REQUEST FOR EXPRESSION OF INTEREST #2026/OAS/EOI001

Design and Execution of Subsidiary-Body Meeting Facilities and Office Refurbishment Works at the Secretariat of the International Seabed Authority (ISA), Kingston, Jamaica

DEADLINE FOR SUBMISSION: 3 December 2026

BACKGROUND

The International Seabed Authority (ISA) is an international organization established under the United Nations Convention on the Law of the Sea (UNCLOS) and the Agreement relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea (1994 Agreement). ISA is the organization through which States Parties to UNCLOS organize and control activities in the international seabed area, particularly with a view to administering the resources in accordance with the regime for the seabed and the ocean floor and subsoil thereof beyond the limits of national jurisdiction (the Area) established in the 1994 Agreement.

The Authority requires dedicated meeting facilities for its subsidiary bodies, separate from the Secretariat offices. The same works will include a general refurbishment of the office premises. Accordingly, the ISA intends to create these meeting facilities and undertake related refurbishment works at its headquarters located at 14–20 Port Royal Street, Kingston, Jamaica, and is seeking Expressions of Interest (EOI) from qualified, locally established firms to participate in an upcoming formal solicitation process.

OBJECTIVE, SPACE REQUIREMENTS, AND SCOPE OF WORKS

The objective of this EOI is to identify capable design-and-build contractors based in Jamaica with the technical, financial, and operational capacity to manage the full lifecycle of the refurbishment project—from architectural and interior design to final execution, furnishing, and handover—within a four-month execution window.

Indicative Space & Room Breakdown

The architectural design and construction must reconfigure existing floor plates to deliver the following envisioned functional spaces *(more details will be provided during the Request for Proposals stage)*:

- **Meeting & Conference Rooms for the Subsidiary Bodies (priority):** At least three enclosed meeting rooms for 12 persons each, equipped with acoustic insulation, if required, and AV/teleconferencing readiness (Logitech system and 55” Monitor). The meeting rooms must be separate from the Secretariat offices, with their own entrance and card access restricted to these rooms.
- **Lunchroom & Kitchenette Relocation:** Relocation of the staff lunchroom and kitchenette to sit alongside the meeting rooms, so that meeting participants and staff can share it.
- **Office Space & Workstations:** Space optimization and reconfiguration of the office floors, including conversion of the former lunchroom into workspace.

Project Priorities

Interested firms must structure their approach around four core operational priorities:

1. **Schedule Adherence & Mutually Agreed Phased Execution:** Completing all works within the four-month window without disrupting ongoing Secretariat operations in adjacent occupied zones. The exact sequence of works, area prioritization, and phasing schedule will be mutually determined and agreed upon by the ISA and the selected contractor prior to mobilization, based on the Secretariat's operational priorities.
2. **Acoustic Privacy & Spatial Efficiency:** Maximizing natural light and floor-plate density while ensuring high-grade sound attenuation for confidential diplomatic and regulatory work.
3. **Power & ICT Resilience:** Achieving zero-downtime integration and clear physical segregation between mains power, backup UPS circuits, and high-speed data/voice networks.
4. **Thermal Comfort & Energy Efficiency:** Balancing airflow from the Secretariat's existing central chiller plant alongside low-energy LED lighting and sustainable materials.

Technical Scope of Works

The anticipated scope of works includes, but is not limited to:

- **Site Survey, As-Built Drawings & Architectural Design:** Conducting a comprehensive physical site survey and laser measurement of the affected areas on the first and second floors to produce accurate **existing "as-built" architectural and MEP drawings** (as current second-floor drawings are outdated and none exist for the first floor), followed by space optimization, structural/non-structural wall assessments, detailed new design drawings, preparation of Bills of Quantities (BOQ), and engaging with the landlord, National Land Agency, regarding any structural permits or limitations.
- **Demolition & Strip-Out Works:** Careful dismantling, demolition, and safe off-site disposal of existing drywall/gypsum partitions, aluminum framing, doors, and obsolete fixtures to clear and prepare floor plates for reconfiguration, utilizing dust-containment barriers and low-noise methods suitable for an occupied building.
- **Partitions & Meeting Rooms:** Supply and installation, for the meeting rooms and refurbished areas, of drywall/gypsum partitions, aluminum-framed glass partitions (with frosted film where required), acoustic insulation and doors.
- **Flooring Replacement:** Safe removal and disposal of existing carpeting, subfloor preparation and leveling, and installation of commercial-grade **wood-look Luxury Vinyl Plank (LVP) / Luxury Vinyl Tile (LVT)** flooring.
- **Painting of existing and new areas & Wall Finishes:** Surface preparation, priming, and application of low-VOC, durable interior paints and wall finishes.
- **Ceiling Works:** Replacement of damaged suspended ceiling tiles with a single standard tile throughout, and supply of spare tiles for future replacement.
- **Electrical Works:** Installation of new lighting fixtures and replacement of some of the existing ones with energy-efficient LED solutions, installation of additional lighting circuits, and upgrading of distribution panels and power outlets.
- **Structured Cabling & Cable Management:** Comprehensive routing, tray/conduit installation,

termination, and labeling for separate power and communications networks, including **JPS (main power), UPS (uninterruptible power supply), internet/data (Cat6/fiber), and voice systems**.

- **HVAC & Ventilation Upgrades:** Assessment, modification, and balancing of ductwork, diffusers, and air distribution systems to optimize airflow and thermal comfort across the reconfigured layout, ensuring full compatibility with the Secretariat's **existing central chiller infrastructure**.
- **Signage & Displays:** Fabrication and installation of custom **acrylic and/or PVC panels** for institutional logos, wayfinding/directional signage and institutional displays.
- **Office Furniture & Fixtures:** Space-coordinated specification, sourcing, delivery, and installation of furniture for the meeting rooms, lunchroom and lounge (or provision of curated design proposals, models, and vendor options aligned with the new layout).
- **Project Management & HSE:** End-to-end site supervision, quality control, and strict adherence to health, safety, and environmental (HSE) standards within an active, high-security diplomatic office environment.
- **Access Control & Fire Code Compliance:** Installation of card readers for the subsidiary bodies' meeting rooms, integrated with ISA's existing access control system, and updating of illuminated exit signage, wayfinding and fire doors in line with the Jamaican fire safety code.

Indicative Project Timeline

Firms expressing interest must confirm their immediate availability and resource capacity to meet the following target milestones (estimated):

- Issuance of Request for Proposals (RFP) to Shortlisted Firms: 14 December 2026
- Mandatory Site Visit & Pre-Bid Briefing: 17-18 December 2026 (Shortlisted firms will be permitted to take preliminary site measurements during this visit to inform their design and technical proposals).
- RFP Proposal Submission Deadline: 13 January 2027
- Contract Award & Mobilization: early February 2027
- Commencement of On-Site Works: 15 February 2027
- Substantial Completion & Handover: 15 June 2027

Eligibility and Qualification Criteria

To be considered for shortlisting and subsequent invitation to tender, interested companies must demonstrate compliance with the following mandatory and preferred criteria:

1. **Local Registration & Presence:** Must be legally registered and actively operating in Jamaica with a physical office and local technical workforce.
2. **Government of Jamaica (GOJ) Procurement Approval (Preferred):** Registration with the **Public Procurement Commission (PPC)** of Jamaica under relevant categories (such as *Building Construction*, *Interior Construction/Fit-Out*, or *Electrical/Mechanical Works*) will be considered

an advantage.

3. **Turnkey Design & Build Capability:** Proven ability to deliver integrated architectural/interior design, MEP (mechanical, electrical, and plumbing) modifications, structured cabling, custom signage, and furniture fit-outs—either in-house or through established sub-consultancies with registered Jamaican specialists.
4. **Schedule & Resource Capacity:** Demonstrated ability to mobilize in February 2027 and complete fast-track commercial renovations within a four-month window, including navigating supply-chain lead times for imported LVP flooring, LED fixtures, and office furniture.
5. **Relevant Track Record:** Minimum of five (5) years of experience executing medium-to-large-scale commercial office renovations of comparable technical complexity.
6. **International / UN Experience (Preferred):** Prior experience working with United Nations agencies, diplomatic missions, international organizations, or multilateral development banks in Jamaica will be considered a distinct advantage.
7. **Financial Capacity:** Demonstrated financial stability and credit/bonding capacity to execute multi-phase commercial construction works without operational delays.

Submission Requirements

Interested firms are invited to submit an EOI package containing the following documents:

- **Cover Letter:** Signed by an authorized representative expressing interest, confirming capability across all scope elements, and affirming capacity to meet the mid-February to mid-June 2027 timeline.
- **Company Profile & Technical Team:** Overview of the company, organizational structure, current workload/availability, and CVs/qualifications of key personnel (architect, electrical/mechanical engineers, ICT cabling specialist, and project manager).
- **Statutory & GOJ Compliance Documents:**
    - Copy of Certificate of Incorporation (Companies Office of Jamaica).
    - **Public Procurement Commission (PPC)** Registration Certificate, if held.
    - Valid **Tax Compliance Certificate (TCC)**.
- **Portfolio of Past Experience:** Summary table of at least three (3) completed commercial renovation or design-and-build projects over the past five (5) years, detailing client names, scope of works (highlighting HVAC/chiller interfaces, structured cabling, custom displays, or furniture fit-outs), project duration, completion dates, and reference contacts. Explicitly highlight any UN or diplomatic projects.
- **Financial Standing:** Summary of annual turnover for the last three (3) years or a bank reference letter confirming sound financial standing.

Submission Instructions

Complete EOI submissions must be sent electronically in **PDF format** (maximum file size 15 MB) to

rfp@isa.org.jm no later than **3 December 2026 at 6.00pm, Kingston time.**

The email subject line must clearly read:
EOI Submission – Meeting Facilities and Refurbishment Works Ref: 2026/OAS/EOI001 –(your company name)

Important Notices

- This Request for Expression of Interest does **not** constitute a solicitation. The ISA reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process.
- The ISA reserves the right to extend the submission deadline.
- Submitting a response to this EOI does not automatically guarantee that a firm will be invited to submit a tender. Only shortlisted firms that meet the qualification criteria will be invited to participate in the subsequent Request for Proposals (RFP).
- Do not submit financial proposals or price quotes at this stage.
- The ISA is exempt from customs duties and General Consumption Tax (GCT) on goods and services for its official use. Proposals at the RFP stage should be priced exclusive of these.
- The ISA adheres to strict procurement principles of fairness, transparency, integrity, and best value for money, aligned with United Nations procurement standards.
- Contract conditions will be provided with the RFP.