



INFORMATION MEMORANDUM - SALE OF LOT 179 HAUGHTON COURT, HANOVER August 2, 2023

## Information Memorandum

Released: August 9, 2023  
Deadline for Questions: August 18, 2023  
New Deadline for Proposals: September 6, 2023

17 Knutsford Boulevard  
Kingston 5



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## **IMPORTANT NOTICE**

The Factories Corporation of Jamaica Limited (FCJ) reserves the right, without prior notice and in its absolute discretion, to change or terminate the tender procedure for the project at any time before the signing of the contract.

Bidders are allowed to participate in this tender process only if:

- i. They have purchased Information Memorandum Document (IMD) from FCJ or
- ii. They have downloaded same from FCJ's website.

As such, documents relating to this bidding process are not to be transferred to any other firm/contractor/supplier/service provider for the preparation and/or submission of a proposal.

The IMD shall not be dismantled, disaggregated and/or retyped; this may result in the rejection of a proposal.

Bidders/Firms participating in the bidding process are to ensure the following:

1. Name of Entity/Individual submitting a bid was used to download or purchase the Information Memorandum Document
2. Name of Entity/Individual submitting a bid has been recorded on the Tender Receipt Form at the time of depositing the bid at FCJ, 17 Knutsford Boulevard, Kingston 5.

Documents and appendices are to be used exclusively for this tender process and for no other purpose.



## **1 OVERVIEW**

The FCJ, is a Government owned Entity under the Portfolio of the Ministry of Economic Growth and Job Creation (MEG&JC). The Government of Jamaica has given the Corporation a mandate to divest its interest, by way of sale the property identified as Lot 179 Haughton Court in the Parish of Hanover in order to stimulate economic activity within the location.

FCJ invites proposals for the Acquisition and Development, in line with the local planning authority's regulations of Lot 179 Haughton Court, Hanover. ALL THAT parcel of land part of HAUGHTON COURT in the parish of HANOVER being Lot numbered ONE HUNDRED AND SEVENTY-NINE on the plan "B" of Haughton Court aforesaid deposited in the Office of Titles on the 18<sup>th</sup> day of July, 1953 of the shape and dimensions and butting and bounding as appears by the diagram thereof annexed to Certificate of Titles registered at Volume:879 Folio: 25 which said Plan is hereunto annexed and being the land formerly comprised in the aforesaid Certificate of Title registered at Volume: 879 Folio: 25.

## **2 REQUESTS FOR PROPOSAL**

This document is intended to guide prospective purchasers concerning this opportunity and indicates the basis upon which proposals will be accepted and evaluated to conclude a selection. Details of the invitation and the requirements of prospective purchasers are contained in the body of this document.

All proposals being submitted should provide a clear indication of:

- A monetary offer for the acquisition of Lot 179 Haughton Court, Hanover. The Monetary Offer Submission Form at APPENDIX 2 must be completed. A minimum of **J\$58M**, which is the current market value, is required to be considered. There are no restrictions on maximum dollar values.
- A summary of the redevelopment concept for the property to include:



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- Value of total investment
- Expected contribution to local employment during and post construction
- Land use zoning classification
- Environmentally sustainable principles
- Schematic layouts to support the proposed use of the property
- Expected start date and the completion of the proposed redevelopment.
- Evidence of their ability to finance the acquisition of the property and the proposed redevelopment
- Provide a list of relevant similar business ventures that the firm was involved with
  - For projects listed, references are to be provided (contact persons and their relevant contact details – name, telephone number, email address, etc.) so they can be contacted.

Interested bidders are invited to submit detailed proposals in accordance with the development guidelines and procedures, contained herein.

Proposals in response to this RFP must be submitted no later than Wednesday, September 6, 2023 by or before 1:00 p.m. Sealed and labelled proposals must be deposited in the Tender Box labelled “Sale of Lot 179 Haughton Court, Hanover” located at Factories Corporation of Jamaica Limited, on the ground floor of 17 Knutsford Boulevard, Kingston 5 by deadline for the submission of proposals.

Any proposals received after the deadline time and date for submission of proposals will not be accepted.

### **3 BACKGROUND AND GENERAL INFORMATION**

**3.1** Factories Corporation of Jamaica Limited, FCJ is an agency within the Ministry of Economic Growth and Job Creation, which is the premier development company on the island for warehousing, manufacturing, agro-processing and global services space solutions. FCJ was incorporated under the Companies Act of Jamaica in 1987 to implement the Government’s Emergency Factory Building Programme. Under this programme, approximately 92,903 square metres or approximately one million square feet of factory space was built. In 1989 FCJ’s role was expanded to include property management.



Thirty-five years later, FCJ's strategic focus has shifted based on the mandate from its parent ministry to drive economic growth for sustainable investment and job creation. FCJ can now be viewed as a manufacturer of space with an emphasis on building urban centres and integrated business complexes. The company is now undertaking five (5) major projects with others in the pipeline.

### **3.2 THE LOCATION**

#### **3.2.1 OWNERSHIP AND TITLE REFERENCE**

The FCJ is the owner of the subject property registered at **Volume: 1177 Folio: 101**, which is free of any encumbrances. It is described as ALL THAT parcel of land part of HAUGHTON COURT in the parish of HANOVER being the Lot numbered ONE HUNDRED and SEVENTY-NINE on the plan "B" of Haughton Court aforesaid deposited in the Office of Titles on the 18<sup>th</sup> of July, 1953 of the shape and dimensions and butting and bounding as appears by the diagram thereof annexed to Certificate of Title being the land formerly comprised in the aforesaid Certificate of Title registered at Volume: 870 Folio: 25.

#### **3.2.2 SITE CHARACTERISTICS**

The property is located on the eastern side of Dickson Road, approximately 435 metres South of its intersection with the North Coast Highway, and adjoins the Lucea Police Headquarters along its Eastern Boundary.

#### **3.2.3 LAND USE ZONING**

Under the Town & Country Planning (Hanover) Provisional Development Order (2018), the property falls within an area zoned for "**light industry**" purposes.

#### **3.2.4 UTILITIES AND SERVICES**

The services/amenities available to the general area include electricity, limited piped water, and paved roadways. Secondary educational institutions, commercial services,



social facilities and entertainment can be found in the town of Lucea which is approximately 800 metres east of the subject area.

The area is serviced by public transportation in the form of taxis and buses plying the various routes in and out of Lucea and along the Northern Coastal Highway.

### **3.3 AREA ANALYSIS**

Lucea is the capital of Hanover and known for its picturesque scenery and vibrant tourist attractions. The town is located approximately 45 km east of Negril and is bordered easterly by Johnson Town, southerly by Haughton Gardens, westerly by Haughton Court and northerly by the Caribbean Sea. The road network and infrastructure within the town is presently inadequate, resulting in vehicular and pedestrian congestion, as well as lengthy delays to motorists moving in and throughout the town on a daily basis. The town is well equipped with multiple commercial, institutional and recreational facilities. The tourism industry is a major source of employment for the locals, mainly from the Grand Palladium Lady Hamilton Resort located just east of the town. Also, the newly constructed Oceanpointe residential development has increased the upper middle-income housing stock of the location.

**Haughton Court** was initially established in the 1970's by the Commissioner of Lands. The topography of the location ranges from mostly gently sloping in the northern section, to moderate and steeply sloping towards the southern parts. It is a mixture of residential, commercial, institutional and industrial uses. However, due to the lack of adequate infrastructure and social amenities, the area continues to struggle to achieve its full potential.

The subject's locality, west of Lucea's Town Centre, is generally deemed a lower to lower-middle income informal settlement area. It is generally characterized by single family low density typed residences deployed in a linear or nucleated pattern along the thoroughfares. A large number of internal parcels remain vacant and overgrown with shrubbery due to the hilly terrain. However, there are some low-income





residential developments off the main arterial roadways. The main thoroughfares are adequately paved while most internal roads require maintenance.

#### **4 GENERAL TERMS AND CONDITIONS**

The objective of this RFP is to locate a suitable bidder that will provide the best overall value to FCJ. While commercial return is a significant factor in selecting a bidder, other criteria as per APPENDIX 1 will form the basis of the selection and award decision.

This RFP is a part of a competitive divestment process, which helps to service the FCJ's best interests. The process is summarized as follows:

1. Advertisement for RFPs will be placed in at least two (2) local media and on FCJ website
2. Information packages are made available to Prospective Purchasers or can be downloaded as per the advertisement
3. Within thirty (30) working days of the close of advertisement, proposals are assessed against pre-set evaluation criteria as per Appendix 1 below.
4. The Evaluation Committee will make its recommendation to FCJ's Board of Directors. Upon receipt of approval from the Board, the non-objection of our Portfolio Minister will be sought. Upon receiving the Portfolio Minister's non-objection then a submission will be made for Cabinet Approval for sale value in excess of J\$58M.
5. The successful candidate will be notified by FCJ and the necessary documents prepared once the Ministerial or Cabinet Approval is received.

#### **4.1 REQUEST FOR CLARIFICATION**

Prospective Purchaser may seek and receive clarification of any part of this Information Memorandum Document (IMD). If a bidder has any doubt as to the exact meaning or interpretation of any part of the IMD, they should immediately seek clarification. Prospective Bidders may seek and receive clarification of any part



of IMD at any time, up to two (2) weeks prior to the closing date for submission of bids. These should be sent to [info@fcj.gov.jm](mailto:info@fcj.gov.jm) and should be submitted by **August 18, 2023**. Without identifying the source, FCJ will respond to the request and also issue a copy of the response to all interested bidders.

Should FCJ deem it necessary to amend this IMD as a result of any clarification sought or received, this shall be done by issuing an addendum via letter or email to all prospective bidders, and same addendum shall be read as one with the IMD originally issued.

FCJ may, in its sole discretion, extend the deadline for the submission of bids to allow bidders to take account of the addendum in preparing their proposals.

#### **4.2 CONTACTING FCJ**

Enquiries, requests and all correspondences relating to this IMD must be addressed to:

Factories Corporation of Jamaica Limited (FCJ)

17 Knutsford Boulevard

Kingston 5

Telephone: (876) 968-4766 / (876) 968-2484

Email: [info@fcj.gov.jm](mailto:info@fcj.gov.jm)

Subject: Request for Proposal, Sale of Lot 179 Haughton Court, Hanover

#### **4.3 SITE VISIT(S)**

Prospective bidders are invited to visit the site to obtain for themselves, all information that may be necessary for preparing the proposal and submitting the bid. Any costs related to visiting the site shall be at the bidder's own expense and bidders are advised to undertake inspections within a reasonable time as no extension of the submission deadline will be granted due to a failure to properly inspect the premises.

The Bidders and/or any of their personnel/agents will be granted permission by FCJ to access the subject property for the purpose of such inspection, but only upon the expressed condition that the bidder, its personnel or agents will release and



indemnify the FCJ and its personnel or agents from and against all liability in respect to personal injury, loss of or damage to property and any other loss, damage, costs and expenses however caused.

Appointments are to be made through FCJ - Estate Department via email: [info@fcj.gov.jm](mailto:info@fcj.gov.jm)

#### **4.4 EXPECTED DATE TO CONTRACT**

Conclusion and execution of an Agreement for the Sale of Lot 179 Haughton Court, in the Parish of Hanover is subject to the approvals of FCJ's Board of Directors, and FCJ's Portfolio Minister and the Cabinet of Jamaica.

#### **4.5 CONFLICT OF INTEREST**

Bidders must strictly avoid conflicts with other assignments or their own interest and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, bidders and any of their affiliates shall be considered to have a conflict of interest with one or more parties in this solicitation process if they:

In the event of any uncertainty in the interpretation of a potential conflict of interest, bidders must disclose to FCJ and seek FCJ's confirmation on whether or not such a conflict exists.

Disclosure may be made in writing (APPENDIX 9 - DECLARATION OF CONFLICT OF INTEREST) or verbally in the context of a meeting. However, having made the disclosure the individual shall not sit in the meeting while deliberations on the issue are being conducted.

Similarly, the bidders must disclose in their proposal their knowledge of the following:



a) If the owners, part-owners, officers, directors, controlling shareholders of the bidding entity or key personnel are:

- Connected to the Board of Directors of FCJ
- Family members of FCJ staff involved in the procurement functions;
- Connected to the Government of the country
- Connected to any Agency involved in the issuance of this Information Memorandum; and
- All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.

The eligibility of Bidders that are wholly or partly owned by the Government shall be subjected to FCJ's further evaluation and review of various factors, such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this IM among others. Conditions that may lead to undue advantage against other bidders may result in the eventual rejection of the Proposal.

#### **4.6 DISCLAIMER**

This RFP is an invitation to submit proposals and no contractual obligations whatsoever shall arise from this process, unless and until an agreement is expressly concluded between FCJ and the selected bidder.

The bidders are to assume responsibility for complying with all applicable laws and regulations. The bidders are also responsible for obtaining all permits required by law or local authorities. FCJ shall not be liable to pay or reimburse any cost incurred or to make compensation for any inconvenience suffered in relation to a response to this RFP.



FCJ without further qualification, and solely in its discretion, reserves the right to:

- a) Disqualify a bidder in the event that their Proposal does not conform to the requirements for this submission, or the Proposal does not contain sufficient information to permit a thorough analysis;
- b) Verify the validity of the information supplied;
- c) Reject any Proposal where, in its estimation the contents appear to be inaccurate or inadequate;
- d) Accept Proposals in whole or in part;
- e) Cancel this RFP without award or compensation to bidders their officers, directors, employees or agents;
- f) Reject any or all Proposals;
- g) Accept the Proposal(s), which in the sole opinion of FCJ, is/are deemed to be the most advantageous to the FCJ and Jamaica;
- h) Request any other information it requires to evaluate the submissions. Failure to provide the information requested may result in the proposal being disqualified.

## **5 THE PROPOSAL**

All proposals being submitted should provide a clear indication of:

- A monetary offer for the acquisition of the property (Monetary Offer Form at APPENDIX 2 must be completed)
- A summary of the development concept for the property to include at a minimum:
  - Value of total investment
  - Expected contribution to local
  - Land use zoning classification
  - Environmentally sustainable principles
  - Schematic layouts to support the proposed use of the property
- Expected start and completion dates of the proposed redevelopment,



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- Evidence of their ability to finance the acquisition of the property and the proposed development
- Prior Experience
  - Provide a list of relevant similar business ventures that the firm was involved with
  - For projects listed, references to be provided; a name, telephone number, email address, etc so they can be contacted.

## 5.1 PREPARATION OF THE PROPOSAL

The Proposal must be submitted in two (2) parts, labelled “**Technical**” and “**Financial**” respectively, and each part is to provide information as follows:

### **Part 1: Technical Proposal**

- i. **Name, Address and Contact Information** of the bidder(s) responding to the proposal, in the format as at Appendix 3, 4, 5 and 6 as is applicable.
- ii. **Firm Overview:** Provide a brief description of the organization or individual, year established, company registration, number of employees and types of business conducted, Certificate of Incorporation and particulars of the directors and shareholders of the company, in the format as at Appendix 4, 5, 6 and 7 as is applicable.
- iii. **The Overall Redevelopment Concept for the property:** The total capital cost, including the construction of adequate drainage and sewage works, which is to be borne by the investor.
- iv. **Project Financing and Financial Analysis:** Provide an estimated redevelopment cost and anticipated financing. The financial analysis provided in this section must be sufficient to demonstrate the financial feasibility of the proposal.
- v. **Proof of Financial Capacity** to undertake the acquisition and redevelopment of Lot 179 Haughton Court in the Parish of Hanover. Provide documentation in the form of a Bank Guarantee, a Bank Statement including average balance over the last two years or a Prequalification Letter from a registered Financial Institution,



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or a financial undertaking accompanied by the two most recent Audited Financial Statements indicating an ability to finance the proposed development. The information provided must prove that sufficient funding can be accessed to cover the estimated redevelopment cost of the proposal and offer price to FCJ.

- vi. **Project Timeline:** Provide an estimated time to implement the various elements of the project including acquisition, design and redevelopment, and beginning operations. The timeline should be presented graphically e.g. Gantt Chart and should clearly show key milestones. FCJ seeks proposals that are implemented within three (3) years. Project implementation within a short timeframe will be scored higher.
- vii. **Experience:** Provide a list of relevant business ventures previously undertaken by the firm.
- viii. **References:** For projects listed above provide, contact information (telephone number, email address, etc.) of a person/entity to verify experience information provided.
- ix. **Disclosure and Certification Form** at Appendix 9 to be completed and enclosed
- x. **Additional benefits/synergies** to benefit (1) FCJ; (2) adjacent FCJ lands; (3) GOJ
- xi. **Any other information** which the proponent deems advantageous to their proposal.

**Part 2: Financial Proposal** – This is to comprise the detailed financial proposal indicating clearly, at a minimum:

- i. **The returns being proposed to FCJ** (completed Monetary Offer Submission Form at APPENDIX 2). The monetary offer should be for a specific dollar value and NOT an indicative range. A minimum of **J\$58M which is the current market value** is required to be considered. There is no restriction on maximum dollar values. The exchange rate that will be applicable for bids submitted in any currency other than the Jamaican Dollar and will be converted using the Bank of Jamaica (BOJ) weighted rate at the closing date for submission of proposals.



ii. **Financial Disclosure** Form at Appendix 7 to be completed and enclosed.

Proof of Financial Capacity must be submitted in Envelope 1 as stated above. Please review the evaluation criteria when responding. Failure to provide any of the above requested information may result in disqualification of Proposal. FCJ reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the RFP.

**5.2 ORAL PRESENTATION**

At the sole discretion of FCJ, bidders may be asked to present their proposals orally and/or provide clarification regarding their proposals.

**5.3 SUBMISSION OF PROPOSALS**

The bidder is required to submit one (1) comprehensive proposal which shall comprise the following:

- a) Technical section labelled Technical and
- b) Financial section labelled Financial

The Technical and Financial sections of the proposal are to be labelled as above and packaged separately in sealed envelopes. Both envelopes are to be placed in a third envelope, sealed and labelled, “**Request for Proposal - Sale of Lot 179 Haughton Court, Hanover**”, and addressed to:

Manager, Public Procurement  
Procurement Department  
17 Knutsford Boulevard  
Kingston 5

**Subject: Sale of Lot 179 Haughton Court, Hanover**

Sealed and labelled Proposals should be deposited in the Tender Box labelled “**Request for Proposal, Sale of Lot 179 Haughton Court, Hanover**”, located on the ground floor of the Reception Area, 17 Knutsford Boulevard, Kingston 5, by the deadline for the submission of proposals indicated below.





FCJ will not assume responsibility for the misplacement or premature opening of the proposal for any envelop that is not sealed and marked as required.

**5.3.1 DEADLINE FOR SUBMISSION OF PROPOSALS**

All proposals must be submitted in accordance with the requirements of this invitation by **1:00 p.m. on Wednesday, September 6, 2023**. No late proposals will be accepted.

**5.3.2 COST OF SUBMITTING PROPOSAL**

The bidder shall bear all costs associated with the preparation and submission of its proposal and FCJ will in no case be responsible or liable for those costs, regardless of the outcome of the selection process. The cost of preparing the Proposal or providing additional information is the sole responsibility of the bidder(s). FCJ will not pay any brokerage fee or other similar fees to any bidder or their agents.

**5.4 MODIFICATION AND WITHDRAWAL OF PROPOSALS**

The bidder may modify or withdraw their proposal after submission, provided that written notice of the modification or withdrawal is received by the FCJ prior to the prescribed deadline for submission of proposals. The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for proposal submission.

The FCJ reserves the right to reject, in whole or in part, any proposal for which a modification is submitted after the deadline for the submission of bids.

**5.5 LATE PROPOSALS**

Any proposal received by the FCJ after the prescribed deadline for the submission of proposals will be **NOT** be accepted nor will it be considered for evaluation.



## **5.6 VALIDITY OF PROPOSALS**

Bidders are required to guarantee the validity of their proposals, including development plans, revenue to the FCJ and any documentary proof of claims made for a period of one hundred and eighty (180) days and any reasonable extension thereof by the FCJ.

## **5.7 OPENING OF PROPOSALS**

The proposals will be opened at **1:15 p.m. on September 6, 2023** on the Ground Floor of the Office Building, 17 Knutsford Boulevard, Kingston 5. The proposals will be checked for compliance, based on all required documents as per APPENDIX 10. Bidders are invited to attend the opening if they so choose.

## **5.8 EVALUATION OF PROPOSALS**

### **5.8.1 SELECTION CRITERIA**

Each proposal will be evaluated and scored based on the evaluation criteria in APPENDIX 1 below. Proposal receiving the most points will be the preferred proposal which may be subjected to further independent due diligence and negotiations. The said procedures, up to final approval of the preferred bidder will be in keeping with FCJ's Divestment Policy and the Policy Framework and Procedures Manual for the Divestment of Government-Owned Lands 2015.

The Corporation reserves the right to seek additional information and or expertise in order to adequately evaluate any proposal.

### **5.8.2 EVALUATION METHODOLOGY**

The evaluation will be based on the criteria as per APPENDIX 1. The maximum score is 100 percentage with a minimum score of 70 percentage required for consideration. Bidders should also note that elements mentioned in the evaluation criteria will form part of the performance management programme of the contract.



### **5.8.3 EVALUATION CRITERIA**

All qualified proposals received will be evaluated based on the following schedule of criteria at APPENDIX 1.

## **6 CONTRACT NEGOTIATIONS**

Bidders who are shortlist will be ranked from the highest to the lowest score and the FCJ will; subject to the approval of its Board of Directors, initiate negotiations with the individual or entity with the highest overall score/points after the evaluation. If FCJ fails to arrive at an agreement with this bidder the next bidder in the rank will be chosen for negotiations. Successful negotiation and receipt of the requisite Approvals will culminate in the execution of a sale agreement.

It should be noted that if a sale of the subject property is awarded pursuant to this RFP, the successful bidder/purchaser is required to pay the following cost in order to effect sale:

- The sale price
  - An initial deposit of 10%
  - A further payment of 5% on account of the sale price
  - Balance payable on completion of the sale
- ½ Stamp Duty
- ½ Registration Fee
- Administrative fee for preparation of the Agreement for Sale and other documentation to effect transfer.

### **6.1 EXPECTED DATE TO CONTRACT**

FCJ has established the following tentative completion dates for this RFP.

- a) Release of this RFP on (August 9, 2023)
- b) FCJ facilitate site visit between (August 14 - 16, 2023)
- c) Clarifying questions submitted no later than (August 18, 2023)
- d) Proposals received by FCJ no later than (September 6, 2023)
- e) Negotiation, if any, review and evaluation completed by (October 6, 2023)



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- f) Board Review and approval (October 26, 2023)
- g) Portfolio Minister non-objection by (November 17, 2023)
- h) Cabinet Approval by (December 4, 2023)
- i) Sale Agreement Executed by (December 29, 2023)



7

**APPENDIX 1**

**EVALUATION FORM**

**CRITERIA**

**Relationship with Property**

- 1. Applicant’s Present Relationship with Property
  - a. Lessee in good standing with tenure over ten years 20
  - b. Lessee in good standing with tenure six to ten years 15
  - c. Lessee in good standing with tenure one to five years 10
  - d. Entities with no current relation to the property 5

**Level of Compatibility**

- 2. Compatibility of Proposed Use with Land Use Zoning Classification
  - a. The proposed use of the property is exactly compatible with land use zoning classification 20
  - b. The proposed use of the property is in accordance with but not compatible with land use zoning classification 15
  - c. The proposed use of the property is not in accordance with but compatible with land use zoning classification 10
  - d. The proposed use of the property is not compatible with land use zoning classification 0

**Project Sustainability**

- 3. Economic and Social Sustainability of the Project
  - a. Project demonstrates economic and social sustainability 20
  - b. Project demonstrates 1 out of 2 criteria of economic and social sustainability 10
  - c. Project does not demonstrate economic or social sustainability 0



### Planned Development Period

- |   |    |
|---|----|
| 4. Expected Completion Period of Proposed Project after Acquisition |    |
| a. Under one year   | 20 |
| b. One to three years   | 15 |
| c. Four to six years  | 10 |
| d. More than six years  | 0  |

### Finance and Development

- |   |    |
|---|----|
| 5. Ability to Finance the Acquisition and Development of Property   |    |
| a. Bank guarantee covering the full cost of the acquisition and development of property   | 20 |
| b. Bank statement, including average balance over two years, confirming adequate ability to finance acquisition and development of property   | 15 |
| c. Letter from a registered financial institution confirming that applicant has equity and ability to obtain financing for acquisition and development or a financial undertaking accompanied by a two-year audited financial statement | 10 |
| d. Insufficient financial information provided  | 0  |

### Proposed Development Plan

- |  |    |
|--|----|
| 6. The Proposed Acquisition Meets National Development Objectives                            |    |
| a. Proposed development aligns with/meets national development objectives                    | 30 |
| b. Proposed development meets most (greater than 50%) of the national development objectives | 20 |
| c. Proposed development meets some (less than 50%) of the national development objectives    | 10 |
| d. Proposed development does not align with national development objectives                  | 0  |



**Offer Price**

- 7. Offer Price as a Percentage of Capital/Rental Valuation of the Property
  - a. Percentage of Property Valuation 100% or greater 40
  - b. Percentage of Property Valuation 90% or greater but less than 100% 30
  - c. Percentage of Property Valuation 75% or greater but less than 90% 20
  - d. Percentage of Property Valuation less than 75% 10

**National/Public Interest**

- 8. The Development is in the Public Interest
  - a. Beneficial and very important to the national/public interest 20
  - b. Project has some advantages and is in the national/public interest 10
  - c. Project not beneficial and not in the public interest 0

**Experience**

- 9. Relative Experience at Proposed Development
  - a. Significant experience (15 years or more) 20
  - b. Moderate experience (more than 8 years - less than 14 years) 15
  - c. Some experience (more than 3 years - less than 8 years) 10
  - d. Inexperienced (less than 3 years) 0

**Regulatory Compliance**

- 10. Compliance with Existing Laws and Regulations
  - a. Compliant (excellent compliance with tax laws and regulations, statutory deductions and registrar of companies; TRN, TCC) 20
  - b. Becoming compliant (in the process of meeting eventual compliance within three months with tax laws and regulations, statutory deductions and registrar of companies: TRN, TCC) 10
  - c. Not compliant 0



**Submission of Applicant**

11. Rating Regarding Submission of Applicant

- |   |    |
|---|----|
| a. Applicant submitted Purchase Offer supported by a valuation not more than 6 months old from a licensed Valuation Surveyor prior to advertisement | 20 |
| b. Applicant submitted complete application within the prescribed deadline  | 10 |
| c. Applicant submitted incomplete application within the prescribed deadline  | 0  |

**Use of Local Goods and Services (if applicable)**

12. Expected Contribution to Local Employment

- |   |    |
|---|----|
| a. Greater than 30 persons to be employed       | 20 |
| b. 15 to 30 persons to be employed              | 15 |
| c. Ten to fourteen local persons to be employed | 10 |
| d. Fewer than 10 local persons employed         | 5  |





### SCORE SHEET

Property Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

<b>CRITERIA</b>	<b>SCORE</b>
1.Applicant’s Present Relationship with Property	_____
2.Compatibility of Proposed use with Land Use Zoning Classification	_____
3.Economic and Social Sustainability of the Project	_____
4.Expected Completion Period of Proposed Project after Acquisition	_____
5.Ability of Finance the Acquisition and Development Objectives	_____
6.The Proposed Acquisition Meets National Development of Property	_____
7.Offer Price as a Percentage of Capital/Rental Valuation of the Property	_____
8.The Development is in the Public Interest	_____
9.Relative Experience at Proposed Development	_____
10. Compliance with Existing Laws and Regulations	_____
11. Rating for Submission of Application	_____
12. Proportion of Project that uses Local Goods and Services (including Employment)	_____
<b>TOTAL SCORE OF APPLICANT</b>	_____
<b>MAXIMUM POSSIBLE SCORE</b>	_____
<b>FINAL SCORE (%)</b>	_____

Valuator 1 _____
Valuator 2 _____
Valuator 3 _____

Valuator 4 _____
Valuator 5 _____
Valuator 6 _____



**8 APPENDIX 2 – MONETARY OFFER SUBMISSION FORM**

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To: Factories Corporation of Jamaica Limited  
17 Knutsford Boulevard  
Kingston 5

**Re: REQUEST FOR PROPOSAL - SALE OF LOT 179 HAUGHTON COURT,  
HANOVER**

Dear Sirs:

Our offer to the Factories Corporation of Jamaica Limited to acquire property,  
registered at Volume: 1177: Folio:101 is:

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We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature (In full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Tax Registration Number (TRN): \_\_\_\_\_

Date: \_\_\_\_\_



**9 APPENDIX 3 - BUSINESS ORGANIZATION FORM**

General Information \_\_\_\_\_

Instructions: The Bidder is required to submit a complete General Information form (below) and then fill out the remaining forms that pertain to Bidder’s type of business entity.

(Example): If a Bidder’s business entity is a corporation, fill out the General Information form and the Corporation Statement and attach a certified copy of the relevant portion of the by-laws).

\_\_\_\_\_

Business: Fill in the following information:

Name of Firm: \_\_\_\_\_

Principal Office

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Form of Business Please check the box that describes your entity:

Entity:	Sole Proprietor	Corporation
	Partnership	Joint Venture



**10 APPENDIX 4 - PARTNERSHIP STATEMENT**

Partnership Information: If your business is operating as a partnership, please provide the following information:

- Date of the Organization: \_\_\_\_\_
- Type of Partnership:      General                      Unlimited
- Business Purpose of Partnership:  
\_\_\_\_\_
- Is Partnership Agreement recorded:      Yes              No
- Date of Partnership: \_\_\_\_\_
- Has the Partnership done business in Jamaica?      Yes      No  
If so, when? \_\_\_\_\_  
\_\_\_\_\_

General Partners Name and Address	% of Ownership

**11 APPENDIX 5 - CORPORATION STATEMENT**

Corporation Information: If your business is operating as a corporation, please provide the following information:

- Date of the incorporation: \_\_\_\_\_
- Business Purpose of corporation: \_\_\_\_\_  
\_\_\_\_\_



INFORMATION MEMORANDUM - SALE OF LOT 179 HAUGHTON COURT, HANOVER August 2, 2023

- Has the corporation done business in Jamaica? Yes No  
If so, when? \_\_\_\_\_
- Is the corporation held: Publicly Privately

Directors’ Please supply the following information for each and Director.

Information: (Attach additional pages, if necessary)

Directors Name and Address	Principal Business Affiliation (other than Proposer’s Directorship)

Officers’ Please supply the following information for each officer

Information: (Attach additional pages, if necessary)

Officers Name	Position

Action: Please attach a copy of the company’s Articles of Association and Required: Memorandum of Association.

**12 APPENDIX 6 - JOINT VENTURE STATEMENT**

Joint Venture Information: If your business is operating as a joint venture, please provide the following information:

- Date of Joint Venture Agreement \_\_\_\_\_
- Has the Joint Venture done business in Jamaica? Yes No



If so, when?

\_\_\_\_\_  
\_\_\_\_\_

Ownership Information: Provide the name and address of each Joint Venture and percentage of ownership of each.  
(Attach additional pages, if necessary)

Joint Venture's Name and Address	% of Ownership

Action Required: Please attach the document empowering the signatories to execute the proposal and bind the Joint Venture.

**13 APPENDIX 7 - FINANCIAL DISCLOSURE FORM**

Include disclosure, if any, of the Bidder's principals, directors, officers, or management team members, or similar persons (or any entity in which any of them have held a management or ownership or ownership position) involved with this proposal have:

Yes No Been convicted of a felony

Yes No Been convicted of a crime of moral turpitude

Yes No Been adjudged bankrupt within the last ten (10) years

Yes No Defaulted on any loans, real estate leases, purchase contracts or other real estate agreements in the past ten (10) years.

**14 APPENDIX 8 - DISCLOSURE AND CERTIFICATION FORM**

General Information

The Bidder hereby certifies that all statements and all information contained herein are true and correct to the best of their knowledge and belief. Statements must be complete, accurate and in the form requested. The FCJ reserves the right to confirm and request clarification of



INFORMATION MEMORANDUM - SALE OF LOT 179 HAUGHTON COURT, HANOVER August 2, 2023

all information provided. Incomplete disclosures may deem the Bidder’s proposal to be non-responsive by the FCJ, and the proposal may be rejected and returned.

Bidder’s Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Proposal Certificate

Certificate: I hereby certify that the information provided in this proposal is true and correct, that I am authorized to sign on behalf of the business set out herein, and if requested by the Corporation will provide, within ten (10) days of notice, the necessary documents to substantiate the information provided on this form.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

(Company Stamp or Seal)

Dated: \_\_\_\_\_

**15 APPENDIX 9 - DECLARATION OF CONFLICT OF INTEREST**

To: Factories Corporation of Jamaica Limited

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We \_\_\_\_\_ understand that I/We shall make a declaration to the Management of the Factories Corporation of Jamaica Limited in the event:

1. That any financial, familial, personal or other matter or issue arises or exists that could give rise to bias or the appearance of bias in the evaluation of my/our bid by or decision-making of the FCJ;
2. That I/We, my/our immediate or close relatives and friends have any pecuniary non-pecuniary, direct or indirect interest in any company or entity which has business dealings with, is associated with or is a connected party of the FCJ or any of its subsidiaries;



INFORMATION MEMORANDUM - SALE OF LOT 179 HAUGHTON COURT, HANOVER August 2, 2023

3. That any of the instances outlined at Clauses 5.5 and 5.5.1 of the Information Memorandum Document exist or arise; or
4. Of any issue whatsoever, that may negatively impact the FCJ or any of its subsidiaries.

Declaration

I/We hereby declare the following existing or potential conflict of interest situations arising from my/our participation in the divestment process concerning the FCJ:

- a) Description of the situation giving rise to the actual or potential conflict of interest:

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- b) Name of company(s) or individual(s) involved with the actual or potential conflict of interest:

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- c) Nature of personal interest or involvement with company(s) or individual(s):

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- d) Any other matter which constitutes a conflict of interest:

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Or

I/We \_\_\_\_\_ hereby certify and declare that I/We have no pecuniary, non-pecuniary, real or apparent conflict of interest relating to the divestment process or the FCJ.

I/We declare that the above details are complete and correct to the best of my/our knowledge and am/are aware of my/our responsibility to take reasonable steps to avoid any





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real or apparent conflict of interest in connection with the divestment process and to advise the FCJ of any relevant changes in my/our circumstances.

Name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**16 APPENDIX 10 - REQUIRED DOCUMENTS CHECKLIST**

Completed Monetary Offer Form - Appendix 2

Completed Business Organizational Form - Appendix 3

Completed Financial Disclosure Form - Appendix 7

Completed Disclosure and Certification Form - Appendix 8

Completed Declaration of Conflict of Interest - Appendix 9

Tax Registration Number (TRN) and/or Tax Compliance Certificate (TCC), or the requisite documents to support pending applications for TRN and/or TCC

Name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**17 APPENDIX 11 - PICTURES**



View east of the immediate community



View of the building facing south east



INFORMATION MEMORANDUM - SALE OF LOT 179 HAUGHTON COURT, HANOVER August 2, 2023



Image of featured property highlighted in blue