



PRE-QUALIFICATION
For
SERVICE PROVIDER
FOR THE SMALL ESTABLISHMENT ENHANCEMENT
PROGRAMME

PROCURING ENTITY: TOURISM DEPARTMENT



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1. Introduction:

This document constitutes the Pre-Qualification information for the selection of Service Providers who are suitably qualified to provide professional consultant services and assist operators with technical advice and concepts for their Tourism Establishment through consultation visits.

2. Background:

The Tourism Department has reintroduced the Small Establishment Enhancement Programme (SEEP) late last year, with the aim to provide small accommodation establishments operating below the set minimum requirements or at poor standards with the necessary assistance through expert guidance to upgrade and maintain the quality of their products, services and operations.

Technical assistance and professional guidance which will be funded by the Department of Tourism will be provided to selected tourism establishments that meet the criteria to be offered such assistance through the Small Establishment Enhancement Programme (SEEP).

3. Objective:

The Tourism Department aims to have a pool of Service Providers on a one-year contract with the Tourism Department to assist Tourism Establishments with necessary expert guidance on how to upgrade and maintain the quality of their products, services and operations.

The Service Provider shall conduct consultation visits with tourism operators to obtain their ideas and perspectives on how they wish to transform their property, and assist them in reaching their objectives, by producing a concept or comprehensive report on how to address the problem areas.

4. Terms of Reference (TOR):

4.1. Scope of Work:

4.1.1 Interior Designers

The overall assignment of the Interior designer will be to conduct consultation visits and provide a concept proposal per project when called upon by the Small Establishment Enhancement Programme Secretariat, as detailed in the Service Providers' Statement of work (SoW) and Standard operating procedures (SOP).

The interior designer will be responsible for planning, designing, and coordinating interior spaces for various tourism business projects. They will work closely with the Tourism Operators, to ensure that the interior design meets the demand of the operator's aesthetic needs and requirements

The Interior Designer role shall consist of:

1. Setting a date with the Tourism Operator for the consultation visit to understand their needs, preferences, and budget constraints.
2. Create design concepts and mood boards that align with the Tourism Operator's vision and project goals.
3. Submit the concept proposal as per the deadline detailed in the Statement of Work (SoW)



Deliverables / Outputs

1. Consultation visits are scheduled and carried out as detailed in the Statement of Work (SoW)
2. A concept proposal with recommendations and guidelines are forwarded to the Small Establishment Enhancement Programme Secretariat within the given time frame as detailed in the Statement of Work (SoW)
3. All assigned projects to be conducted in a fair and transparent manner.

4.1.2 Building/ Landscaper Maintenance

The overall assignment of the Building/ Landscaper Maintenance will be to conduct site visits and provide an Assessment report detailing existing issues and recommended improvements per project when called upon by the Small Establishment Enhancement Programme Secretariat, as detailed in the Service Providers' Statement of work (SoW) and Standard operating procedures (SOP).

The Building/ Landscape Maintenance professional will provide assistance in improving building and landscape maintenance for small tourism establishments.

a) **Building Maintenance Team:**

- Conduct an assessment of the building's condition.
- Identify the structural issues, maintenance needs, and safety concerns of the tourism establishments.
- Produce an assessment report detailing existing issues and recommended improvements.
- Prepare a detailed renovation and repair plans, including cost estimates.

b) **Landscaping Maintenance:**

- Evaluate the existing landscape design, functionality and condition.
- Propose and implement landscaping improvements to enhance aesthetics and functionality.
- Produce an assessment report describing the current landscaping condition and recommended enhancements.
- Landscape design plans, including plant selection, hardscaping elements, and budget estimates.

The role shall consist of:

1. Setting a date with the Tourism Operator for a site visit to understand their needs, preferences, and budget constraints.
2. Provide professional recommendations for building maintenance and landscaping improvements in accordance with the Tourism Operator's vision, project goals and budget
3. Submit an Assessment report detailing existing issues and recommended improvements as per the deadline detailed in the Statement of Work (SoW)

Deliverables / Outputs

1. Site visits are scheduled and carried out as detailed in the Statement of Work (SoW)
2. An Assessment report detailing existing issues and recommended improvements and guidelines are forwarded to the Small Establishment Enhancement Programme Secretariat within the given time frame as detailed in the Statement of Work (SoW)
3. All assigned projects to be conducted in a fair and transparent way.



4.2. Eligibility Criteria

4.2.1 Interior Designers

An experienced and self-assured individual to provide assistance in the field of interior design, including on-site consultation visits and concept design proposal for small tourism establishments in need of transformation.

Hold one of the following qualifications and experience:

- Hold a bachelor's degree in interior design or a related field from an accredited institution, or,
- Minimum 2 years proven experience in the field, or,
- A portfolio showcasing a variety of projects that demonstrate creativity and proficiency in different design styles and spaces.

Possess the following personal qualities:

1. Excellent oral and written communication skills;
2. Entrepreneurial spirit and high energy levels;
3. Highly professional;
4. A keen sense of creativity and the ability to think outside the box to create unique and aesthetically pleasing interior spaces;
5. Able to conceptualise design and interior improvements to suit different budgets.
6. Able to propose simple impactful improvements.
7. A strong understanding of current design trends and the ability to adapt to evolving styles;
8. Meticulous attention to detail in all aspects of design, from color coordination to furniture placement;
9. Demonstrated ability to create innovative and functional interior designs that meet clients' needs and preferences;
10. Strong space planning skills and an eye for detail in selecting materials, color schemes, furnishings, and accessories;
11. Self-motivation and the ability to balance the demands of work priorities;
12. Excellent time management skills; and a
13. Willingness to travel to other islands;

4.2.2 Building/Landscaper Maintenance

An experienced and self-assured individual or company to provide assistance in the field of Building and/or Landscape Maintenance, to include on-site visits, assessment report detailing existing issues with recommended improvements and cost estimates for small tourism establishment in need of repairs, refurbishments, or renovations.

Hold one of the following qualifications and experience:

- Relevant license for landscaping or building maintenance
- A minimum of 3 years proven experience in landscaping or building maintenance
- A portfolio showcasing a variety of projects that demonstrate specific tasks relevant to the job (e.g., mowing, weeding, carpentry, plumbing, renovation work).

Possess the following personal qualities:

1. Excellent oral and written communication skills;
2. Ability to take and follow instructions.
3. Entrepreneurial spirit and high energy levels;
4. Highly professional;



5. Good physical health and mobility.
6. Understanding of safety protocols and regulations related to building and landscaping maintenance.
7. Strong attention to detail when performing maintenance tasks.
8. Ability to notice and report issues or concerns.
9. Ability to identify and resolve maintenance-related problems.
10. Initiative to find solutions independently.
11. Willingness to travel to other islands;
12. Ability to propose different improvement scenarios to fit different budgets.

4.3 Remuneration

Remuneration for the Service Provider shall be subject to provisions set out in the contract and Statement of Work (SoW) per each project.

4.4 Confidentiality

The Service Provider shall not at any time communicate to any unauthorized person or entity any confidential information disclosed to him/her for the purpose of or discovered in the course of their appointments. Neither shall s/he make public any reports, conclusions or recommendations formulated in the course of, or as a result of, their appointment.

5 Submission Requirement:

Interested candidates are requested to submit their interest to the following; not later than **19th January 2024, at 4pm.**

Submission must include the following documents:

- Standard form
- Recent CV and portfolio
- One Passport size photo
- References (two)

6 Selection and Evaluation Criteria:

The Tourism Department will form a committee to evaluate and appraise the submissions submitted by the deadline stated in Clause 5 to determine whether the applications are deemed to be responsive or non-responsive to the pre-qualification requirements, as listed below;

First Stage; of the Evaluation process shall involve the Mandatory and Administrative Requirements and ensuring that the applications are complete and responsive to the basic instructions.

This preliminary examination shall determine the following;

- a. The eligibility of the applicants, based on the requirements of the pre-qualification notice.
- b. Whether the applicants have provided all the relevant documents.

Second Stage; is the Technical Evaluation whereby using the information as provided by the applicants as per required in Clause 6 for the determination of the individual's capability to provide the required services.

The evaluation criteria and scoring will be as follows;



Description	Rating
<p>Experience and Knowledge: Level and length of experience and knowledge related to the programme.</p>	5/
<p>Qualification: Level of qualification in the required specific job-related work experience or formal education & certifications.</p>	5/
<p>Technical Competence: Portfolio demonstrating level of experience relevant to the required position and to the programme</p>	5/
<p>Overall Evaluation*: Summary of your perceptions of the candidate's strengths/weaknesses.</p> <p>*candidates scoring 10 and above will be selected as Service Provider for the programme.</p>	Total scoring = 15



APPLICANT'S PRE-QUALIFICATION – FORMAT

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Sub: Application to Pre-Qualify for Service Provider to the Small Establishment Enhancement Programme (SEEP)

Dear Sir/Madam,

In response to the Pre-Qualification Notice published on
for the above purpose, I would like to express interest to provide the above proposed services. As instructed, I attach the following documents:

1. Recent CV
2. Portfolio
3. One Passport size photo
4. References (two)

Having examined the details given in the Pre-Qualification Notice and its respective document, I hereby certify that all the statements made and information provided and accompanying statements are true, complete, accurate and correct.

I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by The Tourism Department might result in the rejection of my application or any other administrative sanction by The Tourism Department.

The Tourism Department may verify any statements which I made in this application.

I have furnished all information and details necessary for the Pre-Qualification and have no further pertinent information to supply.

I also agree that The Tourism Department and their authorized representatives can approach individuals, employers and firms to verify my competence and general reputation.

Sincerely Yours,

Signature of the applicant
[Full name of applicant]

Date: