

**OFFICE OF THE PRIME MINISTER  
YOUTH EMPLOYEMENT IN DIGITAL & ANIMATION IDNUSTRIES PROJECT (YEDAIP)  
47B SOUTH CAMP ROAD, KGN 4**

**MINUTES OF SITE VISIT AND PRE-BID MEETING CONDUCTED AT THE MOUNT SALEM COMMUNITY  
CENTRE ON FRIDAY, February 28, 2020 FOR BID No: JM-OPM-153771-CW-RFB  
START TIME: 11:30 A.M.**

**1. PRESENT:**

- Mr. Winston Roberts, Construction Manager – YEDAIP/HOPE
- Rackeal Hart Thompson – Procurement Specialist – YEDAIP
- Mr. Leroy Heath – Mt. Salem Community Centre CDC
- Ms. Winson Barnes – Mt. Salem Community Centre CDC
- Ms. Angeline Gayle – Seal Construction Limited
- Mr. Segree Jackson – Seal Construction Limited

**2. Call to Order/Opening Remarks**

- The site visit meeting was called to order at 11:30 a.m. by the Construction Manager who welcomed all persons present and provided an overview and background of the activity.

**3. SITE VISIT – MATTERS DISCUSSED**

- Boundary Wall
  - i. The existing boundary wall that is damaged will be demolished and rebuilt.
- Landscaping
  - i. Grading/Landscaping of driveway, pruning of trees, provision for vegetation.
  - ii. Installation of furnishing as contained in the Bill of Quantities.
  - iii. Construction is to be enclosed for safety considerations along with measures to control an interference with the public and the traffic.
  - iv. Bidders should take note of mandatory equipment outlined in Bill of Quantities for which information regarding access to same must be evidenced in the Bidder's submission.
- Main Building Structure
  - i. The community centre will serve as a multi-purpose facility. As a result, the building will be extended outwards by way of a computer lab to be constructed.
  - ii. The current zinc roof is to be rehabilitated and replaced with concrete reinforced slab, with potential of going up and accommodation for solar panels.
  - iii. The concrete windows will be removed and replaced with reinforced concrete blockwall structure and windows.
  - iv. The walls will be prepared and treated for the application of paint.
  - v. The floor surface will be prepared and treated for the installation of tiles.

- vi. The bathroom will be rehabilitated using the existing plumbing infrastructure, however, provision is afforded in the Bill of Quantities for any unforeseen plumbing works.
- Q&A
  - i. **Q** – Is there existing Security?  
**A** –No. However, the Bidder is expected to incorporate the provision of security and watching in their costing of the works.
  - ii. **Q** – Is there electricity on the property?  
**A** – No
  - iii. **Q**– As it relates to the provision of the Air Conditioning Unit in the proposed computer lab, is it ceiling, or wall mounted?  
**A** – The proposed AC is wall mounted.

#### 4. PRE-BID MEETING

The Pre-Bid Meeting was called to order by the Procurement Specialist. Supported by the Construction Manager, potential bidders were advised that the purpose of the session is to go through the bidding document and highlight pertinent information. Notwithstanding, they were reminded that the **onus** is on them to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information and documentation as is required by the bidding document.

The following were highlighted:

Bidders can be:

- a. Private Firms
- b. Joint Ventures – Bids submitted by JV requires JV Agreement entered into by ALL members. Or letter of intent to execute JV in event of successful bid together with a copy of the proposed agreement.
- c. State owned enterprise /institution subject to ITB4.6 (i.e., evidence of being legally and financially autonomous, operating as a commercial entity and not operating under supervision of employer)

Bidders :

- Shall have Valid PPC – Building Construction Min. Grade 2
- Shall have Valid TCC
- Shall submit a signed Bid Securing Declaration
- Shall have no Conflict of Interest
- Shall not be sanctioned by the Bank pursuant to the Anti-Corruption Guidelines
  - i. A firm under sanction of debarment from contract award is eligible to participate unless debarment relates to fraud and corruption and followed a judicial/administrative review process that afforded firm adequate due process
- Shall not on suspension by OPM as a result of operation of Bid-Securing Declaration

***Note: Joint Ventures*** - Each member of JV is required to provide required document, in respect of their firm and will be assessed independently for the above

Bidders must complete and submit:

**Letter of Bid** – must be signed. No alternation to text. No substitute. All blank spaces must be filled in.

**BQ/Activity Schedule** – **Must be completed in its entirety.** No alternative allowed.

**Bid Securing Declaration** – Must be completed in Form included in document. Must be signed. Failure to complete and sign will result in bid being non-responsive and thereby rejected

**Authorization** – Power of Attorney required.

**All Forms** in Section IV required as per Section III

- ELI – 1.1 and 1.2, with attachments – Bidder Information Form/Information Form for JV
- Letter of Bid
- Form CON-2 – Historical Contract Non-Performance, Pending Litigation and Litigation History
- Form CON-3 EHS – Environmental, Social, Health and Safety Performance Declaration
- FORM CCC – Current Contract Commitments/Work in Progress
- FORM FIN-3.1 with attachments – Financial Situation and Performance
- Audited Financial Statements
- FORM FIN – 3.2 – Average Annual Construction Turnover
- FORM EXP – 4.1 - General Construction Experience
- FORM EXP – 4.2 (a) – Specific Construction and Contract Management Experience
- FORM EXP – 4.2 (b) - Construction Experience in Key Activities
- FORM PER – 1: Key Personnel
- FORM PER – 2: Resume and Declaration
- Equipment
- Code of Conduct - Environmental, Social, Health and Safety – see page 155 for details on requirements to be included.

Evidence to be provided in support of information stated, as is applicable.

2. Q & A

- **Q** – How are bids to be submitted; electronically or hard copy?  
**A** – Bids are to be submitted hard copy. To be deposited in Tender Box located at Jamaica Foundation for Lifelong Learning on or before March 31, 2020 at 3:00 p.m.
- **Q** – Is this a mandatory site visit?  
**A** – No, it is not mandatory.

- **Q** – Are there any drawings available ?
- A** – Yes. But will be given to the successful bidder at time of award. Bidders are to be guided by the details of the Bills of Quantities.

Potential bidders were advised that the deadline for the request for clarification of the bidding document is March 16, 2020. Requests must be submitted in writing.

Bidders were also reminded that they have the option to request an extension for the submission deadline. They were however reminded that same will be granted at the discretion of the procuring entity .

#### **4. ADJOURNMENT**

- The session adjourned at 12:12 p.m.