

**ADDENDUM NO. 1**

**TO BIDDING DOCUMENTS**

**Published in the Jamaica Observer, on Tuesday, June 29, 2021.**

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| **REQUEST FOR THE SUBMISSION OF OFFERS FOR THE LEASE OF GREEN HILLS FIELD STATION PORTLAND** |
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Date of Addendum: September 2, 2021

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

| **Item** | **Previous Tender instruction** | **Change** |
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| Invitation to Tender published on June 29, 2021 in the Jamaica Observer | 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.**  **Bidders will also be privy to this information at the virtual clarification meeting hosted on hosted on the Platform: Google meeting on September 3, 2021 at 10:00 a.m. The ID is meet.google.com/ppj-jvme-pdj.**  **Persons could also** [**join by phone**](tel:+1-786-540-4148) **(US) +1 786-540-4148‬ PIN: 938 580 800‬#‬‬‬‬‬‬.** |
| 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) – Green Hills, Portland” 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 Friday, October 29 @ 10:00 a.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) - Green Hills Field Station, Portland 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 Friday, October 29, 2021 at 10:00 am.** |
| * 1. **DEADLINE FOR SUBMISSION OF APPLICATIONS** | **# 1.2.**  Offers shall be submitted via a completed and signed Application and returned along with:   * + - A copy of bidder’s business plan withaudited financial statements if it is an existing business; or | **Incorrect item #. Change item number: 4.2.**  **Bidders must submit audited financial statement which should reflect the last two (2) financial periods, that is, for the years’ 2019 and 2020.** |
| **RUBRIC FOR EVALUATION OF PROPOSALS**  **ITEM #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 | **Same as before** |
| Related experience in this type of business   * 6 months to 3 years 4 points * 4- 6 years 7 points * Over 7 years’ 10 points | **Related experience in this type of business as follows:**   * Less than 6 months 0 points * 6 months to less than 4 years 4 points * 4 to less than 7 years 7 points * 7 years and above 10 points |
| Competency of the management team  (Training in Management/Educational Qualification) | **Competency of the Management Team, as follows:**   * Certificate 1 point * Diploma 2 points * Associate Degree 3 points * Bachelor’s Degree 4 points * Master’sDegree 5 points.   **Please note where the person has several credentials points will be awarded only to the highest education level certification.** |
| **RUBRIC FOR EVALUATION OF PROPOSALS**  **Item #4:**  *THE ABILITY AND COMMITMENT OF THE APPLICANT TO CONDUCT ITS ACTIVITIES AT GREEN HILLS IN AN ENVIRONMENTALLY ENHANCING MANNER THROUGH, AMONG OTHER PROGRAMS AND ACTIONS, ENERGY**CONSERVATION, WASTE REDUCTION, AND RECYCLING.* | * Marketing strategy | ***Same as before*** |
| **Benefit to IOJ/community and the environment**   * Significant benefit 15 points * Average benefit 10 points * Minimal benefit 5 points | **“The ability and commitment of the applicant to conduct its activities at Green Hills in an environmentally enhancing manner through, among other programs and actions, energy conservation, waste reduction, and recycling” of the Rubric will be covering the following sections:**   * Marketing 10 Points * Environment and Community 10 Points * Energy Conservation 5 Points * Waste Reduction and Recycling 5 Points |
| **RUBRIC FOR EVALUATION OF PROPOSALS**    **ITEM #5:**  *Lease Amount Being Proposed* | Amount must not be below market level | **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:**   * At market value J$240,000.00... 6 points * At $241,000.00 - J$250,000.00 ... 7 points * Between J$251 - J$260,000.00 ... 8 points * Between J$261,000.00 - J$270,000.00 ... 9 points * J$271,000.00 and above ... 10 points. |
| **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.** |