



THE BUSINESS DEVELOPMENT OFFICE

The University of the West Indies, Mona, Kingston 7; Tel: (876) 977-6797, 977-6874 Fax: (876) 977-6748

COMMERCIAL SPACE(S) FOR RENT/LEASE AT THE UWI, MONA CAMPUS

General Information

The University of the West Indies, Mona, through the Business Development Office invites qualified businesses to rent or lease the first floor space above National Commercial Bank (NCB) (see location at Appendix I, page 4) to provide services including inter alia, to the UWI Mona Campus community which includes students, faculty, staff, visitors, and clients. Submissions of Interest will be processed on a first come, first serve basis.

There are two contractual arrangements that will be considered for the space:

- A lease for 6,300 sq. ft. The space currently comprises nine (9) retrofitted offices, seven (7) restrooms, two (2) store rooms, individual work stations, a server room and a large balcony. See Appendix II. Floor layout on page 5.

OR

- Three separate licences for 928.48 sq. ft., 1,621.44 sq. ft. and 1,253.49 sq. ft. respectively. See Appendix III. Floor layout on page 6.

When the Mona Campus is at 100% face to face classes, the student population is over 16,500 of which nearly 12,500 are commuting and the rest are residents. There is a faculty, staff and service contractor population of around 3,000 on the campus. There are also other related and third-party entities on the Mona Campus.

Process and Requirements

1. Questions and Site Visits

Any questions concerning this notice or requests for site visits can be submitted in writing to the Business Development Office (BDO) via email at bdo@uwimona.edu.jm or via telephone at (876) 977-6797 or (876) 977-6874.

Site visits will be held on Tuesdays and Thursdays at 10:00 a.m. or 2:00 p.m. subject to requests from interested parties. **All requests for site visits must be placed in writing at least 24 hours before the intended date/time.**

2. Requirements

- The Applicant shall be licensed with at least 5 years' experience in the services to be offered by the business. The Applicant must have evidence of formal training, qualifications, and hands-on experience in the field. All other providers of service in the establishment must have valid licenses and evidence of training in the area of work to be performed.
- There must be evidence of sufficient staff in order to provide reasonable, prompt and efficient services to meet customer demand at prices similar to those of other businesses in the surrounding communities.

If successful, the Applicant, at his/her own expense, will be expected to:

- Obtain all equipment, carry out any installation and subsequent maintenance and provide internal security at the Premises.
- Carry out all interior improvements to the Premises
- Obtain all required licenses, permits and insurance for the operation of the business

3. Rent & Contribution to Common Area Maintenance (Referred to as "Rental")

The Rental shall include the rent for the space and the Contribution to Common Area Maintenance.

The Tenant shall pay rental per month. The rental shall include the Contribution to Common Area Maintenance. This rental shall be applicable for the first 12 months after the commencement of the rent, increasing thereafter on the anniversary date of the license or lease.

Contribution to Common Area Maintenance shall include access to parking spaces for the Tenant and clients, common area utilities, various janitorial services for common areas, maintenance of garden and common areas in and around the property, and general security.

Rental shall be paid in advance on the first day of each month (excluding Saturday, Sunday and public holidays in Jamaica in which case payment should be made on the first business day of the month).

A security deposit equivalent to a minimum of two months rental shall be paid in advance.

4. **Utilities**

In addition to its monthly rent, the Tenant shall be responsible for the cost of all utility consumption in its Premises.

5. **Required Documents**

The information below is required and must be submitted fully for the Submissions of Interest to be considered complete, and for evaluation. If for any valid reason an applicant cannot provide the required information that reason must be stated in the Submission.

The Applicant is expected to submit information in the order requested which is as follows:

- i. The concept brief behind the proposed business
- ii. Names of principal(s) and details of background/qualifications and experience
- iii. Service(s) to be provided and Price range of service(s)
- iv. Detailed breakdown of the Capital Investment to be undertaken and the source(s) of financing
- v. Design layout of space.

Supporting Documentation:

- vi. Evidence of success of at least three (3) continuous years in the industry
- vii. Statement of Financial Affairs verified by a Public or Chartered Accountant or Justice of the Peace or Notary Public. (Negotiable)
- viii. Legal instrument for the type of organization – sole proprietorship, partnership, company etc.
- ix. Any permits or licenses required for the business
- x. References from a minimum of one commercial bank, one recognized major supplier, two clients. (Negotiable)

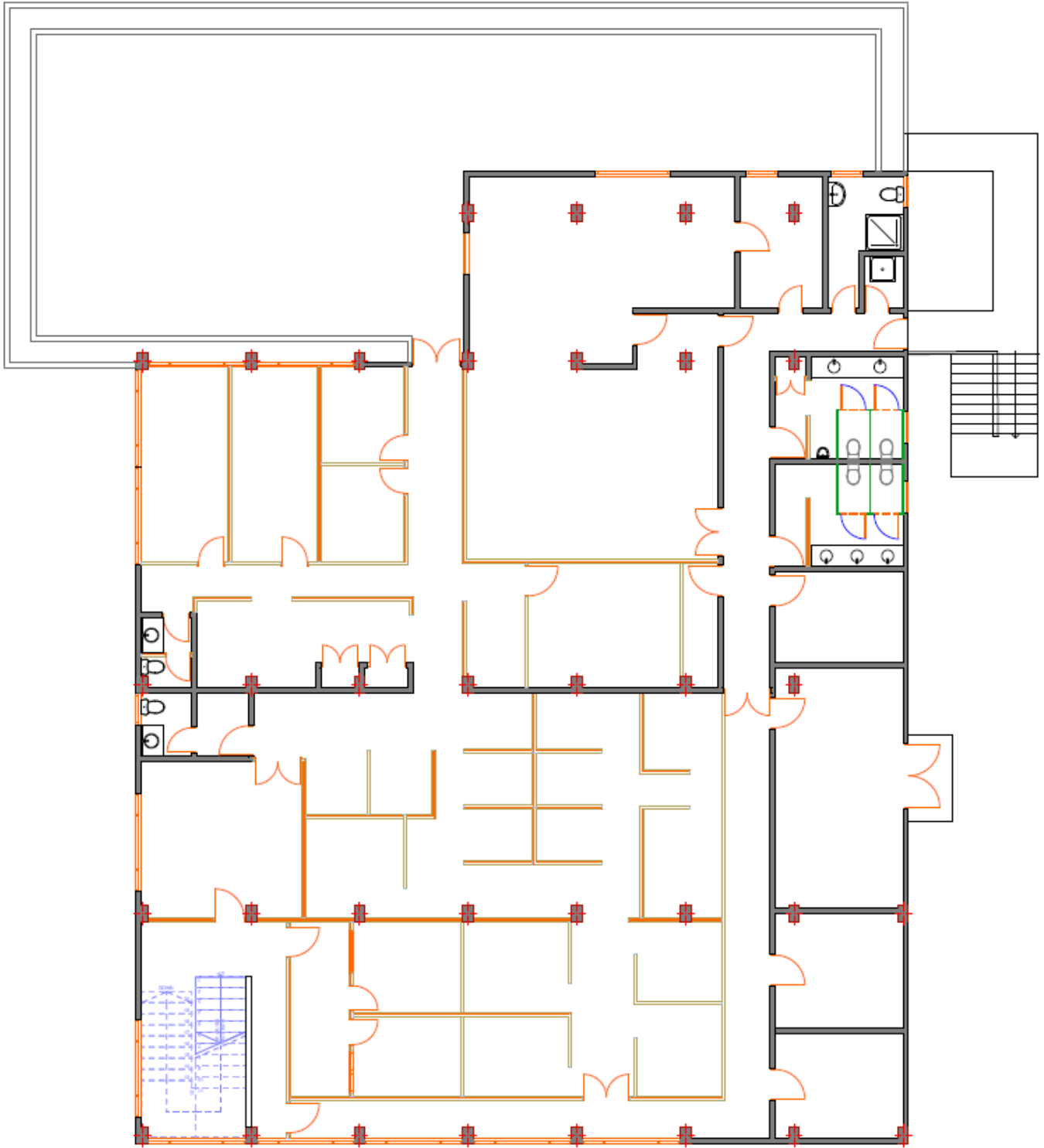
Failure to comply with the requirements outlined in this document will result in the automatic disqualification of a submission from further consideration.

APPENDICES

Appendix I. LOCATION



Appendix II. Current Floor Layout - 1 Unit



Appendix II. Floor Layout - 3 Units

