

EASTERN CARIBBEAN CENTRAL BANK



INVITATION FOR TENDER PROVISION OF BATHROOM RENOVATION CONTRACTOR SERVICES

Applicants are invited from suitably qualified companies to provide bathroom renovation services at the Eastern Caribbean Central Bank. The project comprises the remodeling of a total of 6 showers, 14 bathrooms and 2 sick bays as follows:

- (i) Male and female bathrooms, including showers, in the Phase 2 building with approximately 1,285 sq ft,
- (ii) Male and female bathrooms, including showers, for the Gym with approximately 516 sq. ft,
- (iii) One bathroom in the SKDV building with approximately 194 sq. ft, and
- (iv) Two sick bays – one in the SKDV building with approximately 112 sq. ft. and one in the Phase 2 building with approximately 68 sq. ft.

The services to be provided by the contractor will include:

1. Demolition Services – removal of all floor and wall tiles along with plumbing, electrical and other miscellaneous fixtures installed in existing bathrooms, showers and sick bays. Disposal of all debris/waste material.
2. Plumbing Services – installation of new plumbing fixtures with supply and waste connections.
3. Electrical Services – installation of new fixtures, ceiling lights, including outlets to provide power to automatic dispensers.
4. Construction Services – installation of approximately 2,007 sq. ft. of floor tiles and approximately 4,940 sq. ft of wall tiles. Installation of approximately 2,007 sq. ft. of ceiling tiles, as well as new framing for countertops and restroom compartments, and washroom accessories (mirrors, paper towel and soap dispensers, grab bars). Paint doors, removal and installation of kick/push plates for doors.

Work should take place during office hours (8:00 a.m. through 5:00 p.m.) if not disruptive to office operations, or where necessary, after regular office hours (including weekends) as mutually agreed upon between contractor and the Bank, with one bathroom in each area functioning and operational at all times for use during regular office hours (Monday through Friday 8:00 am – 5:00 pm).

Contents of Tender

Information on bidding is available on the Bank's website (www.eccb-centralbank.org). Proposals must comply with the requirements. Proposals submitted without the required information will not be considered.

Before submitting a bid, each applicant should visit the location and carefully examine the areas to be renovated. Email the Support Services Management Department at ssmdcore@eccb-centralbank.org to arrange a date and time for the site visit. Please include "Site Visit for Bid for Bathroom Renovation" in the email subject line.

Qualification of Bidders

Bids will be considered only from contractors who, in the sole judgment of the Bank, are financially responsible and able to show evidence of their reliability, ability and experience to render professional, prompt, and satisfactory performance and service.

The successful bidder will be required to execute a contract, for labour only, with the Bank in accordance with the Scope of Works, and will be responsible for providing all professional services to complete all works in a manner consistent with or above industry standards.

Submission of Applications

Applications should be received by **14 January 2022** and should be addressed to:
Senior Director, Support Services Management Department
Eastern Caribbean Central Bank
P O Box 89
Basseterre, St Kitts

EASTERN CARIBBEAN CENTRAL BANK

CALL FOR TENDER Bathroom Upgrade Phase 2 Building and Gym

INSTRUCTIONS FOR TENDERERS



Issue Date: 6 December 2021

Closing Date: 14 January 2022

Contact: Wayne Myers, Senior Director
Support Services Management Department
Eastern Caribbean Central Bank
Bird Rock Road
Basseterre, St Kitts
T: 869-467-3938
E: ssmdcore@eccb-centralbank.org

1. INFORMATION AND INSTRUCTIONS

a. Introduction

Each contractor responding to this Call for Tender will be referred to as a Tenderer. A contractor's response to this Call will be referred to as a Bid and the Eastern Caribbean Central Bank (ECCB) will be referred to as the Bank.

b. Closing Date and Time

Bids must be sent by email to the above address and received by the ECCB **by 3:00 p.m. on 14 January 2022.**

The Bank may, at its discretion, extend the deadline for submission of Bids by issuing an amendment, in which case all rights and obligations of the Bank and the Tenderers will be subject to the new deadline as extended.

c. Submission of Bid

Interested Tenderers are invited to respond to this Call for Tender based on the Scope of Works outlined in this document on or before the closing date and time. Bids submitted after the closing date and time will not be accepted.

Only one bid may be submitted by each Tenderer. No Tenderer may participate in the Bid of another for the same Agreement in any relation whatsoever.

Tenders submitted by a general contractor with subcontractors should comply with the following requirements:

- i. The Tenderer should note the names of proposed subcontractors in their Bid submission;
- ii. The Bid and any Agreement following should be signed by the general contractor only.
- iii. The general contractor will be liable, solely, for the execution of the Agreement in accordance with the Agreement terms.

Bids should be typed and signed by a person or persons duly authorised to bind the Tenderer to the Agreement and submitted to the ECCB at the following address:

Attention: Wayne Myers, Senior Director
Support Services Management Department
Email: ssmdcore@eccb-centralbank.org

d. Conflict of Interest

All Tenderers should disclose to the Bank any potential conflict of interest. Tenderers must declare that no employee of the Bank, or member of the Board of Directors, is or will

become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise, in the performance of the work, or in the supply of materials or services, work or business to which it relates, or in any portion of the profits thereof, or in any of the monies to be derived from the services. If such conflict of interest exists, the Bank may, at its discretion, withhold the selection.

e. Treatment of Information

All information and documentation obtained by the Tenderer in connection with this Call for Tender is the property of the Bank and should be treated as confidential and not used for any purpose other than for replying to this Bid. The Bank may reproduce the Tenderer's Bid and any supporting documentation for internal use only.

2. PURPOSE AND SCOPE OF WORKS

The ECCB is seeking Bids from suitably qualified companies to provide bathroom renovation services at the Bank. The project comprises the remodeling of a total of 6 showers, 14 bathrooms and 2 sick bays as follows:

- (i) Male and female bathrooms, including showers, in the Phase 2 building with approximately 1,285 sq. ft.,
- (ii) Male and female bathrooms, including showers, for the Gym with approximately 516 sq. ft.,
- (iii) One bathroom in the SKDV building with approximately 194 sq. ft., and
- (iv) Two sick bays – one in the SKDV building with approximately 112 sq. ft. and one in the Phase 2 building with approximately 68 sq. ft.

a. Scope of Works

Demolition

- i. Cover all door openings with plastic to avoid dust in other areas
- ii. Remove electrical appliances and sanitary ware
- iii. Remove washroom stalls and sinks
- iv. Remove approximately 2,007 sq. ft. of floor tiles and 4,940 sq. ft. of wall tiles
- v. Remove approximately 2,007 sq. ft. of ceiling tiles
- vi. Dispose of debris
- vii. Provide waste bin

Construction

- i. Install approximately 2,007 sq. ft. of floor tiles and 4,940 sq. ft. of wall tiles
- ii. Install 12 stalls for bathrooms
- iii. Install washroom accessories for bathrooms (21 toilet paper holder, 31 mirrors, 8 grab bars)
- iv. Replace approximately 2,007 sq. ft. of ceiling tiles
- v. Paint 27 doors
- vi. Remove and install kick/push plates for 12 doors

Electrical

- i. Install 110v outlets (19) to provide power to automatic dispensers
- ii. Install 17 automatic paper towel dispensers
- iii. Install 17 automatic soap dispensers
- iv. Install 17 hand dryers
- v. Install 43 ceiling lights

Plumbing

- i. Install 31 automatic faucets
- ii. Install 21 automatic toilets and 4 urinals
- iii. Install 15 floor drain fixtures and floor trap primer
- iv. Install 17 washroom sinks
- v. Install 8 shower faucets

b. Submission Requirements

- i. Business Profile - name, contact details, qualifications, years of experience, number of employees,
- ii. Background Information:
 - All workmen must be fully vaccinated. Proof of vaccination must be submitted.
 - List past and present clients where similar projects were completed within the past 2 years. Include project details.
 - Two references from clients served within the past 2 years
 - A statement from your Attorney stating that your business/company is free of any offence concerning professional conduct, judgement that may be detrimental to the ECCB's interest and litigation for the past ten years
- iii. Proposed Budget - Provide a proposed budget for carrying out the project.
- iv. Project Schedule – Detailed estimated timeline inclusive of proposed start dates and completion dates.
- v. Financial Information - a letter from your main banker indicating the number of years that you have maintained a business account with the bank and a general statement on how your account has been managed over the years.
- vi. Complete attached documents - *Tenderer's Identification Details* and *Proposed Budget Template*.

3. GENERAL SPECIFICATIONS

a. Review of Existing Site

The Tenderer would be deemed to have examined the subject site and to have fully informed himself as to the existing site, any limitations, the quantities and nature of the service and materials necessary for the completion of the service, and in general to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or affect his Bid.

Site visits must be arranged with the Unit Head, Facilities Engineering Unit, Support Services Management Department, who will arrange access to the site. Call 869-662-2605 to arrange a site visit between 9:00am – 3:00pm or email the Support Services Management Department at ssmdcore@eccb-centralbank.org to arrange a date and time for the site visit. Please include “Site Visit for Bid for Bathroom Renovation” in the email subject line.

b. Inquiries

Please refer all Bid inquiries to Wayne Myers, Senior Director by email to ssmdcore@eccb-centralbank.org or by phone at 467-3938.

c. Provisions

The work includes equipment, labour and permits required to complete the works described in the scope. The successful Tenderer should have adequate insurance coverage regarding liability for the work proposed in the Bid.

d. Tenderer Expense

Any expenses incurred by the Tenderer in the preparation of the Bid submission are entirely the responsibility of the Tenderer. The Bank will not be responsible or liable for these costs, regardless of the outcome of the bidding process.

e. Hours of Work

Work shall take place during office hours (8:00 a.m. through 5:00 p.m.) if not disruptive to office operations, or if necessary, after regular office hours (including weekends) as mutually agreed upon between contractor and the Bank, with one bathroom in each area functioning and operational at all times for use during regular office hours (Monday through Friday 8:00 am – 5:00 pm).

f. Security Checks

The areas are situated in very secure locations, and the successful contractor is expected to submit a list of all contracted workmen along with police records and an official government-issued photo ID. The Bank will also conduct background checks.

g. Removal and Disposal of Demolition/Construction Materials

All demolition/construction materials and refuse are to be removed from the site and disposed of in accordance with applicable legislation.

4. AMENDMENTS AND WITHDRAWAL OF BIDS

a. Clarification of Bids

To assist in the examination, evaluation and comparison of Bids, the Bank may ask Tenderers individually for clarification of their Bids. The request for clarification and the response should be in writing by email, but no change in the price or substance of the Bid should be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Bank during the evaluation of the Bids.

A prospective Tenderer requiring any clarification of the Bid documents may notify the Bank in writing by email at the address indicated below. The ECCB will respond in writing by email to any request for clarification which they receive earlier than **3 days** prior to the deadline for the submission of Bids. Written copies of the Bank's response, where necessary (including a description of the inquiry but without identifying its source), will be sent to all prospective Tenderers who have provided contact details.

Submissions of written queries should be sent to the ECCB at the following email address:

Attention: Wayne Myers, Senior Director
Support Services Management Department
Email: ssmdcore@eccb-centralbank.org

b. Amendment of Bid Documents

At any time prior to the deadline for submission of Bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Bid documents by the issuance of an Addendum.

The Addendum will be sent in writing to all prospective Tenderers and will be binding upon them. Prospective Tenderers should promptly acknowledge receipt by email to:

Attention: Wayne Myers, Senior Director
Support Services Management Department
Email: ssmdcore@eccb-centralbank.org

In order to afford prospective Tenderers reasonable time in which to take an Addendum into account in preparing their Bids, the Bank may, in its sole discretion, extend the deadline for the submission of Bids.

All pages of the Bid where entries or amendments have been made should be initialed by the person or persons signing the Bid.

c. Adjustment/Correction of Bid

A request by Tenderer to adjust or correct a Bid submitted will not be allowed.

d. Withdrawal of Bid

A Tenderer who has submitted a Bid may request that his Bid be withdrawn. The withdrawal will be allowed if the request is made before the closing time for the Call for Tender. Withdrawal requests should be made in writing by email to:

Attention: Wayne Myers, Senior Director
Support Services Management Department
Email: ssmdcore@eccb-centralbank.org

5. BID EVALUATION

a. Acceptance or Rejection of Bid

Selection of the successful Tenderer (if any) will be entirely at the Bank's discretion as to which Bid represents the Bank's best interests and who, in the opinion of the Bank, has offered the best overall submission. This may not be the lowest priced tender received.

The information, documentation, plans, etc. that are a product of this award by the successful Tenderer, will become the exclusive property of the Bank. The Bank also reserves the right, in its sole and absolute discretion, to reject any Bid which, in the Bank's opinion, does not sufficiently comply with the requirements of the Call for Tender. Accordingly, the Bank will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any Tenderer by reason of the acceptance or the non-acceptance by the Bank of any Bid, or by reason of any delay in the acceptance of a Bid.

In addition, the Bank reserves the right to cancel the tendering process and reject all Bids at any time prior to the award of the Agreement, without incurring any liability to the affected Tenderer, or any obligations to inform the affected Tenderer of the grounds for the Bank's action.

b. Errors and Omissions

The Bank will not be held liable for any errors or omissions in any part of this Call for Tender. While the Bank has used considerable efforts to ensure an accurate representation of information in this Tender, the information contained herein is not necessarily comprehensive or exhaustive, and is supplied solely as a guideline for responding Tenderers.

Should a Tenderer find omissions from or discrepancies in any of the Tender documents, or should the Tenderer be in doubt as to the meaning of any part of such documents, the Tenderer should notify the Senior Director, Support Services Management Department in writing by email without delay. If the Bank considers that a correction, explanation, or interpretation is necessary or desirable, an Addendum will be issued and posted on the Bank's website.

The Bank will examine the Bids to determine whether they are complete, have computational errors, the documents have been properly signed, and the Bids are generally in order.

Arithmetical errors will be rectified on the following basis:

- i. Where there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price should be corrected. If the Tenderer does not accept the correction of errors, the Bid will be rejected;
- ii. Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
- iii. Where there is a discrepancy between the individual lump sums and the total amounts derived for the sum of the individual lump sum, the individual lump sum as quoted will govern, and the total amount should be corrected.

c. Notification of Award

The Bank will notify the successful and unsuccessful Tenderers by email that their Bid has been accepted or was unsuccessful. The Letter of Acceptance will name the amount, that is, the agreed price, which the Bank will pay to the Contractor in consideration of the work to be executed and completed by the Contractor.

d. Confidentiality of Information

The successful Tenderer and its employees may have access to information confidential of the Bank. This information may include, but is not limited to, business methods and systems, contractual terms, pricing, personal information, etc. The successful Tenderer agrees that he and his employees who have access to this information will not at any time reveal to any third party, or use in any way, any of this confidential information.

**EASTERN CARIBBEAN CENTRAL BANK
CALL FOR TENDER
Bathroom Upgrade Phase 2 Building and Gym**



TENDERER 'S IDENTIFICATION DETAILS

A	PERSONAL INFORMATION
Business Name _____ Registration number _____	
Business address _____ _____	
Contact person _____ Position _____	
Telephone number _____ Fax number _____	
Website _____ Email address: _____	

B	QUESTIONNAIRE (<i>TICK WHERE APPLICABLE</i>)															
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Your business operates as which one of the following?</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 40%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Sole Proprietorship</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Partnership</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Limited Liability</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Others</td> </tr> </table>	Your business operates as which one of the following?	<input checked="" type="checkbox"/>			<input type="checkbox"/>	Sole Proprietorship		<input type="checkbox"/>	Partnership		<input type="checkbox"/>	Limited Liability		<input type="checkbox"/>	Others
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C	SIGNATURE
<p>I hereby certify that the information outlined in this document is true and accurate to the best of my knowledge and belief. I understand that false statement may result in denial of a contract and possible debarment from future prospects.</p> <p>_____</p> <p>Signature of Company Representative</p> <p>_____</p> <p>Date _____ Company Name/Stamp _____</p>	

DETAILS OF SIMILAR CONTRACTS IN THE PAST TWO (2) YEARS

Start Date or Date of Award	Description of Works	Name of Client	Price of Contract	Date Completed

**EASTERN CARIBBEAN CENTRAL BANK
CALL FOR TENDER
Bathroom Upgrade Phase 2 Building and Gym**



PROPOSED BUDGET TEMPLATE

	Cost (EC\$)
A. Demolition	
Remove electrical appliances and sanitary ware	
Remove washroom stalls and sinks	
Remove approximately 2,007 sq. ft. of floor tiles	
Remove approximately 4,940 sq. ft. wall tiles	
Remove approximately 2,007 sq. ft. of ceiling tiles	
Dispose of debris	
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Install washroom accessories for bathrooms (21 toilet paper holder, 31 mirrors, 8 grab bars)	
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Paint 27 doors	
Remove and install kick/push plates for 12 doors	
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Install 17 automatic paper towel dispensers	
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Install 31 automatic faucets	
Install 21 automatic toilets and 4 urinals	
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GRAND TOTAL	