



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

Information Memorandum

Released:
Deadline for Questions: **May 8, 2024**
Deadline for Proposals: **May 17, 2024**

17 Knutsford Boulevard
Kingston 5



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

Table of Contents

1	OVERVIEW
2	REQUESTS FOR PROPOSAL
3	BACKGROUND AND GENERAL INFORMATION
3.1	THE FCJ
3.2	THE LOCATION
3.2.1	OWNERSHIP AND TITLE REFERENCE
3.2.2	SITE CHARACTERISTICS
3.2.3	LAND USE ZONING
3.2.4	UTILITIES AND SERVICES
3.3	AREA ANALYSIS
3.4	DEVELOPMENT GUIDELINES
4	EVALUATION & SELECTION OF PROPOSALS
4.1	EVALUATION CRITERIA
4.2	EVALUATION METHODOLOGY
4.3	SELECTION CRITERIA
5	GENERAL TERMS AND CONDITIONS
5.1	REQUESTS FOR CLARIFICATION
5.2	CONTACTING THE FCJ
5.3	SITE VISIT(S)
5.4	EXPECTED DATE TO CONTRACT
5.5	CONFLICT OF INTEREST
5.6	DISCLAIMER



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

- 6 THE PROPOSAL
 - 6.1 PREPARATION OF THE PROPOSAL
 - 6.2 ORAL PRESENTATION
 - 6.3 SUBMISSION OF PROPOSALS
 - 6.3.1 DEADLINE FOR SUBMISSION OF PROPOSALS
 - 6.3.2 COST OF SUBMITTING PROPOSAL
 - 6.4 MODIFICATION AND WITHDRAWAL OF PROPOSALS
 - 6.5 LATE PROPOSALS
 - 6.6 VALIDITY OF PROPOSALS
 - 6.7 OPENING OF PROPOSALS

- 7 CONTRACT NEGOTIATIONS
 - 7.1 EXPECTED DATE OF CONTRACT

- 8 APPENDIX 1 – EVALUATION FORM
- 9 APPENDIX 2 - MONETARY OFFER SUBMISSION FORM
- 10 APPENDIX 3 - BUSINESS ORGANIZATION FORM
- 11 APPENDIX 4 - PARTNERSHIP STATEMENT
- 12 APPENDIX 5 - CORPORATION STATEMENT
- 13 APPENDIX 6 - JOINT VENTURE STATEMENT
- 14 APPENDIX 7 - FINANCIAL DISCLOSURE FORM
- 15 APPENDIX 8 - DISCLOSURE AND CERTIFICATION FORM
- 16 APPENDIX 9 - DECLARATION OF CONFLICT OF INTEREST
- 17 APPENDIX 10 - REQUIRED DOCUMENTS CHECKLIST
- 18 APPENDIX 11 - PICTURES



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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

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 12 Hague** in the parish of **Trelawny** 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 12 Hague, Trelawny. The subject is described as LAND PART of HAGUE in the parish of TRELAWNY, being the Lot numbered TWELVE, aforesaid issued by the Office of Titles on the 28th of December, 2012. The shape and dimensions, and butting and bounding as appearing on the Deposited Plan 13121, SUBDIVISION SURVEY PLAN OF PART OF HAGUE, deposited in the Office of Titles on the 12th of October 2010.

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 12 Hague, Trelawny**. The Monetary Offer Submission Form at APPENDIX 2 must be completed. A minimum of **J\$20.5M**, which is the current market value, is required to be considered. There are no restrictions on maximum dollar values.
- A summary of the development concept for the property to include:
 - Value of total investment
 - Expected contribution to local employment during and post construction
 - Land use zoning classification



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

- Environmentally sustainable principles
- Schematic layouts to support the proposed use of the property
- Expected start date and the completion of the proposed development.
- Evidence of their ability to finance the acquisition of the property and the proposed development
- 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 **Friday May 17, 2024 by or before 1:00 p.m.** Sealed and labelled proposals must be deposited in the Tender Box labelled “**Sale of Lot 12 Hague, Trelawny**” 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.



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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 SUBJECT

3.2.1 OWNERSHIP AND TITLE REFERENCE

FCJ is the owner of the subject property registered at **Volume: 1463 Folio: 911**, which is free of any encumbrances. It is described as LAND PART of HAGUE in the parish of TRELAWNY being the Lot numbered TWELVE, aforesaid issued by the Office of Titles on the 28th of December, 2012. The shape and dimensions, and butting and bounding as appearing on the Deposited Plan 13121, SUBDIVISION SURVEY PLAN OF PART OF HAGUE, deposited in the Office of Titles on the 12th of October 2010.

3.2.2 SITE CHARACTERISTICS

The property is located on the northern side of Northern Coastal Highway, approximately 30 metres east of the entrance leading into the Hague Housing Scheme, and southerly of the King Pepper Factory.

3.2.3 LAND USE ZONING

Under the Town & Country Planning (Trelawny) Development Order (2015), the property falls within an area zoned for “**industrial**” purposes.



3.2.4 UTILITIES AND SERVICES

The services/amenities available to the general area include electricity, piped water, garbage collection and paved roadways. Educational institutions ranging from early childhood to secondary are also available within this location. A wider range of municipal, institutional, commercial, social and entertainment services/facilities can be found in the town of Falmouth which is approximately 2k.m. north 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 Falmouth and along the Northern Coastal Highway.

3.3 AREA ANALYSIS

Falmouth, capital of Trelawny is known for its cruise ship pier, historic architectural designs and tourist attractions. It is located approximately 35 km east of Montego Bay and is bounded northerly by the Caribbean Sea, while southerly are sections of the Martha Brae River Basin, as well as roads leading to communities such as Bounty Hall, Wakefield and Stewart Town. Like most other town centres across Jamaica, the road network and infrastructure within the town is presently inadequate, resulting in vehicular and pedestrian congestion. However, the Northern Coastal Highway provides a bypass for those who do not wish to venture into the town. Falmouth 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 Royalton Blue Waters Resort located east of the town, and Jamaica Swamp Safari which is located just west of the town. Also, the Rui Hotel chain is currently constructing a hotel adjacent to the Royalton Resort, which is indicative of how buoyant the tourism industry is within Falmouth and Trelawny.

Industries also contribute to the employment of residents within the Falmouth location. King Pepper and Wisynco Company operate factories in close proximity to the vicinity of the subject, which is part of a subdivision zoned for industrial use.



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

Several residential developments are located on the periphery of the town, some having emerged in the recent past. These residential subdivisions which include Stonebrook Estate & Vista, Florence Hall Village and Holland Estate can be categorized in the low-middle to middle income groups

4 EVALUATION & SELECTION OF PROPOSALS

4.1 EVALUATION CRITERIA

All qualified proposals received will be evaluated on the following twelve (12) areas, and given ratings ranging from 0 – 25 for each area, with 0 being the lowest grade and 25 being the highest grade. This schedule of criteria is at APPENDIX 1, and the areas and explanation of each is as follows:

1. **Applicant’s Present Relationship with Property** – is/was the applicant a tenant at the subject location
2. **Compatibility of Proposed use with Land Use Zoning Classification** – is the intended use stated by the applicant in compliance with existing zoning regulations
3. **Economic and Social Sustainability of the Project** – how will this purchase & subsequent business impact the economic activities of the locale
4. **Expected Completion Period of Proposed Project after Acquisition** – how long after the purchase will it take to commence business operations
5. **Ability of Finance the Acquisition and Development Objectives** – proof of access to necessary funds to acquire the subject property & carry out activities stated in purchase proposal
6. **The Proposed Acquisition Meets National Development of Property** – does the intended use fall into bigger economic growth policies
7. **Offer Price as a Percentage of Capital/Rental Valuation of the Property** – the offer price stated as a numeric percentage of market value valuation
8. **The Development is in the Public Interest** – how does this purchase & subsequent business operation benefit the public in this location



9. **Relative Experience at Proposed Development** – how many years has the purchaser been involved in the current proposed business
10. **Compliance with Existing Laws and Regulations** – are the relevant business compliance documents up to date
11. **Rating for Submission of Application** – did the applicant follow all the rules of submission and was the submission made on/before the stipulated deadline
12. **Proportion of Project that uses Local Goods and Services (including Employment)** – state the portion of local goods, services & labour to be used in proposed business

4.2 EVALUATION METHODOLOGY

The evaluation will be based on the criteria as per APPENDIX 1. The maximum score is 100 percent with a minimum score of 70 percent 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.

4.3 SELECTION CRITERIA

Each proposal will be evaluated and scored based on the evaluation criteria in APPENDIX 1 below. Proposal receiving the highest percentage 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.



4.4 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\$60M**.
5. The successful candidate will be notified by FCJ and the necessary documents prepared once the Ministerial or Cabinet Approval is received.

4.5 REQUEST FOR CLARIFICATION

A 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 one (1) week prior to the closing date for submission of bids.



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

These should be sent to info@fcj.gov.jm and should be submitted by **May 8, 2024**. 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.

4.6 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
Subject: Request for Proposal, Sale of Lot 12 Hague, Trelawny

4.7 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.



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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

4.8 EXPECTED DATE TO CONTRACT

Conclusion and execution of an Agreement for the Sale of Lot 12 Hague, in the Parish of Trelawny is subject to the approvals of FCJ’s Board of Directors, and FCJ’s Portfolio Minister and the Cabinet of Jamaica.

4.9 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.



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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.



4.10 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 development,
- 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 Development 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 development 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 development of Lot 12 Hague in the Parish of Trelawny. Provide documentation in the form of a Bank Guarantee, or a Bank Statement including average balance over the last two years or a Prequalification Letter from a registered Financial Institution, 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 development 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 development, and beginning operations. The timeline should be presented graphically e.g. Gantt Chart and should clearly show key milestones.



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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\$20.5M 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 12 Hague, Trelawny**”, and addressed to:

Manager, Public Procurement
Procurement Department
17 Knutsford Boulevard
Kingston 5

Subject: Sale of Lot 12 Hague, Trelawny

Sealed and labelled Proposals should be deposited in the Tender Box labelled “**Request for Proposal, Sale of Lot 12 Hague, Trelawny**”, 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 Friday, May 17, 2024**. 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 May 17, 2024** 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.

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 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 relevant 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 (April 16, 2024)
- b) FCJ facilitate site visit between (April 22-29, 2024)
- c) Clarifying questions submitted no later than (May 8, 2024)
- d) Proposals received by FCJ no later than (May 17, 2024)
- e) Negotiation, if any, review and evaluation completed by (June 7, 2024)
- f) Board Review and approval (June 27, 2024)
- g) Portfolio Minister non-objection by (August 23, 2024)
- h) Sale Agreement Executed by (October 25, 2024)



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



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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: _____

	CRITERIA	SCORE
13.	Applicant's Present Relationship with Property _____	
14.	Compatibility of Proposed use with Land Use Zoning Classification _____	
15.	Economic and Social Sustainability of the Project	_____
16.	Expected Completion Period of Proposed Project after Acquisition _____	
17.	Ability of Finance the Acquisition and Development Objectives _____	
18.	The Proposed Acquisition Meets National Development of Property _____	
19.	Offer Price as a Percentage of Capital/Rental Valuation of the Property _____	
20.	The Development is in the Public Interest _____	
21.	Relative Experience at Proposed Development _____	
22.	Compliance with Existing Laws and Regulations	_____
23.	Rating for Submission of Application	_____
24.	Proportion of Project that uses Local Goods and Services (including Employment)	_____
	TOTAL SCORE OF APPLICANT	_____



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

MAXIMUM POSSIBLE SCORE

FINAL SCORE (%)

Valuator 1

Valuator 2

Valuator 3

Valuator 4

Valuator 5

Valuator 6



8 APPENDIX 2 – MONETARY OFFER SUBMISSION FORM

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

Re: REQUEST FOR PROPOSAL - SALE OF LOT 12 HAGUE, TRELAWNY

Dear Sirs:

Our offer to the Factories Corporation of Jamaica Limited to acquire property, registered at Volume 1463 Folio 911 is:

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:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Partnership	<input type="checkbox"/> 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
- Date of the incorporation: _____
 - Date of the incorporation: _____
 - Business Purpose of corporation: _____

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

Directors' Information: Please supply the following information for each and Director.
(Attach additional pages, if necessary)

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

Officers' Information: Please supply the following information for each officer
(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 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;
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:

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

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



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

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

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 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: _____



INFORMATION MEMORANDUM - SALE OF LOT 12 HAGUE, TRELAWNY March 2024

17 APPENDIX 11 - PICTURES