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| **ASSETS MANAGEMENT DEPARTMENT**  **12/1/2022** |

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| **REQUEST FOR THE SUBMISSION OF OFFERS FOR LEASE : GREEN HILLS FIELD STATION, PORTLAND** |
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**RFOFL# G.H.F.S. Proposal #004**

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 a selection.

**PROPOSALS**

**Due on: April 24, 2023 and will be accepted until 1:00 p.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, "for the Encouragement of Literature, Science and Art ". It was designed to help Government in the promotion and preservation of culture in the island and is therefore perceived as Jamaica's most significant cultural, artistic and scientific organization.

The IOJ has been the proprietor of the Green Hills property since its acquisition in 1964. The property is managed by the Natural History Museum of Jamaica (NHMJ), a division of IOJ with a mandate to:

* Encourage the study and dissemination of scientific knowledge of Jamaican flora and fauna.
* Promote the conservation of the Jamaican natural environment.
* Maintain collections of Jamaican flora, fauna and reference books

The property is surrounded by land utilized for coffee production. However, the site is considered to be extremely rich in bird life and home to most birds endemic to Jamaica. Records have also shown that a large number of North American migrant birds that come through Jamaica during the winter en route to South America, have been seen in the area.

The NHMJ possesses a species list of some of the flora and fauna of the Green Hills property and has been encouraging field research on the various plants and animals that are habitants of the site including native tree ferns (*Cyathea* species) and the rare endemic lizard, *Anolisreconditus* (Blue Mountains Anole). By NHMJ collaborating with the regional non-governmental organisation, Birds Caribbean, the Green Hills Field Station has been featured on their Caribbean Birding Trail as a bird watching site. For further details visit <https://www.caribbeanbirdingtrail.org/sites/jamaica/green-hills-field-station/>. The IOJ aims to keep the property in its undisturbed state to ensure the survival of the unique species found on the property.

With the designation of the Blue and John Crow Mountains as Jamaica’s first World Heritage Site, it is expected that tourism will increase in the area and visitors will need attractions and accommodation. It is anticipated that the inscription will be an incentive for more research in the area.

* 1. INVITATION TO APPLICANTS

The Institute of Jamaica (hereinafter called “IOJ”) requests the submission of **OFFERS** for the lease of **“Green Hills Field Station”** in its current condition. **The property is uniquely nestled on approximately 3.578 hectares of lush green land**. It is not located within the boundaries of the Blue and John Crow Mountains National Park but it is found within the community buffer zone of the park. The Station houses a wooden structure consisting of a small kitchenette, six (6) bedrooms, three (3) en suite bathrooms, and one bathroom stall with two (2)toilets and two (2) showers.

It is located approximately 1.5 kilometres east of the Holywell National Recreational Park. The site is irregular in shape, below road level, undulating with gently to deeply sloping lands and with natural gullies. Green Hills forms part of the Blue Mountain range surrounded by Wallenford to the north, Mount Horeb and Newcastle to the South and Holywell to the West. It is situated approximately 4.5kilometres north of Jamaica Defence Force Training site at Newcastle.

* 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 License, 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 **valid** Government of Jamaica issued photo identification, specifically, Driver’s License, 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 bid invalid.***

* 1. NOTIFICATION TO APPLICANTS

Offers MUST be made on the original prescribed application form included in the Appendices of this REQUEST FOR OFFERS FOR LEASE DOCUMENT. Applications forms must be 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 application.

* 1. SITE VISIT

Prospective lessees are strongly encouraged to attend or undertake a reconnaissance. There will be one (1) scheduled site visit. Interested parties are to make appointments for site visit by contacting the Assets Manager, Mr. Donovan Gordon at 876-922-0620-6 ext. 310 or email [dgordon@instituteofjamaica.org.jm](mailto:dgordon@instituteofjamaica.org.jm). The proposed site visit date is **Tuesday, January 24, 2023** between the hours of **11:00 am and 1:00pm**. Kindly confirm your attendance on or before **Tuesday, January 17, 2023 by 4:00 pm** via email. IOJ has provided a sketch of the building (Appendix2) for information purposes only. The dimensions are not meant to be used as working drawings. The IOJ assumes no responsibility for accuracy of the dimensions given neither on the sketch nor on the actual on-site conditions.

**NB*.The costs of visiting the site shall be at the applicant’s expense and risks. 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
     1. Applicants may request clarification of the information relating to the property or the submission of applications via email only[[1]](#footnote-1), addressed as follows:

**Subject: CLARIFICATION \_GHFS**

Assets Manager

Mr. Donovan Gordon

Email address: [dgordon@instituteofjamaica.org.jm](mailto:dgordon@instituteofjamaica.org.jm)

and copied to

dmullings@instituteofjamaica.org.jm

* + 1. **The IOJ will also host a virtual clarification meeting for ALL interested applicants.**

**A virtual clarification meeting**

**Platform: Google meeting**

**Date: February 7, 2023. Time: 10:00 a.m.**

**ID:** [meet.google.com/mas-ymsd-kwh](https://meet.google.com/mas-ymsd-kwh?hs=122&authuser=0)

**Meeting password:** [meet.google.com/mas-ymsd-kwh](https://meet.google.com/mas-ymsd-kwh?hs=122&authuser=0)

**join by phone**

PIN:

**US+1828-412-0612 PIN: 752-865099#**

**All clarification of information must be requested within five (5) working days after the clarification meeting. All submitted questions and answers will be posted on our website.** No clarifications will be accommodated after this period.

* 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.

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 **120** 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 CONSTRUCTION RESTRICTIONS***

The IOJ requests the submission of **OFFERS** for the lease of **“Green Hills Field Station”** in its current condition.This is an old building that requires some infrastructural improvements. **This includes but is not limited to:**

* The walkway from entrance to the property may need to be retrofitted to include hand rails leading to house or the walkway could be converted to give a staircase effect.
* Renovation of the room in the Basement
* Minor repairs to plumbing system
* Replacement of floor boards and windows
* Treat, repair roof and paint ceiling.
* Replace the back door to the passage and kitchen door.
* Construct functional Bathroom and Kitchen for Caretaker in Basement
  1. **LIMITATIONS ON USE**

The property can be leased for uses listed, but not limited to these, once the conservation of the environment/ecosystem is considered.

* The divestment of this property is for the preservation of natural resources and the environment.
* The promotion of economic and infrastructural development.
* The promotion of social capital formation

The building for the Green Hills Field Station may be modified following approval from the IOJ. Proposers should read the lease in its entirety before submitting proposals. Activities contrary to the mandate and values of the Agency will not be considered. This includes but not limited; to farming that requires the use of fertilizers or any other chemicals that will affect the natural ecosystem or any form of burning.

# SUBMISSION OF OFFERS/APPLICATIONS

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Proposals that are **NOT** responsive to this RFOFL will not be considered.

* 1. Bidders MUST complete the application form. The requested information must be provided in full in accordance with the instructions within this RFOL. Any applicant fails to provide any of the requested information, the proposal may be considered to be non-responsive.
  2. An original and one (1) copy 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 reserves the right to accept or reject any variation, deviation, or alterative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the procuring Entity will not be taken into account in the bid evaluation.
  5. This RFOL includes 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 RFOL.
  7. **DEADLINE FOR SUBMISSION OF APPLICATIONS** Application and returned along with:
     1. **Companies** must submit:
  + a copy of its Certificate of Registration issued by the Registrar of Companies
  + a copy of a valid Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC)
  + a copy of bidder’s business plan with **annual closed accounts signed by Chartered Accountant which should reflect the last two (2) financial periods, that is, for the year’s 2021 and 2022**; and
  + Current Bank Statements for 2023
    1. **Individuals** must submit:
  + a copy of their Taxpayer Registration Number (TRN) Card,
  + a current/valid Government issued photo identification, specifically, *a Driver’s License, 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 bidder’s business plan with
  + with **annual closed accounts signed by Chartered Accountant which should reflect the last two (2) financial periods, that is, for the year’s 2021 and 2022**; and
  + Current Bank Statements for 2023

Offers MUST be deposited in the tender box located at the Institute of Jamaica, 14-16 East Street, Kingston on or before **1:00 p.m. Monday, April 24, 2023.**

* 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 of the procurement team for this initiative will open the Offers/Applications on **Monday, April 24, 2023 at 1:15 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 will be announced 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**

All applications shall be assessed based on the following 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 the following:

* + - 1. **THE COMPATABILITY OF THE PROPOSAL WITH THE ENVIRONMENTAL VALUE OF THE PROPERTY AND ITS SURROUNDINGS**

*Submit a detailed Business plan, specifying the proposed use of the property, related experience to this type of business, including specific information on proposed merchandise, 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 months, days, and hours).*

*The IOJ will evaluate the compatibility of the proposal’s intended use of the leased property with respect to preservation, and protection of the site. This will include, but not be limited to, how well the operating plan minimizes negative environmental factors such as, noise, disruption to the natural ecosystem and changes to the physical infrastructure.*

*Some proposed uses of the property include but is not limited to :*

* *Guest House/Bed and Breakfast*
* *Research facility*
* *Base for an Eco Trail with display for gift shop and coffee shop*
* *Garden and Nature Trails*
* *Retreat Facility*
* *Counselling Centre*
* *Spa*
  + - 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 five years of operation- A Business Plan*
* *Provide records of annual closed accounts signed by a chartered accountant 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 schedule for the building and grounds* 
  + - *Solid waste disposal*
    - *Vector and disease control strategies*
    - *Pruning of trees and gardening*
* *Security and Grounds*
* *Level and type of security to be provided especially if the property is being leased without the caretaker.*

*Also describe your experience in 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 the 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 GREEN HILLS IN AN ENVIRONMENTALLY ENHANCING MANNER THROUGH, AMONG OTHER PROGRAMS AND ACTIONS, ENERGY CONSERVATION, COMMUNITY ENGAGEMENT, WASTE REDUCTION, AND RECYCLING.**

*The Applicant must be able to describe and demonstrate how they would:*

* *Apply environmental conservation or enhancement activities.*
* *Demonstrate how they would ensure social benefits through community engagement and partnerships. Integrate the use of the physical environment*

*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 minimum score to qualify to be shortlisted is 70.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 bidder that they will be considered in the event that the successful bidder fails to contract with IOJ.

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

| **RUBRIC FOR EVALUATION OF PROPOSALS** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Criterion** | **Description** | **Score** | | **Evaluator**  **Score** |
| 1 | **THE COMPATABILITY OF THE PROPOSAL WITH THE ENVIRONMENTAL VALUE OF THE PROPERTY AND ITS SURROUNDINGS** | * Alignment with the Institute of Jamaica’s mandate to maintain, preserve and protect the natural flora and fauna of the site * How many years have you worked in the field of heritage tourism, culture, science or history   1-5yrs (5 points) ; 6-9 (8 points); 10 and over 10 yrs (10 points) | 10 | 30 |  |
| * The Development Plan includes the protection and preservation of the site * Liquid and Solid Waste plan (5 points) * Renovation of site (10 points ) * Minimal environmental disruption by the construction/ repair of new/old infrastructure on the property for example no major earthwork to cause damage to the flora and fauna (5) | 20 |  |
| 2 | **THE FINANCIAL CAPABILITY TO MANAGE THE PROPERTY** | * Evidence of ability to finance such as bank statement, etc | 5 | 10 |  |
| * Feasibility of the development plan to be implemented – Business Plan | 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 | 25 |  |
| * 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 | 10 |  |
| * 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. | 5 |  |
| 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, COMMUNITY ENGAGEMENT, WASTE REDUCTION, AND RECYCLING.** | * Marketing strategy | 10 | 25 |  |
| Benefit to IOJ/community and the environment   * Environment 5 Points * Social Benefits and/ Community partnerships 5 Points * Energy Conservation 5 Points * Waste Reduction and Recycling 5 Points | 15 |  |
| **RUBRIC FOR EVALUATION OF PROPOSALS** | | | | | |
| **No.** | **Criterion** | **Description** | **Score** | | **Evaluator**  **Score** |
| 5 | **LEASE AMOUNT BEING PROPOSED** | * 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. | 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 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.)

**The Use of property by IOJ**

* The IOJ reserves the right to access the premises for field research, or any other uses that the Executive Director determines may be in the best interest of the NHMJ.
* The IOJ reserves the right to conduct inspection of the site to ensure that the lease terms are being maintained. At least two days’ notice will be given for such visits.
* The IOJ retains authority over the preservation of the grounds and total approval authority over their use of the facility.
* The lease of property will not exceed 15 years.

# NOTIFICATION OF BID AWARD

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* 1. **NOTIFICATION TO SUCESSFUL APPLICANT**

Notification of the successful applicant will be done after receipt of approval from the Procurement Committee. The IOJ will notify the successful applicant(s) in writing.

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

* 1. **IOJ’s RIGHT TO ACCEPT ANY BID/OFFER AND TO REJECT ANY OR ALL BID/OFFERS**
* The IOJ reserves the right to accept or reject any or all applications or to withdraw
* 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.**

* 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.

# APPENDIX 1 - SITE LOCATION: IMAGES



Figure 1: Green Hills Field Station front



Figure 2: The Patio at Green Hills



Figure 4: Bathroom Stalls

Figure 3: The Foyer at the Station



Figure 5: Building exterior

Figure 4: Kitchen Space at the Station

# kitchen.JPG

# Floor Plan Green Hills Field Station.jpgAPPENDIX 3–Sketch of the Property

1. All such requests shall be submitted in writing not more than **five (5) working days after the closing date of the clarification meeting.** The Institute of Jamaica (IOJ) shall respond to these requests in writing by means of an email, which will be sent within five (5) working days after receiving such requests. **No telephone queries will be accepted.** [↑](#footnote-ref-1)