

**THE DIVISION OF INFRASTRUCTURE QUARRIES AND
THE ENVIRONMENT (DIQE)**

**REQUEST FOR PROPOSAL (RFP)
FOR
THE PROVISION OF GEOTECHNICAL
INVESTIGATIVE SERVICES FOR
VARIOUS POINTS OF INTEREST IN
TOBAGO.**

Closing Date : 30th October, 2019 at 1.00 p.m.
Opening Date of Tenders : 30th October, 2019 at 1.30 p.m.

DIQE 2019 -011

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I. INTRODUCTION

The Division of Infrastructure Quarries and the Environment (DIQE) manages the policy and planning for the sustainable development of Tobago's infrastructural network, natural resources and space. Its foci therefore are;

- To ensure the delivery of infrastructure and systems that are safe, robust, intelligently designed and environmentally sensitive;
- To respond to local needs and enhance economic and social growth in Tobago; and
- To promote the sustainable use and preserve the quality of air, land and water resources.

DIQE's core responsibilities are as follows:

- Construction, development and maintenance of the road network and drainage systems;
- Construction and maintenance of public buildings and facilities;
- The production and sale of quality volcanic rock products, concrete and asphalt Transport and Traffic Management; and
- Environmental Management and Protection.

2 . BACKGROUND and OBJECTIVE

Over the years of conducting its functions on the island of Tobago, the DIQE has encountered various locations around the island where geotechnical challenges have affected projects negatively, resulting in some cases the total suspension of works, re-hashing of completed works and in other cases vastly increased costs. These points of interest have been compiled and it is now imperative that their geotechnical behavior be better understood so that appropriate engineering solutions can be devised that will ensure that recurring issues are eliminated.

In this regard, the DIQE is seeking to engage the services of a suitable Geotechnical Engineering firm to thoroughly investigate these sites, present comprehensive geotechnical profiles for them and recommend suitable engineering approaches to meet the DIQE's developmental agendas for the sites.

The ten (10) sites the bidder is required to investigate are as follows:

- 1. Roxborough/Bloody Bay Road closer to the Village of Roxborough**
- 2. Roxborough/Bloody Bay Road closer to the Village of Bloody Bay**
- 3. Roadway entering the Village of L'anse Fourmi from Bloody Bay**
- 4. Village of L'anse Fourmi close proximity to the primary school**
- 5. Village of Runnemede adjacent to 'Coker's Turn'**
- 6. Orange Hill Road, Scarborough ('Block of Flats')**
- 7. Mt. Marie near to the Rapid Response Security Co. Headquarters, Scarborough.**
- 8. Northside Road near the Village of Castara**
- 9. Scarborough Secondary School, Scarborough.**
- 10. Smithfield/Mt. Marie in the vicinity of Steel River.**

The Google Earth Image of Tobago (See Appendix) illustrates the approximate locations of the points of interest (above) by town/village, however an official **MANDATORY** tour of the sites will be conducted, at which time bidders are expected to note the exact location of the sites for future reference as well as the engineering challenges.

3.0 ELIGIBILITY

Only firms that have a track record in the development and implementation of Geotechnical Engineering are eligible to tender. A bidder and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:

(a)

The bidder has the legal capacity to enter into a contract.

The bidder is not;

- I. Insolvent
- II. In receivership

- III. Bankrupt or
- IV. Being wound up
- V. The bidder's business activities have not been suspended

The bidder is not the subject of legal proceedings for any of the circumstances in

(b)

The bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions.

The Directors and/or Principal Officers have not been convicted for any criminal offences.

4.0 SCOPE OF WORKS TO BE PERFORMED

1. Investigate the cause(s) of the geological issues affecting each site and develop a general geotechnical profile of the site, which can be used to inform engineering designs and other related disciplines.
2. Indicate the methodology used in conducting the investigation describing tests to be conducted, and how the results are to be processed, citing relevant standards and specifications to be relied upon.
3. Provide recommended solutions that must be applicable to site conditions based on findings.
4. Provide a Work Breakdown Structure (WBS) and Project Schedule of activities in an easy and widely used format.

A cost breakdown of the range of services as well as proposed schedule of payments.

Account for all transport, boarding and lodging arrangements, field expeditions and studies to be conducted.

5.0 SITE VISITS

The DIQE will coordinate **MANDATORY** site visits to the respective sites on **Friday 18th October 2019 at 10.00am.**

Interested parties are asked to assemble at the Cyd Gray Sporting Complex's Car Park, Windward Main Road, Roxborough opposite NP's Roxborough Gas Station, Windward Main Road, Roxborough, Tobago at 9:45am.

Kindly contact the undersigned to confirm attendance:

Mr. Atiba Martin
Specialist Engineer – DIQE
Phone : 1 (868)- 704-8292

6.0 FORMAT OF TENDERS:

- a. Tenders shall comprise **the (2) Two-Envelope System**, this means one (1) envelope will contain the **TECHNICAL PROPOSAL** and one (1) envelope will contain the **FINANCIAL PROPOSAL**.
- b. Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.
- c. Tenderers **MUST** submit one **(1)** original and four **(4)** copies of their bids. The envelope of the original bid **MUST** be labeled as **“ORIGINAL”** in **BOLD** font and the envelopes containing copies **MUST** be labeled **“COPY”**.
- d. Envelopes must be properly sealed with the bidder's returning address and contact number at the back of the envelope.
- e. Bidders **MUST** also affix their company's stamp at the front of the Envelope and also on the Price Schedule Form and duly signed by the Principal or representative responsible for preparing the bid.

7.0 TENDERS CONTENTS

As a minimum, proposals MUST contain the following:

- a. A cover letter dated and signed by a representative authorised to legally bind the bidding firm
- b. An Executive summary highlighting the proposed solution and its deployment as well as the main reasons the firm should be selected by DIQE.
 - (i) A Table of Contents for easy referencing
 - (ii) Proper identification and tagging of each section of the tender document
 - (iii) A company profile and detailing the firm's business, qualification and experience
 - (iv) All pages of the tender document must be numbered sequentially.

8.0 TENDER SUBMISSION INSTRUCTIONS

Tenderers are to only submit documents requested in the specific order identified below. **All submissions must be neatly bound, numbered and the company stamp MUST affixed to each page.** DIQE reserves the right to reject tender documents that are poorly assembled or tabbed and not in keeping with the specific order.

Tenderers are to submit a signed cover letter and Statement of Truth in respect of the documents mentioned below in the order as stated hereunder :—

- (a) **Legal Status of Tenderer** - Certificate of Incorporation or Registration, Notice of Directors.
- (b) **Tax Compliance** - Valid VAT, NIS and BIR CLEARANCE Certificates (Not registration Certificates)
- (c) **Proof of Experience** – Evidence of Past experience of the Tenderer in the form of two (2) previous and or current signed contracts/letters of award in works of a similar nature to that proposed in this tender within the past two

(2) years. **Any contracts submitted from a private company must be annexed to a sworn statutory declaration in a format as prescribed by Appendix C.**

The statutory declaration must be sworn by the client and not the Tenderer. The Division shall undertake due diligence to determine the validity of said contracts and misrepresentation by any tenderer may lead to debarment from tendering throughout the THA.

(d) **Past Performance – Two (2) references in the prescribed form hereto annexed in Appendix D.** References must be from personnel no lower than the rank of Project Manager/Project Management Specialist. *The References must come from the same clients as those from whom the Bidder supplied contracts for above.*

(e) **Financial capacity** – a letter from a financial institution stating that the tenderer has the cash flow available or a commitment from a credible financial institution.

(f) **Implementation plan** - A detailed Methodology inclusive of a detailed Gantt Chart that will identify the deliverables and or phases of the works to be performed **MUST** be submitted.

(g) **Key Personnel – to include :**

- i. The names, role and responsibilities of the key personnel proposed to undertake the works. The names cited here must be made available for the duration of the project and no substitutions shall be permitted without the consent of the Division. The name of the Implementation Project Lead responsible for project management of the contract must also be provided.

- ii. Key personnel should be suitably qualified and possess the relevant qualifications and experience to cover the various elements of the works.
- iii. CVs of key personnel **MUST** be submitted.

(h) **Price Proposal.** This shall be formally presented in the “Form of Tender”
Appendix E.

No additional information is to be submitted other than that requested above. Any additional information not requested shall not be taken into account or may result in disqualification.

9.0 TENDER SUBMISSIONS

All tenders must be submitted in sealed envelopes, labeled in **BOLD** letter and addressed as follows:

**RE: THE PROVISION OF GEOTECHNICAL INVESTIGATIVE SERVICES FOR
VARIOUS POINTS OF INTEREST IN TOBAGO.**

**ADMINISTRATOR
DIVISION OF INFRASTRUCTURE, QUARRIES AND THE ENVIRONMENT
2-10 OLD GOVERNMENT FARM ROAD
SHAW PARK, SCARBOROUGH
TOBAGO**

And deposited in the tender box no later than October 30th, 2019 (1300 hours) by
1 pm (Box dimensions are approximately 13”*1” wide)

10.0 TENDER ACKNOWLEDGEMENT

Interested parties must indicate by e-mail: procurement.unit@tha.gov.tt. that they have collected the ITB and intend to tender (**See Appendices A**). Proposals must be signed by the person making the offer or in the case of a company, partnership or business firm, duly authorized officer or employee of such company, partnership or business firm.

With this acknowledgement, bidders must also indicate the **name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between DIQE and their organization for correspondence and queries.

The deadline for submission of the Tender Acknowledgement Form on 14th October, 2019.

11.0 REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit of the Division of Infrastructure, Quarries and the Environment **ONLY** by sending email to the following email address hereunder stated. All queries should be addressed to:

Procurement Unit

Division of Infrastructure, Quarries and the Environment

Email: procurement.unit@tha.gov.tt

Phone: 639-1287 Ext: 4114/4107/4110

A document containing the replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties who have expressed their intention to tender.

12.0 REQUEST FOR PROPOSAL (RFP) SCHEDULE

DETAILS	DATE & TIME
Tender Acknowledgement Deadline	14 th October, 2019 at 3:00 pm
Site Visit Date (MANDATORY)	18 th October, 2019@10:00 am
Submission Deadline for Proposal	30 th October, 2019 @ 1:00pm
Tender Closing Time	1:00pm (1300 hours)
Tender Opening Date	30 th October, 2019
Tender Opening Time	1:30p.m. (1330 hours)

13.0 PREQUALIFICATION

If bidders have not already participated in the THA's pre-qualification of contractors' process, they would be required to complete this process before being eligible to participate in this tender. Pre-qualification documentation can be downloaded from the THA's official website at: <http://www.tha.gov.tt/tender-notices/>. Pre-qualification packages must be filled out according to the instructions and submitted directly to:

**Procurement Control Office
Springfield Office Complex
Off the Orange Hill Rd ext. leading to Plymouth
Tobago.**

All communication with THA concerning this Pre-Qualification shall be initiated through:

Mr. Paul Duncan
Assistant Manager, Public Procurement
Procurement Control Office
Tobago House of Assembly
Office of the Chief Secretary
E-mail: paul.duncan@tha.gov.tt
Phone: 639-3421 ext. 1021

14.0 EVALUATION CRITERIA

- **Selection Criteria**

No	Criteria	Score	Evidence
1	Legal status of Tenderer	Pass/Fail	See Section 8 (a)
2	Tax Compliance	Pass/Fail	See Section 8 (b)
3	Proof of experience	Pass/Fail	See Section 8 (c)
4	Past Performance	Pass/Fail	See Section 8 (d)

NB: Tenderers that have not passed any one of the above requirements **SHALL NOT** be considered further in the application of the ‘Award Criteria’.

- **Award criteria**

EVALUATION CRITERIA	MAX Score
Firm’s Competence: (minimum of 10 years) The technical, human resource and equipment capacity to conduct works of this nature *Explicit list of qualifications and all human resource personnel *Detailed list of equipment used.	20
Methodology: <ul style="list-style-type: none"> • The approach used to investigate the problem and develop a general geotechnical profile for the sites, describing tests to be conducted, standards and specifications 	30
Project Schedule <ul style="list-style-type: none"> • Work Breakdown Structure (WBS) • Project Schedule 	20

Proposed Solution <ul style="list-style-type: none"> Clearly describe the recommended solution to the problem identifying and quantifying any risks associated with the proposed solution. 	20
Client References Provide at least two (2) references from clients for whom work of a similar nature was done within the last (24) months.	10
TOTAL SCORE	100

The evaluation process is as follows:

- a. Presentation of the Technical Proposals to the Tender's Committee
- b. Evaluation of the Technical Proposals- – a weighted average process whereby the mean of the scores of the evaluating committee is computed and a total score is then given. The technical proposals must score a minimum of 70 points for the Financial Proposals to be qualified.
- c. Opening of the qualifying Financial Proposals.
- d. Evaluation of the Technical and Financial Proposals based on a 80:20 ratio respectively.
- e. Selection of company via Committee votes.
- f. Return of all unopened Financial Proposals to their respective companies.

Where the tender evaluation committee is of the opinion that the successful tender is abnormally low or any other reason, the evaluation committee retains discretion to reject the tender summarily or require further and better particulars.

15.0 INFORMATION DISCLOSURE

All information concerning the examination, clarification and evaluation of bids and the recommendation for award are confidential and will not be disclosed to bidders or to any person not officially concerned with such process until award to the successful bidder. Any attempt by any bidder to influence the process of evaluation of bids or award will lead to the rejection of his bid.

16.0 BID VALIDITY PERIOD

Bids shall be valid for a period of at least ninety (90) days. All tenderers must provide a statement certifying same, said statement to be found in the tender submission form.

17.0 CONFLICT OF INTEREST

The DIQE wishes to ensure that there is no Conflict of Interest in this tender. As such, any relationship involving Bidders and Members of DIQE's Management and Staff must be fully disclosed.

18.0 ACCEPTANCE

The Division reserves the right to reject any or all bids without limiting the generality of the foregoing, a Bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced

The Division reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.

The Division reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action.

The Division may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division

The Division does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

19.0 NO CONTRACTUAL OBLIGATIONS

This is a Request for Proposal. No contractual obligations will arise between DIQE and any bidder until and unless DIQE and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Instructions To Bidders (ITB).

DIQE reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

20.0 NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these instructions to the Bidder, no Bidder shall have any claim for any compensation of any kind whatsoever, because of participation in the ITB, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

21.0 LATE TENDERS

Late tenders will not be accepted under any circumstances.

22.0 GOVERNING LAW

All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement.

23.0 CURRENCY OF BIDS

Unless otherwise required in the tender documents, the bidder shall quote all his prices in the currency of the Employer's home country.

24.0 NOTIFICATION OF AWARD

Prior to expiration of the period of validity of bids, as such period may be extended with the agreement of the successful bidder, DIQE will notify the successful bidder in writing by registered letter that his bid has been accepted. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") shall specify the sum which the Employer will pay to the Contractor in consideration of the execution and completion of the Works and the remedying of any defects therein by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Price").

APPENDICES A- TENDER ACKNOWLEDGEMENT FORM

TO: Administrator, Division of Infrastructure, Quarries and the Environment

**TENDER: RE: REQUEST FOR PROPOSAL (RFP) FOR THE DEVELOPMENT
AND IMPLEMENTATION OF A STRATEGIC PLAN**

☐ (Yes) We _____ have received
(Company Name)

the Invitation to Tender and hereby confirm our intent to submit a tender for the above captioned.

or

☐ (No) We _____ have received
(Company Name)

the Invitation to Tender for the above captioned and hereby respectfully decline to bid for the following reason(s):

Dated this.....day of.....20.....

.....
Signature

In the capacity of



Company Stamp

Note: To be completed and submitted to the **Procurement Unit** by 3:00 p.m **Monday 14th October, 2019.**

APPENDICES B- STATEMENT OF TRUTH

I declare that to the best of my knowledge that all of the documents submitted are correct. I understand that the information will be used in the selection and award process to assess my organisation's suitability to be selected for this tender. I also acknowledge that the THA's authorised representative shall make any enquiries concerning the particulars of my submissions, if necessary.

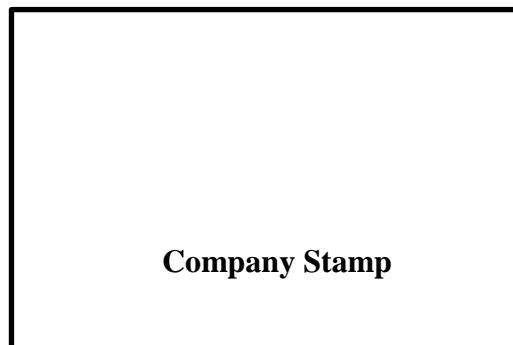
I understand that the THA may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification now and for future tender opportunities from the THA.

Dated this.....day of.....20.....

.....

Authorized Representative

For and on behalf of



.....

.....

.....

APPENDICES C- Statutory Declaration – A (Company)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER

7:04

I, _____,

Director and

(Name of director)

authorized representative of _____

(Name of company)

a company duly incorporated and continued under the Companies Act 1995, with its
registered

office situated at _____

(Address of company)

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say
as follows:-

1. I am the authorized representative of _____
(Name of Company)
_____ and
duly authorized to give this declaration on its behalf.
2. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
3. I hereby certify that any signed contracts/letters of award of purchase orders that has been submitted pursuant to **this tender** is a true representation of works the Tenderer have undertaken for the Company and that the Tenderer was not terminated for any reason related to and or ancillary to material non – performance.
4. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
5. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
6. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or

believe to be false or do not believe to be true, I am liable to fine and imprisonment.

Declared at)
this day)
of 20.....)

Before me,

COMMISSIONER OF AFFIDAVIT

Statutory Declaration - B (Personal)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER
7:04

I, _____

(Name of person)

_____ of

(Occupation)

(Address of person)

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
2. I hereby certify that any signed contracts/letters of award of purchase orders that has been submitted pursuant to **this tender** is a true representation of works the Tenderer has undertaken for me and that he was not terminated for any reason related to and or ancillary to material non – performance.

3. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
4. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
5. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at)
this day)
of 20....)

Before me,

COMMISSIONER OF AFFIDAVITS

APPENDICES D - REFERENCE REPORT

Name of Entity: Address:	Contact Person: Email: Phone:	
Scope of Works:		
Name of Vendor:		
Address:		
Estimated Start date:	Actual Start date:	Est contract sum:
Estimated End date:	Actual End date:	Act contract Sum:

KEY – E: *Excellent* **S:** *Satisfactory* **U:** *Unsatisfactory* **N:** *N/A* **I:** *Insufficient info to rate*

Description	Performance Rating					Comments (attach as necessary)
	E	S	U	N	I	
Work performed in compliance with contract terms and specs						
Materials, supplies and equipment provided as required						
Staff availability						
Timeliness of work						

Staff professionalism							
Customer Service							
Quality of Work							
Communication and Accessibility							
Prompt and effective correction of situations							
Proper documentation and records							
Would you recommend using this Firm again	Yes		No		[Explain]		

OVERALL PERFORMANCE - ☐ **Excellent** ☐ **Satisfactory** ☐ **Unsatisfactory**

Dated this day of 20.....

.....

NAME (PRINT)

Authorized Representative of Client

.....

(Signature)

Company

Stamp

VENDOR REPLY – Vendors are provided with the opportunity to reply to this performance appraisal undertaken. Please attach reply if any.

[illegible]

APPENDICES E- FORM OF TENDER

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

Tender for

.....
.....

To:

“ADMINISTRATOR”
THE DIVISION OF INFRASTRUCTURE, QUARRIES AND THE
ENVIRONMENT
FINANCIAL PROPOSAL

THE PROVISION OF GEOTECHNICAL INVESTIGATIVE SERVICES FOR VARIOUS POINTS OF
INTEREST IN TOBAGO

Sir/Madam,

Having examined the Tender Document issued by the Division of Infrastructure, Quarries and the Environment (DIQE) and having also visited the sites, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

(Figures).....

(Words).....

.....

Trinidad and Tobago Dollars (TT\$.....) exclusive of VAT

VAT:

.....

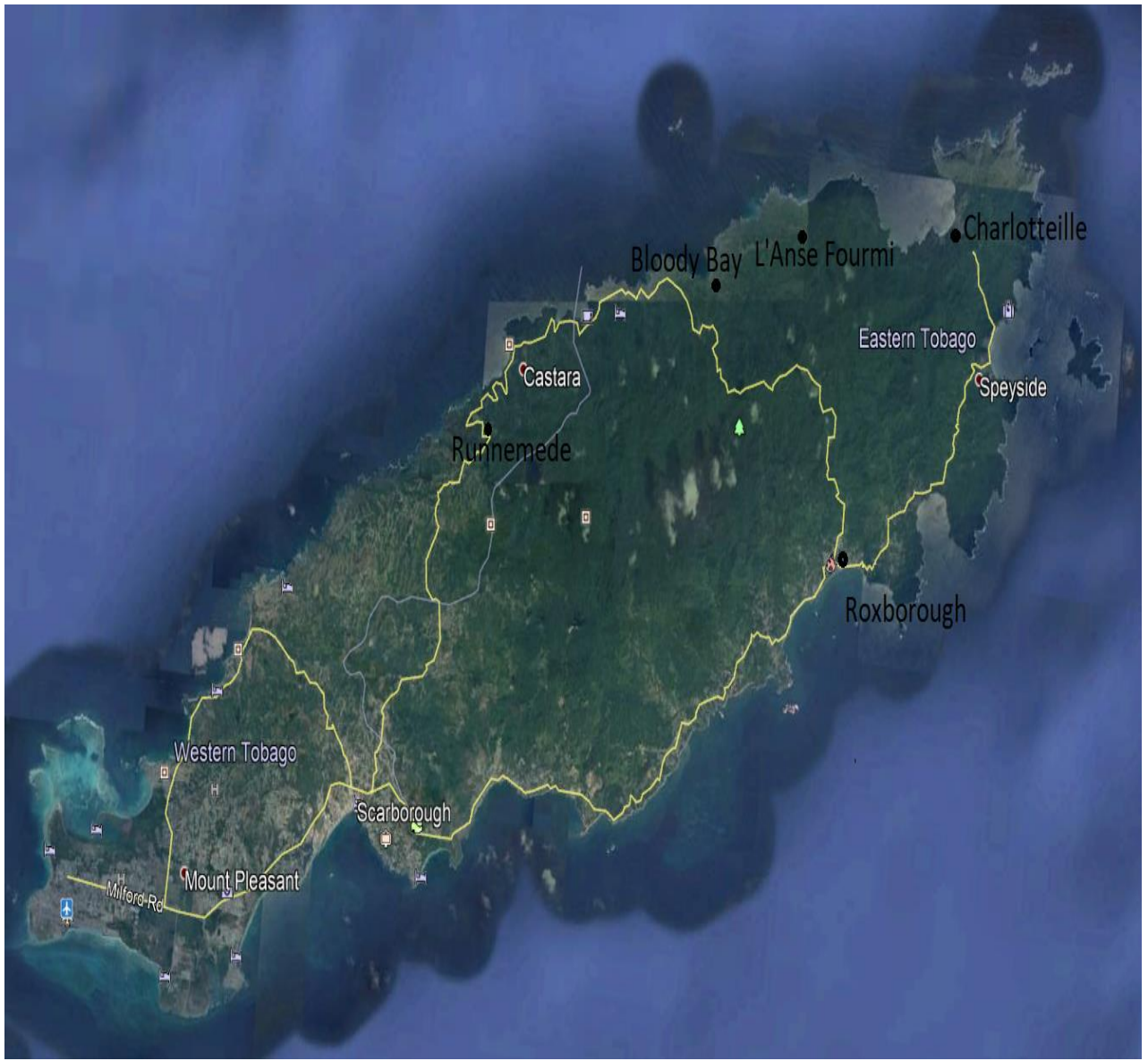
Trinidad and Tobago Dollars (TT\$.....)

LIST ADDITIONAL RESOURCES AND COSTS (IF REQUIRED)

APPENDICES F- Site Visit Schedule

Sequential Order of visits	Site Visit Schedule (starts and 10:00 am on October 18th, 2019.
1.	Roxborough/Bloody Bay Road closer to the Village of Roxborough
2.	Roxborough/Bloody Bay Road closer to the village of Bloody Bay
3.	Roadway entering the village of L'anse Fourmi from Bloody Bay
4.	Village of L'anse Fourmi close proximity to the primary school
5.	Northside Road near the village of Castara
6.	Village of Runnemedede adjacent to 'Coker's Turn'
7.	Orange Hill Road, Scarborough ('Block of Flats')
8.	Mt. Marie near to the Rapid Response Security Co. Headquarters, Scarborough
9.	Smithfield/Mt. Marie in the vicinity of steel river.
10.	Scarborough Secondary School, Scarborough.

APPENDICES G- GOOGLE EARTH IMAGE OF TOBAGO



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