



REQUEST FOR PROPOSAL

E-LEARNING PROJECT ELECTRICAL CONSULTANCY

BID NO. – ELJ2008-EC001

March 2008

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1.0 BACKGROUND

e-Learning Jamaica Company Limited (e-LJam), an agency of the Ministry of Energy, Mining and Telecommunications (MEMT), is in the process of implementing an e-Learning Project, in collaboration with the Ministry of Education (MOE). This project will involve the installation of computer equipment and network cabling in the schools, and as such, the readiness of the buildings identified to accommodate this equipment is critical.

e-LJam is in the process of requesting quotations from Electrical Consultants to undertake an assignment comprising activities described in Section 10 below.

2.0 ELIGIBILITY CRITERIA

The Bidder must:

- i. Possess a valid Tax Compliance Certificate.
- ii. Be registered with the National Contracts Commission or have applied to be so registered.
- iii. Be a certified/licensed electrician.
- ii. Be able to commence the required works as soon as possible.

3.0 INSTRUCTIONS TO BIDDERS

3.1 BIDDING DOCUMENTS

3.1.1 The bid prepared by the Bidder shall comprise the following:

- a. Copy of valid Tax Compliance Certificate.
- b. Proof of registration or application for same, with the NCC.
- c. Proof of electrical certification(s)/licence(s).
- d. Evidence of provision of similar services.
- e. Schedule of works.
- f. Cost to provide services.

QUOTATIONS WILL BE DISQUALIFIED IF ANY OF THESE DOCUMENTS ARE NOT PRESENT.

3.1.2 *Cost of Bidding*

The Bidder shall bear all costs associated with the preparation of his Bid and e-Learning Jamaica Company Ltd., hereinafter referred to as the Purchaser, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3.1.3 *Statement of Availability*

The bidder will indicate his/her availability in order to ensure timely execution of the services required.

3.1.4 Clarification and Amendment of Bidding Documents

All enquiries regarding bidding documents shall be sent by e-mail to eljam@cwjamaica.com. The Client will provide clarification via e-mail to all bidders. Requests for clarifications will not be accepted after March 20, 2008. **No further clarification will be provided outside of this arrangement.**

PREPARATION OF BIDS

3.2.1 Cost of Bidding

The Bidder shall bear all costs associated with the preparation of the Bid and e-Learning Jamaica Company Ltd. hereinafter referred to as ‘The Purchaser’ will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3.2.2 Language of Bid

The documents prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the English Language.

3.2.3 Bid Prices

The contract shall be for the whole works described in Section 10.

All duties, taxes and other levies payable by the Consultant under the contract, or for any other cause, shall be included in the rates and prices and total Bid price submitted by the Bidder and the evaluation and comparison of Bids by the Purchaser shall be made accordingly.

All prices and rates shall be quoted in Jamaican Dollars.

3.3 SEALING AND MARKING OF BIDS

The Bidder shall submit **an original and three (3) copies of the Proposal**, in separately sealed envelopes, clearly marked “**Electrical Consultancy**”. The envelopes should be clearly marked as ‘**Original**’ or ‘**Copy**’. The word ‘**Original**’ shall be endorsed on all sheets of the original proposal.

The TCC and NCC Registration Certificate shall be included in the proposal marked ‘**Original**’ only.

In the event of any discrepancy between the information provided in the various copies, the original shall be regarded as the correct version.

The sealed envelopes with the Quotations should be marked with the name of the bidder and placed in an outer **unmarked** envelope addressed as follows:

**REQUEST FOR PROPOSAL
ELECTRICAL CONSULTANCY
BID NO. – ELJ2008-EC001**

The CEO/Project Manager
e-Learning Jamaica Company Ltd
Ground Floor, PCJ Building, 36 Trafalgar Road,
Kingston 10, Jamaica W. I.

4.0 PROCESSING OF PROPOSALS

The Purchaser will open the bids in the presence of bidder's representatives who choose to attend the bid opening. The bidder's representatives who are present shall sign a register evidencing their attendance.

At the bid opening the Purchaser will announce the list of bidders then the Bid Price as each bid is opened, and any other details the Purchaser may consider appropriate.

Evaluation of the proposals will be done by an e-LJam Selection Committee. During this time the bidders may be requested to provide supplementary information.

5.0 AWARD OF CONTRACT

5.1 Award Criteria

The Purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the bid documents and who has offered the lowest Evaluated Bid Price.

5.2 Acceptance or Rejection of Bids

The Selection Committee reserves the right to accept or reject any bid and to annul the bidding process and reject all Bids at any time prior to award of the Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Purchaser's decision.

5.3 Notification of the Award of Contract

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its bid has been accepted. Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract. At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding.

5.4 Protests or Claims

Bidders may submit a protest of claim to the Purchaser, in writing, at anytime by not later than 10 days after the Notification of Award date, in accordance with the Dispute Resolution procedures as outlined in Section 2.12 in the Government of Jamaica Handbook of Public Sector Procurement Procedures (May, 2001).

6.0 DEADLINE FOR SUBMISSION

The bid offer shall close at **10:00am on Tuesday, March 25, 2008** at the office of e-Learning Jamaica Company Ltd, Ground floor, PCJ Building, 36 Trafalgar Road, Kingston 10. **Submissions beyond this time will not be considered.**

Bids will be opened at 10:15am. Bidders may have a representative at the opening.

7.0 ANTICIPATED COMMENCEMENT DATE OF ASSIGNMENT

The Client anticipates signing a contract with the successful candidate by **March 31, 2008**. It is important that the successful candidate be able to commence the work immediately after signing the contract.

8.0 PROPOSAL VALIDITY PERIOD

The proposal validity period shall be 30 days. During this period the bidder shall hold to the price proposed.

9.0 GENERAL CONSUMPTION TAX

The Client does not pay General Consumption Tax. All other tax liabilities shall be applicable as provided for under the relevant tax laws of Jamaica.

10.0 SCOPE OF SERVICES REQUIRED

- i) Examine the electrical system within each section of the school plant identified to receive computers through the e-Learning Project, with a view to identifying additional/corrective works to be done to accommodate equipment, based on electrical requirements provided by supplier. These works should include the installation of separate circuits to all areas to be outfitted with over 5 computers (2-3 locations per school).
- ii) Recommendation re the sizing of air-conditioning units for computer labs, resource rooms and libraries where required, and any additional/corrective works to be done to accommodate the unit(s).
- iii) Identification of the source of 220v power supply, and works to be done to install 220v outlet in selected area to house server and networking equipment.
- iv) Provide a report for each institution outlining recommendations for works to be done, accompanied by bills of quantities for works.
- v) Perform on-site observation of works being carried out by contractor.
- vi) Evaluate contractor change/variation requests.
- vii) Certification of works upon completion by contractor.

APPENDICES



APPENDIX 1 - LIST OF SCHOOLS

Region	School Name	Location
1. Kingston	Carberry Court Special School	Hope Estate, Papine
1. Kingston	Charlie Smith High	Ninth Street
1. Kingston	Convent of Mercy "Alpha"	26 South Camp Road C.S.O. Box 8072
1. Kingston	Jamaica College	189 Old Hope Road
1. Kingston	Norman Manley High	89 Maxfield Avenue
1. Kingston	Papine High	Off Gordon Town Road
1. Kingston	Penwood High	8 Rhoden Crescent
1. Kingston	Salvation Army School for the Blind	57 Mannings Hill Road
1. Kingston	School of Hope	Golding Avenue
1. Kingston	St. Hugh's High	1 Leinster Road
1. Kingston	Tivoli Gardens High	Industrial Terrace
1. Kingston	Wolmer's High School for Girls	1 Marescaux Road
1. Kingston	Yallahs High	P.O. Box 31
2. Port Antonio	Buff Bay High	Kildare
2. Port Antonio	Marymount High	P.O. Box 31
2. Port Antonio	Port Antonio High	P.O. Box 178
2. Port Antonio	Seaforth High	Seaforth Dist.
2. Port Antonio	St. Mary Technical High	Richmond P.O.
2. Port Antonio	Titchfield High	Port Antonio P.O.
3. Brown's Town	Aabuthnott Gallimore High	Alexandria P.O.
3. Brown's Town	Albert Town High	Albert Town P.O.
3. Brown's Town	Brown's Town High	York Castle Drive
3. Brown's Town	Cedric Titus High	Clark's Town P.O.
3. Brown's Town	Holland High School	Trelawny
3. Brown's Town	Muschett High	Wakefield P.O.
3. Brown's Town	Steer Town High	Steer Town, St. Ann
3. Brown's Town	Troy High School	Trelawny
3. Brown's Town	Westwood High	Stewart Town P.O.
3. Brown's Town	William Knibb Memorial High	P.O. Box 29
5. Mandeville	B. B. Coke High	Junction P.O.
5. Mandeville	Hampton School	Malvern P.O.
5. Mandeville	Holmwood Technical High	Christiana P.O.
5. Mandeville	Knox College	Spaldings P.O.
5. Mandeville	Munro College	Munro College P.O.
5. Mandeville	St. Elizabeth Technical High	90 Main Street, P.O. Box 45
5. Mandeville	Winston Jones High	Pratville P.O.
6. Old Harbour	Bog Walk High	Bog Walk P.O.
6. Old Harbour	Central High	Sevens Road
6. Old Harbour	Charlemont High	P.O. BOX 4280
6. Old Harbour	Clarendon College	Chapelton P.O.
6. Old Harbour	Denbigh High	Jackson Street, P.O.Box 280
6. Old Harbour	Dinthill Technical High	Linstead P.O.
6. Old Harbour	G.C. Foster College of Physical Education and Sports	St. Catherine
6. Old Harbour	Garvey Maceo High	Vernamfield, P.O. Box 490
6. Old Harbour	Innswood High	831 Innswood P.O.
6. Old Harbour	Jonathan Grant High	White Church Street
6. Old Harbour	Jose Marti Technical High	Twickenham Park
6. Old Harbour	Kellits High	Kellits P.O.
6. Old Harbour	McGrath High	Treadways P.A.
6. Old Harbour	Waterford High	94 Waterford Parkway

***Please note that some of the schools listed may change based on the project dynamics.**