

**REQUEST FOR EXPRESSION OF INTEREST  
FOR THE PROVISION OF CONSTRUCTION SERVICES**



**EASTERN CARIBBEAN CENTRAL BANK  
ST KITTS**



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## **1.0 PROJECT INFORMATION**

### **1.1 Summary and Background**

The Eastern Caribbean Central Bank (ECCB), established in 1983, is the monetary authority for Anguilla, Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St Kitts and Nevis, Saint Lucia, and St Vincent and the Grenadines.

The ECCB now invites Expressions of Interest from suitably qualified construction services providers for the construction of the Official Residence of the Governor of the ECCB.

The successful candidate will be required to lead a construction team of suitably qualified professionals to construct the residence in accordance with the design approved by the ECCB and in accordance with an agreed schedule, scope and budget.

Interested parties should provide information demonstrating that they have the required qualifications and relevant experience to perform the service.

## **2.0 ELIGIBILITY**

A firms or individual shall not be eligible to participate if it:

- 2.1** is bankrupt or insolvent or in the process of either;
- 2.2** has been found to have committed an offence concerning professional misconduct;
- 2.3** has had a court judgment entered against them for offences relating to fraud, corruption or involvement in a criminal activity;
- 2.4** does not have Contractors All Risk Insurance; and

**2.5** does not have Public Liability Insurance equal to or greater than One Million Eastern Caribbean Dollars.

### **3.0 DOCUMENTS/INFORMATION REQUIRED**

**3.1** Cover letter.

**3.2** Background and organisation of the firm or individual including:

- a. name and address of firm/business;
- b. date of establishment;
- c. business profile including core area(s) of expertise and relevant experience;
- d. number of staff;
- e. proposed lead person including relevant qualifications and experience;
- f. curriculum vitae of key management and supporting staff; and
- g. other resources available for the assignment.

**3.3** Job and client references for similar projects undertaken over the last 10 years.

**3.4** Notarised copies of company documents, including:

- a. Incorporation Certificate;
- b. Business Registration Certificate/Licence; and
- c. Contractors All Risk Insurance and Public Liability Insurance.

**3.5** Statement of all litigation matters relating to professional conduct over the last 10 years, prepared and signed by an attorney-at-law.

#### **4.0 SHORTLISTING CRITERIA**

- 4.1** The Project Manager or Team Leader should possess a bachelor's degree or equivalent certification in construction or other related discipline. In the absence of a degree, the contractor should have a CARICOM Certification (level 3).
  
- 4.2** The firm or individual must have at least 10 years of experience in constructing projects of a similar nature which should each have a value in excess of EC\$5,000,000.00.
  
- 4.3** The General Contractor for the project must be fluent in spoken and written English.

The submissions shall be assessed and compared, and the best qualified and experienced parties shall be shortlisted.

Shortlisted firms will receive the following documents:

- The approved working drawings
- The tender instructions
- The specifications
- The Bill of Quantities (BOQ)

#### **5.0 GENERAL INSTRUCTIONS**

Three (3) hard copies of the Expression of Interest must be submitted in a sealed envelope that is marked with the name and address of the applicant. An electronic version, must also be submitted in PDF and Word format.

Submissions must be made no later than **4:00 pm on 30 September 2019** addressed as follows:

**Expression of Interest – Construction of New ECCB Residence**

**The Governor**

**Eastern Caribbean Central Bank**

**Bird Rock**

**Basseterre**

**ST KITTS**

**Attention: Adviser, Governor’s Immediate Office**

Email: [norma.hanley-pemberton@eccb-centralbank.org](mailto:norma.hanley-pemberton@eccb-centralbank.org)

The ECCB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. The ECCB will not be bound to assign any reason for not short-listing any applicant. The ECCB will not be responsible for any costs incurred by any applicant in the preparation and submission of the Expressions of Interest.

All requests for further information must be made in English to:

**Norma Hanley-Pemberton**

Adviser

Governor’s Immediate Office

Eastern Caribbean Central Bank

P O Box 89

Bird Rock

Basseterre

**ST KITTS**

Tel: 869-465-2537 ext 3903 or 869-467-3903

Email: [norma.hanley-pemberton@eccb-centralbank.org](mailto:norma.hanley-pemberton@eccb-centralbank.org)