



TENDER DOCUMENT

FOR

**DESIGN OF NEW FACILITIES AT INDEPENDENCE & SAN
IGNACIO COMPOUND**

Prepared by:
Belize Electricity Limited
Facilities Department
2 ½ Miles Phillip Goldson Highway
Belize City, Belize
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The Belize Electricity Limited (BEL) has available funds to undertake the financing of the **2024 Capital Project**. BEL intends to apply part of the funds to cover eligible payments under the contract for the design services of new facilities at the Independence and San Ignacio compounds.

Bidders will be required to submit a fixed price quotation via the price schedule [here](#) and provide all equipment and materials. Proposals will be accepted by email only and should be submitted to bidsubmittal@bel.com.bz by **Friday, June 21, 2024, no later than 3:00 p.m.** local time labelled:

BID #2024-2373 Design of New Facilities at Independence & San Ignacio Compound

IMPORTANT DATES

- Site Visit at BEL Independence Compound: 1:00 p.m. local time on Tuesday, June 11, 2024
- Site Visit at BEL San Ignacio Substation Compound: 10:00 a.m. local time on Wednesday, June 12, 2024
- Questions or queries can be emailed to bidboxrequest@bel.com.bz and will be addressed on or before Monday, June 17, 2024.
- Bid Due Date: 3:00 p.m. local time on Friday, June 21, 2024

BEL shall not be bound to give any reason for not accepting any tender and shall not defray costs incurred by the Bidders.

TERMS OF BIDDING AND EVALUATION CRITERIA

1. Scope of Bid

- 1.1 The Employer, as defined in the Service Contract, invites bids for the design of new office facilities at the BEL Independence and San Ignacio Compounds. The bid proposal should include for all works under preliminary designs, construction drawings, submitting of drawings to relevant authorities for approvals, bill of quantities, engineering estimate, bid documents and submission of past similar projects. The required services are detailed below under Design Services and Construction/Installation Services.
- 1.2 The successful Bidder will be expected to complete the works by the intended completion date as specified. Queries and clarifications will be addressed up until **Monday, June 17, 2024.**

2. Site Visit

- 2.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the design services. A one-time site visit and pre-bid meeting will be scheduled as follows:

- **BEL Independence Compound:** 1:00 p.m. local time on Tuesday, June 11, 2024
- **BEL San Ignacio Substation Compound:** 10:00 A.M. local time on Wednesday, June 12, 2024

The costs of visiting the Site shall be at the Bidder's own expense.

3. Design Services

The Bidder shall, in consultation with the Employer:

- 3.1 Provide the architectural, structural, mechanical, electrical and civil services necessary for the preparation of designs, plans, specifications, and detailed bills of quantities for the Works. Services shall include but not be limited to undertaking a minimum of four (4) test holes to carry out a Standard Penetration Test (SPT) - or equivalent sub-surface investigation to determine soil bearing capacity and foundation suitability, and any other test seen fit to conduct.
- 3.2 Prepare designs, plans, specifications, and detailed bills of quantities for the Works, in compliance with the International Building Code 2009 (IBC 2009), with mechanical, and electrical designs, where applicable, conforming with the National Electrical Code (NEC 2008), respectively.
 - 3.2.1 Designs and contract drawings shall be prepared electronically to a suitable scale with all dimensions clearly shown and indicating details of construction for all structures or other works to be built, along with electrical schematics. The Bidder shall submit to the BEL one (1) electronic copy in AutoCAD format, and one (1) electronic copy in PDF format.
 - 3.2.2 The Bidder shall prepare specifications including a description of each item, materials to be used, properties of materials, methods of measurements, and all other technical requirements for the construction/installation of the Works in accordance with the designs and plans. The Bidder shall submit to BEL one (1) electronic copy prepared in Microsoft Word format, and one (1) electronic copy prepared in PDF format.
 - 3.2.3 An estimate of the quantities of the various items of work required for the Works shall be prepared in appropriate form, for use as bills of quantities, in

a unit-price type of construction contract. The Bidder shall submit to BEL one (1) electronic copy of the estimate prepared in Microsoft Excel format, and one (1) electronic copy prepared in PDF format.

3.2.4 Estimates of the construction & installation costs for the Works shall be submitted as confidential information for BEL, for the construction & installation components of the Works. Estimates shall be prepared in the form of a bill of quantities, in Microsoft Excel format.

3.3 Design criteria for the project is inclusive of but not limited to the below:

3.3.1 Structure to be able to withstand up to a Category 4 hurricane.

3.3.2 Proper soil investigation for suitable foundation for the buildings and parking areas.

3.3.3 Floor level of structures should be no less than 3 feet.

3.3.4 Main structure to be designed with a concrete roof.

3.3.5 Compound lighting with electrical supply installed underground.

3.3.6 Compound shall contain adequate parking for customers, staff, and fleet vehicles inclusive of spaces for electric vehicle charging.

3.4 Obtain and submit approval of drawings and specifications from the Public Utilities Commission (PUC) and the Belize Central Building Authority (CBA) and/or the Local Building Authority (LBA).

4. Deliverables

The Bidder shall report to the Manager – Facilities Management Services. The Facilities Technical Assistance, BEL shall be included in all correspondence.

Design Deliverables

The design deliverables to be submitted shall include:

- 4.1 Submission of preliminary designs and construction drawings.
- 4.2 Submission of specifications, bills of quantities, estimates for construction of project, mechanical and electrical installations.
- 4.3 Submission and approval of designs and specifications from PUC, CBA/LBA.

5. Administrative Information

- 5.1 Type of Contract: The contract is a lump sum contract.
- 5.2 Payment Schedule

Payment for design services shall be made as follows: **Supply of designs, documents, and all relevant approvals [100%]**

- 5.3 Evaluation Criteria

Bids will be evaluated using the criteria as below:

- I. Pricing (70%)
- II. Project Duration (20%)
- III. Past Projects (10%)