



## **PRE-BID MEETING MINUTES**

**Date: Thursday, December 4<sup>th</sup>, 2025**

**Venue: Rustic Roof, Orange Walk Town**

*“Design And Construction of Market Complex, Orange Walk Town, Belize*

**Loan Number: 5877/OC-BL & 5881/GR-BL**

**RFB No: BL-L1046-P00029**

**Start Time: 1:00 p.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. Trudy Joseph - CEU
3. Ruby Pascascio - CEU
4. Karon Hamilton - CEU

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

1. Franz Elias, A & N Construction Ltd.
2. Daniel Trujillo, A & N Construction Ltd.
3. Humberto Blanco, HB Construction
4. Betty Blanco, HB Construction
5. Jeovanne Guerra, Guerra's Construction
6. Ramy Chia, Chia's Engineering Ltd.
7. George Cal, Chia's Engineering Ltd.
8. Roel Tamay, Triple E Construction
9. Collet Maheia, Maheia's United
10. Aruny Perez, Orange Walk Town Council
11. Hector Sabido, Orange Walk Town Council

## Meeting Objectives

To clarify procurement requirements, evaluation criteria, submission guidelines and technical overview for the Design and Construction of Market Complex, Orange Walk Town, Belize

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## Key Questions and Clarifications

### Total Working Capital

**1) What is the total working capital? Should we provide proof of the working capital**

- **Response:** The total working capital is BZD \$332,200.00. In accordance with ITB 5.2(g), authorization to obtain references from the Bidder's bankers must be provided. The Bidder should demonstrate access to adequate financial resources, either through cash in the bank or an overdraft facility.

**2) Can the bidder combine the access of cash from the bank and access to credit from suppliers?**

- **Response:** We are requesting evidence of access to cash and/or overdraft facilities from financial institutions. The access to cash may be demonstrated through multiple financial institutions.

### Financial Statements

**3) Is the financial statement still required?**

- **Response:** In accordance with ITB 5.2 (f) management certified statements on the financial standing of Bidder, such as profit and loss statements and/or income statements for the past three (3) years (2022, 2023 and 2024). Amendment #1 was issued with the requested/amended years.

### Good Standing Certificates

**4) How can the bidder submit the certificates if the certificates are issued after the deadline? It usually takes two (2) for the certificates to be issued.**

- **Response:** We encourage bidders to apply for the certificates as soon as possible, especially given the upcoming holidays. If the certificates are not issued before the bid submission deadline, proof of application such as receipts may be submitted with the bid. This will demonstrate that the certificates have been requested and will be provided once they are released.

**5) Will the stalls be metered individually?**

- **Response:** Yes, each stall shall be metered individually for the market complex. This will be controlled by a meter bank.

**6) Will there be wastewater treatment in place?**

- **Response:** Yes, aerobic water treatment will be utilized.

**7) How many stalls will be constructed?**

- **Response:** Yes, approximately 37 stalls will be constructed.

**It was noted that during the site visit that the drain will be covered. Monuments that are situated on site and specific trees cannot be removed. The monuments and the specific trees were shown to the bidders. This will be further discussed with the successful bidder.**

**Request for Bids (RFB) Timeline and Submission Requirements**

- **Bidding Document Issued on:** November 10<sup>th</sup>, 2025
- **Clarification Deadline:** December 17<sup>th</sup>, 2025 (10:00 a.m. Belize Time).
- **Further clarifications may be requested via:** [procurement@ceu.mof.gov.bz](mailto:procurement@ceu.mof.gov.bz)
- **Bid Submission Deadline:** December 30<sup>th</sup>, 2025 (10:00 a.m. Belize Time).
- **Bid Package Drop off location:** Ministry of Finance, 3<sup>rd</sup> floor, Room, Sir Edney Cain Building, Belmopan City, Cayo District in a tender box
- **Contact person:** Ruby Pascascio
- **Bid Opening:** November 4, 2025 (10:45 a.m. Belize Time).
- **Bid Opening Location:** Ministry of Finance, Conference Room, 2<sup>nd</sup> Floor, Sir Edney 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 2:45 p.m.

Minutes prepared by: Ruby Pascascio, Sr. Procurement Specialist

  
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**Annexes I and II: Presentation Slides and Checklist**

## ANNEX I



### *DESIGN AND CONSTRUCTION OF MARKET COMPLEX, ORANGE WALK TOWN, BELIZE*

#### **Pre-Bid Meeting:**

Thursday, December 4<sup>th</sup>, 2025, 1:00 p.m.

Project: BL-L1046–P00029 Sustainable and Inclusive Urban Development Program



### *Agenda*

Introduction	Project Engineer (Isani Enriquez)
Project Overview	
Procurement Presentation	Sr. Procurement Specialist (Ruby Pascascio)
Technical Presentation (Drawing and Priced Activity Schedule)	Project Engineer (Isani Enriquez)
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 a new public market (approximately 0.4 acres) in Orange Walk Town, Orange Walk District, hereafter referred to as the Project. The Project aims to create a vibrant, sustainable, accessible market facility to support local vendors and community activities with safe, functional, and aesthetically pleasing infrastructure.

The design and Construction approach requires fully functional market facilities, including structural, electrical, plumbing, landscaping, accessibility, and painting, features, compliant with all specified codes and standards.

Estimated Budget: USD \$1,550,000.00 or BZD \$3,100,000.00

## Procurement Steps (NCB Process)



## Qualification of the Bidder – ITB 5

(page #14)



a.) Copies of original documents defining the constitution or incorporation, and principal place of business of the Bidder; written power of attorney of the signatory of the Bid to commit the Bidder



b.) Total monetary value of construction works performed for each of the last **three (3)** years.

## Documents comprising the Bid –

ITB 13 (Page 20 & 21)

Section IV. Bidding Forms:  
(Page 42)

The Bid submitted by the Bidder shall comprise the following:

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

(b) No Bid Security required. However, a Bid Validity Declaration: in the format indicated in Section IV. "Bidding Forms"

(c) Activity Schedule as specified in ITB 14;

(d) Qualifications Information: form located in Section IV, "Bidding Forms";

(e) **NO alternative offers shall be accepted,**

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

(g) Any other documents required to be completed and submitted by bidders, as specified in the bidding document.

## Documents Comprising the Bids – ITB 13

- **Code of Conduct (Signed)** – applies to the contractor’s personnel to ensure compliance with its ESHS obligations under this contract.
- **Management Strategies and Implementation Plans (MSIP)** to manage the (ESHS) risks (*after contract award – will be discussed with the awarded bidder*)

## Bid Evaluation

**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 or Bid validity Declaration, 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.

## 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** for the award of the contract must be agreed to by the Inter-American Development Bank (IDB), the Ministry of Finance and the Office of the Contractor General.
- They **review and verify** the procurement process and that bidders have been treated fairly.
- **Performance Security acceptable form shall be (Bank Guarantee) an amount of 10% of the contract sum. (ITB 38 – Page 31)**
- Advance Payment (limited to 20% of the contract sum) **OPTIONAL; (ITB 39 – Page 31)**
- All-risk contractor **insurances** (works phase) and professional indemnity insurance (design phase) are submitted.
- **Bank Guarantee and Insurance** must be in the specified formats and amounts.

## Payment & Taxes

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EXCLUSIVE OF GENERAL SALES TAX (GST)

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CONTRACT & BUSINESS TAX

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ADVANCE PAYMENT  
(20%)

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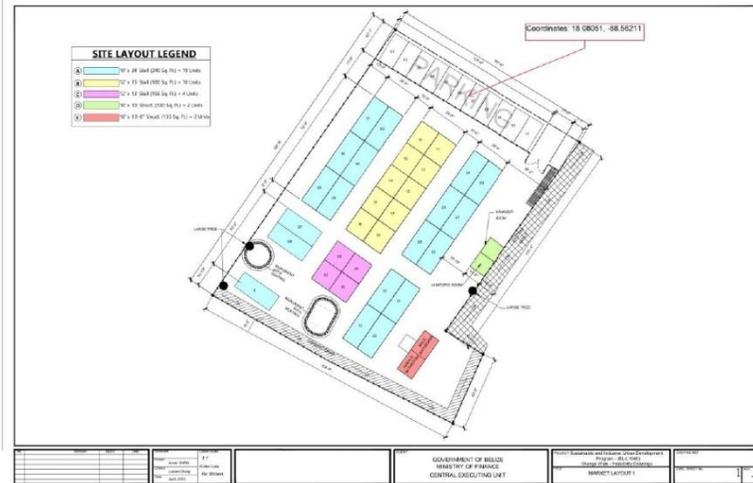
INVOICE/ BANK INFORMATION



## Technical Overview

Market Complex, Orange Walk Town

# OVERVIEW OF MARKET COMPLEX



15



DESIGN PHASE: **7** months



CONSTRUCTION PHASE: **10** months

## Implementation Schedule

# Technical Overview- Priced Activity Schedule

Orange Walk Town - Sustainable Urban Renewal - New Public Market

Unit of Measure and Sub-Activity

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	Orange Walk Town - Sustainable Urban Renewal - New Public Market				Date: July 2025
	1.00				
	*Contract value must include General Sales Tax (GST) as GST exemption shall be afforded for all services for the Project.*				
	**PRELIMINARY ITEMS				
	1. Allow for mobilize at the contractor's location. Allow for mobilize <b>PROFESSIONAL INDEMNITY INSURANCE, ALL RISK COVERAGE, THIRD PARTY PROPERTY COVERAGE, THIRD PARTY PERSONS COVERAGE, AND CONTRACTOR'S EMPLOYEE COVERAGE.</b>	1.00	LS	\$	-
	2. Professional liability	1.00	LS	\$	-
	3. Allow for mobilize <b>ADVANCE SECURITY.</b>	1.00	LS	\$	-
	4. Allow for mobilize <b>PROFESSIONAL LIABILITY.</b>	1.00	LS	\$	-
	5. Provide and install up to maximum 10 steel rods by 8 feet high fabricated with aluminum composite material in locking, very joint with UV clear coat. Reinforce, and seal up engineering needs and bearing. The sign to include the project name, rendering of the proposed site, contractor details and employer logos.	1.00	LS	\$	-
	**PRELIMINARY ITEMS Sub-Total			\$	-
	<b>DESIGN SERVICES</b>				
2.1	Execute survey and studies throughout works scope area.	1.00	LS	\$	-

Contract Enclosure 001 Page 1 of 7

Orange Walk Town - Sustainable Urban Renewal - New Public Market

Unit of Measure and Sub-Activity

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
2.2	Undertake full architectural design and drawings, including mechanical, electrical, and plumbing.	1.00	LS	\$	-
2.3	Undertake full engineering designs, including structural, electrical, and plumbing.	1.00	LS	\$	-
2.4	Develop Final Technical, Social, Health, and Safety (EHS) code of conduct and EHS Management Strategies and Implementation Plans and ensure implementation, distribution and execution.	1.00	LS	\$	-
2.5	Complete final design, set of drawings, construct specifications, and construction documents.	1.00	LS	\$	-
2.6	Submit all design data and designs to require approval authorities for submissions to proceed, and include, but not limited to the following: departmental authorities: Central Building Authority, Department of the Environment, Planning and Heritage, Orange Walk Town Council, Public Utilities Commission, National Fire Service, Ministry of Health, Department of Culture and Heritage (DCH), etc.	1.00	LS	\$	-
	<b>DESIGN SERVICES Sub-Total</b>			\$	-
	<b>3. CONSTRUCTION WORKS - MARKET AREA</b>				
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.	1.00	LS	\$	-
3.2	Supply all materials, labor, and equipment to allow for grading, excavation works, and partitions to be undertaken on site to allow for adequate design. etc.	1.00	LS	\$	-
3.3	Supply all materials, labor, and equipment to allow for the demolition of existing structures on site. Allow for the carrying away and disposal of materials in accordance with the EHS management strategies and implementation plans.	1.00	LS	\$	-

Contract Enclosure 001 Page 2 of 7

Orange Walk Town - Sustainable Urban Renewal - Market Area

Unit of Measure and Sub-Activity

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
3.4	Supply materials, labor, and equipment for the re-inforcing of existing drainage features on site and for the covering of existing drains with concrete slabs. Allow for substructure and superstructure works. Allow for the installation of manholes placed on drainage valves to allow for the maintenance of drains.	300.00	LF		\$
3.5	Supply materials, labor, and equipment for the construction of a 6" x 6" high chain link fence complete with concrete bases, and barb wire security features along the entire perimeter of the proposed market area. Allow for substructure and superstructure works. Allow for the installation of pedestrian and individual access gates.	600.00	LF		\$
3.6	Supply materials, labor, and equipment for the re-inforcing of existing structural elements on site, in collaboration with the NECT.	1.00	LS		\$
3.7	Supply materials, labor, and equipment for the construction of pedestrian stairs. Allow for substructure and superstructure works. Allow for the installation of plumbing fixtures and accessories. Allow for the installation of electrical fixtures and receptacles. Allow for the installation of handrail access for each stair.	50.00	SY		\$
3.8	Supply materials, labor, and equipment for the installation of an aerobic sewage treatment system and adjacent wastewater disposal system, which is connected to the catchment facility and is specifically designed for the anticipated start load and the location's sensitive environmental conditions.	1.00	LS		\$
3.9	Supply materials, labor, and equipment for the construction of an enclosed structure to serve as a janitor's storage room. Allow for substructure and superstructure works. Allow for the installation of structural fixtures and receptacles. Allow for the installation of access ramp, stairs, railings, etc. Allow for the installation of plumbing fixtures and accessories.	15.00	SY		\$

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Orange Walk Town - Sustainable Urban Renewal - New Public Market

Unit of Measure and Sub-Activity

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
3.10	Supply materials, labor, and equipment for the construction of an enclosed structure to serve as a Manager's Room. Allow for substructure and superstructure works. Allow for the installation of electrical fixtures and receptacles. Allow for the installation of access ramp, stairs, railings, etc. Allow for the installation of air conditioning system.	15.00	SY		\$
3.11	Supply materials, labor, and equipment for the construction of security lighting receptacle facilities on site to manage various waste types in accordance with the EHS management strategies and implementation plans.	1.00	LS		\$
3.12	Provide all necessary materials, labor, and equipment for the construction of enclosed market stall structures, each measuring approximately 12' x 24'. Includes substructure and superstructure works for a 6" x 6" high frame, metal electrical fixtures and receptacles to meet operational requirements. Incorporate an access ramp, stairs, and railing for both and accessible entry. Provide entry safety bollards, foot preparation areas with a ramp, and maintenance of high systems, including phone track, to support floor vending operations.	8.00	NLS		\$
3.13	Provide all necessary materials, labor, and equipment for the installation of a 6" x 6" high frame and superstructure disposal system to serve approximately 10 (10) food vending stalls. The system shall be designed to accommodate the anticipated start load and comply with the location's sensitive environmental conditions.	1.00	LS		\$
3.14	Supply materials, labor, and equipment for the construction of enclosed market stall structures measuring approximately 12' x 24'. Allow for substructure and superstructure works. Allow for the installation of electrical fixtures and receptacles. Allow for the installation of access ramp, stairs, railings, etc.	13.00	NLS		\$

Contract Enclosure 001 Page 4 of 7

Orange Walk Town - Sustainable Urban Renewal - New Public Market

Unit of Measure and Sub-Activity

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
3.15	Supply materials, labor, and equipment for the construction of enclosed market stall structures measuring approximately 12' x 17'. Allow for substructure and superstructure works. Allow for the installation of electrical fixtures and receptacles. Allow for the installation of access ramp, stairs, railings, etc.	10.00	NLS		\$
3.16	Supply materials, labor, and equipment for the construction of enclosed market stall structures measuring approximately 12' x 17'. Allow for substructure and superstructure works. Allow for the installation of electrical fixtures and receptacles. Allow for the installation of access ramp, stairs, railings, etc.	4.00	NLS		\$
3.17	Supply materials, labor, and equipment for the construction of a parking bay area and a loading/unloading zone. Allow for the provision of subbase, base material, bedding material, and concrete pavement. Allow for the construction of curbs, gutters, and base to allow for adequate drainage.	200.00	SY		\$
3.18	Supply materials, labor, and equipment for the construction of a pathways within the market. Allow for the provision of subbase, base material, bedding material, and concrete pavement. Allow for the construction of curbs, gutters, and base to allow for adequate drainage. Allow for the construction of ramps and hand rails where necessary.	1000.00	SY		\$
3.19	Supply materials, labor, and equipment for the installation of lighting throughout the market area. Lighting to be a combination of color lights, led light, etc. Allow for the construction of substructure and anchors to allow for the adequate installation of lighting. Allow for the installation of conduits, wires, and all relevant electrical accessories.	30.00	NLS		\$

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ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
3.20	Provide all necessary materials, labor, and equipment for the installation of electrical supply components, including a main electrical meter, safety disconnect switches, electrical submerses, main electrical distribution panels, and circuit breakers. Ensure the connection of steel electrical fixtures and enclosures to dedicated sub-panels and circuits for efficient and safe operation.	1.0	LS		\$ -
3.21	Supply materials, labor, and equipment for the planting of native trees and drip irrigation systems. Allow for the provision of planting soil and stone chippings for installation, etc.	65.0	No.		\$ -
3.22	Provide all necessary materials, labor, and equipment for the installation of water supply components, including pipes, drinking water faucets, traps, and soapboxes. Ensure the supply and installation of sub-meters for each independent stall receiving a water connection to monitor usage accurately.	1.0	LS		\$ -
3.23	Supply materials, labor, and equipment for the installation of benches throughout the market area.	20.0	No.		\$ -
3.24	Supply materials, labor, and equipment for the installation of signage throughout the market area.	1.0	LS		\$ -
<b>CONSTRUCTION WORKS - MARKET AREA (APPROXIMATELY 0.4 ACRES) Sub-Total</b>					\$ -
<b>4.0 DELIVERABLES</b>					
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 include procedures for routine inspections, cleaning, and repairs, with contact information for maintenance support.	1.0	LS		\$ -
<b>DELIVERABLES Sub-Total</b>					\$ -
<b>TOTAL VALUE OF WORKS AND SERVICES</b>					\$ -

ACT. NO.	ACTIVITY DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
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Bid Price in Words:

Name of Bidder:

Signature of Bidder:

Date:

Legend
SY - Square Yard
SF - Square Foot
LF - Linear Foot
LS - Lump Sum
No. - Number



Submission to the CBA could include the following, and other required documents:



- Final stamped and validated designs



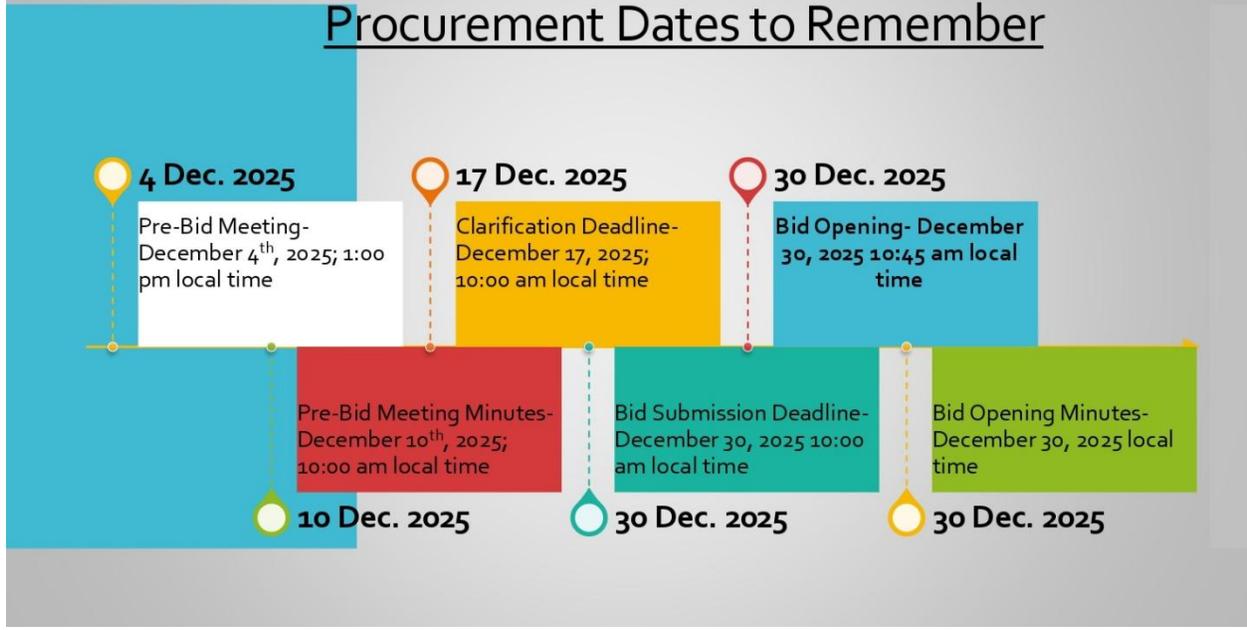
- Clearances as described in activity no. 2.6

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

# Bidder's Compliance Checklist

Design and Construction of Market Complex, Orange Walk Town, Belize P00029 - Sustainable and Inclusive Urban Development Program

## Procurement Dates to Remember



If you have any queries, kindly submit them via email to [procurement@ceu.mof.gov.bz](mailto:procurement@ceu.mof.gov.bz) by December 17th, 2025, at 10:00 am.

QR Code to  
Access Bid  
Document



Any questions?



Thank you for attending this pre-bid meeting!  
The site visit follows!

## ANNEX II

### **Bidder's Compliance Checklist**

*Design and Construction of Market Complex, Orange Walk Town, Belize*

**Project:** *BL-L1046-P00029 - Sustainable and Inclusive Urban Development:*

Bidder's name: \_\_\_\_\_

**Bidders must complete this checklist before submission.**

**Tick (☑) each box once the requirement is included in your Bid!**

**ENSURE ALL FORMS ARE PROPERLY FILLED OUT AND SIGNED WHERE NECESSARY!**

#### **1. Bid Submission Forms**

<b>Requirement:</b>	<b>Tick (☑)</b>
Letter of Bid (Section IV. Bidding Forms – Page 42)	<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 Validity Declaration (Section IV. Bidding Forms – Page 55)	<input type="checkbox"/>
Code of Conduct Form (Page 100) (Properly filled out and signed)	<input type="checkbox"/>
Written Power of Attorney for the signatory provided (ITB 5.2a)	<input type="checkbox"/>
Priced Activity Schedule (Section IX. – Page 129)	<input type="checkbox"/>
Only one bid submitted (ITB 6.1 – Page 19)	<input type="checkbox"/>
Project Methodology/Project Work Plan (ITB 5.2j – Page 15) <i>(Inclusive of descriptions, drawings, charts, as necessary, to comply with the requirements of the bidding document)</i>	<input type="checkbox"/>
Essential equipment for the contract (ITB 5.4d – Page 16)	<input type="checkbox"/>
Essential Key Technical personnel required for the contract (ITB 5.4e – Page 17)	<input type="checkbox"/>

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*Design and Construction of Market Complex, Orange Walk Town, Belize*

*Process ID: BL-L1046-P00029*

## 2. Legal & Corporate Documentation

Requirement	Tick (☑)
Constitution/registration documents included (ITB 5.2a – Page 14)	<input type="checkbox"/>
Updated Good Standing Certificates (ITB 13.1f Page 21)	<input type="checkbox"/>
Litigation history (last 5 years) disclosed (ITB 5.2h page 15)	<input type="checkbox"/>
JV Agreement / Letter of Intent provided (if applicable) (ITB 5.3f Page 15)	<input type="checkbox"/>

## 3. Financial Capacity

Requirement	Tick (☑)
Financial standing of the bidder, such as profit and loss statements and/or income statements (past 3 years, 2022, 2023, 2024) (ITB 5.2f – Page 15)	<input type="checkbox"/>
Evidence of working capital for this contract (BZD \$332,200.00) (ITB 5.2g – Page 15)	<input type="checkbox"/>
Bank reference authorization (ITB 5.2g Page 15)	<input type="checkbox"/>
Average annual billing over 3 years (ITB 5.4b – Page 16)	<input type="checkbox"/>
Financial ratios: (ITB 5.4f – Page 18)	<input type="checkbox"/>

**All documents MUST be submitted in English (ITB 12.1)**

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*Design and Construction of Market Complex, Orange Walk Town, Belize*

*Process ID: BL-L1046-P00029*