



**National Insurance  
Corporation**

**CAR PARK MACHINE SYSTEM INSTALLATION**

**REQUEST FOR PROPOSAL**

**For**

**TO SUPPLY AND INSTALL A CAR PARK MACHINE SYSTEM AT CASTRIES CAR  
PARK FACILITY**

**Deadline for Submission: Friday 29<sup>th</sup> October 2021.**

**Client:**

National Insurance Corporation  
Waterfront  
Castries  
Saint Lucia, West-Indies

**Consultant:**

National Insurance Property Development  
& Management Company Ltd.  
P.O. Box CP 5484  
Vide Boutielle Road  
Castries

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## PART I - INTRODUCTION

The National Insurance Property Development and Management Company Limited (NIPRO) on behalf of the National Insurance Corporation (NIC) is seeking quotations to supply and install a car park machine system at its parking facility at the Waterfront in Castries.

## PART II - SCOPE OF PRODUCT REQUIRED

The scope includes the following:

- 1) To supply and install a car park machine system at the parking facility at the Conway Business Center. The works will include the installation of all necessary infrastructures to accommodate the parking system and to test and commission the installation with the necessary commissioning results and reports.
  - a) The client's specifications for the proposed system are as follows:
    - Entrance and exit arms with associated machinery
    - Ticket spitter machine for entrance with automatic linkage with entrance arm.
    - That the system should be web-based for remote access to monitor operations and make the necessary changes to the system should it become necessary. For example, to manage the client's access should the RFID card time limits has expired or for any other reason, making changes to the rates, monitor the client's movements etc.
    - The system should have the ability to track authorized entries and exits (non-revenue) allowed by the car park attendant with the ability to enter information with regards to the mentioned entries and exits.
    - The system should be able to generate reports and facilitate the ease of information extraction. For example, occupancy reports, accounting related reports, client's information etc.
    - The system must have barcode tickets to make transactions quick and accurate. Including a POS (point of sale) for efficient processing. Bar code scanner, RFID card reader (entrance and exit), RFID programmer, and all the relevant software for the mentioned components of the system.
    - The system must include an external screen to show the client their total after the ticket has been scanned by the attendant.
    - A list of critical spares for the system with an attached cost.
    - To ensure that each attendant can log in and out before and after their shift and allow them to print their shift report.
    - To ensure that the system does not allow multiple entries of the same card without recording an exit of that card.
    - That the system can allow for possible upgrades in the near future. For example, automated pay machines.

## PART III - SYSTEM & SERVICE WARRANTIES

The Contractor shall provide complete and comprehensive System Warranty & Maintenance Services Warranty, during the two calendar years (Warranty Period) following the issuance of the Notice of Substantial Completion, issued by the Owner.

The following options should be considered in the pricing of bid documents:

1. Warranty shall be “Joint and Several” in which Contractor and System Manufacturer will jointly and severally warrant and provide at no charge to the Owner all material, equipment, labour, and transportation needed to properly maintain the system within the original warranty period of 2 or more years.
2. The Contractor shall provide pricing for a complete and comprehensive System Warranty services for an additional one, two, and three year Warranty Periods to follow the termination of the original Warranty Period.
3. As part of the Bidder’s submission, he/she shall include separate pricing for a preventative maintenance contract and an extended warranty for the period of year three, year four, and year five.

## PART IV - QUOTATION CONTENT

### **Cover Letter**

The cover letter shall:

1. Confirm that all elements of this RFQ have been reviewed and understood,
2. Include a statement of intent to perform the services as outlined,
3. Express Contractor’s willingness to agree to the terms and conditions prescribed in this RFQ
4. Include a summary of the Contractor/ Firm’s qualification
5. Identify a single person for possible contact during the Quotation review process,
6. Include a summary of a detailed contract price for the desired services, on the attached prescribed form.
7. Include a summary of the work program outlining methodology and project timeline.

### **Company Information**

This section shall include relevant Contractor/ firm’s information, including the address and telephone number of the Contractor/ firm’s main office. The contractor shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Members of the Contractor/ firm’s professional team (managers, contact person, etc.)

should be identified by name and title and should include contact phone numbers. Major subcontractors (if any) and their degree of involvement should be included. Provide a statement of qualifications and resume of key personnel that will be performing services. The statement must include:

- Name and title
- Description of education
- General experience, including total years in speciality experience
- Years of employment in the field
- Specialized education and training related to the speciality area
- Any prior public agency experience
- Any certifications, professional designations, or other information that will assist in evaluating qualifications

### **Methodology**

Provide an outline expressing the Contractor's understanding of the request and summarizing the basic approach to provide these services including a timeline for completion.

### **Estimate of Works**

The quotation shall be submitted using the scope of works as a guide to putting forward a proposal.

## **PART V - METHOD OF SELECTION**

The Contractor selection shall be based on demonstrated competence and qualifications to render the services at fair prices.

The Employer reserves the right to reject any or all quotations or to accept any quotation should it be deemed in the interests of the Employer so to do, and, in particular, if only one quotation is received, the Employer reserves the right to reject it.

## PART VI - SUBMISSION

Quotations are to be submitted in a plain sealed envelope or package marked on the outside as follows:

**NATIONAL INSURANCE CORPORATION  
FRANCIS COMPTON BUILDING  
WATERFRONT  
CASTRIES**

**RE: RFP TO SUPPLY AND INSTALL A CAR PARK SYSTEM AT CONWAY BUSINESS  
CENTER CASTRIES.**

Submissions are to be received no later than 3:00 p.m. on **Friday 29<sup>th</sup> October 2021.**