**CHURCHWARD CHAPEL ROTUMA CIRCUIT SUVA INVESTMENT ARM**

**(27 REWA STREET, FLAGSTAFF, SUVA)**

**REQUESTS FOR EXPRESSIONS OF INTEREST**

**LEASING OF FREEHOLD LAND - DP 12383**

(**Formally** **LOT 1 DEPOSIT PLAN NO. 1966 C.T. 8545** **and**

**LOT 2 DEPOSIT PLAN NO. 1966 C.T. 8546)**

**off Rewa Street**

**DATE OF ISSUE: 31 May, 2024**

**CLOSING DATES AND TIMES:**

**1. Response Acknowledge Form (Appendix 02): 01 July, 2024 at 12 noon**

**2. EOI on Form of Response (Appendix 03): 19 July, 2024 at 2.00 pm**

**ELECTRONIC SUBMISSION OF RESPONSE (via USB only)**: Special Box at the Church Office at 27 Rewa Street, Flagstaff Suva

**HARD COPY OF RESPONSE:** Special Box at the Church Office at 27 Rewa Street, Flagstaff Suva.

**EOI INFORMATION CONTACT PERSONS: Mamatuki Itautoka on 9792447; Tifanue Vamarasi on 7189836**

**Email contact: churchwardlandinitiative@gmail.com**

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**REQUEST FOR EXPRESSIONS OF INTEREST**

**I: THE PROPERTY AND THE OPPORTUNITY**

**1.0 Introduction**

Churchward Chapel Rotuman Circuit Suva “**the Church**” owns three freehold properties along Rewa Street in Flagstaff, Suva. The first property C.T. 3614 was acquired in 1977 and the existing Church Building was opened in 1984. Over the years two freehold adjacent properties C.T. 8545 and C.T. 8546 were added onto the original Rewa Street complex, one which housed the Resident Minister’s home and the other, housing the families of the Catechist and the Caretaker, and the church office. These two properties (which have already been merged into one - **DP 12383**) are the subject of the expression of interest.

The site will have viewing times scheduled for all parties wishing to attend (ref 7.3.2).

**2.0 Description of the site**

**2.1 Physical Description**

Overall, a rectangular shaped site which fronts Rewa Street and offers good frontage and an overall level contour to the land.

**2.2 Access**

Currently, access is formed off Rewa Street.

**2.3 Zone Classification**

Residential but the application is being prepared to change the status and rezoned as Commercial

**2.4 Services**

Power, telecommunication, city water and sewer reticulation services are available to the property.

**2.5 Site shape and Dimensions**

Please refer to Appendix 01

**2.5.1 Premises available** - A gross leasable area of approximately 1 acre (refer **APPENDIX 01**)

**2.5.2 Buildings and their conditions –** the existing three buildings are very old and very costly to repair

**2.5.3 Zoning**

Zoning: Currently Residential ‘B’

Overlays and Notations: EFL Powerline 33kva Distribution lines

**3.0 What the Church is looking for**

**the Church** is seeking a party that has proven experience in the delivery space of projects with a focus on environmentally friendly outcomes

Desirable traits to include but not limited to:

(a) Evidence of financial resources or funding sources

(b) Robust plan to support the EOI process

(c) Proven track record with experience in property related projects – demonstrating project management skills and delivery outcomes

(d) Focus on community outcomes-based approach

**4.0 Why should you submit an Expression of Interest?**

4.1 This is an opportunity to take over a desirable location and work with **the Church** under unique circumstances

The Church is willing to look at all types of property transactions

**5.0 About us “the Church”**

5.1 Churchward Chapel Rotuma Suva Circuit is the only Rotuman speaking Congregation of the Methodist Church based in the City of Suva. It is the culmination of sheer hard work, dedication, commitment, and the love towards God that resulted in the establishment of a “home away from home” for the biggest and most resourceful Rotuman Community outside of Rotuma.

5.2 This year, **the Church** celebrates 40 years since the opening of the Chapel Complex, namely the Place of worship – the top floor, the Hall underneath, and the car park.

5.3 With the encouragement and backing from the Methodist Church Conference, in pursuing one of the three Pillars of the church, namely “Economic and Environmental sustainability”, **the Church** is working on this option to relieve the pressure on the congregation on freewill offering / tithing in raising funds to meet its financial commitments and to actively contribute towards the care of the environment.

**6.0 Response Acknowledgement Form**

6.1 **the Church** would appreciate Respondents who intend to participate in the EOI process to acknowledge receipt of this EOI by signing and returning the Response Acknowledgement Form at **APPENDIX 02**

**7.0 The open procurement process**

7.1 EOI

**the Church** is seeking the Expression of Interest (EOI’s) from reputable Respondents who are interested in leasing of the said property on the conditions stipulated in this document.

7.2 Process

The following high-level steps are anticipated:

7.2.1 This EOI is issued to the public to establish a group of Respondents

7.2.2 **the Church** completes an assessment process to shortlist the Respondents

7.2.3 The Response For Proposals may be issued to shortlisted Respondents

7.2.4 **the Church** receives Proposals from interested shortlisted Respondents

7.2.5 **the Church** completes an assessment process to select a preferred Respondent

7.2.6 Negotiations and due diligence stages may be undertaken with the preferred Respondent

7.2.7 A recommendation of the preferred Respondent is made, reviewed and approved [or rejected]

 It is The Church’s intention through this EOI that:

7.2.8 It gains a clear understanding of the market interest in the property and,

7.2.9 Respondents provide clear, concise responses to allow **the Church** to robustly evaluate the responses and create a short list for the **Response For Proposal** stage.

7.3 Indicative timeline

**the Church** reserves the right to modify the steps and/or dates at any time, at its sole discretion:

|  |  |
| --- | --- |
| 7.3.1 EOI issued | 31st May 2024 |
| 7.3.2 Site visit (*and if these times are not suitable, please make your own request separately with the two contact officers ref 7.4 below*) | Scheduled viewing times:18th; 20th June 2024 @ 10am – 12pm25th; 27th June 2024 @ 10am – 12pm |
| 7.3.3 Response acknowledgement form closing date | 01st July 2024 12.00 midday |
| 7.3.4 Last date for queries | 15th July 2024 |
| 7.3.5 Closing date and time | 19th July 2024 2.00 pm |
| 7.3.6 Respondents advised of outcome of EOI | 26th July 2024  |
| 7.3.7 Response Proposals process | 26th July 2024 |

7.4 How to contact **the Church**

All enquiries and requests to inspect the premises must be directed to our designated contact person(s)

|  |  |
| --- | --- |
| Contact person(s): | Mamatuki Itautoka; Tifanue Vamarasi |
| Email: | churchwardlandinitiative@gmail.com |
| Mobile contact: | 97924477189836 |

7.5 Developing your Response

When you are developing your Response, please note the following:

7.5.1 This is an open, competitive tender process;

7.5.2 Take time to read and understand EOI. In particular it is important that you develop a strong understanding of our requirements detailed in **SECTION II** below;

7.5.3 In structuring your Response, consider how it will be evaluated. **SECTION III** below describes our evaluation approach.

7.5.4 If anything is unclear, or you have a question, ask us to explain. Please do so before the Deadline for Questions;

7.5.5 If you would like to view the premises, please arrange an appointment with our Contact Person(s); and

7.5.6 Your Response should be kept to a maximum of 15 pages (including any supporting information, pamphlets etc.)

7.6 Submitting your Response

Registrations can only be submitted by placing them in **the special box** provided at the Church Office on 27 Rewa Street Flagstaff, Suva.

**II: EVALUATING YOUR RESPONSES**

**8.0 Evaluation Model**

8.1 The evaluation model that we will use to shortlist the EOI responses is a system with pass fail criteria in the initial stage and then the weighted criteria in the second stage, these secondary criteria will be detailed in the **Response For Proposal** documents.

Should **the Church** receive only one response that it considers suitable to proceed then the right is reserved to enter into negotiations with the Respondent without proceeding with a further step process.

**9.0 Evaluation Criteria:**

9.1 Responses will be evaluated on their merits according to the following criteria (but not limited to them):

|  |  |
| --- | --- |
| **CRITERIA** | **WEIGHTING** |
| Alignment of proposal to the values associated with **the Church** and environmental sustainability | PASS / FAIL |
| The potential viability of proposal for long term success  | PASS / FAIL |
| Perceived benefits to **the Church** and / or the community of the proposal | PASS / FAIL |
| Initial Financial Viability | PASS / FAIL |

**III: EOI TERMS AND CONDITIONS**

The terms and conditions of this EOI are set out below:

**10.0 Preparing a response**

(a) EOI documents issued to Respondents for use in the preparation of a Response remain the property of **the Church**.

(b) Any information provided by **the Church** to Respondents has been provided to assist Respondents in preparing Responses. **the Church** does not represent or warrant the completeness or accuracy of such information. Respondents will rely on all information at their own risk and are responsible for the interpretation of the information.

(c) Respondents are requested to acknowledge the receipt of the EOI Documents by completing and returning the Response Acknowledge From in **APPENDIX 02**

**Respondents to inform themselves**

(d) Each Respondent will be deemed to have examined the EOI Documents and any other information supplied in writing and inspected any relevant site and surroundings. The Respondent must undertake all reasonable and practicable investigations and measurements, familiarize itself with the requirements of all relevant authorities, and have satisfied itself as far is practicable as to the correctness and sufficiency of its Response before submitting a Response.

**11.0 Communications during the EOI process**

(a) **the Church** may issue notices to add, amend or provide explanatory information. All Respondents will be emailed at the email address as per the Respondent’s user profile supplied of any notices available and any such notices will become part of the EOI Documents. The Respondent’s response to this EOI shall be considered as having taken into account all notices issued.

(b) The EOI Information Contact Person identified on the front of this page is the only authorized person to receive questions, requests for information or other communications by Respondents regarding this EOI. Any such questions, requests for information, or other communications, must be emailed to the EOI-Information Contact Person.

(c) Questions submitted to **the Church** will only be responded to during business hours.

(d) **the Church** shall not be bound by any statement, written or verbal, made by any person including the EOI Information Contact Person

(e) Where the EOI Documents issued to the Respondents are ambiguous or unclear to a Respondent, it may request the issue of an explanatory notice. If an explanatory notice is issued, it shall be sent to all Respondents who have notified **the Church** that they are participating in the EOI process and shall upon issue, become part of the EOI Documents. Requests for information or clarifications that relate solely to the Respondent’s Response will be provided to the Respondent requesting the information for clarification only.

(f) When required, notification of Response clarifications, document amendments, and addendums will be emailed to Respondents.

(g) After the date for submission for Responses has closed, the EOI Information Contact Person may further communicate with Respondents directly in order to set meeting times, and advise the outcomes of the evaluation process.

 **12.0 Submission of response:**

 **Closing date and time 19th July 2024 at 2 pm**

(a) **the Church** requires that each Response is submitted by the Closing Date and Time

(b) If the Response arrives after the Closing Date and Time, then it may be considered invalid. However, **the Church** reserves the right to accept a late submission or extend the Closing Date and/or Time at its sole discretion. Any late Response in respect of which **the Church** chooses not to exercise its discretion shall be returned to the Respondent.

Form of Responses

(a) Responses must be prepared and submitted in the form provided in in **Appendix 03**

(b) The Responses shall be signed by or on behalf of the Respondent.

(c) The cost of preparing and submitting a Response shall be borne by the Respondent

Respondent Warranties

 (a) The Respondent warrants that:

 (i) all information provided by the Respondent is complete and accurate; and

 (ii) the provision of information to **the Church** and the use of it by **the Church** for the evaluation of Responses and for the negotiation of any resulting contractual agreement, will not breach any third party intellectual property rights.

**13.0 Shortlisted response**

(a) A Respondent shall be notified in writing by **the Church** if its Response is shortlisted within 14 working days of the Closing Date and Time to proceed to the next stage of the process.

(b) Making the Shortlist does not constitute an acceptance by **the Church** of the Respondent’s Response, or imply or create any obligation on **the Church** to grant a lease to that Respondent.

 Unsuccessful Responses

(c) A Respondent shall be notified by **the Church** if its Response is not shortlisted within 30 Working Days of the Closing Date and Time to proceed to the next stage of the process.

**14.0 Reservation of the Churchꞌs rights**

(a) **the Church** reserves the right at its sole discretion to:

 (i) waive or change the requirements of this EOI process from time to time without prior notice being given;

 (ii) seek clarification and/or adjustment of aspects of a Respondent’s Response;

 (iii) immediately disqualify any Respondent that does not submit a compliant Response;

 (iv) re-invite Responses on the same or any alternative basis;

 (v) amend or change the evaluation methodology and/or the weighting and/or any criteria;

 (vi) to accept none or any of the Responses;

 (vii) at any time to withdraw the EOI; or

 (viii) not proceed with any Response For Proposal process

**15.0 No Obligations**

(a) No legal or other obligations shall arise between the Respondent and **the Church** in relation to the conduct or outcome of the EOI process.

(b) **the Church** and its agents or advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any Respondent or other person in respect of the EOI process.

**16.0 General Information**

16.1 **the Church** to make Enquiries

**(a) the Church** reserves the right to make enquiries regarding the Respondent and to consider relevant information obtained from any source in the evaluation of the Response. **the Church** may verify with any third party any information included in the Response or disclosed to the Church in connection with the Response, including carrying out a credit check on the Respondent.

16.2 Canvassing of **the Church** officers

(b) Any attempt made by a Respondent to influence the outcome of the EOI process by canvassing, lobbying or otherwise seeking support of **the Church** officers, shall be deemed valid grounds for the exclusion of that Response from the evaluation process.

16.3 Ethics

(c) By submitting a Response, Respondents acknowledge that they have not and shall not engage in any practices that gives one party an improper advantage over another and/or engage in any unfair and unethical practices, in particular any collusion, secret commissions or such other improper practices.

16.4 Confidentiality

(d) The information supplied by the Church (either itself or through its consultants, agents, or advisors) in connection with the EOI process is confidential. Respondents should not release or disclose any of the information to any other person (other than their employees or their advisors) without the prior written consent of **the Church**. Any publicity or media statements also require the Church’s prior written consent.

(e) **the Church** may, at its discretion, require any Respondent to sign a confidential agreement before releasing any Confidential
Information to the Respondent. The Respondent agrees to sign the confidential agreement, if required to do so.

16.5 Due Diligence

(f) As part of the EOI process, the Church, together with its agents, professional advisors and/or consultants, may carry out due diligence investigations of any or all Respondents.

(g) By submitting a Response, a Respondent consents to **the Church** (or its agents, professional advisors and consultants) to carrying out due diligence investigations of the Respondent as may be required by **the Church**, acting reasonably. The Respondent will promptly provide all information and answer all questions as may be required by **the Church**, acting reasonably, in carrying out such investigations subject only to:

 (i) confidentiality obligations owed to unrelated third parties (which if applicable, must be identified and, if then requested by **the Church**, the Respondent will take all reasonable steps to have such confidentiality waived to enable disclosure to **the Church**); or

 (ii) the rules of any stock exchange on which the Respondent or its parent company is listed (which, if applicable, must be identified).

(h) By submitting a Response, each Respondent expressly acknowledges and agrees that **the Church** shall not have any obligation to enter into any agreement or arrangement with any Respondent if **the Church** is not satisfied, in its sole and exclusion discretion, with the outcome of its due diligence investigations regarding that Respondent.

**APPENDIX - 01**

**DIAGRAM OF THE LAND INTENDED FOR LEASING**

**Details of the Land in question:**

**Title:** **DP 12383** (Formally LOT 1 DEPOSIT PLAN NO. 1966 C.T. 8545 AND LOT 2 DEPOSIT PLAN NO. 1966 C.T. 8546

**Area:** 4,309 square metres x 0.00025 = 1.07725 acres

**Zone Current Status:** Residential B

**Application for Rezoning:** Commercial



**APPENDIX 02**

**RESPONSE ACKNOWLEDGEMENT FORM** (1 page)

This completed form should be emailed (scanned) PDF to the EOI Information Contact Person. This enables **the Church** to understand the level of interest in the EOI and the potential market response. Confirmation that a Respondent may participate in the process is not binding, and a Respondent may elect not to submit a Response after initially indicating it may participate in the process. A Respondent will not be precluded from submitting a Response if this form is not completed and emailed to the EOI Information Contact Person by the time and date stated in the main EOI document (*ref 6 page 5 of main write-up*).

**Respondent’s Acknowledgement:**

We acknowledge receipt of the EOI Documents dated:

Please tick the applicable statement below:

 We **may participate** in this EOI process

OR

 We **will not participate** in this EOI process

|  |  |
| --- | --- |
| Name of Respondent: |  |
| Signed by Contact Person for the Respondent:  |  |
| Name and title of contact person: |  |
| Contact details of the Contact Person: |  |
| Date: |  |

**APPENDIX 03:**

**FORM OF RESPONSE (*4 pages*)**

**PART A: RESPONDENT’S ACKNOWLEDGEMENT**

1. We, being the Respondent named below, acknowledge and agree:

(a) that we are interested in in participating in this EOI process and any subsequent Request For Proposal process;

(b) that we understand that The Church is not bound to accept the lowest priced, highest scoring or any Response received nor to proceed with a Request For Proposal process

2. We understand that no legal or other obligations shall arise between the Respondent and The Church in relation to the conduct or outcome of the EOI process

3. We attach the information required to be submitted with this Response and confirm that all such information is complete and accurate.

4. We nominate the following person to communicate on our behalf in relation to the EOI process and our Response:

|  |  |
| --- | --- |
| Name of Respondent: |  |
| Name and position of contact person: |  |
| Contact person’s address: |  |
| Contact person’s telephone number: |  |
| Contact person’s email address: |  |
| Signed by authorised signatory of the Respondent: |  |
| Name and title of authorised signature: |  |
| Date: |  |

**PART B: PROFILE OF ORGANISATION**

|  |
| --- |
| RESPONDENT ORGANISATIONAL PROFILE |
| Full Legal Name: |  |
| Trading name (if different): |  |
| Country of Residence: |  |
| TIN number: |  |
| Legal status of Respondent: (individual / limited liability company / trust / other please specify)  |  |
| Company registration number: |  |
| Physical address: |  |
| Postal Address: (if different from above) |  |
| Website: |  |
| Location of Head Office: |  |
| Type of business: (Briefly describe the type of business your organisation specialises in)  |  |
| Year established: |  |
| History: (Briefly describe the history of organisation including current operations) |  |
| Total number of staff: |  |
| Number of locations in Fiji: |  |

**PART C: KEY ASPECTS OF THE RESPONSE**

|  |
| --- |
| KEY ASPECTS: |
| What is your proposed use of the premises?  |  |
| Please provide brief details of your business plan for your proposed usage and occupation of the premises |  |
| What is your preferred length of tenure? |  |
| Please provide brief details on your estimated timeline for handover of the premises |  |
| When do you expect the lease to commence? |  |
| What are your expectations and ability to pay a rental for the premises? |  |
| Please provide brief details of the indicative funding model for your proposed usage and occupation of the premises |  |
| Briefly provide how your proposed use will benefit visitors to the property. |  |
| Who are the key personnel that will be managing the use of the property? |  |
| Would you provide a personal guarantee or security deposit if required? |  |
| How does your proposed use ensure the “public good” elements of the premises are maintained? |  |
| Provide a list of any significant risk and/or hazards that your proposed use of the property may encounter and proposed actions to eliminate (at best) or mitigate (manage) them. |  |
| Please provide any details on your experience with buildings/sites |  |

**PART D: RESPONSE TO THE CHURCH’S REQUIREMENTS**

|  |  |
| --- | --- |
| QUESTIONS | RESPONDENT’S RESPONSE |
| **Past experience:** Please provide examples of your past experience to prove relevant experience of the delivery of the proposed use of the property.Each example should include the following:* Location of the leased premises
* The dates the lease ran / is running for
* Details of what activities were undertaken

  |  |
| **References:** For each of the examples above, please provide the following information:* Nominated referee (Client / Customer) whom the Church can contact, including their email address and phone number
* Initial agreement length and if any rights of renewal were included in the agreement (and if these have been taken or not)
* Experience managing health, safety, and environmental activity in your business

  |  |
| **Financial Position:** Please provide a brief description of your current financial statement.If this information is not available, The Church will accept a letter (from a Bank or Chartered Accountant) confirming the status of the Respondent’s financial performance and position.  |  |