



# **THE BUSINESS DEVELOPMENT OFFICE**

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## **THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS**

### **REQUEST FOR PROPOSALS**

**RESTORATION, MANAGEMENT AND OPERATION OF A HOTEL MONA CAMPUS**

**RFP Issue Date:** Monday, October 10, 2022

**Site Visit:** By Appointment

**Questions Due By:** Monday, October 17, 2022

**Proposals Due:** Monday, October 24, 2022

**Prepared by:** [Name] The University of the West Indies, Mona, Business Development Office

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**SUSPENDED**

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**REQUEST FOR PROPOSALS  
RESTORATION, MANAGEMENT AND OPERATION  
OF THE  
MONA INN AND CONFERENCE CENTRE  
AT THE UWI, MONA CAMPUS**

**1. Invitation**

The University of the West Indies, Mona, through the Business Development Office, requests proposals from qualified “Proposers” for the restoration, management, and operation of the Mona Inn and Conference Centre Limited (MICC) (formerly The Mona Visitors Lodge and Conference Centre – MVLCC) at The UWI Mona Campus, to serve the University community which includes students, faculty, staff and guests. (The location is shown in Appendix I).

The arrangement will be under a lease for 14,189.06 square meters of space designated for the operation of the Mona Inn and Conference Centre.

The Proposer is defined as the intended operator of the Mona Inn and Conference Centre Ltd.

**2. RFP Submission Procedure**

The proposal, along with supporting documents, will be received by the Business Development Office, The University of the West Indies, Mona Campus, up to **3:00 p.m. on the due date**. Only proposals received within the specified date and time will be evaluated.

The proposal must be submitted **in duplicate** in a sealed envelope to:

The University of the West Indies, Mona  
Business Development Office  
12A Ring Road  
Mona Campus, Kingston 7

The sealed envelope should be clearly marked as “RFP – Management and Operation of Hotel”.

A non-refundable fee of Twenty Thousand Dollars (\$20,000.00) is payable on the date the proposal is submitted. Personal cheques will not be accepted. The amount should be paid at The UWI Mona Bursary cashier using the account details below:

- F: 224001; O: 1005; A: 540001; P: 61

The proposal must be signed by an authorized officer.

**The University of the West Indies, Mona reserves the right to accept or reject any and all proposals, or withdraw this Request for Proposals.**

### 3. Site Visits

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 to [bdo@uwimona.edu.jm](mailto:bdo@uwimona.edu.jm) at least 24 hours before the intended date/time.

### 4. Questions and Answers

Any questions concerning this RFP must be submitted in writing to the Business Development Office (BDO) either to the office or via email at [bdo@uwimona.edu.jm](mailto:bdo@uwimona.edu.jm).

Questions must be submitted to the BDO on or before Monday, October 30, 2022, at 4:00 p.m.

Only questions submitted as described above will be answered by the BDO.

### 5. Revisions to the RFP

Any revision to the RFP will be made available to all potential respondents. These revisions will be referred to as Addenda to the RFP. Where possible the University will use email addresses to direct this information. Potential proposers are asked to check the RFP release page on the BDO website for any updates to the RFP - <https://www.mona.uwi.edu/bdo/business-opportunities>.

### 6. Disclaimer

The University of the West Indies, Mona makes no representations, warranties, or guarantees, implied or expressed, regarding the completeness, accuracy, or reliability of the information contained in this RFP. It is the responsibility of the proposers to obtain all relevant background and supporting information and to carry out the due diligence necessary to complete the proposal.

### 7. Interviews

The University may conduct interviews with some or all proposers prior to any selection. The date(s) for the interview(s) will be communicated at least two (2) working days in advance.

## 8. General Information

### 8.1. The Facilities

The Mona Inn and Conference Centre located at 2 Bridgetown Drive on the Mona Campus encompasses:

- Fourteen (14) bedrooms previously offered in three room categories – Deluxe Standard Rooms, Junior Suites, & a Honeymoon Suite
- The Gardens with the Ruins
- Two (2) Conference Rooms
- A small kitchen
- Laundry Area
- Dedicated parking area

There is also the option for guests to access the adjacent pool and bar (at the Senior Common Room (SCR)) under pre-agreed arrangements between the operators of MICC and the SCR Club.

It is anticipated that prospective proposers will review the information provided and undertake a site visit(s) of the facility and make appropriate recommendations for improvement in their proposals. Recommended changes may require additional investment of funds. Proposals should clearly state the willingness and level of the proposer's anticipated investment where there are recommended changes.

## **8.2. The Campus**

The Mona Campus student population post-COVID-19 pandemic is currently over 13,700 students of which nearly 76% is enrolled full-time. There are five halls of residence in close proximity to the Students Union, and these halls of residence have nearly 2,400 students. There is also a faculty, staff and service contractor population of around 2,500 on the campus. There are also other related and third-party entities located on the Mona Campus.

Campus third-party entities also benefit from patronage from the University Hospital of the West Indies (UHWI) to the North, as well as the UWI Regional Headquarters located across the road from the Main Entrance to the Mona Campus.

## **9. Scope of Services and Requirements**

The Proposer shall be a licensed management company with at least 5 years' hospitality experience managing 20-25-room establishments and conference facilities, or equivalent small boutique establishments. All other providers of service in the establishment must have valid licenses and evidence of training in the area of work to be performed. The proposer shall provide management of the enterprise in keeping with TPDCo standards for hotel establishments.

There must be evidence of being able to operate and manage a hospitality facility that provides excellent services based on the proposed resources (human and financial).

### **9.1. Other Requirements of the Successful Proposer**

The successful candidate must possess excellent customer service skills, and a high level of sensitivity to and understanding of guests' needs.

The successful Proposer, at his/her own expense, will be expected to:

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

- iv. Have the facility certified by all relevant statutory bodies
- v. Make appropriate private arrangements for garbage collection and disposal
- vi. Ensure that the facility reflects environmentally friendly standards, and “green applications” *where possible*
- vii. Operate under the guidelines of the University

## 10. Term

The term will be contingent upon the level of the financial investment. We anticipate a minimum of 7 years and maximum of 15 years, with an option to renew based on certain conditions being fulfilled. The option to renew shall take into consideration the Tenant’s history of compliance including payment under the Agreement.

## 11. Financial Consideration to the Mona Campus:

Details to encompass the financial arrangement between the University and the proposer will be negotiated after mutual interest has been indicated by the parties and the proposal for the facility is presented along with the proposed investment for development of the property. In any event, the financial consideration will be, at minimum, a combination of rent for the space and contribution to common area maintenance.

## 12. Utilities

In addition to financial consideration to The UWI Mona, the Tenant shall be responsible for the cost of all utility consumption in its Premises.

## 13. Hours of Operation

Hours of operation shall be developed to meet the needs of today’s traveller and the campus community throughout the year, including the academic holidays, as determined by mutual agreement between the UWI and Tenant.

Other retail operations on the Campus are generally open throughout the year including some holidays with adjustments being made to their operating schedules for breaks and holidays according to operational requirements.

An outline of the current academic calendar is appended for reference (Appendix II).

## 14. Proposal Requirements

Proposals should provide a concise description of the Proposer’s offer to meet the requirements of the RFP. The information below is required and must be submitted fully for the proposal to be considered complete and for evaluation. If for any valid reason a Proposer cannot provide the required information that reason must be stated in the Proposal response.

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

The Proposer is expected to respond to the RFP in the order that the information is requested which is as follows:

a) Contact details

Provide the name, registered and operating address, phone number(s), email address of the operating company/business and the shareholding breakdown. The same information must be provided for each of its owners/directors of the company/business. The name of the contact person for discussions regarding the proposal must be stated. It is expected that the operator of the business will be the majority shareholder.

b) Company background

A brief history of your firm's presence and experience in the hotel industry performing comparable services as those expected to be performed under this RFP. The background should also include summary information on number of years in business, number of operations & contracts, revenues for the last 3 years. A list of past and current projects would be advantageous.

c) Licences and qualifications for the operation of the proposed business, including but not limited to:

- i. Copy(ies) of the owner/operator's valid license(s)
- ii. Copy(ies) of all relevant industry certifications
- iii. List of any industry awards received
- iv. A list of the entities and the addresses you have operated or managed. Provide details on length of time, name(s) and address(es) of owner(s)

d) Recommendations/References as follows:

- i. At least three (3) from clients
- ii. At least three (3) from suppliers, where you have previously operated your own business
- iii. A bank reference  
(Recommendations/references must contain contact information)

e) A description of the proposed operation

This should include the organizational structure of the business and the plan for the proposed management and staffing. It should be clearly stated where the staffing is available and where it will be new. Where staffing is available, the support documentation for the individuals such as a valid licenses, certificates, should be included. References should also be provided.

f) A detailed list of the proposed services and schedule of fees for the services

g) Budgeted financial projections

Three (3) Year Operating Statement of Income & Expenses, and Cash Flow Statements must be provided along with the **Detailed Assumptions** used to prepare.

- h) A marketing and promotional plan appropriate for a modern university environment and hospitality industry which should include a description of the advertising, marketing, promotion and general approach to providing the services specified
- i) Proposed hours of operation
- j) A complete description of the proposed space improvements including drawings/schematics of any proposed layout/décor changes
- k) A complete equipment list with an indication of new or used. Any specific utility requirements must be outlined in the proposal
- l) Estimate of total project costs for the proposed facility improvements, fixtures and equipment
- m) Estimated project schedule for completion of improvements, staff training etc. to begin operation of the business.
- n) Source(s) of funding to finance the project
- o) Financial statements (must be provided)
  - i. Audited/certified accounts for the last two – three years of operation. Certification/Audit will only be accepted from a certified accountant.  
  
Where necessary, a report or other documentation to adequately demonstrate the Proposer's financial position can be included.

### **15. Basis of Proposal Evaluation**

The University will enter an agreement with the proposer whose proposal is deemed to be in the best interest of the University.

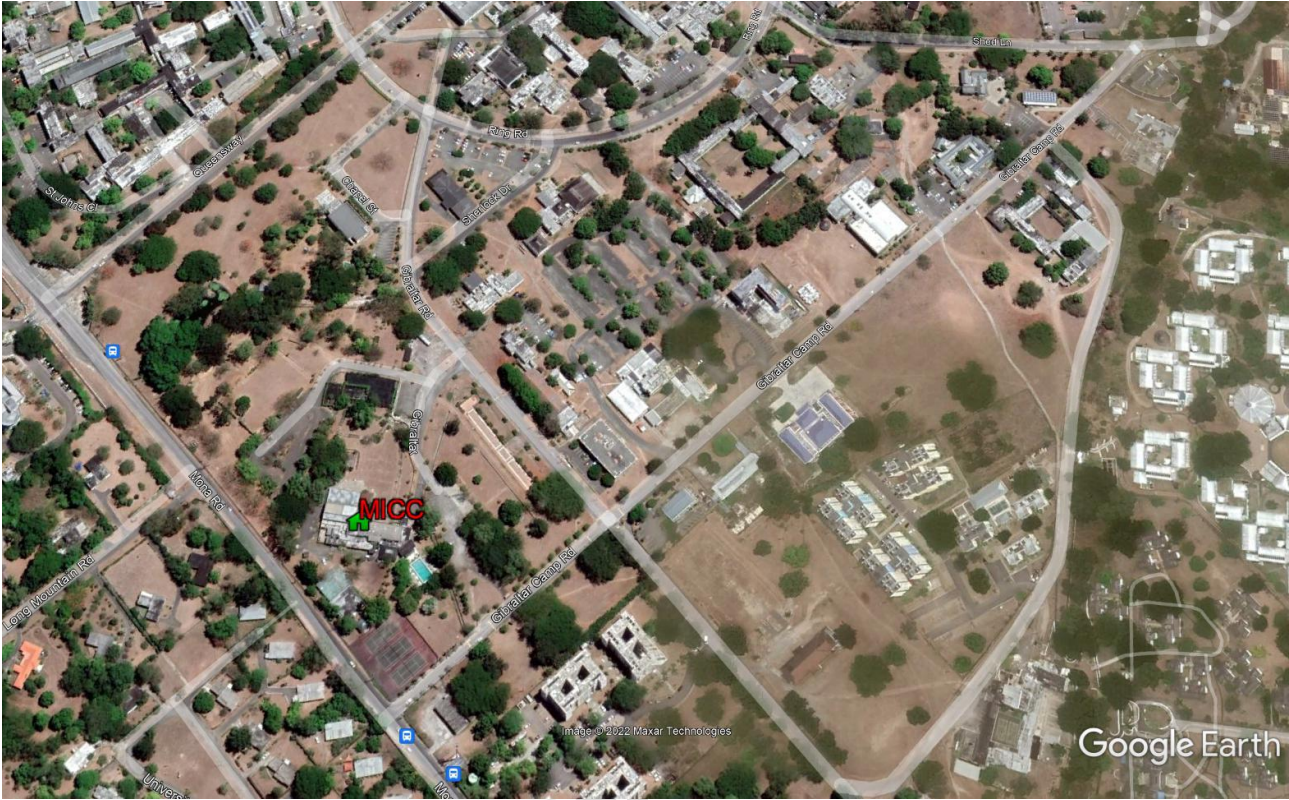
Factors to be considered are as follows:

- a) Experience in the industry, including that of the personnel who will be involved in the project
- b) Financial capacity of the Proposer to guarantee performance
- c) Service options to be provided and relevance in meeting the needs of the guests and campus community



APPENDICES

Appendix I - Location of the Mona Inn and Conference Centre



Appendix II. The UWI, Mona Campus Academic Calendar 2022/2023

**Semester I Dates 2022/2023**

Semester I Begins	-	Sunday, August 28, 2022
Teaching begins	-	Monday, September 5, 2022
Teaching ends	-	Friday, November 25, 2022
Review/study week	-	Sunday, November 27, 2022 - Saturday, December 3, 2022
Examinations	-	Monday, December 5 – Thursday, December 22, 2022
Semester I Ends	-	Tuesday, December 22, 2022

**Semester II Dates 2022/2023**

Semester II Begins	-	Sunday, January 15, 2023
Teaching begins	-	Monday, January 16, 2023
Teaching ends	-	Friday, April 14, 2023
Review/study week	-	Sunday, April 16 – Sunday April 23, 2023
Examinations	-	Monday, April 24 – Friday May 12, 2023
Semester II Ends	-	Friday, May 12, 2023

Appendix III. Photos of the Mona Inn and Conference Centre

