



TOBAGO HOUSE OF ASSEMBLY

Division of Tourism, Culture and Transportation

INVITATION TO TENDER FOR REHABILITATION WORKS AT PEMBROKE HERITAGE PARK

Site Visit - 8th November 2019 @ 11:30pm

Closing Date - 13th November 2019 @ 1:00pm

DTCT 2019-0009 (WP 1), (WP 2) and (WP 3)

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1. BACKGROUND INFORMATION

The Division of Tourism, Culture and Transportation (DTCT) is charged with the responsibility of establishing, standardizing and sustaining the island's tourism product in a manner consistent with the repositioning strategy for Tobago as a tourist destination.

To fulfill this mandate, the Division maintains and upkeeps all Beach Facilities and Historical Sites for the safety and enjoyment of the people of Tobago and its visitors.

In this regard, DTCT is seeking competent and reliable contractors to tender for the following in accordance with the scope of works provided below.

- (a) **WP 1**—Construction of a 20 x 20 Kitchen Area.
- (b) **WP 2**—Repairs to the Guard Booth, VIP Toilets, Administrative Building, and VIP Restaurant.
- (c) **WP 3**—Repairs to the Rotunda, Dressing Room, Main Toilets, Ticketing Booth and Construction of a perimeter drain.

NB. Tenderers are restricted to bid for only one (1) Work Package (WP).

The DTCT will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

In this tender reference to the words “WP” means **Work Package**.

2. ELIGIBILITY

- (a) This tender is open to Tenderers **domicile** on the island of **Tobago for a period of no less than three (3) years.**
- (b) Tenderers **MUST** be pre-qualified with the Procurement Control Office (PCO) – THA, and be in possession of a Successful Pre-Qualification Letter issued by the PCO. **A copy of your pre-qualification letter must be submitted with your tender documents.**
- (c) Tenderers that are pre-qualified within the spend level of **SMALL LARGE – \$101,000 – \$250,000 (WP 2 and 3) and MEDIUM - \$251,000 - \$500,000 (WP 1).**
- (d) Tenderers with common directors or shareholders bidding shall be disqualified.

- (e) A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
- i. the bidder has the legal capacity to enter into a contract;
 - ii. the bidder is not:
 - (a) insolvent;
 - (b) in receivership;
 - (c) bankrupt; or
 - (d) being wound up
 - iii. the bidder's business activities have not been suspended;
 - iv. the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
 - v. the bidder has fulfilled his or her obligations to pay taxes and National Insurance Contributions.
 - vi. The Directors and or Principal Officers have not been convicted for any criminal offences.

3. SCOPE OF WORKS

The scope of works for the various Work Packages for this tender is annexed as **Schedule I. Schedule II (a), (b) and (c)** contains the detailed bill of quantities for each work package.

The contractor scope for this tender shall also include –

- (a) The contractor shall supply all required expertise, labour, tools, equipment, material and services required to provide and complete this scope of work according to specification and standard set by the authorized agent of the Division.
- (b) Liaise with all relevant agencies to obtain all relevant approvals from statutory agencies including the electrical inspectorate where necessary and ensure all works are done in accordance with any national electrical codes, law and or regulations.
- (c) All unwanted apparatus should be discarded from project site to an approved dumping site.

4. SCHEDULE

The Firm must be able to commit to undertake the works within the following:

WP 1: Thirty-nine (39) days; WP 2: Twenty-eight (28) days; WP 3: Forty-eight (48) days.

5. FORMAT OF TENDERS

- (a) Tenders shall comprise a **Single-Envelope System**; this means a single envelope containing both the financial and technical/quality information for evaluation.
- (b) Alterations or erasures on any tender shall be initialled by the Tenderer or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

6. DURATION AND DEFECT LIABILITY PERIOD

The maximum duration and minimum defects liability period are as follows: –

Maximum Duration	WP 1 - 39 days; WP 2 – 28 days; WP 3 – 48 days
Minimum Defects Liability Period	12 Months

7. INSTRUCTIONS TO TENDERERS

Tenderers are advised to read these instructions very carefully, since failure to abide by same may result in automatic rejection.

- (a) Tenderers are allowed to bid for a **MAXIMUM** of **ONE (1)** Work Package **ONLY**.
- (b) Tenderers are advised that if they cannot meet the experience requirement in demonstrating works of a similar nature they shall not be considered.
- (c) Tenderers are to extract the corresponding Bill of Quantities in **Schedule II (a), (b) and (c)** for the work package that they are interested in and **only** fill out the Bill of Quantities for submission and place it in **ONE (1)** tender package. Where a Tenderer submits bill of quantities for more than one (1) work package, only the

first one (1) seen by the Division shall be considered. E.g. If a tenderer is interested in **WPs 1**, it must fill out bill of quantities for **WPs 1** and place it in **ONE (1)** submission package.

WP	Addressed To:	Submission Location	Site Visit	Closing Date	Copies
REHABILITATION WORK AT PEMBROKE HERITAGE PARK	[Name of Tenderer] DTCT 2019 - 0009 The Administrator, Division of Tourism, Culture and Transportation	Tender box (Box Opening dimensions are approx. 14" long x 3/4" wide) located on the Ground Floor of the Division's Main Office Building at #12 Sangster's Hill, Scarborough, Tobago.	8 th November 2019 @ 11:30am Pembroke, Heritage Park	13 th November 2019 @ 1:00pm	One (1) original and four (4) copies

8. DOCUMENTS TO BE SUBMITTED TO THE DIVISION

Tenderers are to only submit documents requested in a neat format with each section properly separated and tabbed together with a table of contents for ease of access **in the order stated hereunder**. **All submissions must be binded.**

The Division reserves the right to reject any tender that has not been properly binded, tabbed, in an order different from that stated below or submission of any loose pages etc. Each and every page must be numbered individually and consecutively. Page numbers must be inserted in bold at the bottom right hand corner of each page and in a form that can be clearly distinguished from any other pagination on the page. If the Tenderer fails to comply with these directions without a good explanation, the tender is at risk of being rejected for failure to so comply.

- (a) **A cover page** outlining the name of the Tenderer, the sum proposed in words as reflected on the Bill of Quantities (VAT to be written separately), the time proposed and the warranty proposed (where applicable), date and signature of person making submission on behalf of the Tenderer. **Schedule II**
- (b) **Valid VAT, NIS and BIR** clearance certificates for individual tenderer.
- (c) **Statutory documents** Certificate of Incorporation/ Business Registration, Notice of Directors, latest Annual Returns and a utility bill/lease. Where any private contract is

submitted as evidence of past experience, the notice of Directors of the Private Company must also be submitted.

- (d) **Evidence of past experience** of the Tenderer in the form of **two (2) previous signed contract/letters of award** in works of a similar nature to that proposed in this tender within the **past five (5) years** of at least **40% EACH¹** of the cost proposed in the tender on **one (1) previous contract** of at least **60%** of the cost proposed in this tender.

The contract must have included the scope of works that was done and not leave any room for speculation as to the nature of the works undertaken. Any contract submitted from a private company must be annexed to a sworn statutory declaration in a format as prescribed by **Schedule III (a) and or (b)**. The statutory declaration must be sworn by the **client and not the Tenderer.**

The Division shall make enquiries and or visits to ensure the validity of the works represented in the contract and any Tenderer found to be misrepresenting any fact shall be summarily rejected without notice.

- (e) **Past Performance – Two (2) References** in a format prescribed by **Schedule IV** or any other documentation evidencing the performance of the Tenderer on the past contracts. References must be from the same person/entity for which a past contract(s) were submitted in (d) above
- (f) **Financial reference** from a **recognized financial institution** demonstrating the ability to finance the project to **at least 40%** of the cost proposed in the tender. Letter must give a range, **e.g. high five digits etc.**
- (g) **Methodology to undertake works** - A detailed description of the plan of action which outlines the use of all resources within the quoted time to deliver the desired project output. This plan should be sufficiently detailed utilizing a Gantt chart.
- (h) **Key Personnel** - Key Personnel – to include :
- i. The names, role and responsibilities of the key personnel proposed to undertake the works.
 - ii. Key personnel inclusive of Safety should be suitably qualified and possess the relevant qualifications and experience to cover the various elements of the works.

¹ Each contract must be generally 50% (average) of the cost proposed in this tender.

- iii. A Project Manager **MUST** be identified who shall be in control of the project. These persons must be made available for the duration of the project.
 - iv. Attach CVs of key personnel.
- (i) **Time** – the Division’s maximum period for completion for this tender is – **WP 1 - 39 Days; WP 2 – 28 Days; WP 3 – 48 Days**. The tenderer can propose a time period, in which the works can be completed. This time period shall be inserted into the cover page annexed hereto. **In support of the time proposed to undertake the works, a time schedule including the duration and sequence of the main activities and works demonstrating how the works shall be completed in the time proposed is required.** The schedule must be supported by some narrative to enable the evaluation committee to understand the contents of the schedule.
- (j) **Defects Liability Period (DLP)** - A period of time following practical completion during which a contractor remains liable under the building contract for dealing with any defects which become apparent. It may also be referred to as a rectification period or defects correction period. The Division requires a minimum of **twelve (12) months** warranty on **construction or construction related activities**. The tenderer can propose any time extension in excess of twelve (12) months for which it can provide a warranty.
- (k) **Valid Wireman’s License and letter of consent** - Letter of consent from electrician (**WP 1 Only**).
- (l) **No additional information** is to be submitted other than that requested above. Failure to provide any of the information requested, or in an illogical manner may lead to rejection of the Tender as non-compliant. For instance is the time schedule is not properly aligned to the project duration proposed.

9. TENDER OPENING

Tenders shall be opened at Division’s Main Office Building at #12 Sangster’s Hill, Scarborough, Tobago on **Wednesday 13th November, 2019 at 1:30pm.**

All tenderers are invited to be present for the opening.

10. EVALUATION CRITERIA

Tenderers that have not met the requirements set out in Section 8 (a) to (l) of the tender submission instructions **or** attended the site visit for the WP tendered for, shall **not** be considered further.

Step 1 - Mandatory criteria

- (a) Tenderers must have the legal capacity to enter into a procurement contract and operational in Tobago – **See 8 (c).**
- (b) Tenderers **MUST** have complied with all local Tax laws as at the date of submission – **See 8 (b).**
- (c) Site Visit – **See Schedule I.**

Step 2 - Selection criteria – Firm's capability and capacity

To this end the selection criteria includes –

Ser.	Criteria	Score	Evidence
1	Site Visit	Pass/Fail	Signed Attendance Register
2	Past Experience	Pass/Fail	See 8 (d)
3	Past Performance	Pass/Fail	See 8 (e)
4	Financial capacity	Pass/Fail	See 8 (f)
5	Methodology	Pass/Fail	See 8 (g)
6	Key Personnel	Pass/Fail	See 8 (h)
7	Valid Wireman's License and letter of consent(WP 1 Only)	Pass/Fail	See 8 (k)

- I. Tenderers must pass each element of the mandatory and selection criteria to be considered further.
- II. Tenderers shall be evaluated based on price submissions.

- III. Where any documents pertaining to the eligibility, mandatory or selection criteria is incomplete or absent, the Division reserves discretion to permit the tenderer to bring in the incomplete/absent document within a reasonable time period.
- IV. The Division reserves the right to take into account the opinion of references or of its own motion any performance issues where the tenderer has previously undertaken works for the Division.
- V. Where the tender evaluation committee is of the opinion that the price or time proposal of the successful tender is abnormally low, the evaluation committee retains a discretion to reject the tender summarily or require an explanation from the tenderer regarding why the proposal is abnormally low. Alternatively the committee reserves the right to use any expert internal costing in determining abnormally low submissions.

11. PROHIBITED PRACTICES

A winning tenderer shall not sub-contract any works without the approval of the Division. In instances where the tenderer has intentions of sub-contracting, the tenderer must first communicate this information to the Division and must receive approval from the Division.

Any tenderer who receives an award or previous awards from any Division of the THA based on their past experience, technical capability etc. and have proceeded to sub-contract said works without authorization, then both the Tenderer and the person purportedly sub-contracted to, shall be disqualified and notice be taken of said practice throughout the THA.

12. WAIVER

The DTCT retains a separate right to waive irregularities in the tender submission if in the DTCT's discretion such irregularities are of a minor technical nature or relate to defects or of it is in the best interest of the THA to do so.

Where documents submitted by the tenderer are materially and patently incomplete or inaccurate, the DTCT has the discretion to enter into an award with the successful tenderer, subject to the incomplete or inaccurate document being remedied by the tenderer within seven (7) days of a request being made by the DTCT. Where any statutory document and or

insurance certificates are not up to date or absent, the tenderer must be able to provide same within seven (7) days of being requested to do so by the DTCT.

The DTCT retains a general right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who “but for” the waiver, would have submitted a different offer and shall not be prejudicial for any tenderer.

13. REQUESTS FOR ADDITIONAL INFORMATION

Tenderers requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending email to the following email address: procurement.tourism@visittobago.gov.tt. Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process, by publication on the THA’s website, www.tha.gov.tt. Tenderers are therefore advised to constantly monitor the website for any notices, amendments, clarifications etc.

14. TERMS OF PAYMENT

The successful Tenderer shall be paid 45% of the contract sum upon 60% satisfactory completion of works. A second 45% of the contract sum shall be paid upon 100% satisfactory completion of works. The Defects Liability Period (DLP) is a minimum of twelve (12) months. There is a Retention payment of 10% which will be paid in two (2) 5% instalments. The first 5% shall be paid when the taking over certificate has been issued for the works and the works have passed all specified tests (including the tests after completion, if any). The second 5% will be paid after the expiry date of the Defects Liability Period (DLP). Tenderers are advised that no mobilization payments shall be made.

15. BID VALIDITY PERIOD

Bids shall be valid for a period of at least ninety (90) days as per the Form of Tender.

16. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between DTCT and any Tenderer until and unless DTCT and a Tenderer enter into a formal, written contract for the Tenderer to provide the services contemplated in this Tender Document. The Tenderer agrees that while the offer is made in accordance with the provisions of this invitation to

treat, the DTCT reserves the right to vary and or amend contractual terms, with mutual consent of the DTCT and the successful tenderer.

17. CONTRACTING

Any contract entered into between the DTCT and the successful tenderer shall incorporate the material contract terms with respect to price, duration, scope, specifications and quality of work. All other contract terms shall be mutually agreed by the parties to the contract. Contracts shall be entered into with successful tenderers by individual Work Packages. Contracting shall be made on a **fixed price lump sum** basis for the entire contract and not on a *quantum merit* basis with respect for individual line items in the Bill of Quantities. Key personnel shall not be substituted without the consent of the Division.

18. LATE TENDERS

Late tenders will not be accepted under any circumstances. DTCT 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. Further no applications for extensions of time shall be granted under any circumstances and Tenderers are advised not to make any such applications.

19. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in this Tender document, no Tenderer shall have any claim for any compensation of any kind whatsoever, as a result of participation in the ITT, and by submitting a tender each Tenderer shall be deemed to have agreed that it has no claim.

20. INDEMNITY

Tenderers must commit to indemnify the THA, its employees, agents and or servants, or other lawful invitees on the THA premises of any loss, bodily injury and damage to property due to any act of neglect or default of the successful bidder, its agents, employees and or servants.

21. CONFLICT OF INTEREST

The DTCT will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of Division's Management and Staff must be fully disclosed. A member and/or officer of the DTCT or the relative of any such person shall not tender for the supply of items and or services stated herein. For the purposes of this tender the term "*relative*" means the father, mother, brother, sister, son or daughter of a person and includes the spouse of a son or a daughter of such person.

22. RIGHTS OF THE DIVISION

In addition to the rights expressly hereinbefore referred to, the following additional rights accrue -

- (a) The DTCT 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.
- (b) The DTCT 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 DTCT reserves the right to accept affected. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action 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
- (c) The DTCT 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.
- (d) The DTCT does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.
- (e) The DTCT reserves the right to cancel this tender at any time and has no obligation to provide any reasons for such cancellation.

23. GOVERNING LAW

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

SCHEDULE I

Work Packages and Site Visits

WP	Location	Scope of Works	Date and Time of Site Visit
1	Pembroke Heritage Park	See Schedule II (a)	8 th November, 2019@ 11:30am
2	Pembroke Heritage Park	See Schedule II (b)	8 th November, 2019 @ 12:00pm
3	Pembroke Heritage Park	See Schedule II (c)	8 th November, 2019 @ 12:30pm

SCHEDULE II (a)

Bill of Quantities - Work Package 1 Construction of a 20 x 20 Kitchen Area at Pembroke Heritage Park

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE (\$)	TOTAL (\$)
1.0	<u>KITCHEN</u> See Figure 1-3				
	<u>Sub-structure work (20'x20')</u>				
1.1	Excavate oversite average 200mm deep to remove vegetable soil, load, and wheel and deposit 100 m away and later spread and level on site where directed. Excavate to reduce levels starting from strip level and trenches not exceeding 1.5 m deep Prepare bottom of excavation to receive blinding.	54	m ²		
1.2	Remove surplus excavated material and cart away. Return fill and ram selected excavated material around foundations.	30	m ³		
1.3	Apply anti-termite treatment or other equal and approved applied to the surface of blinded hard-core and surrounding areas strictly in accordance with manufacturer's instructions (subject to 10 years guarantee to the satisfaction of the Architect).		Item		
1.4	Supply and apply 50mm thick sand blinding to foundation trenches Lay reinforcement cages and starter bars to foundation trenches Pour concrete to excavated trenches to ground beams. Mass concrete: 50 mm thick under foundation. Supply and lay 8-inch concrete blocks with all cores filled solid with concrete to foundation trenches. Foundation blocks must finish 16 inches above the ground. 300 mm thick approved hard-core filling spread, levelled, well rammed and consolidated in 150 mm thick layers to receive concrete bed. Supply and apply 50mm thick sand blinding to floor. Apply and supply polythene sheets to floor.	38	m ²		

	Placing formwork to receive floor structural slab. Supply and place 65-gauge BRC wire to floor structural slab. Supply and place steel rods to floor structural slab.				
1.5	Supply and pour floor slab: 125 mm thick	4.7	m ³		
	<u>Super Structure Work</u>				
1.6	Supply and lay 6-inch concrete block to the floor level inclusive of formwork and the like. See. Lock in blocks to form corner columns as shown in Figure 4	38	m ²		
1.7	Supply and pour concrete to doors and windows lintel. Supply and pour concrete to ring beam of the building.		Item		
1.8	Rendering to all internal and external walls of building.	76	m ²		
	<u>Roofing pitch 6/12;</u> eave overhang- 2'				
1.9	Supply and install 2" x 6" timber rafters to roofing structure Supply and install 4" laths, inclusive of all screws and items necessary for installation to roofing structure. Supply and install aluminium roof sheeting for long lasting resistance to saltwater corrosion. Supply and install ridge cap to roofing structure Supply and install fascia to match that of the Heritage park Supply and install guttering to eaves of roof structure, inclusive of all clamp's screws and downpipes.	1	Item		
	<u>Finishes</u>				
1.10	Supply and install cedar doors to building, inclusive of locks (kiwi set) and handles. 36"x 80"	4	Nr.		
	Supply and install double hang cedar doors to building, inclusive of locks (kiwi set) and handles. 36"x 80"	2	Nr.		
	Supply and install door wooden frame for the cedar doors	1	Item		
1.11	Supply and install 24"x 24" ceramic tiles non-skid porcelain tiles to entire building	38	m ²		

1.12	Supply and install 24"x 24" ceramic tiles non-skid porcelain tiles in the entire toilet.	5	m ²		
1.13	Supply and install gypsum ceiling inclusive of supports and other items necessary for installation.	38	m ²		
1.14	Supply and install a kitchen vent fan in the kitchen area.	1	Nr.		
1.15	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller) over windows and creases where bats can enter the building. (Size of window: 4ft x 6ft)	6	Nr.		
1.16	Material supply and painting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Calculation per sqm; all necessary preparatory work, materials and scaffolding.	76	m ²		
1.17	Supply and install stainless steel commercial kitchen sink.	1	Nr.		
1.18	Supply and install face basin mirror over the face basin sink. (size 3 feet high x 3 feet wide)	1	Nr.		
1.19	Supply and install shower curtain steel rod at the shower area.	1	Item		
1.20	Supply and install jumbo metal toilet paper holder in the toilet.	1	Nr.		
1.21	Supply and Install automatic electrical hand dryer. See Figure	1	Nr.		
	External Works				
1.22	Construction of aprons complete with slipper drains around the building.		Item		
1.23	Construction of Complete Sewage disposal system inclusive of rubble drain soak away tank and concrete block work sewer tank.		Item		
	Plumbing Kitchen				
1.24	Supply and install Armitage shank Toilet set, inclusive of all plumbing items needed for installation	1	Nr.		
1.25	Supply and Install, stainless steel shower head unit, inclusive of all plumbing items needed for installation.	1	Item		
1.26	Supply and install Face sink sets (Armitage shank) inclusive of all plumbing items needed for installation for bathroom areas. Sink must have a cupboard underneath.	1	Nr.		

1.27	Supply and install, plumbing connection in the kitchen area. (Water and wastewater pipes, inclusive of all necessary supplies for installation). Wastewater pipe should discharge in a suitable drain identified by the contract administrator.	1	Item		
	<u>Electrical Kitchen</u>				
1.28	Supply and Install all electrical lighting and fixtures to the entire building. Lighting must include around the perimeter of the building (dust to dawn floor lights). All necessary lighting panels, breakers, cables, meters should be supplied and connected to facilitate electrical connection by the service provider.	1	Item		
	SUB-TOTAL				
	VAT 12.5 % IF REGISTERED				
	TOTAL				

SCHEDULE II (b)

Bill of Quantities - Work Package 2

Repairs to the Guard Booth, VIP Toilets, Administrative Building, VIP Restaurant

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE (\$)	TOTAL (\$)
1.0	GUARD BOOTH (See Figure 1-2)				
	Sub-structure Work				
1.1	Move existing guard booth to a suitable location nearby.	1	Item		
1.2	Clean area and layout the foundation. Prepare the steel work/BRC for the concrete pad Cast concrete pad foundation (6" thick). The slab should be finished by floating to create a smooth surface. Install ½"x6" Galvanized anchors at 12" apart from the corners and 4' apart on the bottom/sill plate, before the concrete cures. Install a sill gasket/ rubber/ plastic/ to protect the wood from direct contact with the concrete. It will minimize water damage and the chance of rot. Secure the plate to the slab and place washers and nuts and tighten down the nuts with a socket wrench.	7.75	m ²		
1.3	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller) over windows and creases where bats can enter the building. Window size: 3'2" x3'	2	Nr.		
1.4	Material supply and repainting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Calculation per sqm; all necessary preparatory work, material and scaffolding.	54	m ²		
1.5	Material supply and installation of Aluzinc guttering and down pipes on the building. Down pipes should be extended into the drains identify to safely discharge water away from the building.	12	m		
	SUB-TOTAL				

2.0	<u>VIP TOILETS</u>				
2.1	Material supply and treatment of the bolted connection with a rust removing chemical. Encasing all bolted connections concrete to prevent corrosion of the bolts and plates.	1	Item		
2.2	Material supply and repainting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Calculation per sqm; all necessary preparatory work, material and scaffolding.	125	m ²		
2.3	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller) over windows and creases where bats can enter the building.	4	Nr.		
2.4	Material supply and installation of Aluzinc guttering and down pipes on the building. Down pipes should be extended into the drains identify to safely discharge water away from the building.	16	m		
	SUB-TOTAL				
3.0	<u>ADMINISTRATIVE BUILDING</u>				
3.1	Material supply and replacing of damaged materials on the handrails.	18	m ²		
3.2	Termite treatment of the building with an anti-termite chemical to treat all wooden components of the building. Apply chemicals on all points of contacts of wood with the ground or with any part of the building. Also, treat any voids in masonry with anti-termite treatment. Change and replace wood products that have high impact and presence of termites, beyond any limit of reparation.	1	Item		
3.3	Material supply and repainting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Calculation per sqm; all necessary preparatory work, material and scaffolding.	300	m ²		
3.4	Material supply and staining/varnishing the floor, windows and doors of the building in a colour to be approved by the Contract Administrator.		Item		

	Calculation per sqm; all necessary preparatory work, material and scaffolding.				
3.5	Material supply and Replacing broken window plane (Retractable window size: 5'x3')	1	Nr.		
3.6	Removing and repairing defective roof section. Allow a provisional sum of 15,000.00 for this element of work.		Ps	15,000.00	15,000.00
3.7	Installation of a GHEE/DISTINCTION 36000 BTU unit in the office area of the building	1	Nr.		
3.8	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller) over windows and creases where bats can enter the building.	8	Nr.		
3.9	Material supply and installation of Aluzinc guttering and down pipes on the building. Down pipes should be extended into the drains identify to safely discharge water away from the building.	20	m		
3.10	Make good any defects from the installation of Ac units, and general maintenance work.	1	Item		
	SUB-TOTAL				
<u>4.0</u>	<u>VIP RESTUARANT</u>				
4.1	Material supply and replacing of damaged materials on the handrails.	12	m ²		
4.2	Termite treatment of the building with an anti-termite chemical to treat all wooden components of the building. Apply chemicals on all points of contacts of wood with the ground or with any part of the building. Also, treat any voids in masonry with anti-termite treatment. Change and replace wood products that have high impact and presence of termites, beyond any limit of reparation.	1	Item		
4.3	Material supply and repainting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Material supply and staining/varnishing the floor, windows and doors of the building in a colour to be approved by the Contract Administrator.	250	m ²		

	Calculation per sqm; all necessary preparatory work, material and scaffolding. Verify measurement				
4.4	Supply and Installation of a GHEE/DISTINCTION 24000 BTU unit in the office area of the building	1	No.		
4.5	Supply and Installation of a GHEE/DISTINCTION 12000 BTU unit in the VIP restaurant storage room/kitchenette.	1	No.		
4.6	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller) over windows and creases where bats can enter the building.(Verify measurement)	8	No.		
4.7	Material supply and installation of Aluzinc guttering and down pipes on the building. Down pipes should be extended into the drains identify to safely discharge water away from the building.	100	m		
4.8	Material supply and installation of a curtain drain the perimeter of the building. (Drain size: 2' Deep x 1.5' wide filled with gravel and perforated piping). (measurement on hardcopy)	1	Item		
4.9	Site clean-up and carting away all unwanted materials from the construction site to an approved dump site	1	Item		
	SUB-TOTAL				
	Provisional sum				15,000.00
	TOTAL				
	VAT 12.5 % IF REGISTERED				
	CONTRACT PRICE				

APPENDICES

1.0 GUARD BOOTH

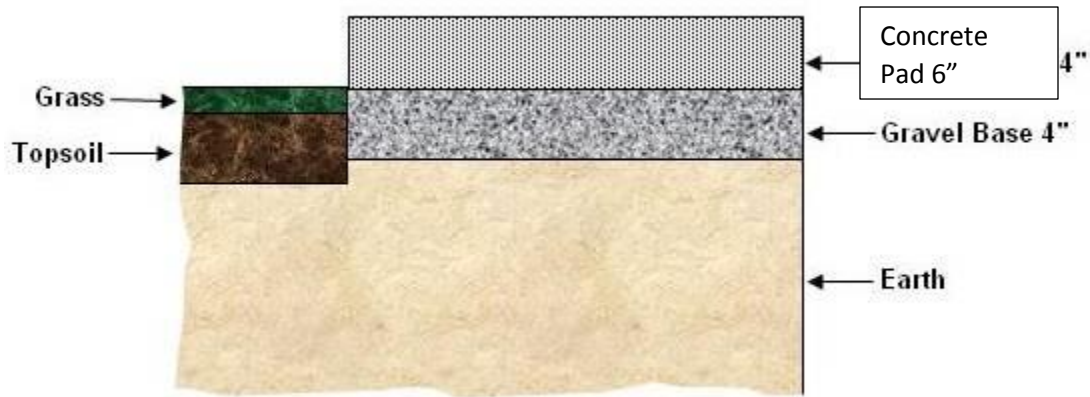


Figure 1 Concrete Pad Details



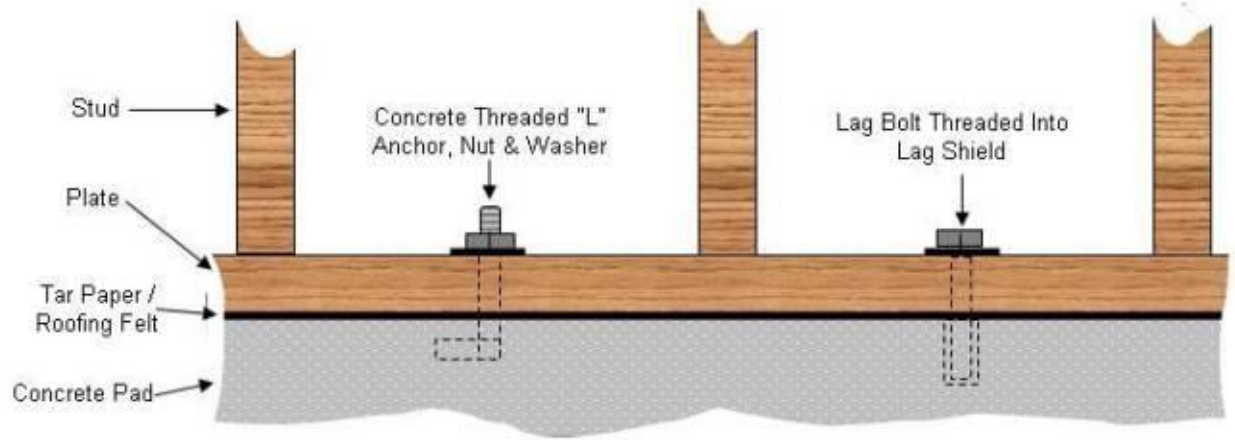


Figure 2 Anchor Detail for the Guard Booth to the Concrete Pad

SCHEDULE II (c)

Bill of Quantities - Work Package 3

Repairs to the Rotunda, Dressing Room, Main Toilets, Ticketing Booth and Construction

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE (\$)	TOTAL (\$)
<u>1.0</u>	<u>ROTUNDA</u>				
1.1	Termite treatment with an anti-termite chemical to treat all wooden components. Apply chemicals on all points of contacts of wood with the ground or with any part of the building. Also, treat any voids in masonry with anti-termite treatment. Change and replace wood products that have high impact and presence of termites, beyond any limit of reparation. Remove and repair defective roof section where necessary. Price should include all necessary preparatory work, material and scaffolding. Allow a Provisional sum of \$7,000.00		Ps	7,000.00	7,000.00
1.2	Reconstruction of the stage of the Rotunda, inclusive of material supply and staining/varnishing the floor, in a colour to be approved by the Contract Administrator. Material- Green Heart wood.	1	Item		
1.3	Material supply and repainting stairs of the Roth-under in a marine based paint. Price should include all necessary preparatory work, material and scaffolding.	1	Item		
	SUB-TOTAL				
<u>2.0</u>	<u>REST ROOM</u>				
2.1	Material supply and repainting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Calculation per sqm; all necessary preparatory work, material and scaffolding.	250	m ²		
2.2	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller)	10	Nr.		

	over windows and creases where bats can enter the building.				
2.3	Material supply and installation of Aluzinc guttering and down pipes on the building. Down pipes should be extended into the drains identify to safely discharge water away from the building.	18	m		
	SUB-TOTAL				
4.0	<u>DRESSING ROOM</u>				
4.1	Supply and Installation of a GHEE/DISTINCTION 36000 BTU unit in the male and female dressing rooms.	2	Nr.		
42	Material supply and repainting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Calculation per sqm; all necessary preparatory work, material and scaffolding.	288	m ²		
4.3	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller) over windows and creases where bats can enter the building. Verify measurement.	10	Nr.		
4.4	Make good any defects from the installation of Ac units, and general maintenance work	1	Item		
	SUB-TOTAL				
5.0	<u>TICKETING BOOTH</u>				
5.1	Material supply and repainting of the entire building in a marine based paint. Painting should include interior, exterior and roof of the building. Calculation per sqm; all necessary preparatory work, material and scaffolding.	20	m ²		
5.2	Material supply and installation of Aluzinc guttering and down pipes on the building. Down pipes should be extended into the drains identify to safely discharge water away from the building.	12	m		
5.3	Material Supply and installation of bat netting/control mesh (Size 1/4" and smaller) over windows and creases where bats can enter the building.	2	Nr.		
5.4	Material supply, installation and painting of a wrought iron gate at the front of the ticketing booth.	1	Item		
	SUB-TOTAL				

6.0	<u>LANDSCAPING</u>				
6.1	Maintenance of the grass pavers at the front of the facility.	1	Item		
6.2	Replacing and planting foliage/greenery along both sides of the paved walkways; the planters at the front of the facility and around the re-thunder.	1	Item		
6.3	Site Clean-up and carting away of all unwanted materials from the site to an approved dumped site.	1	Item		
	SUB-TOTAL				
7.0	<u>DRAINAGE</u>				
7.1	Construction of a 50-meter drain by 0.76 m high along the length of the tank stand. Cost should include, demolition of existing slipper drains; reconstruction of box drain; labour and materials	1	Item		
	SUB-TOTAL				
	Provisional Sum				7,000.00
	Total				
	12.5 %VAT if Registered				
	CONTRACT PRICE				

SCHEDULE III (a)

Statutory Declaration (Private 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 situate 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 **DTCT 2019-0009** is a true representation of works the Tenderer have undertaken for this 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 2019)

Before me,

COMMISSIONER OF AFFIDAVITS

SCHEDULE III (b)

Statutory Declaration (Private Individual)

REPUBLIC OF TRINIDAD AND TOBAGO

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

I, _____
(Name of person)

_____ of
(Occupation of person)

(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 **DTCT 2019-0009** is a true representation of works the Tenderer has undertaken for me personally and further that the Tenderer 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 2019)

Before me,

COMMISSIONER OF AFFIDAVITS

Schedule IV

Reference Report

Name of Entity:		Contact Person:	
Address:		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 2019

.....
Authorized representative of Client

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