



## PROPERTY FOR LEASE

### 44 FORT STREET, MONTEGO BAY, ST JAMES

The Urban Development Corporation (UDC) invites bids for the lease of 44 Fort Street, Montego Bay, St. James ('Mobay Proper') for commercial use for a term of three (3) years with an option to renew for a further three (3) years. The subject property, registered at Volume 1127 Folio 603, is a split-level commercial building, disposed over a combined net internal area of approximately 2,650.82 square feet.



#### **How to Apply:**

Visit <https://udcja.com/tenders-rfps-and-leases/> for full details and to download the application form.

**Applications become available on October 28, 2022 and the deadline for submission is November 30, 2022.**

Official opening of offers will not be public.

Applications are available from the link above and must be returned, as per the instructions stated on the website, to one of the following locations.

**a. Ground Floor**

**Urban Development Corporation**

**12 Ocean Boulevard**

**Kingston**

**b. UDC Montego Bay Office**

**40 Fort Street**

**Montego Bay**

**St James**

The Urban Development Corporation (UDC) is not bound to accept the highest or any offer and reserves the right, without prior notice and in its absolute discretion, to change or terminate the tender process at any time before the signing of the contract.



12 Ocean Boulevard, Kingston



## PROPERTY FOR LEASE

### 44 FORT STREET, MONTEGO BAY, ST JAMES

#### IMPORTANT INFORMATION

The Urban Development Corporation (UDC) invites bids for the lease of 44 Fort Street, Montego Bay, St. James ('Mobay Proper') for commercial use.

The subject property, registered at Volume 1127 Folio 603, is a split-level commercial building disposed over a combined net internal area of approximately 2,650.82 square feet being 1,181.5 square feet on the ground floor, 691.42 square feet on the first floor and an additional area to the rear of the building being 778 square feet.

This is a competitive bid process.

The reserve rental (minimum bid) amount for the lease of the property is **Four Million, Two Hundred Thousand Jamaican Dollars (J\$4,200,000.00)** plus General Consumption Tax (GCT) per annum. Bids below the reserve rental amount **will NOT be accepted.**

The lease offer is for a term of three (3) years with an option to renew for a further three (3) years. The rent is subject to an annual 10% increase and will be reviewed every three (3) years to reflect market rates.

## 1 HOW TO APPLY

1. Read the information provided thoroughly.
2. Complete the Application Form (*Appendix 1*) and the Monetary Offer Submission Form (*Appendix 2*)
3. Return the completed Application Form along with the requisite information below:
  - i. Copy of Tax Registration Number
  - ii. Certified copy of a valid form of identification – Passport, National ID, Driver's Licence
  - iii. Company Profile
  - iv. Articles of Incorporation
  - v. Certificate of Incorporation
  - vi. Draft Floor Plan
  - vii. Summary Business Plan (innovative business models and socially beneficial activities are viewed favorably)
  - viii. Evidence of Financial Standing (Audited/unaudited Financials, bank letter of intent, bank statement). *Financials provided must show proof of at least 6 months' rent as well as the estimated cost of build out.*

4. Applications must be placed in a sealed envelope labelled “**Lease: 44 Fort Street, Montego Bay, St. James**” along with the name of the applicant. The envelope must be deposited in the tender box labelled “**Lease: 44 Fort Street, Montego Bay, St. James**” at one of the following locations.

**b. Ground Floor**  
**Urban Development Corporation**  
**12 Ocean Boulevard**  
**Kingston**

**b. UDC Montego Bay Office**  
**40 Fort Street**  
**Montego Bay**  
**St James**

**APPLICATIONS MUST BE SUBMITTED ON OR BEFORE NOVEMBER 30, 2022 AT 2:00 p.m.**

Enquiries, requests, and all correspondences relating to this offer are to be directed to the Strategic Sourcing and Procurement Department at [tenders@udcja.com](mailto:tenders@udcja.com) or call Tel: (876) 656-8031; Fax: (876) 922-9326.

## 2 SITE VISIT(S)

Prospective lessees are invited to visit the site to obtain for themselves, all information that may be necessary for preparing the application and submitting the bid. Any costs related to visiting the site shall be at the applicant's own expense and applicants 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.

Appointments are to be made through the UDC - Strategic Sourcing & Procurement Department via e-mail: [tenders@udcja.com](mailto:tenders@udcja.com).

## 3 EVALUATION

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

If there is a tie between two or more Bidders for the highest bid/offer those Bidders will be invited to improve their offers and a revision to the bid ranking will be done based on those offers.

The Corporation reserves the right to indicate to the second-highest Bidder that they will be considered if the successful Bidder fails to contract with the UDC.

All qualified proposals received will be evaluated based on the following schedule/criteria. **Only complete application packages will be considered.**

Table 1: Evaluation Criteria

#	Evaluation Criteria	Score
<b>1</b>	Business Plan <ul style="list-style-type: none"> <li>• Business model is relevant and well suited to intended purpose of the location</li> <li>• Demonstrates Innovation (incl. design, ideas, sustainability etc.)</li> <li>• Has a diverse/quality in offering</li> <li>• Is well-sequenced, clear, and easy to understand</li> </ul> * 5 points each	
	Maximum Score	20

#	Evaluation Criteria	Score
2	Offer Price /Rental Calculation: $\frac{\text{Offer Price/rental}}{\text{Highest Bid}} \times \text{score (20)}$	
	Maximum Score	20
3	Value of capital Investment Calculation: $\frac{\text{Investment under consideration}}{\text{Highest proposed investment}} \times \text{score (20)}$	
	Maximum Score	20
4	Demonstrated experience and expertise. <ul style="list-style-type: none"> <li>• 11 years and over</li> <li>• 5 years to 10 years</li> <li>• Less than 5 years</li> <li>• No experience</li> </ul>	10 7 5 0
	Maximum Score	10
5	Projected Timeline for start-up (provides a Gantt chart with implementation schedule). This will be included in the lease agreement, and if not met contract will be terminated, without prejudice. <ul style="list-style-type: none"> <li>• 6- 12 months</li> <li>• 12-18 months</li> <li>• More than 18 months</li> <li>• No timeline</li> </ul>	10 5 2 0
	Maximum Score	10
6	Ability to Finance the business operations. The information provided must prove that sufficient funding can be accessed to cover the estimated cost for any build-out of the proposal and the first six (6) months' rent. Examples of documents that can be submitted include but are not limited to: <ul style="list-style-type: none"> <li>• Two (2) years of most recent Audited Financial statements notarized by a qualified accountant confirming sufficient liquidity to support the proposal <b>or</b>;</li> <li>• Two (2) years of most recent Unaudited Financial statements notarized by a qualified accountant confirming sufficient liquidity to support the proposal <b>or</b>;</li> <li>• Bank statement confirming sufficient liquidity to support the proposal <b>or</b>;</li> <li>• Letter of Intent from a reputable financial institution confirming sufficient liquidity to support the proposal</li> <li>• None of the above</li> </ul>	20 15 10 5 0
	Maximum Score	20
	<b>Overall Maximum Score</b>	<b>100</b>

## 4 CONTRACT NEGOTIATIONS

The proponent with the highest rating will be invited for negotiations. If the UDC fails to agree with this Applicant, the next Applicant in the rank will be chosen for negotiations.

A Lease Agreement and Rent Guarantee will be signed with the Applicant upon conclusion of negotiations. It should be noted that if a lease is awarded, the successful Applicant will be required to provide the following on the execution of the agreement:

- First month's rent plus GCT
- Banker's Guarantee for six (6) month's rent plus GCT
- Upon receipt of possession, utility charges, property tax, garbage collection and disposal, costs of licenses and/or permits, public liability insurance and cost of repairs and becomes the responsibility of the Lessee.

# 5 APPENDIX 1 – LEASE / RENTAL APPLICATION FORM

PLEASE READ CAREFULLY AND PRINT CLEARLY. INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

LOCATION IDENTIFIED \_\_\_\_\_

<b>A. PERSONAL INFORMATION (Contact Person)</b>		
<b>1)</b> SURNAME _____	<b>2)</b> FIRST NAME _____	<b>3)</b> MIDDLE NAME (S) _____
<b>4)</b> HAVE YOU HAD A NAME CHANGE BY MARRIAGE OR DEED POLL? YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>5)</b> IF YES, STATE PREVIOUS NAME(S) _____	<b>6)</b> DATE OF BIRTH _____ (DD/MM/YYYY)
<b>7)</b> HOME ADDRESS No./Street _____ Area / Town _____ Parish _____		<b>8)</b> MAILING ADDRESS No./Street _____ Area / Town _____ Parish _____
<b>9)</b> CONTACT INFORMATION Work phone _____ Home Phone _____ Mobile Phone _____ E-mail address: _____		
<b>B. COMPANY INFORMATION</b>		
<b>10) a)</b> DO YOU CURRENTLY OPERATE A BUSINESS YES <input type="checkbox"/> NO <input type="checkbox"/>  IF THE ANSWER TO <b>Question 10a</b> IS YES <b>b)</b> WHAT IS THE TRADE NAME OF THE BUSINESS? _____		<b>11)</b> IF THE ANSWER TO <b>Question 10a</b> IS 'YES' <b>a)</b> WHAT IS THE REGISTERED NAME OF THE COMPANY? _____ <b>b)</b> WHAT IS THE DATE OF REGISTRATION? (Please provide a copy of Certificate of Registration) _____
<b>12)</b> ADDRESS OF BUSINESS No./Street _____ Area / Town _____ Parish _____		<b>13)</b> MAILING ADDRESS OF BUSINESS No./Street _____ Area / Town _____ Parish _____
<b>C. OPERATING INFORMATION</b>		
<b>14) a)</b> WHAT IS THE PURPOSE OF THE LEASE? _____ _____		
<b>b)</b> HOW MANY YEARS OF EXPERIENCE DO YOU HAVE IN THE PROPOSED BUSINESS? _____		
<b>c)</b> PLEASE LIST THE TYPE AND QUANTITIES OF EQUIPMENT/MACHINERY TO BE USED ON SITE _____ _____		

15) WHEN DO YOU INTEND TO BE OPERATIONAL FROM THIS LOCATION? \_\_\_\_\_

16) HOW MANY PERSONS ARE TO BE EMPLOYED? \_\_\_\_\_

17) WHAT IS THE EXPECTED RANGE OF MONTHLY PATRONAGE? \_\_\_\_\_

18) ANY OTHER PERTINENT INFORMATION \_\_\_\_\_  
\_\_\_\_\_

**D. COMMERCIAL RENTAL HISTORY**

19) PRESENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

20) RENT \_\_\_\_\_ OWN \_\_\_\_\_  
MONTHLY RENTAL \_\_\_\_\_

21) RENTAL PERIOD \_\_\_\_\_ to \_\_\_\_\_

22) REASON FOR LEAVING \_\_\_\_\_

23) PREVIOUS ADDRESS \_\_\_\_\_  
\_\_\_\_\_

24) RENT \_\_\_\_\_ OWN \_\_\_\_\_  
MONTHLY RENTAL \_\_\_\_\_

25) RENTAL PERIOD \_\_\_\_\_ to \_\_\_\_\_

26) REASON FOR LEAVING \_\_\_\_\_

27) a) TAX REGISTRATION NUMBER (TRN) (Personal)  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

b) TAX REGISTRATION NUMBER (TRN) (Company)  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

28) ONE OF THE FOLLOWING MUST ALSO BE PROVIDED  
a) Passport  
b) National I. D.  
c) Driver's License  
d) Other (Specify) .....  

--

 Number

**E. FINANCIAL INFORMATION**

29) LIST CREDIT REFERENCES, GIVING NAMES ADDRESSES & CONTACT NUMBERS.

<u>Name</u>	<u>Address</u>	<u>Contact No.</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____

30) APPLICANT'S BANK  
NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
\_\_\_\_\_

31) DO YOU BANK WITH ANY OTHER INSTITUTION?  
NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
\_\_\_\_\_

32) HAVE YOU EVER BEEN INSOLVENT, BANKRUPT OR MADE OR BEEN INVOLVED IN ANY COURT PROCEEDINGS FOR DEBT?

YES

NO

33) IF THE ANSWER TO QUESTION 32 IS YES, PLEASE EXPLAIN.

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

**F. OTHER INFORMATION**

34) a) HAVE YOU RENTED COMMERCIAL SPACE BEFORE?

YES

NO

b) IF SO WHERE? \_\_\_\_\_

35) a) WHY DID YOU CHOOSE 44 FORT STREET?

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

b) WHY DID YOU CHOOSE THE UDC?

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

36) ARE YOU/HAVE YOU EVER BEEN A TENANT OF THE UDC? IF YES, WHERE? \_\_\_\_\_

**G. CHECKLIST OF DOCUMENTS REQUIRED AS PART OF APPLICATION**

- COMPANY PROFILE DRAFT FLOOR PLAN
- ARTICLES OF INCORPORATION SUMMARY BUSINESS PLAN
- CERTIFICATE OF INCORPORATION

- DRAFT FLOOR PLAN
- SUMMARY BUSINESS PLAN
- EVIDENCE OF FINANCIAL STANDING (AUDITED/UNAUDITED FINANCIALS, BANK STATEMENT, BANK LETTER OF INTENT).

**H. DECLARATION**

THE INFORMATION PROVIDED HEREIN IS FACTUAL AND IS TO THE BEST OF MY/OUR KNOWLEDGE TRUE AND COMPLETE. I HEREBY ACKNOWLEDGE THAT ANY FALSIFICATION OF THE INFORMATION PROVIDED HEREIN WILL RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS AND MY APPLICATION WOULD BE CONSIDERED AS NUGATORY.

**SIGNED – APPLICANT**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**For Internal Use:**

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

Comments: \_\_\_\_\_

**Approved**

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

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

## 6 APPENDIX 2 - MONETARY OFFER SUBMISSION FORM

To: Urban Development Corporation  
12 Ocean Boulevard,  
Kingston

**RE: Request for proposals – Lease 44 Fort Street, Montego Bay**

Dear Sirs:

Our offer to the Urban Development Corporation for the right to lease, redevelop and manage property registered at Volume 1127 Folio 603, is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ per annum

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: \_\_\_\_\_