**REQUEST FOR PROPOSAL FOR AIR CONDITIONING AND VENTILATION WORKS AT THE SEVILLA CLUBHOUSE FACILITY**

**(RFP ID # 001-PROJ- 001- 012024 RET)**

# SECTION 3 SCOPE OF WORKS

* 1. **PROJECT OBJECTIVES**

SPORTT is seeking to outfit selected areas within the Sevilla Clubhouse with fully functional air conditioning units and to install the required electrical works associated with said units.

The successful Contractor must deliver fully functional air-conditioned rooms as identified in the BOQ within the time as allotted in the Appendix to Tender.

All works undertaken are to be safely executed within time and budget and meeting the required quality. Condensers will be placed on site according to the selected contractor’s recommendations with the effect of them being on the shortest run possible, without affecting the architectural facade of the structure (condenser locations to be approved by SPORTT).

* 1. **DESCRIPTION OF THE WORKS**

The installation of air conditioningunits with the associated electrical works within the Sevilla Clubhouse.

* 1. **DETAILED SCOPE OF WORKS**

The following are the scope of works for MEP Engineering consultancy works for the Sevilla Clubhouse, Couva:

1. To secure all brackets for AC units, ducting systems, and ventilation fans.
2. Installation of all AC units inclusive of drainage, ducting systems, and ventilation fans.
3. Repair all areas that have been cored, drilled, or cut to its original forms.
4. Secure with trunking with a white appearance, all visible pipes, wires, or any other visible material used.
5. Installation of all electrical wiring and breakers and conceal with trunking.
6. Commissioning of units and fans.
7. Provide all warranty and specifications for a period of 1 year minimum and on all mechanical equipment.
8. Upgrade the cable and breaker on first floor to accommodate the new AC units.
9. Install a splitter box so the AC will go on one meter and the rest of the building load which will include lights, plugs and 220 volts kitchen equipment, will go on a separate meter.
10. Outfit the building to 3 phases to balance loads.
11. The recommended cable size from each meter is 4 x 70 XLPE.

**EVALUATION CRITERIA**

2.10.9 The criteria, requirements and scoring for the evaluation of submissions shall be as follows:

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| **TECHNICAL PROPOSAL CRITERIA AND SCORING** |
|   | **EVALUATION/QUALIFICATION CRITERIA** | **REQUIREMENTS** | **MAX**  | **MIN SCORE**  |
| **SCORE** |
| **Qualification** | Eligibility of Contractor | Submission of all documentation required by this RFP, inter alia: | **Yes/No** |  |
|  | * Certificate of Incorporation,
* Valid Value Added Tax Certificate
* Valid National Insurance Certificate of Registration
* Valid National Insurance Certificate of Compliance
* Board of Inland Revenue Certificate
* Most Recent Annual Return
* Original Tender Security (Bond)
* OPR Registration Number and Lines of Business
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| **Qualification** | Historical Contract Non -Performance | Separate statements provided on: | **Yes/No** |  |
| 1 | No History of Non-performing contracts (client or customer)  |
| 2 | Pending Litigation; and |
| 3 | Past judgements within the last five (5) years.  |
| **Technical** | Track record of contractor with respect to similar projects / contracts | Provide a list of: | **10** | **5** |
| 1 | Past projects inclusive of a scope that will demonstrate your Company’s' experience in the successful completion of three (3) or more **similar projects / similar scope of works.** Three (3) or more client references  |
|   |
|   |
| 2 |
| **Technical** | The experience and knowledge of contractors' key personnel on the project | Provide information on the Project Specific: | **15** | **7** |
| 1 | **Project Organizational Chart** of **Project specific team members** |
| 2 | Project role definitions of each **Project Specific** team member |
| 3 | Relevant qualifications and Experience of each **Project specific** team member |
|  |  | 4 | **Dated and signed** CV’s of each **Project specific** team member |  |  |
| **Technical** | Methodology | Provide information on the Project specific: | **25** | **15** |
| 1 | **Project Specific** detailed Methodology / Method Statement (in its entirety) |
| 2 | **Project Specific** detailed Schedule/Work Plan |
| **Technical** | Availability of AC Units  | 1 | Provide a statement on the availability of the AC units within the country  | **5** | **3** |
| **Technical** | Financial Standing | 1. Audited Financial Statement for the past 3 years. (2023, 2022, 2021)2. Letter(s) of commitment from Bank(s) / Financial Institution that Project can be financed.  | **10** | **5** |
| **Technical** | Health Safety Security & Environmental Plan & Quality Assurance/Quality Control | A detailed description of: | **10** | **5** |
| 1 | **Project Specific** QA/QC Manual and Policy Statement (signed) |
| 2 | **Project Specific** Safety Manual and Policy Statement (signed) |

**\*Only bidders obtaining the minimum score in each criterion in their Technical Submission will be further considered by having their Cost/Financial Proposals opened.**

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| **COST/FINANCIAL PROPOSAL CRITERION AND SCORING** |
| **Financial**  | Project Costing | 1 | Contractor's Price Proposal | **25** | **-** |
| ***Total Score*** | **100** |  |