

**ADDENDUM NO. 1**

 **T O B I D D I N G D O C U M E N T S**

**Issued on: June 2021**

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| **REQUEST FOR THE SUBMISSION OF OFFERS FOR THE LEASE OF THE INSTITUTE OF JAMAICA CANTEEN** |
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Date of Addendum: September 9, 2021

**Information Document- Request for Offer for Lease**

| **Item**  | **Previous Tender instruction**  | **Change** |
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| **General Recommendations**  |
| 1 | The invitation to Tender published on June 29, 2021 in the Jamaica Observer did NOT indicate the manner in which application forms can be obtained.  | **Application forms can be obtained by download at the following Uniform Resource Locator (URL)** [**www.instituteofjamaica.org.jm**](http://www.instituteofjamaica.org.jm) **as well as in hard copy at our Head Office located at 10-16 East Street, Kingston between the hours of 8:30 a.m. and 4 p.m., Mondays to Thursdays and between 8:30 a.m. and 3:00 p.m. on Fridays.** |
| 2 | The invitation to Tender published on June 29, 2021 in the Jamaica Observer indicates that “Completed proposals must be submitted in a plain, sealed envelope and labelled “Request For Offer For Lease (RFOFL) – Canteen” and must be deposited in the tender box located in the Reception Area, Institute of Jamaica, 10-16 East Street, Kingston, or proposal can be emailed to dgordon@instituteofjamaica.org.jm no later than **Monday, August 30, 2021 at 2:00 p.m.** The RFOFL can be downloaded from the IOJ website at <https://instituteofjamaica.org.jm>. | **The Bids for the Request for Offer For Lease (RFOFL) –Canteen will not be accepted via email as previously stated.** **Bidders will be required to deposit bids in the tender box provided in the Foyer located at 10-16 East Street, Kingston, no later than Thursday, September 29, 2021 at 2:00 p.m.** |
| 3 | The clause “ ….. The Institute of Jamaica is not bound to accept the highest or any offer” was missing from the Advertisement.  | According to, “The Policy Framework and procedures manual for the Divestment of Government owned lands, 2015 Section 5.2.1. (2) the IOJ should include in its advertisement the clause “The Institute of Jamaica is not bound to accept the highest or any offer. |
| 4 | **Review Rubric: Item 3**THE EXPERIENCE OF THE APPLICANT DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.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

  |  Rubric: Item 3THE EXPERIENCE OF THE APPLICANT DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.Related experience in this type of business* Below 6 months 0 points
* 6 months to less than 4 years 4 points
* 4 years to less than 7 years 7 points
* 7 years and above 10 points
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| 5 | **Review Rubric: Item 3**THE EXPERIENCE OF THE APPLICANT DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.Competency of the management team(Training in Management/Educational Qualification) 10 points | **Rubric: Item 3**THE EXPERIENCE OF THE APPLICANT DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.Competency of the Management Team, as follows: * Certificate 2 points
* Diploma 4 points
* Associate Degree 6 points
* Bachelor’s Degree 8 points
* Master’s Degree 10 points.

Please note where the person has several credentials points will be awarded only to the highest education level certification. |
| 6 | **Review Rubric: Item 5**LEASE AMOUNT BEING PROPOSED | **Rubric: Item 5**LEASE AMOUNT BEING PROPOSED**Amount must not be below market level and if so, the bid will be deemed non-responsive and will be disqualified.****The scores that will be allotted are as follows:*** Below J$15,000 0 points
* Between J$15,000 to J$25,000 6 points
* Between J$26,000 to J$36,000 7 points
* Between J$37,000 to J$47,000 8 points
* J$48, 000 and above 10 points
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| 7 | **Section 6.2. 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 Bids 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 right to waive any information or requirement in the Bids received, and to accept any Bids 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.** |
| **RECOMMENDATIONS REGARDING THE LEASE OF CANTEEN SPACE AT 10-16 EAST STREET, KINGSTON** |
| 1 | Review: Rubric Item #1 PART 1THE COMPATABILITY OF THE PROPOSAL Business Plan* use of the property
* related experience to this type of business
 | Rubric Item #1 PART 1THE COMPATABILITY OF THE PROPOSALBusiness Plan* Below 6 months 0 points
* 6 months to less than 4 years 4 points
* 4 years to less than 7 years 7 points
* 7 years and above 10 points
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| Review: Rubric Item #1 Part 2THE COMPATABILITY OF THE PROPOSAL Business Plan* menu options 3 marks
* price list 3 marks
* operating options 3 marks
* food handlers permits 3 marks
* The Variety Price Offerings 3 marks
 | Rubric Item #1 Part 2THE COMPATABILITY OF THE PROPOSAL* Daily menu options 3 marks
* Price list 3 marks
* The Variety Price Offerings 3 marks
* general public 1 point
* staff price/ discount 1 point
* student price/ discount 1 point
* operating options 3 marks
* food handlers permits 3 marks
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| 2 | Review: Rubric Item #2 Part 1 & 2THE FINANCIAL CAPABILITY( The applicant must be able to demonstrate their financial ability to meet the lease obligations)**Part 1:*** 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.

**Part 2:** * Evidence of ability to finance such as bank statement, etc
 | Rubric Item #2 Part 1 & 2THE FINANCIAL CAPABILITY( The applicant must be able to demonstrate their financial ability to meet the lease obligations)**Part 1:*** Provide estimates of the revenues and expenses for the business that will operate in the building for the first year of operation

**Part 2:** * Evidence of ability to finance such as bank statement, etc
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| 3 | Review: Rubric Item #4THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT | Rubric Item #4THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT **THE INSTITUTE OF JAMAICA** |
| 4 | Review: Rubric Item #5**Part 1:**Marketing strategy 10 points**Part 2:** Benefit to IOJ/community and the environment 15 points | Review: Rubric Item #5**Part 1:**Marketing strategy 10 points**Part 2:** Benefit to community 10 points**Part 3:** Benefit to the environment 5 points |