



Asa Wright Nature Centre

P.O. Box 4710, Arima, Trinidad and Tobago, West-Indies

REQUEST FOR PROPOSALS CONCESSION TO OPERATE ECO-LODGE

Clarifications and Responses

Version 2 (updates are in **green text**)

Clarification 1

a) Can we get the last 5 years audited financials please?

Response: We do not have separate audited financial statements for the eco-lodge – our audited financials are for the entire Trust. We have already extracted the revenue for overnight guests at the eco-lodge and the restaurant and provided as Annex 1 in the RFP. As mentioned, the revenue figures provided are, in our opinion, an under-representation the revenue potential of the eco-lodge due to the business model at the time.

The table below provides the expenses for the Guest House, as stated in the audited financial statements. Note, these figures are indicative since:

1. The auditor/accountant conflated accounts of the Guest House with those of the AWNC Trust.
2. It is based on the business model used at that time.

Guest House Expenses (Financial Year: July - June)					
Budget Line	2015	2016	2017	2018	2019
Curtains, Linens and Utensils	\$ 71,955	\$ 84,652	\$ 39,058	\$ 38,553	\$ 6,363
Electricity	\$ 148,277	\$ 83,458	\$ 100,691	\$ 86,620	\$ 53,310
Food and Kitchen Utensils	\$1,041,998	\$ 903,112	\$ 1,038,869	\$ 1,011,246	\$ 926,819
Office Expenses	\$ 22,762	\$ 17,379	\$ 13,498	\$ 131,662	\$ 116,153
Repairs and Maintenance	\$ 299,476	\$ 299,476	\$ 274,263	\$ 347,894	\$ 320,500
Security	\$ 720,071	\$ 762,216	\$ 864,159	\$ 1,060,268	\$ 925,842
Telephone (and internet)	\$ 71,157	\$ 65,094	\$ 73,864	\$ 84,836	\$ 166,527
Wages, Salaries and NI	\$2,405,636	\$2,340,906	\$ 2,515,926	\$ 3,712,468	\$ 3,658,419

b) Can the closing time for this RFP be extended to end of October instead of end of September?

Response: Addenda 1 was posted to the RFP folder on the www.asawright.org website. Addenda 1 states that the deadline for submission of proposals was extended by 2 weeks and is now 15 October 2021 at 4pm local time.



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- c) Can we get copies of the TTEC, WASA and all other statutory bills for at least 12 months of an operating period before the facility was closed in March 2020?

Response: Please refer to the expenses table in our response to Clarification 1 (a) for yearly utility expenses – electricity, telephone (and internet). For further reference a water bill and an electricity bill, representative of monthly rates, are provided below:



WATER AND SEWERAGE AUTHORITY OF TRINIDAD AND TOBAGO
 Farm Road, Valsayn, St. Joseph
 Vat Reg. No. 104718

Invoice No: [REDACTED]

ASA WRIGHT NATURE CENTRE & LODGE
 OR CURRENT OCCUPIER
 P.O. BOX 4710
 ARIMA

Account Number: [REDACTED]

Class: S4 - Water Abstraction
 Bill Date: 10-May-2019
 Due Date: 17-May-2019

SERVICE ADDRESS: ARIMA RIVER Abstraction Source : Spring Page 1 of 1

L & B# : ATV: .01 BILLING PERIOD: 09-Apr-2019 TO 10-May-2019

Meter Number	Meter Size	Previous Read Date	Current Read Date	No. of Days	Previous Reading	Current Reading	Volume Abstracted - M ³
[REDACTED]		09-Apr-2019	10-May-2019	31	46261.00	46689.00	428.00
TOTAL CONSUMPTION:							428.00

Previous Balance:	\$120.00
Less Payments:	\$0.00
Payments Made after 10-May-2019 not included	
Outstanding Balance: (Due Immediately)	\$120.00
CURRENT CHARGES:	
Description	From
Code 84 - Minimum Charge Applied	09-Apr-2019 10-May-2019 \$120.00
CURRENT BILLING:	\$120.00
Total Amount Due	\$240.00

For enquiries 800-4426 or 800-4420


CONSERVATION TIP:





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The power to make it work
 PO BOX 121, PORT OF SPAIN, TRINIDAD
TAX INVOICE
 VAT REG. NO. 100474

ASA WRIGHT NATURE CENTER
 P O BOX 4710
 ARIMA
 TRINIDAD


AMOUNT DUE
\$6,985.91

PAYMENT DUE BY 22-JAN-2020

ACCOUNT INFORMATION

Account Number - [REDACTED]
 Name - ASA WRIGHT NATURE CENTER
 Service Address - 73/4MM BLANCHISSEUSE ROAD
 ARIMA
 TRINIDAD

Bill Date - 06-JAN-2020
 Rate - Industrial D1
 Billing Cycle - 00607 - Distribution East
 Meter Number - [REDACTED]



TO BE RETAINED BY THE COLLECTION AGENCY

Meter Summary

Meter Number	Meter Type	Previous		Present		Difference		Meter Multiplier	Consumption **
		Date	Reading	Date	Reading	Days	Units		
[REDACTED]	KWH	01-DEC-2019	253135	01-JAN-2020	254866	31	1731	10	17310
	KVA	01-DEC-2019	5.58	01-JAN-2020	5.53	31	5.53	10	55.3

75% Reserve Capacity of 60.00

Shortfall (KVA)

	45.00
	0.00
	\$

IMPORTANT TO NOTE

To avoid possible disconnection, payment must be received within 14 days of the Bill Date.

Having problems receiving your bill in the mail? Then sign up for our e-bill service. For more information, send an e-mail to csoffi@ttec.co.tt or call 623-2611 Ext. 4657/4652.

PREVIOUS BILLING (Including Payments)

Previous Statement Balance	6,850.60
Less Payments up to 19-DEC-2019	6,850.60
Net Arrears	0.00


CURRENT BILLING

<u>Energy Related Charges</u>	UNITS	RATE \$	COST \$
KWH Consumption Charge	17,310.00	0.1990	3,444.69
KVA Demand Charge	55.30	50.0000	2,765.00
Total Energy Related Charges			6,209.69
<u>Other Charges & Adjustments</u>			
Total Other Charges & Adjustments			0.00
Sub-Total			6,209.69
VAT @ 12.5%			776.22
Total Current Billing			6,985.91

Please Pay This Amount

PAYMENT DUE BY 22-JAN-2020

6,985.91



TRINIDAD AND TOBAGO ELECTRICITY COMMISSION
 PO BOX 121, PORT OF SPAIN, TRINIDAD

TAX INVOICE
 VAT REG. NO. 100474



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- d) Is the generator a full backup for the compound, and what are the specs on it like KVA rating, voltage etc?

Response: The generator is a full backup to every area/building on the compound when it kicks in, which is a few seconds after a power outage. We will provide the specifications in a reply later on.

- e) Do you have Town and Country and EMA approvals for the facility and are there any issues unresolved with regards to any statutory bodies?

Response: Many of the buildings at the Centre were in existence before the T&CP Act came into force and so never required planning permission. Some of the structures built on the compound subsequently would have required planning permission, but we do not have any records to show whether such approval was expressly sought or granted. However, none of the buildings on site have been constructed within recent years so they are all immune from enforcement action and have been legitimized by the passage of time. No development has taken place on the site since the EM Act came into force and there are no unresolved issues with regards to any other regulatory bodies.

- f) What is the status with the Union and is it that the lessee is expected to hire the person that worked previously under the union?

Response: Despite the AWNC's repeated attempts to resolve outstanding labour issues in the interest of our former employees, the Trade Disputes filed during the Covid-19 pandemic against the AWNC by the Union are still unresolved. We would be happy to recommend many of our former staff for employment by the Concessionaire if asked to do so.

Clarification 2

- a) Can existing structures be remodeled

Response: Under the concession agreement, the Trust retains ownership of the facilities therefore any internal or external remodeling will need to be approved by the Trust. The Concessionaire will be responsible for all statutory approvals (if any) required for remodeling.

- b) Can additional structures be constructed on the premises?

Response: The Concessionaire will not be entitled to construct any additional buildings or other facilities on the premises without the prior consent of the Trust. Any structures that are erected on the lands of the Trust will be the property of the Trust; however, if they are constructed at the expense of the Concessionaire, the Concessionaire will be entitled to occupy them during the term of the Concession Agreement, subject to the terms and conditions of that Agreement.



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- c) What is the size of the green house and its current rate of usage?
Response: The approximate dimensions for the green house is 16 ft x 47 ft. The Centre is closed and has been since March 2020 so the current rate of usage is nil.
- d) What were the costs of individual utilities during peak months?
Response: Please refer to our response to Clarification 1 (c)
- e) What were the costs associated with maintenance, security and landscaping and other general operations?
Response: Please refer to our response to Clarification 1 (a)
- f) What was the full list of recreational activities available in the Centre before it was closed?
Response: Information about the Nature Centre's activities prior to closure can be found on our website, specifically, <https://asawright.org/conservation-education/>.
- g) Is there a comprehensive list of all sites and naturally occurring phenomena on the property recorded?
Response: Information about the ecology at the Nature Centre can be found on our website, specifically, <https://asawright.org/tropical-nature/>
- h) Were there any patrols for wildlife security in place
Response: The AWNC employs a security force comprised of personnel appointed as Estate Constables under the *Supplemental Police Act*, Ch.15:02. Some of these officers serve as Honorary Game Wardens appointed under the *Conservation of Wildlife Act*, Ch.67:01.
- i) Were the Cocoa Houses also operational before closure of the Centre?
Response: The cocoa houses were converted to offices and accommodations. One cocoa house is dedicated to offices and the 2nd cocoa house is used as a guest accommodation – as illustrated in Annex 3 of the RFP.
- j) Can the other unspecified operations of the Trust interfere with the operations of the concessionaire?
Response: As is stated in the RFP, the Trust will continue to carry out various operations on the premises at Springhill Estate, including the operation of a Visitor Centre for day visitors, involving outdoor and indoor activities. It is expected that both parties will work together in ensuring the success of any concession and resolving any issues that may arise from time to time. Further provision will be made for defining spaces, use of common areas, permitted activities and dispute resolution in the final contract.



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Clarification 3

- a) Financial statements for the past five years

Response: Please refer to our response to Clarification 1 (a)

- b) Sales Records for the past 5 years.

Response: Please refer to Annex 1 of the RFP

- c) Customer patterns (sale growth, customer growth or attrition for the last five years)

Response: Please refer to the Table below. Note, the data refers to the number of individuals, not occupancy nights.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	224	200	156	182	243	201	235	228	228	204	
FEBRUARY	218	189	202	154	218	167	205	195	180	199	
MARCH	229	202	137	216	221	208	174	192	210	217	
APRIL	211	141	156	185	142	216	145	185	179	179	
MAY	167	161	96	134	121	115	119	91	119	119	
JUNE	87	173	88	62	77	154	48	50	91	83	
JULY	98	92	39	76	73	33	44	54	61	75	
AUGUST	88	92	39	52	48	52	77	21	54	47	
SEPTEMBER	10	45	46	24	13	36	72		28	40	
OCTOBER	57	105	88	40	67	125	16		42	82	
NOVEMBER	141	111	107	42	113	87	82	114	93	93	
DECEMBER	97	96	141	131	146	163	82	153	182	154	
TOTAL	1627	1607	1295	1298	1482	1557	1299		1467	1492	

- d) Marketing strategies

Response: The Centre had an exclusive contract with a Booking Agent in the USA. Under this agreement the Booking Agent had full responsibility for advertising and promotion within the USA market area. Marketing outside of North America was limited to regular participation by the AWNC in the Bird Fair held annually in the UK.

- e) Pricing (how are the cottages priced? How has pricing changed in the past 5 years?)

Response: Please see the non-resident room rates for 2020/2021 in the table below.



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NOTE: Rates are Per Person and are in \$ U.S.

DATES	DOUBLE OCCUPANCY	SINGLE
JUNE 1, 2019 TO OCTOBER 31, 2019	\$150.00	\$150.00
NOVEMBER 1, 2019 TO DECEMBER 31, 2019	\$190.00	\$245.00
JANUARY 1, 2020 TO MARCH 31, 2020	\$235.00	\$295.00
APRIL 1, 2020 TO MAY 31, 2020	\$190.00	\$245.00
JUNE 1, 2020 TO OCTOBER 31, 2020	\$150.00	\$150.00
NOVEMBER 1, 2020 TO DECEMBER 31, 2020	\$210.00	\$260.00
JANUARY 1, 2021 TO MARCH 31, 2021	\$260.00	\$325.00
APRIL 1, 2021 TO MAY 31, 2021	\$210.00	\$260.00

These rates include a 10% service charge, 10% Room Tax, and the Government's 12.5% Value-added Tax. They also include three meals per day, afternoon tea, and a complimentary rum punch each evening. A complimentary guided tour of the Centre grounds and a visit to the famous Oilbird cave is included only on stays of three or more days.

TRANSFERS are \$75.00 per person, round-trip Centre/ Piarco Airport.

f) List of previous employees and organizational chart

Response: Please refer to the table below. This table does not include other categories of workers employed by the AWNC but not directly involved in running the Guest House. No recent Organisation Chart prior to the closure of the eco-lodge is available.

List of previous Guest House employees by category prior to closure of the eco-lodge		
Category	Position	# Employees
Administration	General Manager	1
	Office Manager/Accounts	1
Guest Services	Guest Services Manager	1
	Front Desk Staff	2
Dining Room/Veranda Bar	Supervisor	1
	Waiters/Waitresses	7
Kitchen	Supervisor	1
	Cooks	3
Housekeeping	Supervisor	1
	Housekeepers	4
Maintenance	Supervisor	1
	Assistant Supervisor	1
	Maintenance Workers	2
Landscaping	Coordinator	1
	Field Workers	3
TOTAL		30

Conservation of Wildlife for the enjoyment and benefit of all persons of this and succeeding generations.

7 ¾ M.M. ARIMA-BLANCHISSEUSE ROAD ® TRINIDAD ® W.I. ® TELEPHONE: (868) 667-4655

EMAIL: info@asawright.org



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Clarification 4

- a) Can you please share the information on the number of employees previously hired to run the hotel and restaurant, together with an Org chart as well as their compensation packages?

Response: Please refer to our response to clarification 3(f). With the exception of management personnel, compensation packages were determined by the Collective Agreement with the Trade Union certified as the bargaining agent for AWNC staff.