



# EXPRESSION OF INTEREST

For

Stay-Safe Hotels for Visitors

**PROCURING ENTITY: TOURISM DEPARTMENT**

July 2020

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TOURISM DEPARTMENT

INVITATION FOR EXPRESSION OF INTEREST

*The Tourism Department is inviting Expressions of Interest (EOI) from licensed hotels of 25 rooms and above (excluding guest houses & self –catering accommodation) on Mahe, and Praslin islands.*

*The EOI is expected to lead to request for proposal for hotels to be used as paid Stay- Safe hotels for asymptomatic visitors. (Visitors not showing signs and symptoms of sickness but are infected with COVID -19)*

The EOI Document containing;

- (i) Background and Objective of Visitor Stay –Safe hotels
- (ii) Submission Requirement,
- (iii) Qualification Criteria, and
- (iv) Evaluation Criteria,

can be collected from the address below as from **Monday 03<sup>rd</sup> August 2020 to Thursday 06<sup>th</sup> August 2020 as from 08.30am to -3.30pm** or can be downloaded from the website on [www.tourism.gov.sc](http://www.tourism.gov.sc)

Director Human Resources and Administration  
Tourism Department  
Botanical House  
Mont Fleuri  
Email: [marlenemondon@tourism.gov.sc](mailto:marlenemondon@tourism.gov.sc)  
Phone Number: 4286500

The interested candidates meeting the criteria mentioned in the EOI documents must submit their applications in sealed envelope to the above address by **Friday 07<sup>th</sup> August 2020 at 3.30pm.**

## **Expression of Interest for hotels to be used as paid Stay Safe hotels for visitors on Mahe and Praslin Islands**

### **1 Background:**

The main purpose of the accommodation is to separate asymptomatic visitors (visitors who are not showing any signs and symptoms of sickness but have been tested positive and are active cases of COVID-19 from those who are not infected. This will enable them to be closely monitored and at the same time ensure that they are able to enjoy the facilities and services offered by the accommodation without putting anyone at risk.

### **2 Objective**

There is need to ensure that any visitors who are asymptomatic (infected but not showing any signs and symptoms of the COVID sickness) be accommodated in a separate accommodation to facilitate monitoring and follow up and prevent the spread of the disease.

### **3 Duration of Engagement:**

The engagement shall be for a period of Aug 2020 to 31<sup>st</sup> Dec 2021

## **INSTRUCTIONS TO THE BIDDER**

### **1. Submission requirement**

The following information shall be submitted in order to evaluate the eligibility and qualification of the bidder:

1. Company profile, organization and staffing);
2. List of facilities, amenities and services available
3. Location and site plans of the proposed Stay-Safe hotels

Interested bidders may obtain further queries or clarification on tel No 4286510 or email address at the address below from 0800 hours to 1600 Hours during week days.

The bidders are expected to examine all instructions, details, terms and conditions in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of proposal not substantially responsive to the EOI documents may result in rejection of the EOI.

Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the application null and void.

### **2. General Conditions**

- a. Visitors will pay for their accommodation and services provided to them.
- b. However, as these Stay- Safe hotels will be accommodating asymptomatic visitors, there will be certain restrictions to the use of all common facilities such as Spa, swimming pools, public bars, gyms etc..
- c. Government will provide a retainer fee to the management of the Stay Safe hotels.
- d. All service staff will receive specialised training to be able to deliver any specific tasks.
- e. Regular monitoring visits will be done by health professionals.
- f. Any tourist who becomes sick during their stay will be immediately transferred to the treatment centres at the hospitals

**See annex 2 for other terms and conditions.**

### **3. Pre-Qualification Criteria:**

The following will be the minimum pre-qualification criteria.

Each eligible bidder should meet all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

<b>No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>
1.	The applicant must be registered as a tourism accommodation establishment	Copy of Certificate of Incorporation or Certificate of Registration and Tax Identification Number (TIN)

2.	The proposed hotels must be a licensed establishment and must be located in a secured environment to enable the monitoring of access to and from the property.	Provide proof of license, site and location plans.
3.	There must be effective security measures in place including security personnel	Proof of security measures and list of security personnel
4.	To submit proposed room rate and retainer fee	Details of room rates to be charged including retainer fee
5.	The hotels must meet all health criteria to accommodate asymptomatic tourists and must be a health certified hotel	Provide health approved SOPs and proof of certification.
6.	The hotels must have all relevant facilities, amenities and services to guarantee minimum comfort and safety of all visitors	Submit list of available facilities, amenities and services
7.	Designated isolation rooms for visitors who become symptomatic during their stay	Submit detail of the isolations rooms including list of all available facilities, amenities and services
8.	Sufficient number of staff on permanent contract to guarantee service delivery	Details of the operation and manning plan
9.	Adequate and appropriate staff accommodation	Details and location of staff accommodation for both locals and non-Seychellois (if any)
10	Ability to make provision and maintain appropriate and adequate stock of PPEs	Commitment letter confirming ability to provide and maintain stock of PPEs (List of PPEs to be made available by Department of Health)

#### 4. Evaluation Criteria and Method of Evaluation of the EOI:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. The EOIs will be evaluated based on the pre-qualification criteria
- c. The Procuring Entity will take up references and reserves the right to pay due heed to information and details submitted by the Bidder
- d. All applicants must submit a proposal in line with above mentioned pre-qualification criteria
- e. All applicants who are not successful will be informed immediately after evaluation has been completed.

**5. Response:**

Bidders must ensure that their Bid response is submitted as per the “**APPLICANT’S EXPRESSION OF INTEREST RESPONSE–FORMAT**” in Annex 1

This RESPONSE must be placed in a sealed envelope marked “EOI application for Stay -Safe hotels.

**6. Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform Procuring Entity, detailing the conflict in writing as an attachment to this Bid.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

**7. Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment.

The Procuring Entity reserves the right to withdraw the EOI and or vary any part thereof at any stage. The Procuring Entity further reserves the right to disqualify any bidder, should it be so necessary at any stage.

**8. Last date of submission of EOI:**

The last date and time of submission of EOI is **10 Aug 2020 Time 10 a.m.**  
Bid Opening Date:-**10 August 2020**

**APPLICANT'S EXPRESSION OF INTEREST – FORMAT**

Director Human Resources and Administration.  
Tourism Department  
Botanical House  
Mont Fleuri

**Subject: - Submission of Expression for proposals to provide Stay- Safe hotels for visitors.**

Dear Sir/Madam

In response to the Invitation for Expressions of Interest (EOI) published on ..... for the above purpose, we would like to express interest to bid for the above mentioned hotels. As instructed, we attach the following documents :

A Proposal in line with the pre-qualification criteria as per below:-

1. Copy of the Registration Certificate and Tax Identification Number (TIN)
2. Copy of License, SOPs ,Health approved Certificate
3. Details of facilities, amenities and services
4. Copy of license and site and location plan
5. Proof of security measures and list of security personnel
6. Details of the isolation rooms including list of all available facilities, amenities and services
7. Details of the operation plan
8. Details and location of staff accommodation
9. Commitment letter confirming ability to provide and maintain stock of PPEs
10. Details of room rates to be charged including retainer fee

Having examined the details given in EOI Notice and EOI document for the above bid, ;

- a) I / We hereby certify that all the statements made and information provided and accompanying statements are true, complete, accurate and correct.
- b) I/we acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the Procuring Entity might result in the rejection of our application or any other administrative sanction by the Procuring Entity.
- c) The Procuring Entity may verify any statements which I made in this application.
- d) I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
- e) I / We also agree that the (insert the name of the Procuring Entity) , their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.



Sincerely Yours,  
Signature of the applicant  
[Full name of applicant]

Date: xxxxx

## **TERMS AND CONDITIONS**

### **1. TASKS**

The main tasks will consist of:

1. Always ensure that all health guidance and measures are followed at all times and the level of hygiene is maintained at all time on the premises and facilities
2. All visitors receive comfortable accommodation and other relevant services during their stay.
3. Ensure that no visitors are stigmatised during their stay.
4. Collaborate with the Department of Health to ensure that they receive all relevant information whilst staying at Stay- Safe hotels.
5. Ensure that the visitors staying at the hotels have no contact with local communities and remain within the precinct of the hotel premises
6. Ensure that there is effective security measures at the hotels at all times.
7. Ensure that health monitoring visits by the health professionals are facilitated.
8. Ensure that the visitors have easy and direct contact with the Health and Safety person or the focal person to report on health status (contact details available in the rooms)
9. If any visitors become sick, ensure health guidelines are adhered to and that the relevant medical focal person(s) at the hospitals is informed immediately and to treat the incident as a health emergency.
10. Provide all visitors with means of communication for external contact.
11. Ensure the safety and security of all the staff assigned to work on the premises

### **2. RESPONSIBILITIES AND REPORTING**

1. Report any unusual behaviours that can jeopardise the health and safety of the visitors staying at hotels and that of the staff
2. Report on any incident whereby any visitors have breached the security measures and have had contact with any local community.
3. Ensure that there is a high level of communication between management of the hotel and the health focal person(s)
4. Keep all visitors informed of all actualities by ensuring that they have access to the Media i.e. TV, newspaper etc.