



TOBAGO HOUSE OF ASSEMBLY
Division of Food Production, Forestry and Fisheries
Montessori Trace, Glen Road
Scarborough, Tobago
TEL# (868) 639-5994/2234, 660-7152
FAX (868) 639-1746

DFPFF 2019/20-0002 -
INVITATION TO TENDER
FOR
REPAIR WORKS TO ROXBOROUGH
FISHING FACILITY

This page is left intentionally blank

TABLE OF CONTENTS

1.	BACKGROUND INFORMATION	5
2.	SCOPE OF WORKS	5
3.	SCHEDULE	5
4.	FORMAT OF TENDERS	5
6.	TENDER OPENING	7
7.	SITE VISITS	7
8.	EVALUATION CRITERIA.....	8
9.	REQUESTS FOR ADDITIONAL INFORMATION	9
10.	TERMS OF PAYMENT	10
11.	BID VALIDITY PERIOD	10
12.	NO CONTRACTUAL OBLIGATIONS.....	10
13.	LATE TENDERS.....	10
14.	NO CLAIM FOR COMPENSATION	10
15.	CONFLICT OF INTEREST	10
16.	RIGHTS OF THE DIVISION OF FOOD PRODUCTION, FORESTRY AND FISHERIES.....	11
17.	GOVERNING LAW	11
	APPENDIX A.....	14
	APPENDIX B.....	16
	TENDER SUBMISSION FORM.....	16
	APPENDIX C.....	38
	TENDER ACKNOWLEDGEMENT FORM	38

This page is left intentionally blank

1. BACKGROUND INFORMATION

The Division of Food Production, Forestry and Fisheries (DPFF) is one of the Divisions of the Tobago House of Assembly. This Division promotes Agriculture as a viable business in order to increase the number of committed commercial and private agro-producers and improve agricultural production in Tobago through improvement of services and facilities extended to the farming and fishing community.

In this regard, DPFF is seeking competent and reliable contractors to provide repairs and construction works to the Repairs Works to Roxborough Fishing Facility in accordance with the Scope of Works provided below. The DPFF will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

2. SCOPE OF WORKS

The contractor scope for this tender shall include

1. The contractor shall supply all required expertise, labour, tools, equipment, material and services required to provide and complete this scope of work according to specifications and standards set by the authorized agent of the Division.
2. All unwanted concrete apparatus should be discarded from project site.

See Appendices A - Bill of Quantities for detailed breakdown of works to be undertaken

3. SCHEDULE

The Firm must be able to commit and undertake the works within a **Six (6) Weeks period**.

4. 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.

5. TENDER SUBMISSION INSTRUCTIONS

- a) Tenderers are to **detach Appendix B – Tender Submission Form (TSF)** from this document.
- b) Tenderers are to print the detached **Appendix B in duplex style** (i.e. back and front), read carefully, insert the information required, and provide the necessary attachments as recited in the paragraphs in the Tender Submission Form (TSF).
- c) Each requested attachment must be placed under the respective labelled cover page and tabbed, to provide for easy access.
- d) **No additional information** is to be submitted other than that required by the TSF.
- e) Where there are any inconsistencies between words and or figures in the TSF and its annexures, those stated in the TSF shall override that stated in the annexures.

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

The Administrator

Division of Food Production, Forestry and Fisheries

DFPFF 2018-0002

Repairs Works to Roxborough Fishing Facility

and deposited in the tender box (Box Opening dimensions are approx. 14" long x ¾" wide) located on the Ground Floor of the Division's Main Office Building at Montessori Trace, Glen Road, Scarborough Tobago on or before **Thursday 30TH January, 2020, 1:30pm**

Tenderers **MUST** submit **one (1) original and three (3) copies** of their bids. The envelope of the original bid **MUST** be labelled as "ORIGINAL" in **BOLD** font and the envelopes containing copies **MUST** be labelled "COPY". Envelopes must be properly sealed with the Tenderer's returning address and contact number at the back of the envelope.

Tenderers MUST also affix their company's stamp at the front of the Envelope, the Bill of Quantities (Appendix A) and on the Tender Submission Form (Appendix B) and duly signed by the Principal.

6. TENDER OPENING

Tenders shall be opened at Division's Main Office Building, Montessori Trace, Glen Road, Scarborough, Tobago on **Thursday 30TH January, 2020, at 2:00 PM.**

All tenderers are invited to be present for the opening.

7. SITE VISITS

The DFPFF will coordinate a **MANDATORY** site visit at the Roxborough Fishing Facility, Scarborough Tobago. This site visit is scheduled for **Tuesday, January 14th, 2020 at 10:00am.**

8. EVALUATION CRITERIA

CRITERIA	SCORE	EVIDENCE
Attendance to Site Visit	Mandatory	Signed Attendance Register
Completion of the Tender submission form (TSF) in manner specified by this Invitation	Mandatory	Completed TSF, including annexures
Firm must be incorporated as a Limited Liability Company	Mandatory	Paragraph 3 TSF - Incorporation certificate and Notice of Directors.
Compliance with VAT, BIR and NIS laws	Mandatory	Paragraph 6 TSF
Tenderer is not subject to any investigation for fraud, money laundering, terrorist financing etc.	Mandatory	Paragraph 7 TSF - Presumption of truth applies. No documentary evidence required
Principal Officers/Directors with no previous convictions	Mandatory	Paragraph 7 TSF No documentary evidence required at this stage
Tenderer is not bankrupt or subject to any winding up procedures by a court	Mandatory	Paragraph 8 TSF - Presumption of truth applies. No documentary evidence required
Firm has experience in undertaking civil construction works (built) for Government agencies of at least 20% less than the sum proposed in this tender	Mandatory	Paragraph 9 TSF –Two (2) previous contracts/letters or award/purchase order of similar nature and of at least 20% less than the cost proposed in this tender within the past five (5) years
Past performance	Mandatory	Paragraph 10 TSF - Two (2) references from the same clients from which letters of awards/contracts/purchase orders were issued above. Reference must include name and contact information of client, the start and end date of contract and the performance of your Firm in undertaking the works.
Financial capacity to undertake the contract to the value of at least 20% below the sum proposed in this tender	Mandatory	Paragraph 12 TSF - Bank reference letter and or six (6) month bank statement demonstrating evidence that the Firm has the financial capacity to undertake the contract to the value of at least 20% below of the sum proposed in this tender

- I. Tenderers who have not met the mandatory selection criteria shall not be considered.
- II. The DFPFF does however retain a separate right to waive irregularities in the tender submission if in the DFPFF' discretion such irregularities are of a minor technical nature or relate to defects.
- III. Where documents submitted by the tenderer are of a **statutory nature only**, and are materially incomplete or inaccurate, the DFPFF has the discretion to enter into an award with the successful tenderer, subject to the incomplete or inaccurate statutory document being remedied by the tenderer within seven (7) days.
- IV. Where none of the tenderers have met the criteria state above the Division retains the 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 of the other tenderers.
- V. The tender with the **lowest complaint price** shall be deemed the successful tenderer.

Where the successful tenderer has a price that is in the opinion of the tender evaluation committee deemed to be abnormally low, the tenderer shall be required to provide further and better particulars including a detailed price analysis, failing which, the tender shall be rejected by the Committee as an abnormally low submission.

9. 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: lizanne.greenidge@gov.tt. All queries should be addressed to:

Lizanne Greenidge
Supervisor, Public Procurement
Procurement Unit
Division of Food Production, Forestry and Fisheries

Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process.

10. TERMS OF PAYMENT

The successful supplier shall be paid a mobilization fee of 10 % at the start of works. Upon the successful completion of works and the subsequent issuance of the completion certificate by the DFPFF's Project Manager, all other monies shall be paid to contractor no later than sixty (60) days after the submission of the invoice to the Accounting Department, DFPFF.

11. BID VALIDITY PERIOD

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

12. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between DFPFF and any Tenderer until and unless DFPFF and a Tenderer enters 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 DFPFF reserves the right to vary and or amend contractual terms, with mutual consent of the DFPFF and the successful tenderer.

13. LATE TENDERS

Late tenders will not be accepted under any circumstances. DFPFF 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.

14. 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.

15. CONFLICT OF INTEREST

The DFPFF 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 DFPFF 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.

16. RIGHTS OF THE DIVISION OF FOOD PRODUCTION, FORESTRY AND FISHERIES

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

- (a) The DFPFF 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 DFPFF 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.
- (c) The DFPFF 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.
- (d) The DFPFF 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.
- (e) The DFPFF does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

17. GOVERNING LAW

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

-End-

This page is left intentionally blank

APPENDIX A BILL OF QUANTITIES

(This is document referred to in paragraph 13 of the pre – fixed Tender Submission Form)

Name of Project: DFPFF 2019/20 – 0001 - Repairs works to Roxborough Fishing Facility

Contractor: _____

Project Brief: 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. All unwanted concrete apparatus should be discarded from project site.

Fill out the estimated cost in the Rate and Amount columns in accordance with the following Description, Unit and Quantity.

The scope of work is as follows:

Scope of Work REPAIR WORKS TO ROXBOROUGH FISHING FACILITY

ITEM	DESCRIPTION	QTY.	UNIT	RATE	TOTAL
1	<u>Vending Area:</u>				
1.1	Cut concrete block partition as directed for the installation of 32" x 80" aluminum door.	1	nr.		
1.2	Supply and install 32" x 80" aluminum door complete with frame and locking device (door knob).	1	nr.		
1.3	Remove, supply and install double entry front door with aluminum doors (double). Allow for all ironmongery and locking device (door knob and dead bolt).	1	nr.		
1.4	Remove, supply and install 32" x 80" back door with aluminum door. Allow for all ironmongery and locking device (door knob and dead bolt).	1	nr.		
1.5	Remove and cart away existing tile from vending area, cold storage area and ice machine area.	986	sq ft		
1.6	Supply, lay and grout 17" x 17" ceramic floor tiles (non-skid) to the areas mentioned above. Note that approval must be obtained from the client regarding the type of tiles and pattern to be installed.	986	sq ft		

2	<u>Storage Room</u>				
2.1	Remove, supply and install double entry door with aluminum doors (double). Allow for all ironmongery and locking device (door knob and dead bolt).	1	nr.		
3	<u>Guard Boot</u>				
3.1	Remove, Supply and install 36" x 80" aluminum door complete with locking device (door knob).	1	nr.		
4	<u>Painting</u>				
4.1	Clean wall surfaces and apply two coats of marine paint on all wall surfaces. Cater for similar colour to existing to be applied.	2,807	sq ft		
4.2	Strip existing paint and apply volkem 801 waterproofing to concrete roof area according to manufacturer's specification.	1,938	sq ft		
5	<u>External Works:</u>				
5.1	Supply and install plastic coated chain link fence attached to 2" galvanize line post and 4" corner post - set 10' apart, 12" below ground and 6' above ground coated with anti-corrosive paint. Also allow for 1 1/2" top, middle and bottom rails.	400	ft		
5.2	Fabricate and install 12' metal gate as directed. Catering for 2 inch galvanize pipe outer frame, 1/2" intermediate bars 4 inches apart and locking mechanism	72	sq ft		
6	<u>Clean site</u>				
6.1	Allow for the cleaning and disposal of all debris to an approve dump site		sum		
	SUB TOTAL				
	VAT 12.5%				
	TOTAL				

APPENDIX B

TENDER SUBMISSION FORM

Instructions: Detach, print back and front and place the necessary attachments under the respectively labelled cover pages. For instance attachment for certificate of incorporation should be placed under cover page “A”. Attachments must be tabbed for ease of access.

1. I amManaging Director/
Chief Executive Officer/Director and or authorized representative of
.....
.....
.....

(hereinafter referred to as “*the Tenderer*”). In so far as the contents of this application are within my personal knowledge they are true, otherwise they are true to the best of my knowledge, information and belief.

I make this submission in response to **DFPFF 2019/20 – 0001 - Repairs works to Roxborough Fishing Facility**

2. Legal status:

☐ Limited Liability ☐ Registered Sole Trader ☐ Unregistered Sole trader
☐ Unincorporated association ☐ Partnership

A true copy of the **firm’s incorporation/registration** document and **Notice of Directors/Registered owner** are hereto annexed in a bundle and marked “A”.

3. Address of Tenderer:

.....
.....

.....
.....

A true copy of a utility bill evidencing the location of the firm is hereto annexed and marked “**B**”.

4. Name, Position, email address and contact no. of person authorized to represent firm:

.....
.....
.....

5. The Tenderer [**is/is not**] in compliance with all applicable statutory laws relating to Value Added Tax, Income Tax and NIS Compliance. True copies of its **VALID** VAT Clearance Certificate (where applicable), BIR Tax Clearance Certificate and a NIS compliance certificate, are hereto annexed in a bundle and marked “**C**”.

6. I [**certify/cannot certify**] that the Directors and or Officers of the Tenderer have not been the subject of any fraud, money laundering, terrorist financing, corruption or participation in criminal affairs investigations. I further certify that the said persons have not been convicted for any criminal offences and can produce police certificates of good character within fourteen (14) days if required to do so.

7. I certify that the Tenderer [**is/is not**] Bankrupt or is the subject of insolvency or winding-up proceedings, where the organization’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are

suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of Trinidad and Tobago or any other jurisdiction.

8. The Tenderer **[has/does not have]** two (2) letters of award/signed contracts/purchase orders from past and or current clients (within the last three (3) years) demonstrating the Tenderer’s experience in supplying services of a similar nature and of **at least “20% less than the cost proposed”** in this tender. True copies of the documentation are hereto annexed in a bundle and marked **“D”**.

9. The Tenderer **[has/does not have]** two (2) letters of reference from the same two (2) clients referred to in paragraph 9 hereof, on its performance, specifically addressing its performance on past or current contracts. True copies of the letters are hereto annexed and marked **“E”**.

10. The firm has access to, or has available, liquid assets, lines of credit, and or other financial means to meet its estimated cost of **at least “20% less than the cost proposed”** in this offer of TT\$..... (VAT Inclusive) and as recited in paragraph 13 hereof, net of the applicant's commitments for other contracts. A true copy of bank letters/references is hereto annexed and marked **“G”**.

11. The Tenderer having understood the requirements of this tender and the recitals hereinbefore stated makes an offer in accordance with this invitation in the sum of
.....
.....
.....

.....
.....
A true copy of the **Bill of Quantities** (Appendix A) is hereto annexed and marked “H”.

12. The Tenderer [**makes/does not make**] this offer in accordance with the terms, stipulations, conditions, warranties, representations and or obligations recited in the Invitation to Tender document together with the site visit undertaken and further provided in this tender submission form.
13. The Tenderer makes as a condition of this offer that it can undertake the scope of works in a period of **SIX (6) WEEKS**.
14. The Tenderer abides to adhere to the contents of this Tender Submission and its annexures thereto.
15. The Firm undertakes to provide the original certificates for the copies submitted, if requested to do so by the OCS within seven (7) days of a request being made.
16. The Firm warrants that if any statutory document is defective, inaccurate and incomplete it can remedy same within seven (7) days of being provided notice by the DFPFF.
17. The Firm acknowledges that until a formal contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall **not** constitute a binding contract between the Division and the Firm.

Statement of truth

I declare that to the best of my knowledge the answers submitted to these questions 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

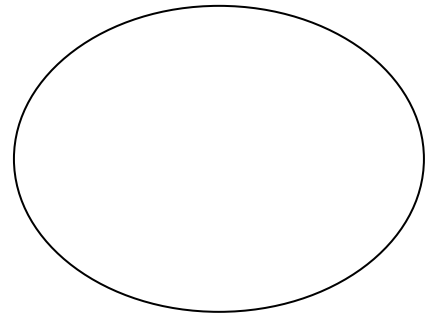
authorised representative shall make any enquiries concerning the particulars of my submissions, if necessary.

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.....2020

.....

Authorized representative on behalf of the Firm



Name of Firm -

Seal

.....

INDEX OF ANNEXURES SUBMITTED ON BEHALF OF FIRM

No	Description	TAB	Page number
1	Certificate Of Incorporation And Notice Of Directors/Partners	A	
2	Utility Bill	B	
3	Vat, BIR and NIS Clearance Certificate	C	
4	Letters of Award/Signed Contracts	D	
5	Letters of reference	E	
6	Bank references	G	
7	Bill of Quantities	H	

Dated this.....day of2020

Authorized Representative

For and on behalf of

.....
.....
.....

This is the **Certificate of Incorporation
and Notice of Directors/Partners** referred
to in the prefixed tender submission form hereto
annexed and labelled “A”

This page is left intentionally blank

This is the Utility Bill referred to in the
prefixed tender submission form hereto annexed
and labelled “**B**”

This page is left intentionally blank

This is the Vat, BIR and NIS Clearance Certificate referred to in the prefixed tender submission form hereto annexed and labelled “C”

This page is left intentionally blank

This is the Letters of Award/Signed Contracts referred to in the prefixed tender submission form hereto annexed and labelled “D”

This page is left intentionally blank

This is the **Letters of Reference** referred to
in the prefixed tender submission form hereto
annexed and labelled “E”

This page is left intentionally blank

This page is left intentionally blank

This is the **Bank Reference Letter** referred
to in the prefixed tender submission form hereto
annexed and labelled “F”

This page is left intentionally blank

This is the **Bill of Quantities** referred to in the prefixed tender submission form hereto annexed and labelled “G”

This page is left intentionally blank

TENDER ACKNOWLEDGEMENT FORM

38

This page is left intentionally blank