REQUEST FOR PROPOSAL
Disaster Recovery
Project
Table of Contents

1.0 INTRODUCTION ................................................................................................ 1
2.0 ELIGIBILITY TO TENDER .................................................................................... 1
3.0 TIME SCALE ..................................................................................................... 2
4.0 OBJECTIVES AND TERMS OF REFERENCE ............................................................. 3
5.0 DELIVERABLES .................................................................................................... 3
6.0 EVALUATION CRITERIA ...................................................................................... 4
7.0 RESPONSE TO TENDER ...................................................................................... 4
8.0 TERMS OF CONTRACT ........................................................................................ 7
9.0 RESPONSE INSTRUCTIONS ................................................................................ 8
10.0 OTHER INFORMATION ..................................................................................... 10
1.0  INTRODUCTION

1.1  Firms are invited to Tender for the designing of a Disaster Recovery Building to meet the requirements of Central Bank of Seychelles (CBS), as detailed within this Request for Proposal (RFP).

1.2  This document’s copyright is vested with the CBS. Any reproduction or dissemination shall be carried out on a strict “need to know” basis and for the purposes of giving effect to its contents.

1.3  The objectives and terms of reference of the project are detailed in Section 4.0 of this RFP.

1.4  The intention of CBS is to obtain the deliverables stipulated in Section 5.0 of this RFP.

1.5  Information about the CBS is available on its website at www.cbs.sc

2.0  ELIGIBILITY TO TENDER

Firms wishing to Tender shall ensure that they satisfy the following criteria where applicable:

(a)  Have the legal capacity to enter into a contract;
(b)  Are solvent;
(c)  Not in receivership;
(d)  Not bankrupt or wound up;
(e)  Affairs are not administered by a court or judicial officer;
(f)  Business activities are not suspended;
(g)  Are not the subject of legal proceedings;
(h)  Fulfilled obligations to pay taxes;
(i)  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 RFP;

(j) Do not have a conflict of interest in relation to the Tender.

## 3.0 TIME SCALE

3.1 A full response to this RFP is required by **4.00 p.m. Seychelles time on Monday 7th November, 2016.** The following timescales are anticipated:

<table>
<thead>
<tr>
<th><strong>Milestone</strong></th>
<th><strong>Date</strong></th>
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<tr>
<td><strong>During the bidding process</strong></td>
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<tr>
<td>Release of RFP</td>
<td>29th July, 2016</td>
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<tr>
<td>Submission of Intent to Bid</td>
<td>12th August, 2016</td>
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<tr>
<td>Presentation of the Project by CBS to Firms which submitted intention to bid</td>
<td>22nd - 26th August, 2016</td>
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<td>Deadline for questions</td>
<td>16th September, 2016</td>
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<td>Release of answers to questions</td>
<td>23rd September, 2016</td>
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<td>Deadline for proposals</td>
<td>7th November, 2016</td>
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<td>Opening of Bids (10.00 am at CBS)</td>
<td>8th November, 2016</td>
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<td>Decision made and respondents informed of the outcome</td>
<td>16th December, 2016</td>
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<td><strong>Upon award of contract</strong></td>
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<td>Contract signed</td>
<td>18th January, 2017</td>
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<td>Exercise starts including introductory meeting (Meeting 1)</td>
<td>19th January, 2017</td>
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<td>Meeting 2 (to assess progress and resolve any issues)</td>
<td>9th February, 2017</td>
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<tr>
<td>Meeting 3 (Draft Plan submission)</td>
<td>2nd March, 2017</td>
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<tr>
<td>Submission and Presentation of deliverables to CBS which will be for approval to Planning Authority by Firms</td>
<td>9th March, 2017</td>
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The response to the RFP shall detail how the Firm will commit to the timetable.

4.0 OBJECTIVES AND TERMS OF REFERENCE

CBS is in the process of enhancing its business continuity framework, offering Business Continuity options to other financial institutions and increasing its office space capacity in light of this constraint at the CBS building. A Disaster Recovery building will be required to be designed for this process.

Refer to the Disaster Recovery Project Deliverables and Outcome for more Information (Annex (ii)).

5.0 DELIVERABLES

The following deliverables are expected:

5.1 All Tenderers;

(a) A concept design of a fit for purpose Disaster Recovery building including a secure vault, currency operations area (functional), mini banks (functional during crisis), other features described in Annex ii and a general layout of the building security

(b) Provide a layout of key components of the plan that will be developed (false floor, secure vault, server room etc.)

5.2 The successful Firm:

(a) To submit to CBS the fully developed concept design stated in 5.1(a), which has been approved by Planning Authority

(b) Provide detailed information how the building would be secured e.g. physical/intrusion movement
Monitor the actual project during construction phase to ensure that same is being undertaken in accordance with the approved plan.

For more information refer to the Project Deliverables and Outcome (Annex (ii)).

6.0 EVALUATION CRITERIA

The key criteria, which will be used to evaluate responses to the RFP include:

(a) Eligibility to participate in the Tender as per Section 2.0 of this RFP;
(b) Firm’s independence from CBS;
(c) Experience in designing similar plan for banking institutions and/or other institutions of a similar nature as called for in (Annex (ii));
(d) Available resources to undertake the exercise;
(e) Perceived commitment of the Firm to the exercise;
(f) Quality of Tender documentation received and perceived understanding by the Firm of CBS’ requirements;
(g) Standard terms and condition submitted;
(h) Total cost of the proposal.

7.0 RESPONSE TO TENDER

7.1 The response to this RFP must be in the 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 Firm and should contain the following:

- A confirmation that the Firm intends to bid to design Disaster Recovery building project to CBS.
• A declaration which delineate the ability of the Firm to fulfil the exercise.

• A statement which states the Firm’s independence from CBS.

• A pledge by the Firm not to engage in any corrupt, fraudulent, collusive or coercive practices.

• A statement attesting to the fact that the Firm is not debarred from participating in the procurement proceedings, and a declaration that the Firm shall not give, confer, procure, or promise or offer to give or confer, or to procure or attempt to procure, directly or indirectly anything of value to an employee of CBS, to influence his or her action in a procurement process or in the execution of a contract.

• Details of the designated person, if different from the authorised person who have signed the cover letter, who may represent the bidder in the bid opening process.

(b) Section II: Response to Statement of Work
The Response to the Statement of Work should describe the methodologies that will be employed and the approaches that will be taken to complete the work and include a preliminary work plan which shows the phasing of the work to be accomplished and products to be delivered in accordance with the deliverables under Section 5.0 and in line with the set time frames under section 3.0.

(c) Section III: Drawings
The concept Plan shall be on A1 size paper using the following scales:
• Site plan 1:200,
• Floor Plans, Sections and Elevations 1:100.
• Presentation Booklet: A3 size paper including drawing of at least 1 coloured artist impression.
Note: a soft copy of all above drawings should be submitted in the PDF format.

(d) **Section IV: Attachments**
This section should contain supporting documentation referenced in any other sections of the proposal. At a minimum, attachments will include:

- the resumes of the team members and outsourced personnel, including subject matter experts, proposed for the work;

- a description of similar work performed for other organisations, and a glossary of the specialised terminology that may be used in the proposal would be useful;

- the names of at least three references for whom similar projects have been conducted and who can be contacted by the CBS (firm name, address, telephone number and point of contact information are required).

(e) **Section V: Pricing**
- Pricing information should not appear in any other section of the proposal and must be submitted in a different envelope which should be sealed;
- Pricing should be based on a fixed price contract;
- Where relevant, detailed breakdown must be provided (professional fees, foreign exchange component and out of pocket allowance, etc);
- Pricing is to be valid for three months;
- Proposed payment schedule;
- Pricing should include an estimate of construction of the building as per the design proposed;
- Any additional charges e.g. applicable taxes must be stated.
Tenderers are requested to include copies of their standard terms and conditions.

7.2 Evaluation of bids received will be done in the following 3 stages:

(i) Preliminary Examination
   To pass the preliminary examination, bids must meet the eligibility criteria specified in the RFP, be complete and substantially responsive to the RFP.

(ii) Technical Evaluation
   Only bids passing the preliminary examination shall be considered for technical evaluation.

(iii) Financial Evaluation
   Only bids passing the technical evaluation shall be considered for financial evaluation.

8.0 TERMS OF CONTRACT

8.1 Advance payment, where applicable, shall not exceed 50% of the total consideration payable under the contract.

8.2 Final payment shall only be made once all the deliverable requirements stipulated in the contract have been satisfied.

8.3 Detailed contract for formal agreement, based on standard terms and conditions submitted, will be issued following the selection of the preferred supplier.
9.0 RESPONSE INSTRUCTIONS

9.1 Tenderers shall submit the Intent to Bid form as per Annex (i), by **4.00 p.m. Seychelles time on Friday 12th August, 2016** in line with Section 3.1.

9.2 Tenderers shall submit their bids in accordance with section 7.0 of this RFP. Bids shall be placed in two separately sealed envelopes and labelled technical and financial proposals, indicating the contact details of the tenderer on these envelopes. The envelopes containing the technical and financial bids should be placed in an outer envelope, with no indication of the tenderer’s identity, sealed and marked with “**TENDER FOR DISASTER RECOVERY PROJECT**” and addressed to:

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

Besides submitting by post the Tender envelope may otherwise be deposited at the reception of the CBS. The Tender documents should be available in electronic format either on storage medium (USB drives, CD or DVD), or via email if solely to the following email address: procurement@cbs.sc

9.3 Enquiries regarding this RFP and the project may be directed to the point of contact below:

Mr. Russel Moustache  
Building and Project Manager  
Central Bank of Seychelles
9.4 An acknowledgement of receipt of Tender will be sent to each Tenderer.

9.5 Tender documents, whether mailed or hand-delivered, must reach the CBS no later than **4.00 p.m. Seychelles time on Monday 7th November, 2016** in line with section 3.1.

9.6 Tenders submitted in facsimile form will not be accepted.

9.7 For clarification purposes, questions will be entertained, conference calls will be organised and moreover the presentation of the project to Firms will be done as per the timescales in section 3.1.

9.8 The full RFP response must be structured as detailed in section 7.0. Chapters should adopt the numbering sequence shown.

9.9 All Tenderers will be informed of the outcome of their bids as per timescale in section 3.1.

9.10 The Tenderer shall bear all costs associated with the preparation and submission of its bid and the CBS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9.11 The CBS may reject any or all bids any time prior to the award of contract.
10.0 OTHER INFORMATION

The CBS’ procurement activities are governed by its Procurement Policy. An abridged version is accessible at http://www.cbs.sc/Publications/procurement.jsp where more information can be obtained on the procurement process. This includes procedures for withdrawal/modification of bid submission, bid evaluation, complaints handling, contract award, etc.
ANNEX (I) INTENT TO BID FORM

Mail To:

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

Request for proposal for a Disaster Recovery Project

This letter serves as a notification that we will be responding to the stated Tender for the Disaster Recovery Project. The proposal that we shall submit shall be subject to the terms and conditions set forth in the Tender documents. The following information identifies our Firm and proposal contact:

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<th>Firm</th>
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<td>Name:</td>
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<td>Address:</td>
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<th>Representative</th>
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<tr>
<td>Name:</td>
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<tr>
<td>Position:</td>
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<tr>
<td>Telephone Number:</td>
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<tr>
<td>Fax Number:</td>
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<td>Email Address:</td>
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[Table completion]

Authorised Signature

Date
ANNEX (II) PROJECT DELIVERY AND OUTCOME

http://www.cbs.sc/Downloads/Publicnotice/DR%20Project%20deliverables.pdf

ANNEX (III) V18354 PLOT

http://www.cbs.sc/Downloads/Publicnotice/Plot%20V18354.pdf