



TENDER DOCUMENT

FOR

DOOR ACCESS CONTROL

BEL CORPORATE HEADQUARTERS AND DISPATCH CENTER

Prepared by:
Belize Electricity Limited
Facilities Security
2½ Miles Philip Goldson Highway
Belize City, Belize
April 2024

Bidders will be required to submit a fixed price quotation via the price schedule linked [here](#) and provide all equipment and materials. Submit proposal via email to bidsubmittal@bel.com.bz no later than **3:00 p.m. on Friday, May 31, 2024**, and labeled:

**“BID #2024-2337 - DOOR ACCESS CONTROL BEL CORPORATE
HEADQUARTERS AND DISPATCH CENTER”**

IMPORTANT DATES:

- Mandatory Virtual Pre-bid Meeting – 2:00 p.m. on Wednesday, May 8, 2024
- Mandatory Site Visit – 9:00 a.m. on Saturday, May 11, 2024
- Bid due date – 3:00 p.m. on Friday, May 31, 2024

EVALUATION CRITERIA

- I. Price - 50%
- II. Qualification – 15%
- III. Site Visit – 5%
- IV. Duration of Project – 30%

TERMS OF BIDDING AND EVALUATION CRITERIA

1. GENERAL

1.1. Scope of Bid

This Door Access Control tender document will have Contractors (Bidders) specify a firm and fixed unit prices for the purchase and installation of Access Control for Belize Electricity Limited's (BEL) Corporate Headquarter and Dispatch Center buildings at 2.5 miles Philip Goldson Highway. The expected list of duties to be performed is in the "Standard Contractor - Schedule of Price" below. The Door Access Control contract aims to upgrade access to thirty-six (36) doors. The Contract will be established with consideration of the bid winner's unit prices provided for each item and budget that BEL has allocated for the project. The works described by the "Standard Contractor - Schedule of Price" is not exclusive to the bid winner for the project. BEL can utilize any Contractor to complete the same nature of works within the Service Area by means of other Company policies and procedures. All Bidders **must** provide a unit price (without GST) for each item identified under the "Standard Contractor - Schedule of Price". Each Bidder **must** indicate whether they pay GST and indicate whether they can complete each task on the price list.

1.2. Intent of the Annual Contract, Contractor Selection – Door Access Control

The intent of this tender is to provide prospective Bidders with sufficient information to prepare a bid for the "Door Access Control" for the noted work. Following the receipt of the bid, Belize Electricity Limited (BEL) will evaluate and select the successful submission.

This Door Access Control tender does not contain an exhaustive list of the work to be performed. Bidders are, as a minimum, to submit proposals that include the noted work. Each proposal will be evaluated on its own merit. The lowest or any tender may not necessarily be accepted. BEL intends, if it accepts any tender at all, to base its decisions on criteria which BEL considers to be in its best interest. BEL is the sole judge of what is in its best interest. Any tender may be withdrawn at any time before acceptance at the option of the Bidder.

1.3. Contract

BEL requires a signed contract between the Company and the successful Bidder. Any tender may be withdrawn at any time before acceptance at the option of the Bidder. After the contract is signed, it is mandatory that the Contractor honors the “Scope of Work” for the duration of the contract. Failure to comply may result in disciplinary action or possible termination of the contract.

2. PROPOSAL SUBMISSION AND INQUIRIES SUBMISSION

2.1. Submission

Bidders are asked to fill out the Price Schedule, linked [here](#), and submit proposals via email to bidsubmittal@bel.com.bz no later than **3:00 p.m. on Friday, May 31, 2024**, labelled:

**BID #2024-2337 DOOR ACCESS CONTROL BEL CORPORATE HEADQUARTERS AND
DISPATCH CENTER**

2.2. Inquiries

Inquiries related to this tender will be addressed in a **mandatory** virtual pre-bid meeting, which will be held at **2:00 p.m. local time on Wednesday, May 8, 2024**. To express interest in attending this meeting submit an email to bidboxrequest@bel.com.bz no later than 4:30 p.m. on Friday, May 3, 2024, and labelled:

**EOI BID #2024-2337 – DOOR ACCESS CONTROL BEL CORPORATE HEADQUARTERS AND
DISPATCH CENTER**

You will receive a meeting link two days before the scheduled pre-bid virtual meeting.

There will also be a **mandatory** site visit, which will be held at **9:00 a.m. local time on Saturday, May 11, 2024**.

3. SCOPE OF WORK

3.1. Minimum Scope of Work

See Schedule of Price Listing

The successful Bidder must make themselves available in a reasonable amount of time to complete the installation of door access control. The start date is based on the approved contract from the Procurement Department.

- I. Purchase and installation of the following equipment to be installed in each building.
 - Adequate amount of door access controllers
 - Electromagnetic Locks for doors
 - RFID keypad for doors
 - None – touch exit buttons for doors
 - Z-brackets to be used for mounting electromagnetic locks
 - Door closures for doors
 - Power distribution boxes to be used for providing power to locks, keypad and exist buttons
 - Wall boxes to be use for mounting keypads and none touch buttons
 - 16 mm trunking
 - 25 mm trunking
 - Access Control wires to be used for wiring between various devices and access controllers
 - Fixtures such as fittings for 25mm and 16 mm trunking and pipes
- II. All wiring will be placed in either trunking or pipes between access controllers and all other devices to be installed.
- III. BEL will provide backup power for all access controllers.
- IV. BEL will provide a network connection on each of their switches located on each floor where access controllers will be placed.
- V. BEL will provide wall space on each floor where access control panels and power distribution boxes can be placed.
- VI. A total of thirty-six (36) doors listed on the attached excel pricing sheet will be equipped with electromagnetic locks and other devices to be used for entry and exit.
- VII. All access controllers will be connected to BEL network.
- VIII. BEL will provide a windows computer where the access control management software will be installed.

3.2. Access Control Proposal

- I. Proposed solution to cover 36 doors.
- II. Door Access controllers
- III. RFID proximity Readers
- IV. No touch buttons.
- V. Door Closures
- VI. Electro Magnetic Locks
- VII. Z- Brackets
- VIII. Power Distribution Boxes
- IX. 1000 RF ID Cards
- X. All installation materials
- XI. Installation and configuration services
- XII. Security software and license
- XIII. Training for staff

3.3. Owner's/Contractor's Provisions

- A. Contractors are to supply all services and equipment for the duration of the entire Contract.
- B. A BEL representative will be available when required to accompany the Contractor's personnel and to address any questions/concerns.
- C. All safety precaution measures are to be put in place by the Contractor to avoid any injury to personnel or damages to property and the environment.
- D. The Contractor should ensure his employees are using their Personal Protective Equipment (PPE) whenever engaged in works.
- E. The Contractor is responsible to pay for the following insurances for the duration of the contract:
 - I. General Liability Insurance
 - II. Automobile and third-party insurance
 - III. Employees Insurance

4. SCHEDULE OF PRICES

Fill out all worksheets in the price schedule below and submit only this file as your quotation to bidsubmittal@bel.com.bz on or before the deadline.

| Doors Location and Quantity | Quantity | Unit Price | Extended Cost |
|-----------------------------------|----------|----------------------------|---------------|
| HQ Ground Floor Doors | 8 | | |
| HQ First Floor Doors | 9 | | |
| HQ Second Floor Doors | 9 | | |
| Control Center Ground Floor Doors | 5 | | |
| Control Center First Floor Doors | 5 | | |
| RFID cards | 1000 | | |
| Security Soft Ware License | 1 | | |
| Training for Staff | 8 | | |
| | | | |
| | | Subtotal | |
| | | GST (If Applicable) | |
| | | Total Cost | |
| | | Project Duration | |

5. ADDITIONAL INFORMATION

All contractors must be prepared to commence work within three (3) days of notification and complete the works within the time stipulated in the contract.

I _____ of _____, _____ hereby declare.

(Name of Contractor)(Print) (Address) (City/Town/Village)

that I am of sound mind and have carefully read all the above information. I have subjected myself to the terms of agreement.

(Signature of Contractor)

(Date)

5. EVALUATION CRITERIA

Bids will be evaluated using the criteria below:

- V.** Price - 50%
- VI.** Qualification – 15%
- VII.** Site Visit – 5%
- VIII.** Duration of Project – 30%