



REQUEST FOR PROPOSALS

ARCHITECTURAL, ELECTRICAL AND MECHANICAL (HVAC) SERVICES RENOVATION OF PBCJ OFFICE COMPLEX, SOUTH ODEON AVENUE, KINGSTON 10

The Jamaica Information Service (JIS) invites Price Proposals from suitably qualified Consulting Architectural firms, acting as lead professionals, for interior renovation design and construction works for new offices to be located at the South Odeon Avenue, PBCJ Complex, Kingston 10.

Scope of Services:

- Preparation of Preliminary (Schematic) design for interior office spaces
- Preparation of Design Development (final) Designs, construction drawings and Tender specifications
- Application for required permits and approvals
- Preparation of Priced Bills of Quantities
- Post Contract supervision services

Eligibility: The selected Consulting firm and its Principal Architect attached to the project must be registered with the Architects Registration Board of Jamaica. Specialist sub Consultants (Quantity surveying, E&M) must be registered in their respective professional bodies. All participating firms must possess valid Tax Compliance Certificates (TCC).

Within each professional grouping, individual (lead) members must have 15 years or more professional experience.

Documents Available:

Monday June 22, 2015, at the Offices of the Jamaica Information Service, 58a Half Way Tree Road, Kingston 10.

Fee:

A non-refundable payment of J\$3,000 in cash or Manager's cheque, payable to the cashier, Jamaica Information Service, is required for each set of RFP Documents.

Return of Proposals:

Completed RFP Documents along with the required TCC, are to be placed in an envelope labelled "RENOVATION OF OFFICE SPACE JAMAICA INFORMATION SERVICE, PBCJ COMPLEX SOUTH ODEON AVENUE". The envelope should then be placed in the Tender Box similarly labelled and located in the reception area of the Jamaica Information Service, 58a Half Way Tree Road, Kingston 10. Price Proposals are to be returned no later than **10:00 a.m. on Tuesday July 7, 2015.**

Opening of RFP:

RFP will be opened at **10:15 a.m. Tuesday July 7, 2015** in the Conference Room, Jamaica Information Service, 58a Half Way Tree Road, Kingston 10. Representatives submitting RFPs are invited to the opening.

All queries concerning the Tender Document shall be made in writing and addressed to: Mr. Andrew Sturridge, Major Projects Manager, National Works Agency, Corporate Office, 140 Maxfield Avenue, Kingston 10 by **Tuesday June 30, 2015.**