

DIQE 2019 - 0001

FRAMEWORK AGREEMENT

FOR

PROVISION OF LAND AND ENGINEERING SURVEYING

SERVICES FOR

THE DIVISION OF INFRASTRUCTURE, QUARRIES

AND

THE ENVIRONMENT



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1.0 INTRODUCTION

The Division of Infrastructure Quarries and the Environment in order to strengthen its delivery to its stakeholders, is inviting competent and reliable surveying firms, partnerships or individuals to provide cadastral, topographical and engineering surveying services as detailed in the Scope of Works (Section 3.0) below **on a framework agreement.**

In order to develop and enhance local capacity and competitiveness of land and engineering personnel in Tobago, the Division specifically requires that all respondents must be resident in Tobago.

2.0 NATURE OF TENDER AND CONTRACTING MECHANISM

When the Division considers this proposal a framework or “call – off” agreement shall be executed. What will exist is that the supplier has made a promise to offer the product/service at a particular price for a fixed period (one year). This offer is known as a standing and/or continuous offer or also known as a unilateral offer, acceptance of which will take place when an order or call out is placed.

It is only upon request or when the Division places an order, that the Division has accepted the offer and then and only then is a contract formed. After performance of this contract, when the Division makes another order then another contract will be formed and so on. In short, a series of contracts may form during the period of this arrangement. **Successful tenderers shall therefore only be activated when the Division makes communication in placing an order, in which case the Tenderer rates would be those as offered pursuant to this Tender.**

3.0 ELIGIBILITY

- (a) 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:
 - 1. insolvent;
 - 2. in receivership;
 - 3. bankrupt; or
 - 4. 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.

(b) Tenderers must be able to undertake all the services.

(c) This Tender also caters for alternative bidders for each lot. Therefore each lot shall have a primary supplier and an alternative supplier.

(d) Tenderers must be ordinarily resident and operational in the jurisdiction of Tobago.

4.0 SCOPE OF WORK

(a) Cadastral, Topographical and Engineering Surveying in the various categories

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- **A** - Provision of topographical surveys and ancillary material e.g. 2D representations using drawing software, requisite hard copies and digital copies.
- **B** - Provision of engineering surveys and ancillary material e.g. 2D representations using drawing software, requisite hard copies and digital copies.

- C - Provision of cadastral surveys and ancillary material e.g. 2D representations using drawing software, requisite hard copies and digital copies
- D - Provision and analysis of data from LiDA Surveys and ancillary material.
- E - Calculation of quantities in pre and post surveying.

5.0 AREAS FOR ASSESSMENT

In order to be shortlisted for consideration, firms/partnerships or individuals must:

- Have on staff a Licensed Land Surveyor who is resident in Tobago;
- Have considerable experience in conducting topographical, Land (Cadastral) and Engineering Surveying;
- Provide a brief profile with general information about the firm/ individual;
- A brief statement of the firm's/individual's capability to perform the works outlined in the Scope of Works (2.0);
- Valid VAT, NIS and BIR Certificates, Notice of Registered Address, Utility Bill and Certificate of Incorporation/Registration.
- Academic qualifications and experience of personnel who will be engaged directly on the provision of services outlined in the Scope of Works (2.0), Individuals must be registered with the respective professional association in the jurisdiction;
- Provide names and contact information of three (3) clients, brief description of assignments undertaken (the assignments must be related to the Scope of Works outlined above) and completed over the last five (5) years, duration of those assignments and contract amounts;
- Reference letters from three (3) clients, for whom works, similar to the assignments in the Scope of Works listed above, were conducted in the last five (5) years;

- All-inclusive Hourly Rates for each category of Service

6.0 EVALUATION CRITERIA - Quality Points

- Tenderers must be domiciled in the Island of Tobago at least one (1) licensed land surveyor on staff who is resident in Tobago – **Mandatory**.
- Valid VAT, NIS and BIR compliance certificates; **Mandatory**
- The firm / individual must have at least ten (10) years' experience performing similar tasks as required herein. – **20 Points**.
- Academic qualifications of staff who would be engaged directly on this project –**15 Points**
- Brief Description of assignments from last (3) three clients, detailing contract duration and contract sum – **15 Points**
- Reference Letters from three (3) clients for whom similar assignments were done- **10 Points**.
- Statement of the firm's/ individual's capacity to perform this type of assignment – **10 Points**.

A MINIMUM OF 70% IS REQUIRED IN EACH CRITERIA TO BE SHORT LISTED.

The lowest evaluated price (summation of hourly rates) of those Tenderers shortlisted shall be the recommended Tenderer.

From this evaluation, a **merit list** will be established and the highest ranked firm/ partnership or individual will be invited to enter into a contract based on its hourly rates on a “call – off” basis. An alternative supplier shall also be recommended, in the event the primary supplier cannot fulfil the obligations under the framework agreement.

The Division shall enter into a framework agreement with the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender ON AS AND WHEN REQUIRED, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

7.0 SUBMISSION REQUIREMENTS

Proposal Content and Organization

To achieve a uniform review process and a degree of comparability, the submissions should be organized in the following order and contain all of the following information:

- Brief Profile of the firm/ individual and its core Services
- Registration/Incorporation certificates, Notice of Registered Address, Utility Bill, VAT NIS and BIR Clearance certificates
- Key Personnel and academic qualifications of person(s) who would be engaged directly in the provision of the services
- Brief outline of completed projects of a similar nature conducted over the last five (5) years, listing: name of clients, duration of projects, contract sums.
- Letters of Recommendations from three (3) clients for whom projects of a similar nature to this were done over the last two (2) years.
- A brief statement of the firm's/ individual's capacity to perform this type of assignment.
- A schedule of all – inclusive rates (hourly) for each category of service.

8.0 TENDER SUBMISSION INSTRUCTIONS

The following requirements must be completed in full:

One (1) original and three (3) hard copies of the completed proposal. Each requested attachment must be placed under the respective heading to provide for easy access. No additional information is to be submitted other than requested in Section 5.0.

All submissions must be in sealed envelopes, labelled in BOLD letters and addressed as follows:

**Administrator
DIQE 2019 – 0001 – Framework Agreement for the Provision of Land and
Engineering Surveying Services
For**

**The Division of Infrastructure, Quarries and the Environment
Old Government Farm Road**

Shaw Park

Tobago

and deposited in the Tender Box located on the Ground Floor of the Main
Building -

Division of Infrastructure, Quarries and the Environment

Old Government Farm Road,

Shaw Park,

Tobago

**on or before 2.00 pm (1400 hours) on
Friday 18th January 2019.**

Late submissions will not be considered

**Tenders will be opened at 2.15 pm (1415 hours) on Friday 18th January 2019 at the venue
listed above.**

All questions about this Framework Agreement should be emailed directly to -

**Mr. Abdallah Chadband
Senior Technical Coordinator
Email: adballah_chadband@hotmail.com
On or before the 7th January 2019.**

Questions and Answers will be documented, and distributed to all enquirers **by 11th
January 2019.**