND REQUIREMENTS**

### **2.2.1 DESIRED QUALIFICATIONS**

#### **Great House Kitchen Renovation**

The Contractor to provide documentary evidence that they have successfully engaged as a General Contractor for a minimum of five (5) years.

### **2.2.2 PROPOSAL CONTENTS**

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

### **2.2.3 SCOPE OF WORK**

#### **2.2.3.1 General Scope of Services for the Contractor:**

- Remove all existing wall tiles, along with preexisting tiling adhesive. Moreover, the contractor is expected to install new tiling adhesive, along with specified tiling.
- Replace all damage or broken floor tiles that is inclusive of the interior of the cafeteria, and exterior of its building (porch area) with tiles that matches the existing tiling scheme.
- Remove current Dutch door including doorframe in cafeteria and install new Dutch door and frame.
- Remove all damaged windows, operators and frames and replace with new windows, operators, and frames with same styling.
- Remove and repair damage sections of sheet rock ceiling. Additionally, entire sheet rock ceiling in cafeteria should be repainted white.
- Extend the kitchen sink legs by 4-6 inches via welding, or any specified method deemed fit by the Owner. In addition, all plumbing that is associated with this kitchen sink should be extended for proper reconnection. Additionally, the existing drain and supply lines needs to be replaced.
- Supply and install a new food-grinding machine. Before machine is purchased, it needs to be approved by the Owner.
- Install new standard interior door in cafeteria to indicated location.
- Concrete section above the wall tiling should be scrapped for any paint flakes, air pockets, and repainted with several coats.
- Install new food grinder system to indicated cafeteria wash sink.

- Uninstall all electrical switches, receptacles and existing lighting fixtures and replace with:
  - Decor GFCI receptacles in inner kitchen (were needed base on electrical code standards)
  - Decor receptacles (severing area)
  - Decor switches
  - LED light fixtures that is specified by the bank stakeholders

**(Please note that all electrical codes must be strictly followed)**

## **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. The name, title, and contact information of bidder's key contact person.
- f. The name, title, and contact information for Principal-in-Charge of project.
- g. Resumes, references, and contact information for each key personnel involved in the project.
- h. A statement that the proposal is effective for a period of 60 days.
- i. 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.
- j. Acknowledgement that the bidder has read and understood the RFP and any amendments.
- k. 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.
- l. A statement identifying all subcontractors and joint venture partners.
- m. Fee per phase and expected monthly billing schedule.
- n. Per hour rates for additional services.
- o. A table of contents with corresponding page numbers related to the bid proposal.
- p. 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.
- q. 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 contractor understands and acknowledges, by submitting a proposal, that the owner reserves the right to select any contractor firm for any reason.

The selected contractor will be expected to start work immediately thereafter, based on the owner's letter of engagement, while the owner and contractor 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 contractor 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 Contractor's Responsibilities**

- The contractor shall provide all services necessary to satisfy the scope of work.
- The contractor shall identify and work with the relevant personnel to assist in achieving the goals of the project.
- The contractor shall be solely responsible to provide a complete solution in accordance with the requirements of the scope of work.
- The contractor shall prepare a weekly 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 5 August 2022.** Proposals should be properly labeled in the filename by using the name of the respondent and beginning with the wording: **CBOB-NPP-GH07192022 *Great House Kitchen Renovation*.**
- **The documents should be submitted to the Tenders Committee via the following email address:** [tenders@centralbankbahamas.com](mailto:tenders@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: [tenders@centralbankbahamas.com](mailto:tenders@centralbankbahamas.com)
- 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.
- **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.
- 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 <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. 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. All parties shall keep proposals confidential until a contract is awarded.
- CBOB reserves the right to request clarification of any proposal from prospective contractors.
- Selected contractor(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 contractor, 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 contractors 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 contractor 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

The contractors are responsible for reviewing all portions of this RFP and attachments. The contractors are encouraged to submit questions, regarding the scope and requirements of the RFP to the following persons listed below. Modifications and clarifications will be made to the RFP, when deemed necessary, and issued to:

[TFTThomas@centralbankbahamas.com](mailto:TFTThomas@centralbankbahamas.com) and [CWWilliamson@centralbankbahamas.com](mailto:CWWilliamson@centralbankbahamas.com)



## **Interpretation**

The bidding contractor 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 contractor may withdraw or revise a proposal on the contractor's own initiative, at any time before the deadline for submission of proposals. The contractor 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 contractor. At any time during the proposal evaluation process, it may be required of a contractor to provide oral or written clarification of its proposal.

## **Errors and Omissions**

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

## **Objections**

Should a contractor object on any grounds to any provision or legal requirement set forth in this RFP, the contractor 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 contractor to object in the manner set forth in this paragraph will constitute a complete and irrevocable waiver of any such objection.

## **Statements**

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

## **Subcontractors**

Substitution of any subcontractors, 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: Great House Kitchen Renovation**

**GREAT HOUSE KITCHEN RENOVATION**

**PROJECT No. CBOB-NPP-GH07192022**

**TIN: 100087776**

Please complete all items and return with other requested documents				5 August 2022	
<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#)		
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>INSURANCE &amp; NIB INFORMATION</b>		Please attach copies of NIB Good Standing, and your Liability Insurance Document			
NIB Registration Number	NIB Good Standing Attached?	Liability Insurance Company Name	Insurance Expiration Date	Insurance	
	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
Contact Person 1	Title/Position	Contact Person 2	Title/Position		
<p>Note that should the contract/project be awarded, and should there be a need for the contractor 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 &amp; NIB numbers will be required for all persons who will be providing services at any of the Bank's properties.</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.).

<b>COST PROPOSAL</b> (also attach full details separately)																			
Total Charge for proposed service					Labour Cost (also detail separately)					Materials Cost (also detail separately)					Other Cost (please specify)				

  

<b>TIME ANALYSIS</b>																														
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 contractor 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									

  

<b>PAYMENT TERMS</b>																			
(The Central Bank's policy is to settle by direct electronic payment to the contractor/company bank account, which <b>must be</b> 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"/>																			
<b>Service Contract Payment Schedule</b> (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, Annually	Other									

  

<b>SERVICE SCHEDULE</b>																			
<b>Contract Service-Delivery Schedule</b> (CBOB will require evidence of service and related invoicing)																			
Note: Contractor 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)									

  

<b>PAYMENT INFORMATION</b> (The Bank makes payment by electronic funds																			
Bank Name (Contractor'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									

  

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