Terms of Reference

Maria Islands Interpretation Centre

Project:	Supply and Installation of Air Conditioning System
Project Location:	South-East Coast of Saint Lucia
Contracting Authority:	Saint Lucia National Trust

Key Task: To undertake the design, supply and installation of the air conditioning system at the Maria Islands Interpretation Centre

Background

The Saint Lucia National Trust (SLNT) is a non-profit, non-governmental membership organization established by an Act of Parliament (Chapter 6.02 of the revised Laws of Saint Lucia). The role of the SLNT is to "conserve the natural and cultural heritage of Saint Lucia". In fulfilling its mandate, the SLNT provides opportunities and resources that can help to raise awareness and understanding of the issues affecting the country's patrimony. The SLNT is the longest serving environmental and heritage conservation organisation on the island and is legally mandated to conserve the natural, built and cultural heritage of Saint Lucia. A number of properties of significant natural, cultural, or historical significance have been either vested in, or bequeathed by individuals to the SLNT for conservation purposes.

The Maria Islands Interpretation Centre (MIIC) is the satellite office of the SLNT from which it conducts its conservation mandate in the South of Saint Lucia. That includes leading the SLNTs off shore islands programme along the south east coast; regulating access to the Maria Islands Nature Reserve and conducting educational tours; hosting meetings, site visits and leading projects that focus on livelihoods and conservation (natural and built heritage) related activities within the Pointe Sable Environmental Protection Area (PSEPA) and its immediate environs and acting as a conduit for information exchange for the SLNT.

The building that houses the MIIC is located on Sandy Beach and its structure comprises both wooden and concrete elements. During its renovation in 2009, the building design was conceptualised and later built to blend in the natural environment and also have a plantation style layout and style. Due to its close proximity to the coast, the building is highly exposed to the elements and this was also incorporated in the design to limit, in particular, the level of sea blast entering so as to lessen the negative impact on appliances and equipment. Moreover, the building's orientation was to facilitate easy surveillance of the Maria Islands by SLNT staff.

Despite the MIIC's proximity to the coast, the airflow and ventilation within the structure is not very efficient. The result is that staff and visitors experience high temperatures particularly during the summer months when outside temperature and humidity levels rise significantly.

Additionally, the building has no internal walls or partitions as the original intent was to ensure that traffic within the interpretive space would be free flowing. There are currently two work stations from which all staff members operate. There is no private office and the limitation is that sensitive transactions or discussions are held in the open. This is a major drawback which needs to be addressed as the organisation's southern operations have expanded over the last three years and the level of operational functions have increased.

To address these matters, the SLNT intends to insulate the ceiling of the building and install air conditioning units to control the temperature on the inside. A series of secondary windows installed and sealed from the inside will also be undertaken. A separate office will also be created within the MIIC through the installation of a partition.

Proposals are hereby invited from reputable service providers for the design, supply and installation of air-conditioning units to the SLNT.

Specifications:

All proposals are to be submitted in a format specified below. The proposal will be for the design, supply and installation of air-conditioning (AC) units as and when required by the SLNT. AC Units to be installed must adhere to the following:

a. At least two units of appropriate size are required to service two separate spaces within the office building
b. The units should be energy efficient, and the proposal should state the Energy Efficiency Ratio (EER) of the proposed units.
c. The refrigerant in the units should not have ozone depleting properties and low or zero global warming potential
d. The units should be able to withstand coastal conditions due to the location of the installation site
e. Brand name of units to be installed must be indicated as well a model; and the manufacturer's manuals must be provided.
f. The use of second hand, modified or re-conditioned units or installation accessories is not permissible
g. The units should be compliant with local laws and regulations regarding use of refrigerants or other potentially hazardous material

Obligations of the contractor/supplier to be reflected in proposals

a) Core drilling should be done if found necessary during the installation.

b) Plumbing, plastering, paintwork and any other builder's work disturbed during installation should be made good after installation of the air conditioning units.
c) The supplier will be required to replace or repair and make good any ceiling or partitioning work damaged after installation of any air-conditioner units.
d) The supplier should undertake a site visit to determine placement of units and whether the current electrical system at the installation site will support the load of the units being proposed. Recommendations for any required modifications should be clearly indicated.
e) The supplier shall indicate the time it will take to acquire the equipment and materials to facilitate installation of the system and the time it will take to complete installation and commissioning of the system
f) Post installation services and maintenance should be indicated.
g) Warranty periods on equipment and workmanship are to be clearly indicated.

Instructions:

The Contractor shall submit a financial proposal listing all costs associated with the assignment. These will be inclusive of (a) professional fees; (b) direct costs (Client) and (c) reimbursable costs (where applicable). All costs are to be expressed in Eastern Caribbean Dollars (XCD$). The proposal should also state the timeframe within which the entire project will be completed.

Submission of Proposals

Two copies of the technical proposal shall be placed in a sealed envelope marked 'Technical' and two copies of the financial proposal shall be placed in a sealed envelope marked 'Financial'. Both shall be placed in one outer sealed envelope labelled '*Supply and Installation of Air Conditioning System'*. The proposal shall be addressed to the **Director, Saint Lucia National Trust, P.O. Box 595, Pigeon Island National Landmark, Gros Islet, Saint Lucia or the Saint Lucia National Trust Southern Office on Sandy Beach, Vieux Fort by 4:00 p.m. on Wednesday March 20 th, 2019**. A completed copy of the appended Bidder Information Form should be enclosed with the proposal.

All documents shall be written in English language. The amount quoted on your financial proposal should be valid for a period of six (6) months from the date of submission.

Additional Information

For additional information contact Mr. Bishnu Tulsie, Director, Saint Lucia National Trust via email: director@slunatrust.org or telephone: (758) 452 5005; Mr. Craig Henry via email southofficer@slunatrust.org or Tel 454-5014.