



Tortola Pier Park Limited (TPPL)

REQUEST FOR PROPOSALS

FOR

House Keeping / Janitorial Services for TORTOLA PIER PARK

ISSUED: Nov. 26, 2015

SECTION 1

INSTRUCTIONS TO PROPOSERS

A. SUMMARY

1. The Tortola Pier Park Limited (TPPL) is requesting proposals for the provision of housekeeping / Janitorial services within Tortola Pier Park, located at Wickham's Cay, Road Town, Tortola, British Virgin Islands. This project involves the development of approximately five (5) acres of land immediately adjacent to the cruise pier which will comprise of commercial, retail, recreation, tourist transportation, excursion facilities, and a staging area for the transfer of passengers to taxis and tour operators on land or by sea. The facility is designed to provide a unique shopping, dining and entertainment experience to cruise, stay over visitors, day trippers and locals alike. The Tortola Pier Park Limited would now like to add a Housekeeping / Janitorial program for the common areas and executive offices at the Pier Park.

The Tortola Pier Park will comprise of 21 kiosks, eleven (11), buildings, seven (7), which are two story and another has a 3rd floor, and the remaining four (4) are single story. The facility is "pedestrian only" but has an expansive road network. The parking lot is located east of the facility. A site map is attached for ease of reference.

2. In view of the intended purposes of Tortola Pier Park, the TPPL desires to contract with an experienced company to provide contracted housekeeping / janitorial services. The purpose of this Request for Proposals is to identify those suppliers that have the interest and capability to supply Tortola Pier Park Limited with a housekeeping / janitorial services as identified in the goals of the program and the scope of work.
3. All Project works shall be governed by an eventual contract between the TPPL and the Contractor in accordance with Appendix I.

Project Goals

Tortola Pier Park Limited is seeking to achieve the following:

- a. A high quality housekeeping / janitorial program that supports the image, customer service, safety and security standards of Tortola Pier Park.
- b. A comprehensive housekeeping / janitorial program that will furnish all personnel, tools, supplies, and equipment requirements for furnishing a high quality janitorial service at Tortola Pier Park.

- c. A flexible housekeeping / janitorial program that supports the operating hours of Tortola Pier Park which would include extended hours inclusive of holidays, evenings, promotional and special events.
 - d. A highly efficient housekeeping and janitorial program that will provide only qualified operators and workers who are skilled in the performance of housekeeping/ janitorial work.
 - e. A housekeeping and janitorial program will support the health and environmental safety standards at Tortola Pier Park.
- 4. Procurement of the Contractor will be by evaluation of a proposal comprising of experience, capacity and price components
 - 5. The TPPL is interested in having a contract in place with the successful Contractor on or about, January 05th 2015 for a one year period. Deadline for submission is December 15th, 2015.

PLEASE COLLECT THE FULL REQUEST FOR PROPOSAL (RFP) AT BVI PORTS AUTHORITY OFFICE IN PORT PURCELL BETWEEN NOV. 27TH AND DEC 7TH.