



CONSTRUCTION TERMS OF REFERENCE (TOR)

Project Title

Construction of Dormitory Building at Caye Bokel, Turneffe Atoll, Belize

Client

Turneffe Atoll Sustainability Association (TASA)

Project Location

Caye Bokel, Turneffe Atoll, Belize (remote island location requiring marine transportation)

Deadline for Submission:

January 31, 2026 via email to herbert@tasabelize.com

1. Background and Context

The Turneffe Atoll Sustainability Association (TASA) is seeking to implement infrastructure improvements at Caye Bokel to support staff accommodation and operational needs. This project involves the construction of a new two-storey dormitory building based on approved architectural and structural designs. The project is partially donor-funded and must comply with applicable Belizean laws, donor requirements, and high standards of workmanship suitable for a marine and hurricane-prone environment.

2. Objectives of the Assignment

The objective of this TOR is to solicit competitive technical and financial bids from qualified contractors for the complete construction of a dormitory building at Caye Bokel, including all labor, materials, transportation, supervision, and commissioning works required to deliver a fully functional facility.



3. Scope of Works

The Contractor shall provide all labor, materials, equipment, supervision, logistics, and incidentals necessary to complete the works in accordance with the approved designs, drawings, specifications, and this TOR.

3.1 Pre-Construction Activities

- Review of all architectural, structural, and engineering drawings
- Mobilization of labor, tools, equipment, and materials
- Preparation of a construction work plan and schedule
- Site setup, safety arrangements, and material storage

3.2 Structural and External Works

- Construction of foundation pads, footings, and supporting posts
- Installation of timber post-and-beam structural system
- Floor framing, joists, beams, and decking for first and second floors
- Roof framing, purlins, and installation of galvanized zinc roofing, ridging, valleys, and flashings
- External wall framing, sheathing, isolation wrap, and siding
- External staircases, decks, and porch structures
- Installation of fascia boards and external trims

3.3 Internal Works and Finishes

- Internal wall framing and drywall installation
- Ceiling framing and ceiling finishes
- Internal flooring (timber flooring and tiled areas as specified)
- Installation of doors, door frames, hinges, locks, and stops
- Installation of windows and screens
- Interior painting and finishing

3.4 Plumbing Works

- Installation of complete plumbing system
- Supply and installation of toilets, sinks, showers, faucets, and accessories
- Water supply and waste connections
- Testing and commissioning of plumbing system



3.5 Electrical Works

- Installation of electrical wiring, conduits, outlets, and switches
- Supply and installation of lighting fixtures
- Testing and commissioning of electrical system

3.6 Fixtures, Fittings, and Equipment

- Installation of bathroom and kitchen fixtures
- Installation of wardrobes/closets as specified
- Installation of all hardware included in the approved bill of quantities

3.7 Transportation and Logistics

- Marine and land transportation of all materials, equipment, and personnel to and from Caye Bokel
- Barge runs, boat transport, and offloading at site

3.8 Site Management and Housekeeping

- Daily site supervision and quality control
- Waste management and site cleanliness
- Protection of surrounding environment, including mangroves and marine areas

4. Reference Documents

The following documents form an integral part of this TOR:

- Approved Architectural and Structural Drawings (Caye Bokel Dormitory – October 2022)
- Floor Plans (First and Second Floors)
- Structural Layouts (Post & Beam, Floor Joists, Roof Framing)
- Door and Window Schedules (for reference)

5. Construction Standards and Materials

- All timber shall be pressure-treated suitable for marine environments
- All fasteners, straps, bolts, and connectors shall be hot-dip galvanized or stainless steel
- Construction shall comply with Belize Building Codes and relevant international best practices for coastal construction



- Workmanship shall be of professional quality, durable, and suitable for hurricane exposure

6. Deliverables

The Contractor shall deliver:

- Completed dormitory building ready for occupation
- Installed and functional electrical and plumbing systems
- Final inspection and completion report
- As-built drawings (if changes occur)
- Warranty documentation

7. Implementation Schedule

The anticipated construction duration is approximately 4–6 months from contract signing. Bidders shall submit a proposed work schedule showing:

- Mobilization
- Major construction milestones
- Completion and handover

8. Contractor Qualifications

Bidders must demonstrate:

- Legal registration to operate in Belize
- Proven experience in similar building projects, preferably in remote or island environments
- Technical capacity, skilled workforce, and appropriate equipment
- Financial capacity to undertake the works

9. Health, Safety, and Environmental Requirements

- Compliance with occupational health and safety regulations
- Provision of personal protective equipment (PPE)
- Measures to prevent environmental damage



- Safe storage and handling of materials

10. Warranty and Defects Liability

- Minimum 12-month defects liability period from date of completion
- Contractor to rectify defects at no additional cost

11. Payment Terms

Bidders shall propose a payment schedule linked to construction milestones. Payments will be subject to inspection and certification by the Client or its representative.

12. Bid Submission Requirements

Bidders shall submit separate **Technical** and **Financial** proposals including:

12.1 Technical Proposal

- Understanding of the project and methodology
- Construction schedule/work plan
- Team composition and experience
- Relevant past project references

12.2 Financial Proposal

- Detailed cost breakdown (labor, materials, transport, equipment)
- Total contract price (BZD and/or USD)
- Proposed payment schedule

13. Evaluation Criteria

Bids will be evaluated in accordance with donor-compliant, transparent, competitive procurement principles consistent with donor requirements, including fairness, value for money, accountability, and avoidance of conflict of interest.

Evaluation will follow a two-stage process:

1. **Technical Evaluation** (minimum qualifying score required)
2. **Financial Evaluation** (only technically compliant bids considered)

13.1 Bid Evaluation Matrix

Stage 1 – Technical Evaluation (75 points total)



No.	Evaluation Criterion	Description	Max Points	Scoring Guidance
T1	Technical Understanding & Methodology	Demonstrated understanding of scope, sequencing, construction approach, and logistics for a remote island site	20	0–5 Poor; 6–10 Fair; 11–15 Good; 16–20 Excellent
T2	Relevant Experience	Proven experience on similar scale/type projects; island/coastal works preferred	20	0–5 Poor; 6–10 Fair; 11–15 Good; 16–20 Excellent
T3	Work Plan & Schedule	Realistic timeline, milestones, mobilization, and risk mitigation	15	0–4 Poor; 5–8 Fair; 9–12 Good; 13–15 Excellent
T4	Health, Safety, Environment & Social (HSES)	HSE plan, environmental protection, gender equity, inclusion, SEA/SH prevention	10	0–3 Poor; 4–6 Fair; 7–8 Good; 9–10 Excellent
T5	Personnel & Capacity	Qualifications, availability of key staff, supervision, equipment	10	0–3 Poor; 4–6 Fair; 7–8 Good; 9–10 Excellent
	Subtotal – Technical Score		75	

Minimum Technical Threshold: A minimum score of **60/75** is required to advance to Stage 2.

Stage 2 – Financial Evaluation (25 points total)

No.	Financial Criterion	Description	Max Points	Scoring Method



F1	Price Competitiveness	Lowest evaluated price receives full points; others scored proportionally	25	Score = (Lowest Price / Bid Price) x 25
	Subtotal – Financial Score		25	

Total Combined Score: Technical (75) + Financial (25) = **100 points**

14. Contract Type

The contract will be a **Fixed-Price Construction Contract**, subject to the agreed scope and specifications.

15. Legal and Contractual Conditions

- Contract Type: Fixed-Price Construction Contract
- Applicable Law: Laws of Belize
- Dispute Resolution: Courts of Belize
- Taxes, insurance, permits, and statutory deductions are the responsibility of the Contractor
- Fraud and Corruption: Zero tolerance in accordance with donor rules; any prohibited practices may result in disqualification or termination
- Inspections and Audits: Contractors shall allow inspection and audit of records by the Client and donors

16. Submission Deadline and Instructions

Proposals shall be submitted in sealed envelopes or electronic format (as instructed) by the deadline indicated in the Invitation to Bid.

Late submissions will not be considered.

ANNEX A: Donor Procurement Compliance

This procurement shall comply with donor requirements including:

- Open and fair competition



- Transparency and equal treatment of bidders
- Value for money
- No conflict of interest or collusion
- Right of audit by donor representatives

Bidders must disclose any actual or potential conflicts of interest.

ANNEX B: Gender Equity, Inclusion, and Social Risk Management

The Contractor shall ensure that construction activities are implemented in a manner that promotes gender equity, inclusion, and social responsibility, and that minimizes potential social risks. In particular, the Contractor shall:

- Apply non-discriminatory employment practices, ensuring equal opportunity regardless of gender, ethnicity, age, disability, or social status, consistent with Belizean Labour laws.
- Ensure fair and respectful treatment of all workers, including the prevention of harassment, exploitation, or abuse at the worksite.
- Where feasible, encourage the participation of women and underrepresented groups in skilled and unskilled labour roles.
- Provide a safe and inclusive work environment, including appropriate sanitation facilities and rest areas for all workers.
- Implement a Code of Conduct for workers addressing behaviour, respect for local communities, and zero tolerance for sexual exploitation and abuse (SEA) and sexual harassment (SH).
- Minimize social impacts on surrounding communities by managing noise, waste, transport movements, and worker conduct.
- Ensure that all personnel are informed of site rules, community sensitivities, and environmental protection requirements.

Failure to comply with these requirements may constitute grounds for corrective action, suspension of works, or termination of contract.



ANNEX C: Priced Bill of Quantities (BOQ) – Mandatory Submission

Bidders must complete and submit the following BOQ as part of their Financial Proposal. Prices shall be all-inclusive.

Sample BOQ Template

Item No.	Description	Unit	Quantity	Unit Rate (BZD)	Total (BZD)
1	Site mobilization & demobilization	LS	1		
2	Marine transportation (barge & boats)	LS	1		
3	Foundation pads & footings	LS	1		
4	Structural timber (posts, beams, joists)	LS	1		
5	Floor decking – first floor	LS	1		
6	Floor decking – second floor	LS	1		
7	Roof framing and zinc roofing	LS	1		
8	External walls, siding & wrap	LS	1		
9	Internal partitions & drywall	LS	1		
10	Doors, windows & hardware	LS	1		
11	Plumbing works & fixtures	LS	1		
12	Electrical works & fixtures	LS	1		
13	Flooring & tiling	LS	1		
14	Painting – interior & exterior	LS	1		
15	Final cleaning & commissioning	LS	1		

Subtotal

Contingency (if applicable)

TOTAL BID PRICE

Failure to submit a completed BOQ may result in disqualification.



Issued by: Turneffe Atoll Sustainability Association (TASA)