



PRE-BID MEETING MINUTES

Date: Wednesday, September 24, 2025

Venue: Corozal Town, Education Centre Conference Room

“Design And Construction of St. Paul’s Boardwalk, Corozal Town”

Loan Number: 5877/OC-BL

RFB No: BL-L1046-P00022

Start Time: 9:30 a.m.

Agenda:

- Introduction
- Project Overview
- Procurement Presentation
- Finance (payment and taxes)
- Technical Presentation (Drawings and Priced Activity Schedule)
- Discussion/ Questions

The following were present from the Central Executing Unit (CEU), Ministry of Finance:

1. Isani Enriquez - CEU
2. Kathya Castaneda - CEU
3. Colin Escalante - CEU
4. Sandeep Betancourt - CEU
5. Ruby Pascascio - CEU
6. Karon Hamilton - CEU

Representatives of the following companies who attended the Pre-Bid Meeting:

1. Dervin Fortnad - DE&F & Maheias United
2. Micah Gilharry – Caracol Architectural Designs
3. Juan Carlos Menzies - Caracol Architectural Designs
4. Herman Botes – Botes & Associates
5. Mathew Botes - Botes & Associates
6. Alberto A. Vellos – Corozal Town Council
7. Rafael Dominquez – Love FM

Meeting Objectives

To clarify project requirements, evaluation criteria, submission guidelines and technical overview for the **Design and Construction of St. Paul's Boardwalk**.

Key Questions and Clarifications

1) Key Personnel Requirements

- **Question:** Should key personnel be members of the Association of Professional Engineers Belize (APEB) or Association of Professional Planners Belize (APPB)?
- **Response:** No, drawings must be signed by a member of APEB or APPB as required by law. An amendment to the bidding document will be shared.

2) Proposal Requirements

- **Conceptual Proposal:** Must include:
 - Conceptual and detailed design elements

3) Technical Specifications

- **Concrete Strength:** 6,000 psi reinforced concrete required for durability and compressive strength.

4) Partnership & Financial Requirements

- **Partnership Structure:** for a JVCA to qualify, each of its partners must meet at least 25% percent of minimum criteria of ITB 5.4 (b) **and** (g) for an individual Bidder, and the partner in charge at least 40% percent of those minimum criteria. Failure to comply with this requirement shall result in rejection of the JVCA's Bid.
- **Financial Documentation:** Financial ratios for the period 2020–2024 must be submitted.

5) Proposed Budget

- The budget of \$880,000.00 USD is the established project cap and should not be exceeded.

6) Demolition

- Demolition work will be addressed in the detailed design phase.

7) Evaluation Criteria

- The Evaluation Criteria is used to confirm that the bid requirements are met. Once met, bids that meet all requirements will be evaluated for the lowest price.

8) Contract Award

- **The Employer shall award the Contract to the Bidder offering the Most Advantageous Bid which is the bid that meets the qualification criteria and whose Bid has been determined to be:**

- (a) substantially responsive to the bidding document; and
- (b) the lowest evaluated cost.

9) Action Items

- Bidders to ensure all drawings are signed by APEB/APPB members.
- Proposals must include conceptual and detailed design elements.
- Financial statements for 2020–2024 must be submitted with the bid.

Request for Bids (RFB) Timeline and Submission Requirements

- **Bidding Document Issued on:** September 5, 2025
- **Clarification Deadline:** October 22, 2025 (10:00 AM Belize Time).
- **Further clarifications may be requested via:** khamilton@ceu.mof.gov.bz
- **Bid Submission Deadline:** November 4, 2025 (10:00 AM Belize Time).
- **Bid Package Drop off location:** Ministry of Finance, 2nd floor, room #7, Sir Edny Cain Building, Belmopan
- **Contact person:** Karon Hamilton
- **Bid Opening:** November 4, 2025 (10:15 AM Belize Time).
- **Bid Opening Location:** Ministry of Finance, Conference Room, 2nd floor, Sir Edny Cain Building, Belmopan
- **Office Number:** 822-4106
- **Funding Source:** Inter-American Development Bank (IDB)

QR CODE TO BIDDING DOCUMENT



In conclusion: The bidders were sensitized of the procurement steps and forms to be filled out for their bids to be responsive. Following the presentations, the interested bidders along with the CEU team visited the proposed site for the works. The meeting closed at 11:00 a.m.

Minutes prepared by: Karon Hamilton, Procurement Specialist



Annex

Annex 1 - Presentation Slides

Annex 2 - Checklist

Annex I

Presentation Slides



DESIGN AND CONSTRUCTION OF ST. PAUL'S BOARDWALK, COROZAL TOWN BL-L1046-P00022

Pre-Bid Meeting:

Wednesday, September 24, 2025, 9:00 a.m.

Project: BL-L1046 - Sustainable and Inclusive Urban Development Program

Agenda

Introduction	Project Manager (Kathya Castaneda)
Project Overview	
Procurement Presentation	Procurement Specialist (Karon Hamilton)
Finance (Payment and Taxes)	
Technical Presentation (Drawing and Priced Activity Schedule)	Project Engineer (Colin Escalante)
Discussions/ Questions	Open

QR Code to Access
Bid Document



What is a Design AND Build package?

01

Contracted team is responsible for final designs of the project and will also be responsible for construction.

02

Bid package includes information on BOTH sections.

03

Bid submission is for BOTH sections.

Introduction/Project Overview

The Contractor shall **design and construct** the St. Paul's Boardwalk (approximately 0.4 acres) in Corozal Town, Corozal District, hereafter referred to as the Project.

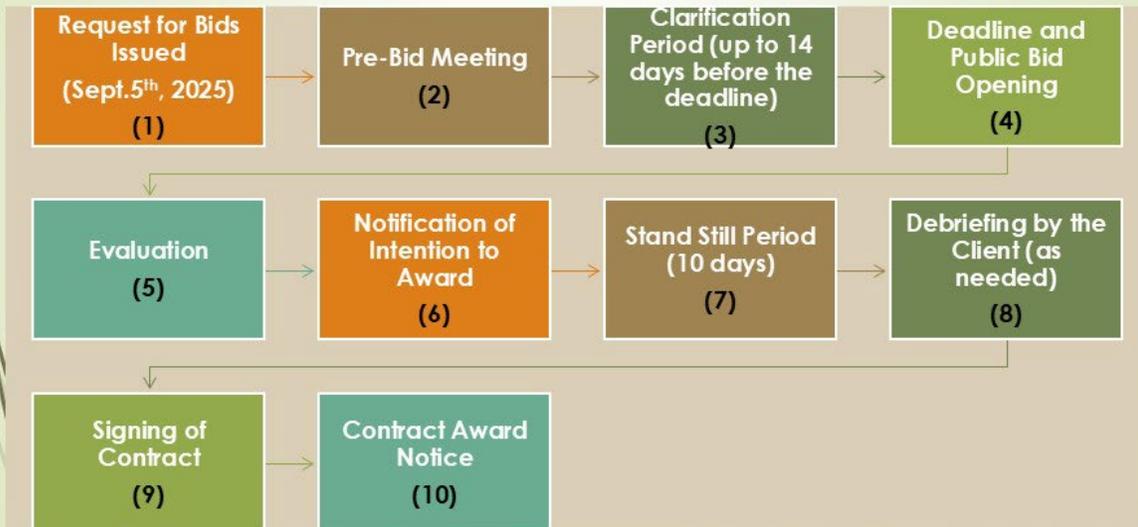
The Project aims to create a sustainable, accessible, and aesthetically pleasing public space along the waterfront, enhancing recreational opportunities for pedestrians, families, and community activities.

The design-build approach requires fully functional boardwalk facilities, including structural, landscaping, electrical, and accessibility features, compliant with all specified codes and standards.

Estimated Budget: USD \$880,000.00

The maximum percentage of the Design price shall be **5%**

Procurement Steps (NCB process)



Qualification of the Bidder– ITB 5

Documents,
POA, Monetary
Value



a.) **Copies** of original documents

- Constitution or Incorporation Documents
- Principal Place of Business
- Power of Attorney for bid signatory



b.) Total **monetary value of construction works** performed for each of the last **five (5)** years.

Qualification of the Bidder– ITB 5

Experience



c.)

- **Experience in designing**
- works of **two (2) similar nature and size** for each of the last ten **(10) years**
- Demonstrated experience in designing projects for public spaces, large landscape areas, or urban settings.
- Provide details of clients who may be contacted for references.
- **Experience in works**
- Of two **(2) similar** nature and size within the last ten **(10) years**.
- Demonstrated experience in construction projects for public spaces, large landscape areas, or urban settings.
- Provide details of ongoing or contractually committed works.

Qualification of the Bidder– ITB 5

Equipment, Key Personnel, Financial Standing, Working Capital



d.) Construction **equipment** as listed in 5.4(d)



e.) Resumes of **key personnel** as listed in 5.4(e);



f.) Reports on the **financial standing** of the Bidder, such as profit and loss statements and auditor's reports for the past **five (5)** years;



g.) Evidence of adequacy of **working capital** for this Contract (access to line (s) of credit and availability of other financial resources) and authorization to see references from the Bidder's banker(s). (**BZD \$300,000.00**)

Qualification of the Bidder– ITB 5

Litigation, Sub-Contracting, Proposed Workplan



h.) information regarding any **litigation**, current or during the last **five (5)** years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts and awards;



i.) proposals for **subcontracting** components of the Works amounting to more than ten (10) percent of the Contract Price. The ceiling for subcontractor's participation is: **30%**



j.) **Proposed Program** (work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding document.

Documents comprising the Bids – ITB 13

The Bid submitted by the Bidder shall comprise the following:

(a) Letter of Bid: in the format indicated in Section IV, "Bidding Forms";

(b) Bid Security (BZD\$26,400.00), in accordance with ITB 17, (Bid Bond or Bank Guarantee)

(c) Activity Schedule as specified in ITB 14;

(d) Qualifications: Information Form and Documents;

(e) Certificates of Good Standing (Social Security, Belize Tax Services and Companies Registry) ; and

(f) Any other documents required to be completed and submitted by bidders, as specified below.

Documents Comprising the Bids – ITB 13

- The Bidder shall submit its **Code of Conduct**
- **Management Strategies and Implementation Plan (MSIP)** to manage the (ESHS) risks
 - *(after contract award – will be discussed with the awarded bidder)*

Joint venture, Consortium or Association (JVCA)

Articles of Incorporation or Registration

- (a) the Bid shall include all the information listed in ITB 5.2(a) above for each JVCA partner;
- (b) the Bid shall be signed so as to be legally binding on all partners;
- (c) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
- (d) one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the JVCA;
- (e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge; and
- (f) a copy of the JVCA Agreement entered into by the partners shall be submitted with the bid; or a Letter of Intent to execute a JVCA agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed Agreement. The Letter or The Agreement shall
- For a JVCA to qualify, each of its partners must meet at least 25% percent of minimum criteria of ITB 5.4 (b) and (g) for an individual Bidder, and the partner in charge at least 40% percent of those minimum criteria. Failure to comply with this requirement shall result in rejection of the JVCA's Bid.

Documents to be submitted in Bid Submission

Section IV Bidding Form 43

Letter of Bid

[The Bidder shall fill in and submit this form with the Bid. If the Bidder objects to the Technical Adjudicator proposed by the Employer in the bidding document, it should so state in its Bid and present an alternative candidate, together with the candidate's daily fees and biographical data, in accordance with ITB 4.]

In respect to the statement on commissions, bonuses or fees, services it may be for example, payments to, or through, individuals or entities that are authorized to act on behalf of the Bidder to advance the interests of the Bidder in relation to this process of bidding or execution of the Contract.

Note: All indicated text is to help Bidders in preparing this form. [43a]

RFB Identification No and Title of Contract: *[insert identification number and title of the Contract]*
 To: *[name and address of Employer]*

Conformity: Having examined the bidding document, including addenda *[insert list]*, we offer to execute the *[name and identification number of Contract]* in accordance with the GCC accompanying this Bid for the following price:

	Price	Percentage over the total price*
Value of the Design: Belize Dollars	<i>[insert amount in numbers]</i> <i>[insert amount in words]</i> Belize Dollars	<i>[insert the percentage]</i>
Value of the Construction works:	<i>[insert amount in numbers]</i> <i>[insert amount in words]</i> Belize Dollars	<i>[insert the percentage]</i>
Total Contract Price:	<i>[insert amount in numbers]</i> <i>[insert amount in words]</i> Belize Dollars	<i>[insert the percentage]</i>

*Percentage shall not exceed the percentage established in ITB 14.2

(a) Total price: The Contract shall be paid in the following currencies:

Activity	Currency	Percentage payable in	Rate of exchange: <i>[insert number of local currency units per unit of foreign currency]</i>	Inputs for which foreign currency is required
DESIGN PHASE				
1.1				
1.2				
1.3				
CONSTRUCTION PHASE				
2.1				
2.2				
2.3				
2.4				

Section IV Bidding Form 43

(b) Advance Payment: The advance payment for each phase required is:

Amount	Currency	% OF THE VALUE OF THE PHASE
DESIGN		
(a)		
CONSTRUCTION		
(a)		
(b)		
(c)		
(d)		

(c) Technical Adjudicator: We accept the appointment of *[insert name proposed in Bid Data Sheet]* as the Technical Adjudicator.

[or]

We do not accept the appointment of *[insert name proposed in Bid Data Sheet]* as the Technical Adjudicator and propose instead that *[insert name]* be appointed as Technical Adjudicator, whose daily fees and biographical data are attached.

(d) Bid Contract: This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that the Employer is not bound to accept the Most Advantageous Bid or any Bid you receive.

(e) Bid Validity: We hereby confirm that this Bid complies with the Bid validity and, if required, Bid Security or Bid Validity Declaration as required by the bidding document and specified in the BIDS.

(f) Bid Validity and Bid Security: Our Bid shall be valid for a period specified in the bidding document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

(g) Eligibility: We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4, and in case of detecting that any of the named parties are in any conflict of interest, we will notify this circumstance in writing to the Employer, either during the selection process, or the execution of the Contract. In the event that the works contract includes the supply of goods and related services, we undertake that these goods and related services originate in member countries of the Bank.

In addition, we, including any subcontractor or supplier for any component of the contract, have no conflict of interest, in accordance with the provisions of ITB 4.2, and in case of detecting that

any of those named are in any conflict of interest, we will notify this circumstance in writing to the Employer, either during the selection process or the execution of the Contract.

- (b) **Suspension and Debarment:** We, our subcontractors and suppliers for any component of the contract (including, in all cases, the respective directors, officers, principal shareholders, proposed key personnel and agents), we have not been directors, officers or principal shareholders and agents of a company or entity:
- that has been declared ineligible by the Bank, or has been declared ineligible by the IDB in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the IDB and other development banks;
 - that has been declared ineligible under the laws or official regulations of the Employer's country;
 - that has been declared ineligible pursuant to a decision of the United Nations Security Council; and
 - that has incurred in any Prohibited Practice or Fraud and Corruption;
- (c) **State-owned enterprise or institution:** *[Select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITB 4.3]*
- (d) **Cooperation:** We will use our best efforts to assist the Bank in any investigation;
- (e) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Purpose of the commission or gratuity	Amount

(If name has been paid or is to be paid, indicate "none")

- (f) **Prohibited Practices:** We, and our subcontractors or suppliers for any component of the contract (including, in all cases, the respective directors, officers, principal shareholders, proposed key personnel and agents) have read and understood the definitions of Prohibited Practices of the Bank and the sanctions applicable to acts as described in this document and we are obliged to observe the relevant norms. In addition, we commit ourselves that within the selection process (and in case of being awarded, in the execution) of the contract, to observe the laws on fraud and corruption, including bribery, applicable in the country of the Employer.

In addition, we, and our subcontractors or suppliers for any component of the contract (including, in all cases, the respective directors, officers, principal shareholders, proposed key personnel and agents) acknowledge that failure to comply with any of these statements is the basis for the imposition by the Bank of one or more of the measures described in ITB 3.1.

Our company, its parent company, its affiliates or subsidiaries, subcontractors or suppliers for any part of the contract (including, in all cases, directors, officers, principal shareholders, proposed key personnel and agents):

- We have not been declared ineligible by the Bank, or by any other International Financial Institution (IFI) with which the Bank has signed an agreement for the reciprocal recognition of sanctions, so that we may be awarded contracts financed by any of them; and
 - We have not engaged in any Prohibited Practice or Fraud and Corruption and have taken the necessary measures to ensure that no person acting for us or on our behalf participates in fraud and corruption or prohibited practices.
- (m) **Disclosure of Beneficial Ownership Form:** *(Applies in the event that the Bidder must provide the Form)* We understand that in the event that our Bid is accepted we will be providing the required information on the Beneficial Ownership Disclosure Form or, where appropriate, we will indicate the reasons why it is not possible to provide the required information. We state herewith the authorization for the Borrower to publish as part of the Contract Award Notification the Beneficial Ownership Disclosure Form.

Authorized Signature: _____
 Name and Title of Signatory: _____
 Name of Bidder: _____
 Address: _____

Bid Security (Bank Guarantee)

[If required, the Bank/Bidder shall fill in this Bank Guarantee form in accordance with the instructions indicated in brackets.]

[insert bank's name, and address of issuing branch or office]
Beneficiary: *[insert name and address of Employer]*

Date: *[insert date]*

BID GUARANTEE No.: *[insert number]*

We have been informed that *[insert name of the Bidder; if a JVCA, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated *[insert date]* (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Request for Bids No. *[insert RFB number]* ("the RFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures, expressed in Belize Dollar or the equivalent amount in an international freely convertible currency]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the bidding document; or
- having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

[signature(s) of authorized representative(s)]

Bid Security (Bid Bond)

[If required, the Surety-Bidder shall fill in this Bid Bond Form in accordance with the instructions indicated in brackets.]

BOND NO. *[insert Bond number]*

BY THIS BOND *[insert name of Bidder; if JVCA, insert complete legal names of partners]* as Principal (hereinafter called "the Principal"), and *[insert name, legal title, and address of Surety]*, authorized to transact business in *[insert name of country of Employer]*, as Surety (hereinafter called "the Surety"), are held and firmly bound unto *[insert name of Employer]* as Obligatee (hereinafter called "the Employer") in the sum of *[insert amount in figures, expressed in Belize Dollar or the equivalent amount in an international freely convertible currency]* (*[insert amount in words]*), for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Employer dated the *[number]* day of *[month]*, *[year]*, for the construction of *[insert name of Contract]* (hereinafter called "the Bid").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- withdraws its Bid during the period of bid validity specified in the Form of Bid; or
- refuses to accept the correction of its Bid Price, pursuant to ITB Sub-Clause 28.2; or
- having been notified of the acceptance of its Bid by the Employer during the period of Bid validity:
 - fails or refuses to execute the Agreement in accordance with the Instructions to Bidders, if required; or
 - fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Surety undertakes to immediately pay to the Employer up to the above amount upon receipt of the Employer's first written demand, without the Employer having to substantiate its demand, provided that as its demand the Employer shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation shall remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid validity as stated in the Instructions to Bid or extended by the Employer at any time prior to that date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this *[insert number]* day of *[month]*, *[year]*.

Principal: _____ Surety: _____
 Corporate Seal (where appropriate)

Section IV: Bidding Form 41

Qualification Information

(The information to be filled in by bidders in the following pages shall be used for purposes of qualification or for verification of qualifications as provided for in ITB 3. This information shall not be incorporated in the Contract. Attach additional pages as necessary. If used for prequalification verification, the Bidder should fill in updated information only.)

1. Firm or Member of JVCA	11 Incorporation, constitution or legal status of Bidder. <i>(Attach copy of document or letter of intent.)</i> Place of constitution or incorporation. <i>(Insert)</i> Principal place of business. <i>(Insert)</i> Power of attorney of signatory of Bid. <i>(Attach)</i>
	12 Annual amount of construction work performed during the last <i>(Insert number pursuant to BGS 4.5.6)</i> years <i>(Insert amount in the national currency appropriate)</i>
	13 Experience in works of a similar nature and size in an <i>(Insert number of works and information specified in ITB 3.5)</i> <i>(The amount should be indicated in the same currency used for Item 12 above. Also list details of work under way or committed, including expected completion date(s).)</i>

Project name and country	Name of client and contact person	Type of work performed and year of completion	Value of contract (national currency equivalent)
(a)			
(b)			

14 The major items of Contractor's Equipment proposed for carrying out the Works are *(List all information requested below in accordance with ITB 3.1.6.)*

Item of equipment	Description, make and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom), or to be purchased (from whom)?
(a)			
(b)			

15 The qualifications and experience of key personnel proposed are attached. *(Attach biographical data in accordance with ITB 3.1.6) (See also GCC-Sub-Clause 8.1 and SCC-Sub-Clause 8.1. Include the list*

Section IV: Bidding Form 42

(of each staff in the following table)

Position	Name	Years of experience (insert)	Years of experience in proposed position
(a)			
(b)			

16 The financial reports for the last 5 years: balance sheet, profit and loss statement, auditors' reports, etc., that are attached in accordance with ITB 3.3(D) are *(List below and attach copies.)*

17 The evidence of assets or financial resources in accordance with ITB 3.3(G) is: *(List below and attach copies of support documents.)*

18 Authorization with name, address, telephone, and facsimile number of banks that may provide references if contacted by the Employer is attached in accordance with ITB 3.3(J). *(Attach authorizations.)*

19 The information on current litigation(s) in which the Bidder is involved is attached in accordance with ITB 3.3(K). *(Insert information in the following table)*

110 Describe works contracts that have been suspended or terminated by an Employer for reasons related to non-compliance with any environmental, social, health or safety requirements (including exploitation and sexual abuse (EAS) and gender-based violence (VBG)) in the last five years:

Other party(ies)	Course of dispute and amount involved	Amount of award and penalties
(a)		
(b)		

Sections of the Works	Value of subcontract	Subcontractor (name and address)	Experience in similar work
(a)			
(b)			

111 The proposed subcontractors and firms involved in accordance with ITB 3.3(L) are *(Insert information in the table above. Also see GCC- Clause 7 and SCC 7)*

112 Proposed Program (work method and schedule) Drawings, diagrams, and charts, as necessary, to comply with the requirements of the bidding document

Section IV: Bidding Form 43

2. Joint Venture, Consortium or Association (JVCA)

2.1 The information listed in 1.1 - 1.10 above shall be provided for each partner of the JVCA.

2.2 The information in 1.11 above shall be provided for the JVCA.

2.3 Attach the power of attorney of the signatory(ies) of the Bid authorizing signature of the Bid on behalf of the JVCA.

2.4 Attach the Agreement among all partners of the JVCA (and which is legally binding on all partners), which shows that:

(a) All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(b) one of the partners shall be assumed to be acting as charge, authorized to issue invoices, and receive payments for and on behalf of any and all partners of the JVCA; and

(c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

3. Additional Requirements

3.1 Bidders should provide any additional information required in the BGS.

Prior to the detailed evaluation of Bids, the Employer shall determine whether each Bid

- (a) meets the eligibility criteria defined in ITB 4;
- (b) has been properly signed;
- (c) is accompanied by the Bid Security, if required; and
- (d) is substantially responsive to the requirements of the bidding document.

A **substantially responsive** Bid is one which conforms to all the terms, conditions, and specifications of the bidding document, without material deviation or reservation.

Bid Evaluation

Contract Award



The Employer shall award the Contract to the Bidder offering the **Most Advantageous Bid** which is the bid that meets the qualification criteria and whose Bid has been determined to be:



(a) substantially responsive to the bidding document; and



(b) the lowest evaluated cost.

Approval/Contract Signing

- The **recommendation is approved** for award of contract must be agreed to by the Inter-American Development Bank (IDB), Ministry of Finance and the Contractor General;
- They **verify** that the process has been adhered to and that bidders have been treated fairly;
- The contract can be signed once **Performance Guarantee** is submitted (10% of the contract sum);
- Advance Payment Guarantee (20% of the contract sum) **OPTIONAL**;
- All-risk contractor **insurances** (works phase) and professional indemnity insurance (design phase) are submitted;
- Bank Guarantees and Insurances** must be in the specified formats and amounts.



GENERAL SALES
TAX (GST)



CONTRACT &
BUSINESS TAX



SOCIAL SECURITY
CONTRIBUTION



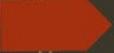
ADVANCE
PAYMENT



INVOICE/ BANK
INFORMATION



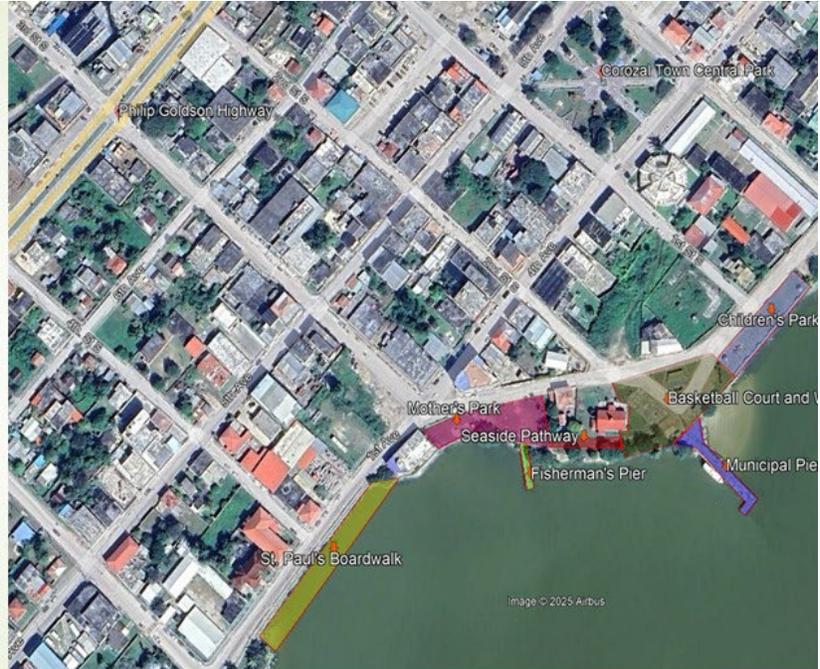
Payment & Taxes



Technical Overview

OVERVIEW OF COROZAL TOWN COMPONENT

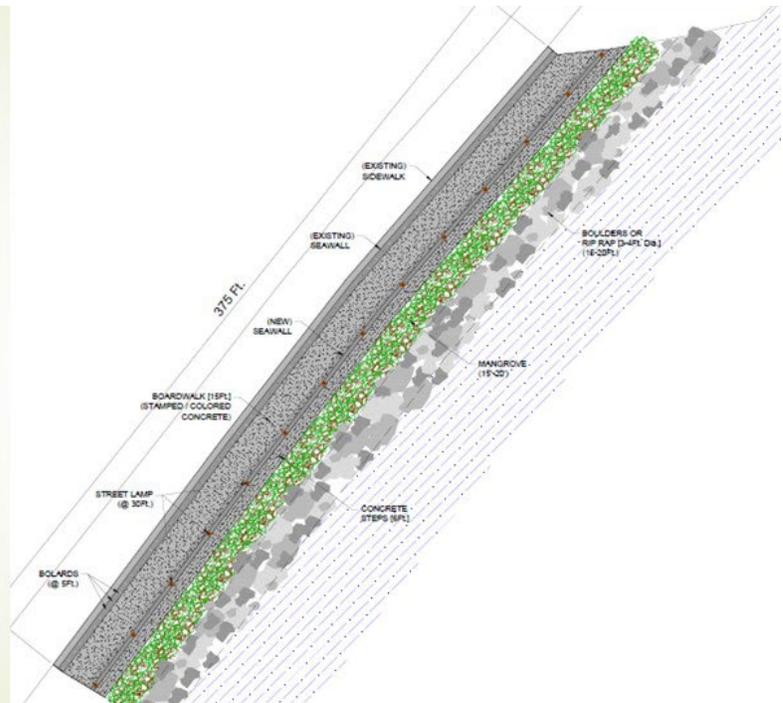
- **Objective:** Enhance public spaces for recreation, commerce, and community engagement
- **Total Indicative Budget:** US\$1,877,200.00



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ST. PAUL'S BOARDWALK CONSTRUCTION

- Recreational corridor with land reclamation
- Shore protection with riprap or embankments
- Mangrove planting for sustainability
- Reinforced concrete seawall with pathway
- Weather-resistant benches, native landscaping
- Energy-efficient lighting and electrical systems



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Implementation Schedule

DESIGN PHASE:

CONSTRUCTION PHASE:

Technical Overview- Priced Activity Schedule

General Note - Sustainable Urban Investments - Comprehensive Public Space Expansion and Upgrading Project - St. Paul's Boardwalk Construction

List of Activities and Sub-Activities

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	General Note - Sustainable Urban Investments - Comprehensive Public Space Expansion and Upgrading Project - St. Paul's Boardwalk Construction				Date: June, 2025
	Costs shall not include General Sales Tax (GST), as GST exemption shall be attained for all services for the Project.				
1.0	PRELIMINARY ITEMS				
	Insurance				
1.1	Allow for required all risk contractor's insurance, which includes PROFESSIONAL INDEMNITY INSURANCE, ALL RISK COVERAGE, THIRD PARTY PROPERTY COVERAGE, THIRD PARTY PERSONS COVERAGE, AND CONTRACTOR'S EMPLOYEE COVERAGE.	1.0	LS		\$ -
	Performance Security				
1.2	Allow for required PERFORMANCE SECURITY, Advance Security	1.0	LS		\$ -
1.3	Allow for required ADVANCE SECURITY, Provision of Temporary Utilities	1.0	LS		\$ -
1.4	Allow for the cost of utility services over the construction period including the provision of electricity, water, and sewage disposal facilities. Allow for payment of connection fees and charges, where applicable, during the construction period and to clear away and make good on completion.	1.0	LS		\$ -
	Provision of Project Sign				
1.5	Provide and install sign minimum 10 feet wide by 8 feet high fabricated with aluminum composite material backing, vinyl print with UV clear coat laminate, installed on galvanized posts and framing. The sign to include the project name, rendering of the proposed boardwalk, contractor details and employer details.	1.0	No.		\$ -
	PRELIMINARY ITEMS Sub-Total				\$ -

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
2.0	DESIGN SERVICES				
2.1	Execute surveys and studies throughout works scope area.	1.0	LS		\$ -
2.2	Undertake full architectural designs and renderings.	1.0	LS		\$ -
2.3	Undertake full engineering designs, including electrical, and plumbing.	1.0	LS		\$ -
2.4	Develop Environmental, Social, Health, and Safety (ESHS) code of conduct and ESHS Management Strategies and Implementation Plans and ensure implementation during project execution.	1.0	LS		\$ -
2.5	Complete final designs, bill of quantities, technical specifications, and construction documents.	1.0	LS		\$ -
2.6	Submit all design data and designs to requisite approval authorities for no-objections to proceed, which includes, but is not limited to the following departments/ authorities: Central Building Authority, Ministry of Natural Resources, The National Fire Service, Department of the Environment, Ministry of Health, Corozal Town Council, Public Utilities Commission, Land Utilization Authority, Fisheries Department, Belize Port Authority, Coastal Zone Management Authority & Institute, Etc.	1.0	LS		\$ -
	DESIGN SERVICES Sub-Total				\$ -
3.0	CONSTRUCTION WORKS - ST. PAUL'S BOARDWALK CONSTRUCTION (APPROXIMATELY 0.4 ACRES)				
3.1	Supply all materials, labor, and equipment to allow for the setting out of the works and to remain in place until the completion of the works.	1.0	LS		\$ -
3.2	Supply all materials, labor, and equipment to allow for the demolition of existing structures within the proposed work scope area.	1.0	LS		\$ -
3.3	Supply all materials, labor, and equipment to allow for earthworks to be undertaken on site to allow for the construction of the boardwalk, seawall components, etc.	1460.0	CY		\$ -

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
3.4	Supply materials, labor, and equipment for the installation of shore protection features in the form of rip rap along the boardwalk.	375.0	LF		\$ -
3.5	Supply materials, labor, and equipment for the planting of Mangrove trees along the boardwalk to introduce a nature based solution for coastal protection within the area.	375.0	LF		\$ -
3.6	Supply materials, labor, and equipment for the construction of a reinforced concrete staircase to provide access from the boardwalk area to the Mangrove area. Allow for substructure and superstructure works.	375.0	LF		\$ -
3.7	Supply materials, labor, and equipment for the construction of a new reinforced concrete seawall. Allow for substructure and superstructure works.	375.0	LF		\$ -
3.8	Supply materials, labor, and equipment for the construction of a reinforced concrete boardwalk. Allow for substructure and superstructure works.	375.0	LF		\$ -
3.9	Supply materials, labor, and equipment for the installation of bollards on the existing seawall.	1.0	LS		\$ -
3.10	Supply materials, labor, and equipment for the planting of native trees within the boardwalk footprint and drip irrigation systems. Allow for the provision of planting soil and stone chippings for beautification, etc.	10.0	No.		\$ -
3.11	Supply materials, labor, and equipment for the installation of lighting throughout the boardwalk area. Lighting to be a combination of pole lights, bollard lights, etc. Allow for the construction of substructure and anchors to allow for the adequate installation of lighting. Also allow for the installation of conduits, wires, and all relevant electrical accessories.	30.0	No.		\$ -
3.12	Supply materials, labor, and equipment for the installation of electrical supply components such as meter base, service entrance, safety disconnect switch, electrical distribution panels, etc. to allow for the connection of fixtures throughout the boardwalk.	1.0	LS		\$ -
3.13	Supply materials, labor, and equipment for the installation of water supply components such as pipes, fittings, accessories, etc. to allow for drip irrigation purposes.	1.0	LS		\$ -

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
3.14	Supply materials, labor, and equipment for the installation of benches throughout the boardwalk.	15.0	No.		\$ -
3.15	Supply materials, labor, and equipment for the installation of signage throughout the boardwalk.	1.0	LS		\$ -
CONSTRUCTION WORKS - ST. PAUL'S BOARDWALK CONSTRUCTION (APPROXIMATELY 0.4 ACRES) Sub-Total					\$ -
4.0 DELIVERABLES					
4.1	Supply as-built drawings reflecting the final designs, including structural, mechanical, electrical, plumbing, and accessibility features, in both PDF and CAD formats.	1.0	LS		\$ -
4.2	Supply operation and maintenance manuals, which includes procedures for routine inspections, cleaning, and repairs, with contact information for maintenance support.	1.0	LS		\$ -
DELIVERABLES Sub-Total					\$ -
TOTAL VALUE OF WORKS AND SERVICES					\$ -

Bid Price in Words: _____

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

Legend:
CY - Cubic Yard
SY - Square Yard
LF - Linear Foot
LS - Lump Sum
No. - Number

Successful bidder will be responsible for obtaining permits/licenses to build.

SUBMISSION TO THE CBA COULD INCLUDE THE FOLLOWING, AND OTHER REQUIRED DOCUMENTS:

- FINAL STAMPED AND VALIDATED DESIGNS

- CLEARANCES AS DESCRIBED IN ACTIVITY NO. 2.6

Procurement Dates to Remember



If you have any queries, kindly submit them via email to khamilton@ceu.mof.gov.bz by October 22, 2025, at 10:00am.



What are
your
questions?



THANK YOU FOR ATTENDING THIS PRE-
BID MEETING!



THE SITE VISIT FOLLOWS.

Annex 2

Checklist

Bidder's Compliance Checklist

Design and Construction of St. Paul's Boardwalk, Corozal Town - BL-L1046-P00022

Bidders name: _____

Bidders must complete this checklist before submission. Tick (☑) each box once the requirement is included.

1. Bid Submission Forms

Requirement	Tick (☑)
Letter of Bid (Section IV. Bidding Forms – Page 42)	<input type="checkbox"/>
Power of attorney for signatory provided (ITB 5.2a)	<input type="checkbox"/>
Activities and Sub-Activities with Prices (Section IV. Bidding Forms – Page 46)	<input type="checkbox"/>
Qualification Information (Section IV. Bidding Forms – Page 48)	<input type="checkbox"/>
Bid Security (Section IV. Bidding Forms – Page 53)	<input type="checkbox"/>
Priced Activity Schedule (Section IX. – Page 129)	<input type="checkbox"/>
Only one bid submitted (ITB 6.1)	<input type="checkbox"/>
Code of Conduct Standards	<input type="checkbox"/>

2. Legal & Corporate Documentation

Requirement	Tick (☑)
Constitution/registration documents included (ITB 5.2a)	<input type="checkbox"/>
Updated Good Standing Certificates (ITB 13.1f)	<input type="checkbox"/>
Litigation history (past 5 years) disclosed (ITB 5.2h)	<input type="checkbox"/>
JV Agreement / Letter of Intent provided (if applicable) (ITB 5.3f)	<input type="checkbox"/>

3. Financial Capacity

Requirement	Tick (☑)
Audited Financial standing reports (past 5 years) (ITB 5.2f)	<input type="checkbox"/>
Evidence of working capital for this contract (ITB 5.2g)	<input type="checkbox"/>
Bank reference authorization (ITB 5.2g)	<input type="checkbox"/>
Average annual billing over 5 years (ITB 5.4b)	<input type="checkbox"/>
Financial ratios: (ITB 5.4f)	<input type="checkbox"/>

4. General Compliance

Requirement	Tick (☑)
All documents in English (ITB 12.1)	<input type="checkbox"/>