

***Toledo Institute for Development and Environment [TIDE]
Grant agreement No. BZ – KfW FIII - 006 - 2024***

Invitation to submit a proposal to construct a dock on Hunting Caye-Sapodilla Cayes Marine Reserve with 1 heavy boatlift for 1 30ft. vessel

July 2nd 202

TERMS OF REFERENCE

1. Background

The Mesoamerican Reef Fund, Inc. (MAR Fund) and Toledo Institute for Development and Environment (TIDE) have entered into a Grant Agreement under the project: *Enhancing Protection and Conservation of Commercial Species, Coral Reefs, and Fish Spawning Aggregation Sites in Sapodilla Cayes Marine Reserve, Belize* with the objective of increasing protection and biodiversity conservation of commercial species, coral reefs, and legally established FSAs within Sapodilla Caye Marine Reserve (SCMR) including Elbow and Cayman Crown.

The Sapodilla Cayes Marine Reserve (SCMR) is the most southern of the marine protected areas in Belize and encapsulates the southernmost tip of the Belize Barrier Reef. It lies in the general area of N16 6 32.9, W88 16 10.4 and is an integral part of the Belize Barrier Reef Reserve System (BBRRS), inscribed as a UNESCO World Heritage Site in 1996.¹⁰ (SCMR management plan 2023)

The expanded marine reserve covers an area of 321,623.5 acres (approximately 130,156 ha) and contains fourteen palm-fringed sand or mangrove cayes, fringe reefs, natural lagoons, and key spawning aggregation sites (SPAGs). It is one of the 17 barrier reef regions that compose the Mesoamerican Reef System that is home to more than 65 species of stony coral, 350 species of molluscs and more than 500 species of fish. (SCMR management plan 2023).

With the significant expansion of the Sapodilla Cayes Marine reserve from 38,595 acres to 321,623.5 acres which includes a large portion of the Cayman Crown, a resilient coral reef ecosystem, there is an urgent need for the Toledo Institute for Development and Environment [TIDE], a new co-manager of SCMR to seek significant funding for investment in infrastructure, urgent resource protection, sustainable management and socio-economic opportunities for primary users to increase management effectiveness of this world heritage site.

Commercial and recreational fisher-folk along with tour operators from southern Belize rely on the use of the Sapodilla Cayes Marine Reserve to generate an income either from fishing commercial species during season or from sports fishing and tourism. Currently, there is an urgent need for a safe and convenient docking facility for the ranger team and visitors to SCMR ranger station. The previous docking facility has deteriorated over the years and the ranger team and visitors dock their boats on the sandy beach - a practice that negatively impacts boats and the seafloor. Aside from the docking facility, there is a need for a boat lift that can aid with security of the patrol boat, especially during rough seas and nights.

With funds from this project, TIDE intends to rebuild the docking facility and install a boat lift for a 30ft. patrol vessel. The dock will not only provide adequate space for patrol boats, but for visitors to the island. The dock will be built in accordance with specification on the BluePrint - Sapodilla Caye, February 2025, prepared by consultant and engineer, Nuani Cayetano. The boat lift will be built based on recommendations from the contractor. The consultant that wins the BID to construct the dock will provide a BID based on the Blueprint prepared for this project and will obtain it from the project coordinator.

2. Objective:

Within 3 months, acquire all necessary materials and work with qualified personnel to construct a dock and boat lift capable of accommodating a 30 ft. vessel in accordance with the blueprint for dock prepared for by consultant, Nuani Cayetano for Hunting Caye-Sapodilla Cayes Marine Reserve Ranger Station. The construction will comply with all safety and regulatory requirements ensuring successful completion within the specified timeframe.

3. Contracting activities

The following activities will be carried out as part of the contract :

- 3.1 Review the blueprint provided by TIDE for dock and design boat lift attached to dock for the 30 ft. vessel at Hunting Caye, SCMR ranger station.
- 3.2 Be familiar with the social and environmental assessment report for the dock from previous consultancy and identify any potential challenges that may need to be addressed during construction.
- 3.3 Request and review copy of permit, obtained by TIDE from relevant authority, for rebuilding the dock.
- 3.4 Source and procure materials for the construction of dock and boat lift, ensuring timely delivery of materials to avoid project delays.
- 3.5 Mobilize construction materials and work team to Hunting Caye.
- 3.6 Provide project overview to the team and conduct safety briefing.
- 3.7 Commence with construction of the dock foundation and structure as per blueprint.
- 3.8 Build/Install the heavy lift as per approved design.
- 3.9 Provide monthly progress reports to the TIDE project coordinator to ensure that the construction is on track and is compliant with safety, environmental and social assessment recommendations.
- 3.10 Complete construction of the dock and boat lift, ensuring the boat lift is operational.
- 3.11 Develop document outlining procedures and guidelines for proper maintenance of boat lift and docking facility
- 3.12 Train TIDE staff to operate and conduct maintenance of the boat lift
- 3.13 Share the safety protocols and precautions that will be implemented during the construction and installation process to ensure the safety of personnel and equipment.
- 3.14 Share the steps that would be taken in the event of an emergency or unexpected incident during the construction and installation process.

4. Presentation of the Bid

- 4.1 The Bidder shall submit a Financial Bid based on the blueprint of docking and boat lift
- 4.2 The proposal will be submitted in **electronic form** in unmodifiable PDF format.
- 4.3 The bidder submits a technical proposal outlining the work plan
- 4.4 If the Estimated Completion Date cannot be met by the Bidder, the Bidder shall indicate in its Financial Bid the earliest Estimated Completion Date for the construction of docking facility and boat lift.
- 4.5 The Bid must be signed by the Contractor's natural person or the legal representative or attorney-in-fact of the Contractor for such a purpose.
- 4.6 The Bidder shall attach to its Bid the documentation requested: for **INDIVIDUALS** – copy of ID card or passport (incase of foreigners), copy of legal invoice to be used

for payment, Resume (4 pages max), 2 professional references; **LEGAL ENTITIES:** copy of company registration, copy of legal status/power of attorney of legal representative, copy of identification document of legal representative or passport, copy of legal invoice to be used for payment, entity presentation/resume, 2 professional references.

4.7 The e-mail address for submission of the Bid is: info@tidebelize.org

4.8 Request Blueprint for docking facility and boatlift at info@tidebelize.org

4.9 The bidder request and submit to the contracting party a signed declaration of understanding

4.10 The **deadline** for submission of the Bid is **5:00 p.m.** on **18/07/2025**

5. Bid Pricing

5.1 The Prices offered by the Bidder shall be fixed and shall not be subject to any variation for any reason whatsoever.

5.2 The rates and prices submitted shall be deemed to include all costs of materials, labor, overhead, utilities, insurance, taxes, duties, liabilities, risks and other matters necessary for providing the contracted work. The Contracting Party shall not accept any costs other than those clearly indicated in the financial proposal to be considered for the performance of the Contract.

5.3 The Contractor shall be responsible for paying taxes according to the country's regulations.

5.4 Freight costs for materials and equipment shall be borne by the Contractor, as well as the costs of transportation of its personnel.

5.5 If, during the preparation of the bid, the prospective bidder discovers discrepancies between the drawings and the bill of quantities, the prospective bidder shall bring such discrepancies to the attention of the contracting party prior to submitting the bid.

5.6 Additional items not requested by the Contracting Party should not be included in the Financial Bid.

6. Currency of the Bid and payment

The Bidder shall quote prices in **US Dollars**

7. Period of validity of the Bid

The Bid shall remain valid for a period of **90 days** from the deadline established by the Contracting Party for submission of the Bid.

8. The Contracting Party's right to accept and reject the Bid

The Contracting Party reserves the right to cancel the Procurement Process and to accept or reject the Bid at any time prior to notification of award, without thereby acquiring any liability to the Bidder.

9. Notification of award and signing of the contract

Prior to the expiration of the period of validity of the Bid, the Contracting Party shall notify the Bidder in writing whether its Bid has been accepted in writing in the form of **Acceptance letter**. The contract will then be sent for review, and a date will be arranged for its signing at the office of the contracting party.

10. Estimated Work Schedule (3 months)

Activities	Time Frame (weeks)											
10.1 Review the blueprint provided by TIDE for dock and design boat lift attached to dock for the 30 ft. vessel at Hunting Caye, SCMR ranger station.	1	2	3	4	1	2	3	4	1	2	3	4
10.2 Be familiar with the social and environmental assessment report for the dock from previous consultancy and identify any potential challenges that may need to be addressed during construction.												
10.3 Request and review copy of Permit for re-building dock obtained by TIDE												
10.4 Source and procure materials for construction of dock and boat lift, ensuring timely delivery of materials to avoid project delays.												
10.5 Mobilize construction materials and work team to Hunting Caye.												
10.6 Provide project overview to the team and conduct safety briefing.												
10.7 Commence with construction of the dock foundation and structure as per blueprint.												
10.8. Build/Install the heavy lift as per approved design.												
10.9 Provide monthly progress reports to the TIDE project coordinator to ensure that the construction is on track and is compliant with safety, environmental and social assessment recommendations.												
10.10 Complete construction of the dock and boatlift, ensuring the boat lift is operational.												
10.11 Train TIDE staff to operate and conduct maintenance of the boat lift.												

11. Expected products

The contractor will deliver the following product(s)

No	Deliverables	Time Frame
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1st deliverable	Signing of contract and report on discussion verifying blueprint for dock and boatlift design with project coordinator. The contractor must share with TIDE its safety protocols and precautionary documents implemented during construction and installation process	1 week after signing contract
2nd deliverable	1st month progress report, including evidence of procurement of materials for dock and boat lift and compliance with safety, environmental and social assessment recommendations.	4 weeks after signing contract
3 rd deliverable	The contractor must submit progress report on the construction and installation progress	8 weeks after signing contract
4 th deliverable	Report and pictures of completion of dock and operational boat lift.	12 weeks after signing of contract
5 th deliverable	Produce Standard operating procedure document outlining the maintenance of the boat lifts and docking facility	Prior to conclusion of project activity

12. Contractor's Profile

The consultant or consulting team must possess the following qualities:

- 12.1 More than 5 years' experience in marine dock construction techniques.
- 12.2 Knowledgeable of local building regulations and building codes related to marine construction; adherence to regulations, if any, to reconstruct the dock and boat lift.
- 12.3 Evidence of, or reference from employer for construction of at least 3 previous marine docks or similar project/s, successfully completed.
- 12.4 Responsive to questions and concerns from the Employer throughout the project.
- 12.5 A minimum of a Certificate or Diploma in building construction or vocational training.
- 12.6 Adherence to safety protocols and practices on the construction site.
- 12.7 Commitment to minimizing social environmental impacts during construction. This includes disposing of waste materials and adherence to environmental regulations.
- 12.8 Proven record of ability to install boat lifts in a marine environment.

13. Payment for the contract shall be made upon approval of the deliverables by the Contracting Party and submission of corresponding legal invoices in 3 payments in accordance with the payment schedule below.

Payment No.		Payment %
1	Signing of contract and report on discussion verifying blueprint for dock and boat lift with project coordinator.	40%
2	1st month progress report, including evidence of procurement of materials for dock and boatlift and compliance with safety, environmental and social assessment recommendations.	30%
3	The contractor must submit progress report on the construction and installation progress	15%
4	Report and pictures of completion of dock and operational boatlift.	10%
5	Produce Standard operating procedure document outlining the maintenance of the boat lifts and docking facility	5%
Total		100%

14. Contract supervision

The contractor will be supervised by the TIDE Project Coordinator and TIDE Executive Director.

The contractor shall attend virtual and/or face-to-face meetings to which he/she is summoned for the execution of this consultancy.

The contract deliverables will be submitted to the contract supervisor for review and approval. If improvements are required, the consultant will proceed to make the requested adjustments.

Payment for each product will be made once it has been approved by the Executing Party's reviewers.

In all discussions and comments made *on site*, the contractor shall expressly state that these reflect his/her opinion and not necessarily the position or opinion of the Contracting or Executing Party.

