

MINISTRY OF JUSTICE

REQUEST FOR EXPRESSION OF INTEREST TO TENDER FOR ARCHITECTURAL SERVICES FOR THE EXPANSION OF PUBLIC BUILDING WEST

EOI No. MOJ/COA/DPP/2016

COMPANY NAME.....

COUNTRY OF INCORPORATION.....

NOVEMBER 2016

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1. INTRODUCTION

The vision of the Ministry of Justice (MOJ) is to provide an accessible system of Justice that engenders a high degree of public trust, confidence and access. Vital to this realization is to ensure that there is proper infrastructure in the justice system, particularly the Courts. To this end, the Ministry has undertaken several projects aimed at improving and modernizing the infrastructural needs of the Courts. These include indentifying suitable lands for construction, restructuring, relocation, refurbishing and maintenance of Court buildings. One major project to date is the completion of Public Building North (part of the Justice Square Project) and the proposed development of Public Building West, which will result in the expansion of the physical infrastructural capacity of the Court of Appeal and The Office of the Director of Public Prosecution.

2. CALL FOR EXPRESSION OF INTEREST

Ministry of Justice invites expressions of interest (EOI) from competent Architectural firms to undertake both the design and supervise construction of the facility as outlined above together with the related sub-works. The scope will include, but is not limited to:

1. Work plan for Consultancy
2. Detail consultancy report with supporting documents

The requirement is however more detailed in a Request for Proposal (RFP) document which will be circulated to shortlisted firms upon evaluation of submissions. Firms will be shortlisted for participation based on their demonstration of technical and financial capability in response to this request.

In addition to the information requested in the questionnaire in Part A of this document, interested firms must provide an updated copy of their company profile with a works catalogue demonstrating their experience in similar assignments along with the names of at least three (3) referees with contact information (physical address, e-mail address and telephone).

Please read through this document carefully and provide the requested information together with ALL required support documents.

3. SUBMISSION INSTRUCTIONS

This tender document can be downloaded from the Ministry of Justice website.

Expressions of interest letters together with all completed documents in a plain sealed envelope clearly marked;

*EXPRESSION OF INTEREST
TENDER FOR ARCHITECTURAL SERVICES
Re: THE EXPANSION OF PUBLIC BUILDING WEST*

TENDER No. MOJ/COA/DPP/2016

Should be addressed to:-

THE DIRECTOR OF PROCUREMENT
MINISTRY OF JUSTICE
61 CONSTANT SPRING ROAD
KINGSTON

and should be deposited in the tender box situated on the Ground Floor, Procurement Department Ministry of Justice, 61 Constant Spring Road, Kingston 10 no later than Thursday, November 23rd at 2:00pm. Alternatively, soft copies of the requested bid documents can be forwarded to by the same date and time.

The Ministry of Justice reserves the right to accept or reject applications made pursuant to this request at its own discretion without assigning any reason thereof.

4. IMPORTANT NOTES TO THE SUPPLIER

- a) The purpose of this document is to assist The Ministry of Justice in the identification and evaluation of potential Consultants who may subsequently be invited to tender or give designs and quotations for the said works.
- b) The questionnaire is to be fully and comprehensively completed in all respects. Any unfilled fields in the form will result in a zero mark during the bid evaluation exercise even if information to answer the question is available in a separate section or attachment.
- c) All documents must be submitted in English Language.
- d) Provide supporting documents requested for in the questionnaire.
- e) You may also be asked to clarify your answers or provide more details.
- f) The Ministry of Justice will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete any part of this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
- g) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, The Ministry reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- i) Information given by the applicant shall be treated in strict confidence.
- j) Applicants to kindly note that this does not amount to any contractual obligation on the part of The Ministry, and that The Ministry is not obliged to invite tenders/quotation from any or all who express interest by responding to this EOI process.
- k) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.

- l) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the Document.
- m) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- n) Applicants will meet all cost associated with preparation and submission of their applications.
- o) Canvassing will lead to automatic disqualification of the applicant.
- p) Submission is as per instruction given in the Request for Expression of Interest.
- q) Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualified.
- r) Only a limited number of firms will be invited to tender and the submission of an expression of interest should not be taken as a guarantee of inclusion on the shortlist. Those who will not be invited to tender will be notified.

5. MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents where applicable;

- i. Certificate of Incorporation, Partnership or Business registration
- ii. Trading Certificate
- iii. Certificate of registration with relevant regulatory authorities
- iv. List of Directors, telephone, postal and email address
- v. CVs of Senior Staff and Others as it may have been requested.
- vi. Organogram
- vii. Evidence of physical registered office (Attach miscellaneous receipt)
- viii. Audited financial reports
- ix. Bank statements

6. INFORMATION QUESTIONNAIRE

1. PART A – GENERAL INFORMATION

1.	Name of Organization	
2.	Postal Address	
3.	Principal Contact Person	Name: Position:
4.	Contacts:	Telephone: Fax No. Email:
5.	Physical Location of Business Premises (Note that a visit to your office may be made to	Town..... Street.....

	confirm information provided as part of the evaluation)	Building Name			
		Floor.....			
6.	Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc)	<table border="1"> <tr> <td>Limited Liability Company (1)</td> <td>Partnership (2)</td> <td>Joint Venture (3)</td> </tr> </table>	Limited Liability Company (1)	Partnership (2)	Joint Venture (3)
Limited Liability Company (1)	Partnership (2)	Joint Venture (3)			
7.	Names of the Proprietor, Directors or Partners NOTE: Attach copies of Directors' identity cards / passports	1. 2. 3. 4.			
8.	Geographical area of Operations				
9.	Business Operations	Year established..... Duration of Business Operation.....			
10.	Company Registration No. (Attach Copy)	Number.....			
11.	State Credit period (minimum proposed is 45 days)				
12.	Registration with regulatory relevant bodies	Registration Body Category of registration Country.....			

2. PART B - ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES/NO
2. If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
3. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? YES/NO
4. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES/NO
5. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? YES/NO
6. Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? YES/NO

3. PART C: TRADE REFERENCES

Provide contact details for 3 referees for previous/current work that is similar or the same to the one applied for. Note that the referees may be contacted without further references to you. (Attach documentary evidence of existence of the contract)

	How many references are you indicating? (Tick one)	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
1	Organization Name Contact Name and Position Office & Mobile Tel No. E-Mail Address Name of project & location Service provided			
2	Organization Name Contact Name and Position Office & Mobile Tel No. E-Mail Address Name of project & location Service provided			
3	Organization Name Contact Name and Position Office & Mobile Tel No. E-Mail Address Name of project & location Service provided			

In addition to the above, you are required to attach copies of Letters of Award, or any other approved document showing works done and values.

4. PART D: INDUSTRY INFORMATION

1. Company Licenses

Provide list of registration certificates with relevant bodies.

2. Project History

a) Completed Projects

List the information on projects completed over the last ten (10) years

No	Client	Project Title	Location/Town	Start Date	End Date	Project Cost/Value	Sub Contractors- If Any- up To three
1							
2							
3							
4							
5							

a) On-going Projects

List the information on up to five ongoing projects

No	Client	Project Title & Location	% Complete	Expected completion date	Project Cost/Value	Source of Funding
1						
2						
3						
4						
5						

You can attach a separate sheet of paper if space provided is not sufficient

3. Experience

a) How many years has your firm been engaged in the architectural business?

.....

b) Describe nature of work performed by your firm.....

.....

c) How many years of experience have you had in the type of work described in (b) above.....

d) State the labour force engaged at any one time by your firm

Maximum.....Minimum.....

4. Equipment

Attach a list of all relevant vehicles, equipments and tools detailing ownership status (with proof), Name of manufacturer, model, Capacity, year of manufacture and any other relevant information

5. PART E: CERTIFICATION

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position

Signature:

Date:

Company Stamp