REQUEST FOR INFORMATION (RFI) for provision of air conditioning repair and maintenance services
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INTRODUCTION

1.1 With this RFI, Central Bank of Seychelles (CBS) is requesting information from companies and their products/services for the purpose of shortlisting companies which will then be invited to submit a Request for Proposal (RFP) for the provision of maintenance and repair services on the air conditioning equipment installed in the CBS building located on Independence Avenue as well as its two houses located at Bel Ombre.

1.2 Description of equipment of the current air condition system at the CBS building and houses at Bel Ombre, is depicted in Annex (i), attached to this document.

2.0 ELIGIBILE COMPANIES

2.1 Companies wishing to respond to the RFI shall ensure that they satisfy the following criteria:

a) Have more than 5 years of experience and available resources to perform maintenance and repair of commercial air conditioning system, including chilled water air conditioning system
b) Have the legal capacity to enter into a contract
c) Are solvent
d) Not in receivership
e) Not bankrupt or wound up
f) Affairs are not administered by a court or judicial officer
g) Business activities are not suspended
h) Are not the subject of legal proceedings
i) Fulfilled obligations to pay taxes
j) Have not, or any of its directors or officers been convicted of a criminal offence related to professional misconduct or making of false statements or misrepresentations as to their qualifications to enter into contract with any party within a period of three years preceding the release of this RFI
k) Do not have a conflict of interest in relation to the tender
3.0 TIME SCALE

The following timescales are anticipated:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Release of RFI</td>
<td>4th August, 2014</td>
</tr>
<tr>
<td>Deadline for questions</td>
<td>8th August, 2014</td>
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<tr>
<td>Release of answers to questions</td>
<td>12th August, 2014</td>
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<tr>
<td>Deadline to respond to the RFI</td>
<td>18th August, 2014</td>
</tr>
<tr>
<td>Decision on shortlisted companies is taken and respondents</td>
<td>22nd August, 2014</td>
</tr>
<tr>
<td>informed of the outcome</td>
<td></td>
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</tbody>
</table>

Note that an RFP will be released to shortlisted companies on 25th August, 2014 which will include more details on the air conditioning systems and services to be provided. Shortlisted companies will have the opportunity to conduct a site visit and the deadline for shortlisted companies to submit their technical proposals with pricing, will be 26th September, 2014.

4.0 EVALUATION CRITERIA

4.1 The key criteria, which will be used to evaluate this RFI include:

a) Companies’ independence from CBS
b) Experience in repairing and maintaining chilled water air conditioning system and spit units.
c) Available resources to undertake the provision of this service
d) Perceived commitment of the company to the provision of the service

5.0 RESPONSE TO TENDER

5.1 The response to this RFI must be in English language, structured and presented in the following sequence:

a) Section I: Cover Letter
The cover letter must be signed by a person or persons authorised to submit the information on behalf of the company which confirms that the company intends to Bid for provision of maintenance and repair services for CBS’ air conditioning system and must delineate the ability to fulfil the exercise. Moreover, the cover letter should include a statement which states the company’s independence from CBS.
b) **Section II: Executive Summary**
   The Executive Summary should provide an overview of the information submitted by the company in response to section 5(c) of this RFI.

c) **Section III: Company details and other supporting documents.**
   The proposal shall comprise of the following components:
   - Profile of the company
   - CVs of the company’s key staff/managers
   - CV of key technical persons who will be involved in supervising the repair and maintenance service of air conditioner equipment
   - The names of five major clients of the company over the past 5 years
   - At least 3 references for whom similar work has been conducted and who can be contacted by the CBS (company name, address, telephone number and point of contact information are required)
   - An account of the company’s experience in providing repair and maintenance services to equipment of similar nature.

### 6.0 RESPONSE INSTRUCTIONS

6.1 Companies shall submit the requested information in accordance with Section 5.0 of this RFI which shall be placed in a sealed plain envelope, marked “RESPONSE TO RFI FOR PROVISION OF AIR CONDITIONING REPAIR AND MAINTENANCE SERVICES”. This envelope should be placed in a cover envelope, addressed to:

   The Chairperson  
   Procurement Committee  
   Central Bank of Seychelles  
   P.O. Box 701, Independence Avenue  
   Victoria  
   Mahé  
   Seychelles

6.2 The envelope must NOT bear any indication whatsoever of the name of the Company submitting the information. Besides submitting by post, the response to this RFI may otherwise be deposited at the reception of the CBS.

6.3 A letter of acknowledgement of receipt will be sent to each respondent.
6.4 Response documents, whether mailed or hand-delivered, must reach the CBS no later than **4.00 p.m. Seychelles time on 18th August, 2014** in line with section 3.0.

6.5 Information submitted in facsimile form will not be accepted.

6.6 For clarification purposes, questions will be entertained as per the timeframes in section 3.0.

6.7 Companies will be informed of the outcome of their response to the RFI as per the timeframe in section 3.0.

7.0 ENQUIRIES

Enquiries regarding this RFI may be directed to the point of contact below:

Mr Russel Moustache  
Building and Project Manager  
Administration Division  
Central Bank of Seychelles  
P.O. Box 701, Independence Avenue  
Victoria  
Mahé  
Seychelles  
Telephone: +248 4282018  
Email: russel.moustache@cbs.sc

8.0 DISCLAIMER

This RFI does not obligate CBS to reimburse respondents for any cost that they may incur in preparing and submitting a response. Response to the RFI does not in any way obligate CBS to procure any services offered by the respondent.
## DESCRIPTION OF EQUIPMENT OF THE CURRENT AIR CONDITIONING SYSTEM AT THE CBS BUILDING (VICTORIA) AND HOUSES (BEL OMBRE)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description of equipment</th>
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</table>
| **2** | **Air Cooled Main chillers**  
Hitachi Make Chiller model RCUG 150 AHYZ microprocessor control screw type Air-cooled water chiller installed at rooftop of Central Bank |
| **1** | **Air Cooled Mini Chillers**  
Hitachi Make Chiller model RCU 166A Hermetic Scroll compressor water chiller installed at rooftop of the Central Bank |
| **3** | **Main Chilled water pumps**  
Grundfos Make pump model NB 65-315 end suction vertical discharge pumps for main chilled water circulation system |
| **3** | **Mini chilled water pumps**  
Grundfos make pump model CHI 8-25 A-W-G-BVBV end suction vertical discharge pumps for mini chilled water circulation system |
| **1** | **Chilled water Air Handling units**  
Horizontal draw vertical discharge type SHINKO brand model EDV M 15 chilled water Air Handling unit installed at Ground floor AHU room. |
| **100** | **Chilled water Fan coil units**  
ACMA brand ceiling cassette type chilled water fan coil units installed on third, second, first and ground floors  
Third floor - 29 Nos  
Second floor - 30 Nos  
First floor - 33 Nos  
Ground floor - 08 Nos |
| **2** | **Toilet exhausts ventilation fans**  
Toilet exhausts roof mount fans installed at rooftop |
| **1** | **Building Management System (or BMS)**  
Chiller operating system installed on the first floor for the installed main and mini chiller at rooftop |
| **2** | **Booster pumps**  
Grundfos Make pump model CRN 32-2 c/w 4kW, 415V/3Ph/50Hz TEFC installed at rooftop of the Central Bank |
| **2** | **Pressure tank**  
Grundfos GT Make tank model GT-D-450V water chiller installed at rooftop of the Central Bank. Type: diaphragm, volume 450 L |
| 1 | **Control panel**  
    Type: 2x 4kW (S/D) installed at rooftop of the Central Bank |
| 1 | **Pressure switch**  
    Model SNS C110X install at rooftop of the Central Bank |
| 1 | **Low level control switch**  
    Omron/Japan, float less type located in the suction tank on the roof |
| 1 | **Pressure gauge**  
    Install at rooftop of the Central Bank |
| 2 | **Transfer pumps**  
    Grundfos Make pump model CRN 10-4 c/w 1.5 kW, 415V/3Ph/50Hz TEFC installed at rooftop of the Central Bank |
| 1 | **Control panel 02**  
    Ground floor |
| 1 | **Low level control switch**  
    Omron/Japan, float less type located in the suction tank on the roof |
| 1 | **Pressure gauge**  
    Install at rooftop of the Central Bank |
| 8 | **Split Unit 9000 BTU**  
    Bel Ombre Houses |
| 8 | **Split Unit 12000 BTU**  
    Ground floor |
| 4 | **Split Unit 18000 BTU**  
    Third Floor |
| 2 | **Split Unit 12000 BTU**  
    Second Floor |
| 3 | **Split Unit 12000 BTU**  
    First Floor |
| 1 | **Split Unit 18000 BTU**  
    Surveillance Room |
| 3 | **Split Unit 24000 BTU**  
    Canteen/Gym |
| 2 | **Cassette Type Split Unit 24000 BTU**  
    Third floor and first floor |