

50711000 SERVICES COMPLEX PROCUREMENT CONTRACT NOTICE OPEN Procedure

Repair and maintenance services of electrical building installations

Kind of the procurement (please tick an appropriate box):

- Works
 Goods
 Services

1. PROCURING ENTITY

Name:	Belize Procurement Unit		
Registration No:			
Type of PE and Main Activity Exercised:	Governmental organisations Finance		
Address:	Sir Edney Cain Building		
Internet Address:			
Telephone:	501 8284123	E-mail:	temosorio1@gmail.com

Contact person in charge:

Name, Last Name:	Artemio Osorio		
Telephone:	501 8284123	E-mail:	artemio.osorio@mof.gov.bz

Responsible officer filling the form(if different)

Name, Last Name:	Procurement Officer 2 Belize		
Telephone:	501 8284123	E-mail:	temosorio1@gmail.com

E-mail of the service from which additional information may be obtained (if different):

artemio.osorio@mof.gov.bz

Internet address of the service from which additional information may be obtained (if different):

Where appropriate, is any other form of joint procurement involved:

2. AVAILABILITY OF THE PROCUREMENT DOCUMENTATION

Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge:

artemio.osorio@mof.gov.bz

Where unrestricted and full direct access, free of charge, is not available, an indication

of how the procurement documents can be accessed:

Payment for the procurement documents (if applicable)(amount):

3. PROCUREMENT NUMBER

Procurement Number:

MOF18-1901

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

4. SUBJECT OF THE PROCUREMENT

Name of the proposed contract:

Maintenance: Electrical and Air Conditioning Systems at Sir Edney Cain Building, Belmopan.

CPV CODES

Main CPV code:

50711000 - Repair and maintenance services of electrical building installations

Additional CPV Codes (if necessary):

50730000 - Repair and maintenance services of cooler groups

Supplementary CPV codes (if necessary):

Kind of the procurement(please tick the relevant box(es)):

In case of **services procurement**:

- Consultation Services
- IT Services
- Cleaning Services
- Legal Services
- Financial Services
- Immovable Property Services
- Engineering Services
- Architectural Services
- Other Services
- Goods Included

5. DESCRIPTION OF THE PROCUREMENT

Nature and extent of works, or Nature and quantity of goods or Nature and extent of services (short description of contract)

Where appropriate, description of any options

Quarterly maintenance of Electrical and AC systems at Sir Edney Cain Building.

6. ADDRESS FOR THE MAIN LOCATION OF WORKS, DELIVERY OF GOODS, PERFORMANCE OF SERVICES

Sir Edney Cain Building, City of Belmopan, Belize

7. ESTIMATED VALUE OF THE CONTRACT(this information shall not be published):

8. VARIANTS ADMITTED

yes no

9. PLANNED TIME FRAME FOR EXECUTION OF WORKS, DELIVERY OF GOODS, PROVISION OF SERVICES:

From: To:
Or
Duration: months

10. CONDITIONS FOR PARTICIPATION

BELIZE Market Tenderers ONLY (Tender Below US\$150,000).
All tenderers or their representatives are free to attend the opening of tenders.
Costs incurred for visiting the facilities to be maintained and preparation of the tender bid are the sole responsibility of the tenderer.
Tenders must include 12.5% General Sales Tax (GST).
Tenderer must provide evidence of technical capacity to carry out the works substantiated by previous works, certificate of compliance with Social Security laws, Income Tax and GST laws.
The lowest or any tender may not necessarily be accepted.

Including:

where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision, a list and brief description of criteria regarding the personal situation of suppliers that may lead to their exclusion and of qualification (selection) criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).

11. WHERE APPROPRIATE, PARTICULAR CONDITIONS TO WHICH PERFORMANCE OF THE CONTRACT IS SUBJECT TO:

DETAILS:
The successful tenderer will be expected to provide the following quarterly maintenance services for:
A. Air Condition Systems
Units - Count
Ductless Air Conditioning Units - 85
Window Air Conditioning Units - 21
Maintenance Services to Include:
1. Wash evaporators and condenser coils
2. Flush out drainage system
3. Wash dust-stop air filters and fan grill
4. Check all electrical wirings and switches
5. Spot paint rust areas
6. Oil fan motors and check blower wells and fan blades
7. Check systems for leaks
8. Test run units
B. Electrical Systems:
Units - Count
Fluorescent Light Fixtures - 398
Incandescent Light Fixtures - 127
Zone Fire Alarm Panel - 1
Hand Dryer - 8
Water Cooler - 19
Ductless Air Conditioning Units - 85
Window Air Conditioning Units - 21
Refrigerators - 11
Parking Lamps (Posts) - 14
Driveway Lights - 16

Motion Lights - 8
Maintenance Services to Include:
1. Clean and/or dust fans and lighting units
2. Test electrical bulbs, outlets and switches
3. Replace worn out bulbs, outlets and switches
4. Test voltages to ensure operational safety and advise on repairs/replacements needed.

12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.**Criteria used:**

Tenderer must provide evidence of technical capacity to carry out the works substantiated by previous works, certificate of compliance with Social Security laws, Income Tax and GST laws.
Tenders must include 12.5% General Sales Tax (GST).
The lowest or any tender may not necessarily be accepted.

13. INDICATION OF THE POSSIBILITY OF BIDDING FOR ONE, FOR SEVERAL OR FOR ALL OF THE LOTS; INDICATION OF ANY POSSIBLE LIMITATION OF THE NUMBER OF LOTS THAT MAY BE AWARDED TO ANY ONE BIDDER:

Bids per Participant: One
 Several
 All

Awards per Successful Participant: One
 Several
 All

14. TYPE OF TENDERING METHOD(please tick an appropriate box)

- Open
 Restricted

15. IN THE CASE OF A RESTRICTED TENDERING METHOD, where recourse is made to the option of reducing the number of candidates to be invited to submit tenders, minimum and, where appropriate, proposed maximum number of suppliers and objective criteria to be used to choose the suppliers in question.

Minimum number

Maximum number

Criteria used

16. TIME LIMITS

for receipt of tenders

Or

for requests to participate

17. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS**18. ADDRESS TO WHICH TENDERS OR REQUESTS TO PARTICIPATE SHALL BE TRANSMITTED**

Address:	Ministry of Finance, Sir Edney Cain Building
City:	City of Belmopan
ZIP Code:	-no codes-
Country:	BZ
URL:	

19. IN THE CASE OF OPEN TENDERING METHOD

Duration during which the tenderer must maintain its tender. Duration (in days):	10
Date for the opening of tenders:	07/12/2018
Time for the opening of tenders:	11:00
Place for the opening of tenders:	Conference Room, Ministry of Finance, Belmopan
Persons authorized to be present at such opening	All tenderers or their representatives are free to attend the opening of tenders.

20. LANGUAGE or languages in which tenders or requests to participate must be drawn up

EN	NL	FR
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. NAME AND ADDRESS OF THE BODY RESPONSIBLE FOR REVIEW AND, WHERE APPROPRIATE, MEDIATION PROCEDURES. PRECISE INFORMATION CONCERNING DEADLINES FOR REVIEW PROCEDURES, OR IF NEED BE, THE NAME, ADDRESS, TELEPHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS OF THE SERVICE FROM WHICH THIS INFORMATION MAY BE OBTAINED (IF APPLICABLE).

Tender Evaluation Committee, Ministry of Finance

22. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE

N/A

23. DATE OF DISPATCH OF THE NOTICE

29/10/2018

24. ANY OTHER RELEVANT INFORMATION

Tender is below US\$150,000 and therefore, limited to the Belize Market.