



**REQUEST FOR PROPOSAL FOR THE PROVISION OF PREVENTATIVE
MAINTENANCE SERVICES TO THE AIR CONDITIONING SYSTEMS AT THE
NATIONAL RACQUET CENTRE
(RFP ID # 018-FAC-002-012025)**

SECTION 3 SCOPE OF WORKS

1. PROJECT OBJECTIVES

SPORTT requires provision of Preventative & Corrective Maintenance Services to its HVAC Systems at the National Racquet Centre in Tacarigua.

2. DESCRIPTION OF THE WORKS

The HVAC systems to be maintained consist of the following components, to be serviced according to the **Service Specification Guide** outlined in Appendix I. (Further equipment details, drawings and design information can be found in **Equipment List** Appendix II & **HVAC Drawings** Appendix III & IV).

3. DETAILED SCOPE OF WORKS

1. National Racquet Centre

1.1. Air Cooled Chiller System

- 1.1.1. 1 x York Air-Cooled Chillers (R410A/115 ton; Model: YLAA0125HE46X)
- 1.1.2. 1 x York Air-Cooled Chiller (R410A/57 ton; Model: YCAL0056 / Serial: 11531F42740440)
- 1.1.3. 2 x Chilled Water Pump (10hp)
- 1.1.4. 1 x Chilled Water Pump (20hp)
- 1.1.5. 1 x Chilled Water Chemical Feeder System
- 1.1.6. 1 x Make-up Water & Expansion Tank System
- 1.1.7. 1 x Control Pressure Valve Station
- 1.1.8. 7 x Air Handler/Fan Coil Units

1.2. AC Split Units

- 1.2.1. Qty 10 x Split AC Units (2 x 5ton; 1 x 3ton; 3 x 2ton; 4 x 1ton)



Schedule for Deliverables

The Contractor must provide the preventative maintenance services on a monthly to quarterly basis over a twenty-four (24) month period.

Service must include a provision for all costs required to *introduce, if necessary*, and maintain an appropriate chill water chemical treatment throughout the 24-month contract period.

Emergency and corrective maintenance required, outside the scope of the preventive maintenance contract, (and not as a direct result of short comings in execution of the PM schedule) are expected to be completed within the terms and conditions of service level agreement performance metrics.

Each visit, whether for call-out or routine service, must be accompanied by a completed service/job report signed by an appropriate client representative on-site.

The Contractor must provide SPORTT with quarterly reports reflecting the status of all HVAC equipment with recommendations for any corrective maintenance required or foreseen.

EVALUATION CRITERIA

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

	EVALUATION/QUALIFICATION CRITERIA	REQUIREMENTS	MAX SCORE	MIN SCORE
Qualification	Eligibility of Contractor	Submission of all documentation required by this RFP, inter alia: <ol style="list-style-type: none"> 1. Certificate of Incorporation, Valid VAT, NIS and BIR Compliance Certificates, Annual Returns (As applicable) 2. Tender Security Bond 3. Declaration and Commitment Form 	Yes/No	
Qualification	Historical Contract Non - Performance	Separate statements provided on: <ol style="list-style-type: none"> 1. History of Non-performing contracts 2. Pending Litigation 3. Past judgements within the last five (5) years. 	Yes/No	
Technical	Track record of the contractor with respect to similar projects / contracts	Experience in the successful completion of three (3) or more similar projects / similar scope of works.	25	15



		<ol style="list-style-type: none"> 1. 3 similar projects & client references 2. 2 similar projects & client references 3. 1 similar project & client reference 		
Technical	The experience and knowledge of contractors' key personnel on the project	<ol style="list-style-type: none"> 1. Organisational Chart of Project Team and Project Role definition 2. Dated and signed CVs of each Personnel in the Project Team 	15	7
Technical	Methodology	<ol style="list-style-type: none"> 1. Methodology for undertaking the project 2. Training and Knowledge Transfer Plan 	15	7
Technical	Health Safety Security and Environmental Plan & Quality Assurance	<ol style="list-style-type: none"> 1. QA/QC Manual and Policy Statement 2. Health, Safety, Security & Environmental Manual and Policy Statement 	10	5
Financial	Financial Capability	<ol style="list-style-type: none"> 1. Audited Financial Statements for the past three years. (2023, 2022, 2021) 2. Letter(s) of commitment from Bank(s) / Financial Institution that project can be fully financed. 	10	5
Financial	Project Costing	<ol style="list-style-type: none"> 1. Contractor's Price Proposal. <ul style="list-style-type: none"> - Tender Form 1 (12 points) - Tender Form 2 (8 points) - Tender Form 3 (5 points) 	25	-
Total Score			100	

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

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