

**REQUEST FOR THE SUBMISSION OF OFFERS FOR THE LEASE OF CANTEEN**

**10-16 East Street**

**Kingston**

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| --- |
| OFFICE MANAGEMENT3/12/2021 |



RFOFL# CANTEEN Proposal #001

This document is intended to guide interested parties concerning this opportunity and indicates the basis upon which proposals will be accepted and evaluated to conclude as election.

**PROPOSALS**

**Due On: August 30, 2021**

**and will be accepted until 10:00 a.m.**

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# GENERAL

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* 1. PROPRIETOR AND MISSION

The Institute of Jamaica (IOJ), an Agency of the Ministry of Culture, Gender, Entertainment and Sport was established in 1879 by Sir Anthony Musgrave, then Governor of Jamaica, "For the Encouragement of Literature, Science and Art in Jamaica", and as such was designed to help the Government in the promotion and preservation of culture in the island. It is Jamaica's most significant cultural, artistic and scientific organization.

* 1. INVITATION TO APPLICANTS

The Institute of Jamaica (hereinafter called “IOJ”) requests the submission of **OFFERS** for the lease of its **“CANTEEN SPACE”** for commercial purposes located at the 10-16 East Street, Down Town Kingston. This space is nestled at the southern end of the main building on the ground floor with an interior space of approximately 632 square feet (58.71 square metres). The space can be accessed via the IOJ’s Tower and East Street entrances which is monitored by a uniformed security.

Interested persons/companies **MUST** acquire a valid application form from the IOJ during the prescribed period of the Request for the Submission of Offers.

* 1. ELIGIBILITY/MANDATORY REQUIREMENTS

Applicants who will be considered eligible to participate **MUST** submit a **duly signed and completed Application Form**.

**Further:**

* Companies **MUST** submit a **valid/current** copy of its Certificate of Incorporation issued by the Office of the Registrar of Companies, Jamaica AND a copy of **a valid** Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC)

Offers submitted by a company without a **valid/current** copy of its Certificate of Incorporation issued by the Office of the Registrar of Companies, Jamaica and a copy of a valid Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC) will be **deemed non-responsive,** and **therefore** will be rejected.

* Individuals **MUST** submit a copy of their Taxpayer Registration Number (TRN) Card, Letter or Slip **AND** a copy of a **current/valid Government of Jamaica-issued photo identification, specifically, a Driver’s Licence, Passport or National Identification Card.**

Individuals submitting offers without a copy of their Taxpayer Registration Number (TRN) Card, Letter or Slip and using other forms of identification other than a Government of Jamaica issued photo identification, specifically, Driver’s Licence, Passport or National Identification Card will be deemed non-responsive and therefore rejected.

***NB. The necessary supporting documents (TRN and Government issued photo identification) must be submitted for all persons registered/named on the application form. Applications submitted without the requisite supporting documents for all applicants will be deemed non-responsive and will be rejected. Failure to meet the prerequisites will render the offer invalid.***

* 1. NOTIFICATION TO APPLICANTS

Offers MUST be made on the original prescribed application form included in the Appendices of this REQUEST FOR OFFERS DOCUMENT. Applications that are not submitted on the original prescribed form will be considered void/non-responsive and will be rejected.

* 1. COST OF APPLYING

The applicant/company shall bear all costs associated with the preparation and submission of his/her or the company’s application.

* 1. SITE VISIT

Prospective lessees are strongly encouraged to undertake a reconnaissance. Interested parties are to make appointments for site visit by contacting the Office Manager, Ms. Tanya Jones at 876-922-0620-6 ext. 304 or email iojstaff@instituteofjamaica.org.jm. The proposed site visit date is Wednesday, July 7, 2021 **at 11:00 a.m.,** kindly confirm your attendance on or before Monday, July 5, 2021 via email before 3: 00 p.m.

NB*. Applicants are advised to undertake inspections within a reasonable time as no extension of the submission deadline will be granted due to a failure to properly inspect the premises.*

*The prospective applicant will release and indemnify the IOJ and its personnel or agents from any and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused during the inspection, which but for the exercise would not have arisen.*

# APPLICATION DOCUMENT

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* 1. CLARIFICATION OF INFORMATION PACKAGE BY APPLICANTS

Applicants may request clarification of the information relating to the property or the submission of an application by fax or email only[[1]](#footnote-1), addressed as follows:

Ms. Tanya Jones

Office Manager

Fax No.: at 876-922-1147

Email address: iojstaff@instituteofjamaica.org.jm

**Re: Application to Lease IOJ’S CANTEEN Space owned by the Institute of Jamaica**

* 1. AMENDMENT OF INFORMATION PACKAGE

At any time prior to the deadline for the submission of applications the IOJ may for any reason whether on its own initiative, or as a result of a request for clarification by a prospective applicant, modify the Information Package by issuing an addendum, amendment or revision.

At any time prior to the deadline for the submission of applications the IOJ may for any reason whether on its own initiative, or as a result of a request for clarification by a prospective applicant, modify the Information Package by issuing an addendum, amendment or revision.

In order to afford prospective applicants reasonable time in which to take the amendment into account in preparing their applications, the IOJ may, at its discretion, extend the deadline for submission of applications.

# PREPARATION OF APPLICATIONS

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* 1. **LANGUAGE**

All correspondence and documents relating to the application shall be in English.

* 1. ***VALIDITY OF OFFER***

*Offers shall remain valid for the period of 90**days after the deadline of submission of offers. In exceptional circumstances, the Institute of Jamaica (IOJ) may request that the applicants extend the period of validity for a specified additional period. The request and the applicants’ responses shall be made in writing. An applicant agreeing to the request will not be required or permitted to otherwise modify the Offer. An applicant who does not agree to extend the period of validity would be discontinued in the tender process.*

* 1. **DESCRIPTION OF THE PREMISES**
		1. ***BUILDING CONDITION AND LESSEE RESTRICTIONS***

The Canteen Space is being leased as is and the lessee may provide any equipment needed to make the space functional.

| Institute of Jamaica Lease of Canteen and Lunch Room Area 10-16 East Street, Kingston Description of Property |
| --- |
| DESCRIPTION OF THE PROPERTY | AREA OF LAND | **DESCRIPTION OF THE PROPERTY** | ACCOMMODATION | AREA OF BUILDING | TITLEREFERENCE | RESERVED PRICE |
| Square meters | **Square feet** |  |  | Square meters | **Square feet** |  |  |
| This commercial property/office space and canteen (kitchen and lunch room) is located on the southern side of the main building located Down Town Kingston at the junction of East and Tower Street. The site has two access points on the East and Tower Street both monitored by security officers**MAIN SPACE:** Persons can access the canteen space by passing through each of the secured entrances. The Tower Street entrance is linked to the canteen by a narrow walkway of offices exiting to our Alfresco Lounge on the ground floor. . Through this area, the canteen is accessible up the stairs to the right at the end of a long corridor. This level consists: Foyer, canteen (kitchen and lunch room) offices and restrooms | 1,108.46 | 11,931.75 |  |  | 58.71 | 632 |  |  |
| **CANTEEN SPACE**:Chairs, tables, kitchen sinks and cupboards**SPACES ACCESSSIBLE TO CANTEEN STAFF*** Bathroom facilities
 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**The property is being offered for lease for commercial/industrial purposes.**

* + 1. ***LIMITATIONS ON USE***

The building for the Canteen may not be modified without the prior approval from the IOJ. Prospective lesees should read the lease in its entirety before submitting proposals. Activities contrary to the mandate and values of the Agency will not be considered. Proposed uses of the property includes but not limited; to Canteen, Cafe , Tuck Shop and Coffee Shop.

# SUBMISSION OF OFFERS/APPLICATIONS

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Proposals with uses contrary to the mandate and values of the Agency will not be responsive to this RFOFL and will not be considered.

* + 1. Prospective lessees MUST complete the application form. The requested information must be provided in full in accordance with the instructions within this RFOFL. If an applicant fails to provide any of the requested information, the proposal may be considered to be non-responsive.
		2. An original and two (2) equal copies of the proposal are required.
		3. The name, postal address, telephone number, and email address of the individual authorized to negotiate on behalf of the proposer (power of attorney) must be furnished.
		4. The IOJ may award a lease based on initial proposals received. Accordingly, each proposal should contain the most favourable terms to the IOJ, from a technical and monetary standpoint, that the applicant can submit.
		5. This RFOFL includes, **IN BOLD CAPITAL LETTERS**, the criteria to be used by the IOJ to evaluate the proposals. Applicants should ensure that they address the criteria provided. The responses to the criteria are what will be evaluated in order to select the best proposal. The questions provided beneath the criteria should be individually addressed. However, they are not intended to be the only information one could or should provide in addressing those criteria.
		6. To be considered responsive, the proposal must provide all pertinent information regarding the criteria, and the questions identified below the criteria, and to the other requirements of this RFOFL.
	1. **DEADLINE FOR SUBMISSION OF APPLICATIONS**

Offers shall be submitted via a completed and signed Application and returned along with:

* **Companies** must submit
	+ a copy of its Certificate of Registration issued by the Office of the Registrar of Companies
	+ a copy of a valid Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC)
	+ A copy of proposed lessees business plan with **audited financial statements** if it is an existing business; or
	+ Show the estimates in the form of the annual pro forma income statements.
* **Individuals** must submit
	+ a copy of their Taxpayer Registration Number (TRN) Card,
	+ Letter or Slip AND a copy of a current/valid Government issued photo identification, specifically, *a Driver’s Licence, Passport or National Identification Card.* (Applicants submitting offers using other forms of identification other than a Government of Jamaica issued photo identification will be deemed non-responsive and therefore rejected)
	+ A copy of the lessee’s business plan with **audited financial statements** if it is an existing business; or
	+ Show the estimates in the form of the annual pro forma income statements.

Offers MUST be deposited in the submission box located at the Institute of Jamaica, 10-16 East Street, Kingston before **2:00 p.m. Monday, August 30, 2021.**

* 1. **LATE SUBMISSION OF OFFERS/APPLICATIONS**

Any offer/application received after the prescribed deadline for submission will **NOT** be considered and will **BE RETURNED UNOPENED TO APPLICANT**.

# APPLICATION OPENING AND EVALUATION

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* 1. **OFFER/APPLICATION OPENING**

The members/representative of members of the **IOJ team** will open the Offers/Applications on Monday, August 30, 2021 at 2**:15 p.m.** in the Council Chamber at the Institute of Jamaica. All applicants or their representatives are invited to attend.

The applicant’s name(s) and such other details as the Ministry’s Procurement Committee may consider appropriate, will be noted at the Opening. No application shall be rejected at the Opening.

* 1. **APPLICATION WITHOUT KNOWLEDGE OF OTHERS**

Applications shall be submitted without any connection of figures or agreement with any other person or persons submitting an application for the same property and shall be in all aspects fair and without collusion or fraud. All applications shall be treated with strict confidence.

* 1. **CLARIFICATION OF OFFERS BY THE INSTITUTE OF JAMAICA**

The IOJ reserves the right to request, during the evaluation process, any additional information from the applicant as may be required to clarify any issue relating to the application. No adjustments of any kind will be allowed once the application has been submitted.

* 1. **EVALUATION CRITERIA**
		1. Selection Criteria

Evaluation of proposals will be done by the Institute of Jamaica and will result in the selection of the proposal which most convincingly demonstrates

* + - 1. **THE COMPATABILITY OF THE PROPOSAL WITH MEETING THE NEEDS OF IOJ’S STAFF, BOARD AND VISITORS**

Submit a detailed Business plan, specifying the proposed use of the property, related experience to this type of business, including specific information on proposed services, or related activities. The proposal should be consistent with the lease terms.

The Business Plan should provide as much detail regarding the staffing, competencies, business and proposed use of the building as possible. Be sure to include the proposed schedule of operation (including menu options, pricing, operating options, food handlers permits etc.).

The IOJ will evaluate the compatibility of the proposal’s intended use of the leased property. ***This will include but not be limited to, how well the proposal is presented****.*

Some proposed uses of the property include but is not limited to use as a:

* Canteen
* Coffee Shop
* Cafe
* Tuck Shop
	+ - 1. **THE FINANCIAL CAPABILITY TO MANAGE THE PROPERTY**

The applicant must be able to demonstrate their financial ability to meet the lease obligations.

* Provide estimates of the revenues and expenses for the business that will operate in the building for the first year of operation- A Business Plan
* Provide audited financial statements if it is an existing business; or
* Show the estimates in the form of the annual pro forma income statements.
* If applicable, include debt payments for the initial business investment.
* Explain the assumptions on which the projections are based to a degree sufficient for reviewers to judge the validity of the estimates.

More detail is preferred over less.

* + - 1. **THE EXPERIENCE OF THE PROPOSER DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.**

The Applicant must be able to explain aptly how the site will be maintained. A clear maintenance programme must be shown which is inclusive of

* + - Maintenance/Cleaning of the Canteen space
		- Cleaning of equipment used
* Adherence to sanitization protocols
* Adherence to Security Protocols

Also describe your experience managing the type of operation proposed for the lease, or similar operations and outcomes. Provide detailed resumes for all current and proposed owners and key management personnel including the proposed on-site manager. Identify the specific role the individual is to play and that person's ability to play that role. State whether you have ever defaulted from or been terminated from a management contract or lease, or been forbidden from contracting.

Any other information required which the applicant considers necessary to the development.

* + - 1. **THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT THE CANTEEN SPACE.**

The Applicant must be able describe and demonstrate how:

* they would engage the public to support activities
* integrate/ engage the surrounding communities to support its operations.

Institute of Jamaica reserves the right to seek additional information and or expertise in order to adequately evaluate any proposal.

* + - 1. **LEASE AMOUNT BEING PROPOSED**
		1. Evaluation Criteria

The total score will be as a result of summing all points and the entity or person with the highest score will be recommended to the Board. +IOJ reserves the right to indicate to the second highest proposed lessee that they will be considered in the event that the successful proposed lessee fails to contract with IOJ.

**All proposals received will be evaluated based on the following schedule/criteria.**

|  |
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| **RUBRIC FOR EVALUATION OF PROPOSALS** |
| **No.** | **Criterion** | **Description** | **Score** | **Evaluator****Score** |
| 1 | **THE COMPATABILITY OF THE PROPOSAL** **Business Plan** | * use of the property,
* related experience to this type of business

) | 10 | 25 |  |
| * menu options 3 marks
* price list 3 marks
* operating options3 marks
* food handlers permits3 marks
* The Variety Price Offerings3 marks
* To staff
* To students
 | 15 |  |
| 2 | **THE FINANCIAL CAPABILITY** The applicant must be able to demonstrate their financial ability to meet the lease obligations | * Provide estimates of the revenues and expenses for the business that will operate in the building for the first year of operation
* Evidence of ability to finance such as bank statement, etc
 | 5 | 10 |  |
| * Evidence of ability to finance such as bank statement, etc
 | 5 |  |
| 3 | **THE EXPERIENCE OF THE APPLICANT DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.** | * Work plan inclusive of a maintenance schedule for the proposed period of the Lease
 | 10 | 30 |  |
| Related experience in this type of business* Reference from 2 current/previous clients 4 points
* 4- 6 years 7 points
* Over 7 years’ experience 10 points
 | 10 |  |
| * Competency of the management team

(Training in Management/Educational Qualification) | 10 |  |
| 4 | **THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT**  | * Marketing strategy
 | 10 | 25 |  |
| * Benefit to IOJ/community and the environment
* Significant benefit 15 points
* Average benefit 10 points
* Minimal benefit 5 points
 | 15 |  |
| 5 | **LEASE AMOUNT BEING PROPOSED** | * Amount must not be below market level
 | 10 | 10 |  |
| **Overall Maximum Score**  | **100** |  |  |

* 1. **AWARD CRITERIA**

Only the applicant who is substantially responsive and with the highest point will be awarded the contract to lease the property.

* + 1. **REQUIREMENTS PERTAINING TO THE LEASE**
* The Lessee is responsible for all the purchase of gas, food and any equipment required for its operations.
* The Lessee is responsible for any taxes or fees arising from occupancy or business activity.
* All utility expenses must be paid directly by the Lessee (i.e. water, sewage, electricity, phone, Internet, etc.) *PHONE & INTERNET yes!!!! The water and electricity in the space is not individual billing so maybe that should be included as part of the benefits provided by the IOJ.*
* The IOJ is willing to negotiate its rights to use the Canteen space for provision of services for its staff and visitors on special occasions that the Executive Director determines may be in the best interest of the IOJ
* The IOJ retains authority over the Canteen space and total approval authority over their use of the facility.
* The lease of property is for a period between 1-2 years.

# NOTIFICATION OF LEASE AWARD

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* 1. **NOTIFICATION TO SUCESSFUL APPLICANT**

Notification of the successful applicant will be done after receipt of approval from the Canteen Committee. The IOJ will notify the successful applicant in writing.

The IOJ shall, in the case of a “tie situation” where the higher offer meets or exceed the *reserved* price, notify and invite the relevant applicant to submit a further offer which is above their existing offer.

* 1. **IOJ’s RIGHT TO ACCEPT ANY BID/OFFER AND TO REJECT ANY OR ALL BID/OFFERS**
* The IOJ shall **not** be bound to award the property to the Applicant with the highest offer or to award the Property at all, having the power to consider all the offers received not acceptable and therefore declaring the Application cancelled.
* The IOJ shall have the right to delay the award of the property within the limits of the validity of the Application.
* The IOJ shall have the rights to waive any information or requirement in the offer received, and to accept any offer considered advantageous to them.
* The IOJ shall not be bound to regard any claim regarding either the procedure or the result of the Application.

**The IOJ reserves the right to accept or reject any or all applications or to withdraw the advertisement, at any time prior to the closing date of such advertisement without incurring any liability.**

* 1. **CODE OF CONDUCT**

Government of Jamaica Public Sector Procurement Procedures shall be afforded the highest practicable degrees of objectivity. In circumstances of conflicting interests, e.g. parties involved in the procurement process and who have connection(s) with participating applicant(s), the GOJ’s party must so declare at the onset of the procurement process or whenever the party becomes aware of the conflict, whichever is sooner, and shall immediately disqualify himself/herself from participating in the particular procurement process.

1. All such requests shall be submitted in writing not less than five (5) days before the closing date of application. The Institute of Jamaica (IOJ) shall respond to these requests in writing by means of a letter which will be sent by electronic mail not less than three (3) days prior to the time set for the return of applications.

**No telephone queries will be accepted.** [↑](#footnote-ref-1)