



## APPENDIX A – PROCUREMENT PARTICULARS

- **Project Name:** Architecture Plan (Build-out for Fire Suppression)
- **Project Open Date:** 17 July 2025
- **Submissions Deadline:** 06 August 2025 (11:59 PM)
- **Reference:** RFS-NGCI-2025-002

### **Business Objective:**

In association with the installation of a state-of-the-art FIKE clean air fire suppression control system in a large, multi-level public exhibition space, NGCI is seeking the development of architectural plans to support specific buildout requirements for installing the FIKE system within the existing building structure. These plans will be developed in accordance with current planning code regulations and with respect for the structural and aesthetic integrity of the building.

### **Scope of Work:**

The requester requires services for the following:

- Design all necessary architectural plans to further develop areas that may require additional build-out to accommodate fire suppression system equipment and equipment hook-up, ensuring compliance with all FIKE specifications for the Cheetah XI Intelligent Suppression Control System.
- Review and consult on current engineering/product installation plans for a large, multi-level public space to ensure that all necessary measures and fire, safety, and installation codes have been technically met and accounted for, in accordance with BCU and CI Fire Department regulations.
- Review existing architectural/structural/MEP plans to ensure there are no conflicts with the proposed fire suppression installation design plans.
- Design architectural plans to support buildout requirements, meeting the equipment installation specifications detailed within the installation plans, and aligning with the existing building structure and aesthetic design, while ensuring

that all FIKE specifications for the Cheetah XI Intelligent Suppression Control System are met.

- Maintain clear and thorough communication with all stakeholders to ensure the project's needs are fully addressed.
- Act on behalf of the customer to enlist additional services from engineers and the CI Fire Department, ensuring that all codes and measures are thoroughly reviewed and accounted for in the development of design and engineering plans.
- Coordinate the submission of fire suppression Shop Drawings to BCU and manage follow-up requests during the review process to secure final stamp approval, meeting all FIKE specifications for the Cheetah XI Intelligent Suppression Control System.
- Act on behalf of the customer to submit design plans to CPA & BCU and coordinate any necessary revisions that arise during the review.
- Provide a comprehensive life safety assessment related to the full life cycle of the fire suppression system installation.

**Requested Information:**

Submission Form (Appendix B)	Each submission must include a Submission Form completed and signed by an authorised representative of the bidder.
Business License	Submissions must include proof of a Cayman Islands Trade & Business License or a foreign equivalent that covers the provision of the deliverables.
Reference Form (Appendix E)	Submissions must include a Reference Form completed according to the instructions in the form.
Professional Certification	Submissions must include proof of chartered certifications related to the deliverables from a professionally recognised institution.
Proposal	<p>Outlined proposal</p> <p>Details must include:</p> <ol style="list-style-type: none"> <li>1. Proposed approach to scope of work</li> <li>2. Accounting software’s systems, tools and programs used to deliver the services.</li> <li>3. Commitment to the following scheduling requirements</li> </ol>
Pricing Form (Appendix C)	See Appendix C

	<p>(a) Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of \$1 USD = \$0.82 KYD.</p> <p>(b) Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.</p> <p>(c) Pricing should be exclusive of duties levied by Customs &amp; Border Control. A duty waiver will be provided.</p>
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Proposed Team	<p>Each submission must include CV’s for the core team members assigned to the project, which detail previous experience in delivering services similar to the Deliverables. Details must include:</p> <ol style="list-style-type: none"> <li>1. Location (City &amp; Country)</li> <li>2. Start and finish dates (month and year)</li> <li>3. Recognised qualifications</li> </ol>
Solution/ Methodology	<p>Each submission must also include a proposed solution/methodology that demonstrates the bidder’s project implementation plan and timeline to meet requirements and business objectives as seen in Appendix A. As a part of your submission, please answer the following questions:</p> <ol style="list-style-type: none"> <li>1. How do you ensure the accuracy and quality of your service?</li> <li>2. If you encounter issues or your client is not satisfied, what steps do you take to address the issue?</li> </ol>

- **Site Visit:** All bidders are required to complete a site tour with the stakeholders prior to bid acceptance to ensure that the full details of the project are thoroughly reviewed and clearly understood.
- **Submissions and Questions** can be sent to [administration@nationalgallery.org.ky](mailto:administration@nationalgallery.org.ky)
- **Design Plans** can be requested at [administration@nationalgallery.org.ky](mailto:administration@nationalgallery.org.ky)