



## **TENDER FOR THE SUPPLY OF PROPERTY MANAGEMENT SERVICES AT CARIBBEAN EXAMINATION COUNCIL (CXC) HEADQUARTERS, THE PINE, ST. MICHAEL**

Tenders are invited for the supply of property management services at Caribbean Examination Council (CXC) Headquarters, which is an office complex containing 67,443 square feet in the Pine, St. Michael. The property is owned by the National Insurance and Social Security Service. The CXC Headquarters has state of the art building management technology in which the successful applicant will be expected to be trained and must demonstrate a high level of proficiency in the use thereof.

2. Tenders are invited for property management services for the buildings and its facilities for a period of two years commencing January 1<sup>st</sup>, 2025, to December 31<sup>st</sup> 2026.

### **Services to be provided**

1. Facilities and property management.
2. Procurement of services and negotiation of terms of service.
3. Timely preparation of tender notices for major services.
4. Management of service providers.
5. Facilitation of building improvements.
6. Twenty- Four (24) hour emergency service.
7. Preparation of annual budget.
8. Accounting for building expenses in accordance with a pre-approved budget.
9. The provision of regular written reports to the owner.
10. Co-ordination of fire drills and evacuation procedures.

3. The Tender should clearly spell out the operational details of the applicant's proposal in respect of each service, in the order shown above. These details should include methodology, resources, tools and operational procedures and policies.

### **Term of contract**

4. The contract will be for a period of twenty-four months with a provision to terminate same by giving three months' notice at the option of the property owner, if in its sole discretion, the services being provided are not up to the expected standard.

## **Eligibility**

5. All Tenderers must have at least five years experience in the real estate and property management business to pre-qualify for consideration. The following should be provided with the tender:

1. An organization chart;
2. A method statement;
3. List of director and managers assigned to the project including brief biographies;
4. Three (3) client references;
5. Corporate registration documents;
6. Details of professional indemnity insurance.

## **Compensation**

6. The Tender should clearly state the proposed compensation and terms of business. This must include:

- Fees for property management;
- Commissions for leasing space, if any;
- Any fees for management of major works;
- Terms of payment;
- Other relevant clauses the proposer would wish to have included in the contract.

## **Tenders**

7. Tenders must be accompanied by certificates from the CEO, National Insurance and Social Security Service, and the Commissioner of Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

8. All corporate Tenderers must include with their tenders a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST ALSO BE IN THE NAME OF THE TENDERER.**

9. Tenderers incorporated in Barbados are advised that the Certificate of Incorporation referred above means a Certificate of Incorporation issued under the Companies Act, Cap 308 of the Laws of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment must be dated after December 31, 1984. The Certificate of Good Standing means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property under the Companies Act, Cap. 308 of the Laws of Barbados

**Submission of Tender**

10. Sealed tenders must be submitted in an envelope clearly marked "**TENDER FOR PROPERTY MANAGEMENT SERVICES FOR CARIBBEAN EXAMINATION COUNCIL (CXC) HEADQUARTERS, THE PINE ST. MICHAEL**"

addressed to: The Board Secretary  
National Insurance and Social Security Service  
Frank Walcott Building  
Culloden Road  
St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor,  
Frank Walcott Building no later than **4:00 p.m. on October 28<sup>th</sup> , 2024**.

11. No Tender will be considered unless it complies with the conditions set out in this notice and in the "**Instructions to Tenderers**".

12. The National Insurance and Social Security Service does not bind itself to accept the lowest or any tender.

13. Prospective tenderers should collect "**Instructions to Tenderers**" from each of the Property Managers in respect of Caribbean Examinations Council (CXC) Headquarters, The Pine, St. Michael, from the **Property Manager at CXC Headquarters, telephone number 429-8413 or 429-8293**.