



UTILITIES REGULATION AND COMPETITION AUTHORITY

P.O. Box N 4880 Nassau, N.P., Bahamas

REQUEST FOR SERVICES – ELEVATOR MAINTENANCE

Date: Issued: 6 June 2023

Dear Sir,

You are invited to provide, in competition with others, a quotation for services required by The Utilities Regulation and Competition Authority (URCA) as specified below:

- 1) **Type of Bid:** Competitive Bid. Monthly Service Charge. All service costs are to be included in the quoted price. In addition to the monthly service charge, the cost of Services is to be listed and priced.
- 2) **Type of Service:** Monthly Elevator Maintenance and Ad Hoc Emergency Services at Frederick House, Frederick Street, Nassau, Bahamas.
- 3) **Elevator Particulars:**
 - a. **Elevator Make** Otis
 - b. **Elevator Type:** Hydraulic Ram
 - c. **Elevator Manufacturer:**
 - d. **Number of Elevators:** 1
 - e. **Number of Floors:** 4
 - f. **Date Installed:** 1970
- 4) **Issuing Department:** Operations Department, URCA
- 5) **Contact Person(s):** Mr. Jerome Elliott Email: info@urcabahamas.bs
- 6) **Return of Quotations:** Quotations shall be returned on 26 June 2023. Quotations shall be submitted in the following manner:

Respondents must submit their response and all associated documents in accordance with the following guidelines **ONLY**:

1. **Four (4) PRINTED COPIES** of the Maintenance Proposals and other relevant information, requested under article 9, placed in a sealed, opaque envelope, bearing no identity of the sender and marked:

PROPOSAL FOR ELEVATOR MAINTENANCE SERVICES

Chief Executive Officer
Utilities Regulation and Competition Authority Fredrick House
Fredrick Street
P.O. Box N-4860 Nassau, The Bahamas

2. **Completed Tenders must be received by 3:00 on the date stated in Article 4 above.**

7) **Queries and Comments:** Queries and comments May be submitted by the date preceding the deadline for submission to the email address indicated in Article 6. Responses to queries will be published on URCA’s website.

8) Information to be submitted with Proposals

- a. Valid Business license
- b. Department of Inland Revenue Compliance Document
- c. Payment Terms
- d. Date firm established
- e. Time to commence maintenance service
- f. Response time for emergency services

9) **Service Description:** Invited Elevator Service Companies are to provide a general description of the service and their proposed contract.

10) **Service duration:** The contract services shall be 24 months, renewable for a further 12 months at the discretion of URCA.

11) Method Of Evaluation

Proposals will be evaluated in accordance with the following criteria:

Time to Commence	5%
Date Firm Established	5%
Firm Experience	5%
Response Time for Emergency Services	5%
The commercial proposal, including price and all terms and conditions	80%
TOTAL	100%

12) The Authority reserves the right to choose freely among Respondents, selecting any or none - or to use the quotation as a basis for further dialogue with any or all Respondents. Respondents shall not consider the commencement of negotiations with The Authority as a commitment by The Authority to enter into a contract with the Respondent.

13) The Authority further reserves the right:

i) to reject any or all proposals for failure to meet the requirements contained herein or for any other reason which, in URCA's sole judgment, renders the proposal unsuitable, to waive any technicalities;

ii) to select the proposal which, in URCA's sole judgment, best meets URCA's requirements. This RFP creates no obligation on the part of The Authority to award a contract or to compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews;

iii) to negotiate further with any respondent to the RFP. Providers should refrain from relying upon the opportunity to alter their qualifications or submissions during discussions.