



PROCUREMENT NOTICE

Request for Proposals (RFP) for Replacing an Air Conditioning System Reference RFP CE-2026-003

Issue Date:	October 15 2026	Proposals Due:	November 20 2026
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1. Introduction

The Development Finance Corporation (DFC) hereby invites proposals from qualified and experienced firms or individuals to assess the existing conditions and design, supply, install, test, commission, and warrant a modern, energy-efficient air-conditioning solution that meets the cooling requirements of an open office area.

2. Background

A very old 10-ton central/ducted air conditioning system is being used to cool an open office area of approximately 1,600 square feet in DFC's Corporate Office building located on Bliss Parade in Belmopan. To supplement the degraded cooling capacity of this equipment, a 5-ton ceiling mounted system was also installed in the office over 10 years ago.

3. Objective

The Development Finance Corporation requires a solution to cooling the open office area which must include complete removal and disposal of the 10-ton central/ducted air conditioning system (including air ducts, electrical connections, etc.) and assessing the remaining service life of the 5-ton ceiling mounted system.

The solution must be energy efficient and designed to reliably meet the cooling needs of the office space, utilizing modern technology that supports optimal performance, proven durability, and energy savings. The replacement system(s) should be sized appropriately for the open office configuration, minimize operational noise and incorporate controls for temperature management. The existing 5-ton system can either be integrated into the proposed solution or replaced based on an assessment of the equipment and the recommendation of the bidder

4. Site Assessment of Existing Conditions

Bidders are required to conduct an on-site assessment of the existing air conditioning systems and surrounding conditions. The assessment must include:

- Verification of existing equipment type, capacity, condition, and installation details.
- Ductwork layout, diffuser locations, electrical connections, and control interfaces.

- Identification of access routes, clearance limitations, and any structural or logistical considerations for equipment removal and installation.
- Load calculations and cooling requirements.

5. Scope of Work

The selected contractor will be responsible for the following:

- **Decommission 10-ton system:** Decommission, remove, and dispose of the existing 10-ton central/ducted air conditioning system and all air ducts, electrical connections, pipes, etc. Recover and dispose of refrigerant. Patch and restore penetrations in roof, walls, ceilings, etc.
- **Equipment Supply and Installation:** Design, supply, and install a complete air-conditioning solution for the open office area.
- **Testing & Commissioning:** Performing full system testing, balancing airflow, checking refrigerant pressures, and demonstrating proper operation to facility management.
- **Cleanup & Compliance:** Removing all installation debris and restoring surfaces as needed.
- **Restrictions:** All work must be carried out outside of DFC's hours of operations being Monday to Friday between 0730 and 1730 exclusive of public holidays.

6. Proposal Submission Requirements

Interested contractors are requested to submit a detailed proposal that includes the following information:

- **Cover Letter:** A brief introductory letter signed by an authorized representative of the Proposer, stating their interest in the project and confirming their understanding of the requirements.
- **Company Profile and Experience:**
 - Detailed information about the Proposer's company, including its legal name, address, contact information, and years in business.
 - Details of comparable air-conditioning projects completed over the last 24 months.
- **Evaluation of Existing 5-Ton Air-Conditioning Unit:** An assessment of the unit's current condition and performance, its expected remaining service life, and a clear recommendation—supported by the assessment findings—on whether the equipment should be retained and integrated into the proposed solution or replaced.
- **Proposed Solution** The proposal must state the recommended system type, manufacturer, number of units, cooling capacity, energy-efficiency ratings, electrical requirements, refrigerant type, noise levels, controls, filtration, condensate-disposal arrangement, equipment locations, and any required modifications to ceilings, walls, roof penetrations, ductwork, piping, drainage, and electrical infrastructure. The solution must

include all labour, materials, equipment, supports, isolation devices, controls, finishes, permits, testing, commissioning, and restoration necessary for a complete and operational installation.

- **Work Plan:** A detailed work plan and implementation schedule showing sequence of activities, key milestones, duration of each activity, staffing and supervision arrangements, equipment and material delivery timelines, decommissioning and removal of the existing system, installation, testing, commissioning, cleanup, restoration, and final handover. The plan must provide for all on-site work to be carried out outside DFC's operating hours of Monday to Friday, 7:30 a.m. to 5:30 p.m., excluding public holidays, unless DFC gives prior written approval otherwise. It must also identify any activities requiring temporary shutdowns, restricted access, noise, dust, ceiling or roof work, or disruption to office operations; explain the proposed safety, security, protection, and coordination measures; state how the work area will be secured and left safe, clean, and operational before the next business day; and include reasonable contingency arrangements for delays, adverse weather, equipment delivery, and unforeseen site conditions.
- **Pricing:** A clear and detailed breakdown of all costs associated with the project, including labor, materials, equipment, and any other relevant expenses.
- **Warranty and after-sales service:** The proposal must state the manufacturer's equipment warranty, the contractor's workmanship warranty, the warranty commencement date, exclusions, response times for warranty service, availability of replacement parts, and arrangements for authorized servicing. The contractor will remain responsible for correcting defects attributable to equipment, materials, installation, or workmanship during the applicable warranty period.
- **Payment Schedule:** A proposed payment schedule linked to deliverables.
- **Validity Period of Proposal:** Proposals must remain valid for at least sixty calendar days after the proposal submission deadline.

7. Site Visit

Interested Bidders must conduct an on-site assessment of the existing air-conditioning systems and surrounding conditions during the site-visit period stated in Section 12 by contacting one of the persons listed at section 11 one day before the intended visit.

8. Submission Instructions and Deadline

Proposals including Technical details and Cost must be received no later than November 20, 2026, via email with PDF attachments to bids@dfcbelize.org

9. Evaluation Process

All requests for clarification must be submitted in writing by the deadline stated in Section 12. DFC will issue material clarifications, amendments, or addenda in writing and make the same information available to all bidders without identifying the source of a question. Oral explanations or information provided during site visits will not modify the RFP. Bidders must acknowledge receipt of each addendum in their proposals.

DFC will employ the single-envelope method. Each Proposer shall submit one proposal containing all required technical and financial information. Proposals will be opened and evaluated as a complete submission in accordance with the requirements and criteria stated in this RFP.

Preliminary Examination and Evaluation: Proposals will first be examined for completeness, responsiveness, and compliance with the submission requirements. Responsive proposals will then be evaluated against the following criteria:

- Relevant Experience and Qualifications: 25%
- Equipment and Technical suitability of the proposed solution: 25%
- Existing 5-ton unit assessment: 5%
- Proposed Work Plan and implementation schedule: 15%
- Pricing and commercial Terms: 25%
- Warranty and maintenance: 5%

10. Award Criteria

Subject to the satisfactory completion of eligibility and due-diligence checks and receipt of all required approvals, DFC intends to award the contract to the responsive and qualified Bidder whose proposal achieves the highest combined score in accordance with the evaluation criteria and weightings stated in this RFP and is determined to offer the best value to DFC. Before award, DFC may verify the Bidder's qualifications, experience, references, capacity, proposed equipment, pricing, and ability to perform the contract. DFC may seek written clarification of a proposal where necessary, provided that no clarification changes the substance of the proposal, the evaluated price, or the outcome of the competition.

DFC reserves the right to reject any proposal that is non-responsive, materially incomplete, abnormally low without satisfactory justification, or otherwise fails to meet the requirements of this RFP; to reject all proposals or cancel the procurement where justified; and to make no award. Any minor informality may be waived only where permitted under DFC's procurement procedures, does not affect the substance of the proposal, and does not prejudice or provide an unfair advantage to any Bidder. Issuance of this RFP does not commit DFC to award a contract or reimburse any costs incurred in preparing or submitting a proposal. The award decision will be communicated to Bidders in accordance with DFC's applicable procurement procedures, and no contract will arise until the agreement has been duly approved and signed by the authorised representatives of DFC and the successful Bidder.

11. Contact Information

To schedule a site visit or to address any questions or clarifications please contact one of the following:

Corporate Services Manager: Andrew Bradley, 610-1578, andrew.bradley@dfcbelize.org

Corporate Services Supervisor: Marleni Peña, 673-8830, marleni.pena@dfcbelize.org

12. Timeline & Key Dates

- RFP Issuance Date: October 15, 2026
- Site Visits: October 19 – 23, 2026
- Deadline for Contractor Questions: October 27, 2026
- Issue final clarifications: October 29, 2026
- Proposal Submission Deadline: November 20, 2026
- Anticipated Award Date: December 21, 2026
- Anticipated Start Date: January 4, 2027
- Project Completion Target: February 28, 2027