



## **DIVISION OF SPORT AND YOUTH AFFAIRS**

**DSYA 2019- 0003**

# **AMENDED INVITATION TO TENDER FOR**

## **REPAIR AND UPGRADE OF TENNIS COURTS: SHAW PARK**

**Site Visit** - 17<sup>th</sup> January 2019 at 10:00 am (Shaw Park tennis Courts)  
**Closing Date** - 5<sup>th</sup> February 2019 at 1:00pm

## Contents

1. BACKGROUND INFORMATION .....	3
2. ELIGIBILITY .....	3
3. MARGIN OF PREFERENCE .....	4
4. SCOPE OF WORKS .....	4
5. SCHEDULE.....	4
6. FORMAT OF TENDERS .....	4
7. INSTRUCTIONS TO TENDERERS .....	5
8. SUBMISSION INSTRUCTIONS.....	6
9. EVALUATION CRITERIA .....	8
10. SITE VISITS .....	10
11. WAIVER .....	10
12. REQUESTS FOR ADDITIONAL INFORMATION.....	10
13. TERMS OF PAYMENT .....	11
14. BID VALIDITY PERIOD.....	11
15. NO CONTRACTUAL OBLIGATIONS .....	11
16. PERFORMANCE BOND .....	11
17. LATE TENDERS.....	11
18. NO CLAIM FOR COMPENSATION.....	12
19. INDEMNITY .....	12
20. CONFLICT OF INTEREST.....	12
21. RIGHTS OF THE DIVISION .....	12
22. GOVERNING LAW .....	13
SCHEDULE I.....	14
Scope of Work and Ancillary Matters.....	14
SCHEDULE II.....	16
Bill of Quantities .....	16
WP 1 - Courts 1&2.....	20
WP 2 - Courts 3&4.....	22
WP 3 - Courts 5&6.....	24
WP 4 - Courts 7 & 8.....	26
SCHEDULE III .....	28
Statutory Declaration (Private Company) .....	28
SCHEDULE IV .....	30
Form of Reference Letter .....	30

## 1. BACKGROUND INFORMATION

It is the desire of the Tobago House of Assembly, The Division of Sport and Youth Affairs to conduct business in an environment, which is conducive to meeting the needs of the people of Tobago, employees of THA, stakeholders, customers and visitors alike. The Administrator of the Division of Sport and Youth Affairs, Tobago House of Assembly is desirous of hiring contractors for the **Repair and Upgrade of Tennis Courts (8)** at Shaw Park. **This Tender comprises of FOUR (4) Work Packages comprising of two (2) tennis courts each.**

The Division shall 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 contractors and or suppliers who are nationals of Trinidad and Tobago, subject to clause 3 hereunder. **Tenderers outside the jurisdiction of Trinidad and Tobago are encouraged to partner with a Tenderer within the jurisdiction.**
- (b) ~~Successful Tenderers shall be awarded a maximum of Two (2) Tennis Courts.~~
- (b1) **Tenderers are eligible to bid for all Work Packages, if so desired, but shall not be awarded more than ONE (1) Work Package, save and except, where there are no suitably qualified tenderers for the other WPs. In the case where any bidder has the best submission for more than ONE (1) Work Package, the Division reserves the right to determine which award shall be made to the Successful Tenderer(s). The Tenderer by submitting its bid for these WPs understands and acknowledges that if it has the best submissions in more than ONE (1) WP, it can be allocated any one (1) of the WPs by the Division.**
- (c) Where there are any firms with inter- locking Directors **or shareholders** only one of the firms with such Directors shall be permitted to tender.

### 3. MARGIN OF PREFERENCE

A margin of preference of 10% shall apply to this tender in favour of tenderers domiciled and or ordinarily resident in Tobago, to permit local industry development and development of local contractors so as to develop their capacity to bid for public sector contractors in Trinidad and Tobago.

### 4. SCOPE OF WORKS

The scope of works for the tennis courts is annexed as **Schedule I. Schedule II** contains the detailed bill of quantities for ~~ONE (1) Tennis Court~~ 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) All materials must meet international standards and national and competition standards. Prior to using any material the Division must approve its use.
- (c) Liaise with relevant agencies to obtain all relevant approvals from statutory agencies where necessary and ensure all works are done in accordance with any law and or regulations.
- (d) All unwanted apparatus should be discarded from project site.

### 5. SCHEDULE

The Firm must be able to commit to undertake the works within a two (2) month period.

### 6. 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.

## 7. INSTRUCTIONS TO TENDERERS

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

- (a) Tenderers are advised that if they cannot meet the experience requirement in demonstrating works of a similar nature they shall **not** be considered.
- (b) Tenderers are to fill out **ALL OPTIONS** of the works proposed in the Bill of Quantities for each of the WPs they are bidding for, for submission. All **FOUR (4)** WP Bill of Quantities must be submitted together with the technical documents to form one (1) tender package.
- (c) Tenderers **MUST** then make four (4) copies of the one tender package above, for a total of five (5) packages. Where the five (5) packages can fit in one (1) envelope this is preferred. If the five (5) packages cannot fit in one (1) envelope, Tenderers can place them in two (2) envelopes. The aim is to use the minimum number of envelopes possible, but ensuring the Division obtains five (5) copies.

Tenders must be submitted in sealed envelopes, labelled in **BOLD** letter and addressed as follows.

*Name of Tenderer*  
**DYSA 2019 – 0003 – Amended Invitation to Tender for the Repair and Upgrade  
of Tennis Courts**

**The Administrator  
Division of Sport and Youth Affairs  
Janis Solomon Building  
Scarborough  
Tobago**

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 aforementioned address on or before **5<sup>th</sup> February 2019 at 1:00pm.** Tenders shall be opened shortly thereafter.

All tenderers or their authorized representative are invited to be present for the opening.

## 8. SUBMISSION INSTRUCTIONS

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.

- (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~~ **Exclusive**) for each option as stated hereunder. Date and signature of person making submission on behalf of the Tenderer.

Option	Sum (Pre- VAT)	VAT	Total
1	Two Hundred Dollars (\$200.00)	Twenty Dollars (\$20.00)	Two Hundred and Twenty Dollars (\$220.00)
2	Ditto		
3			

WP	Option	VAT Exclusive Price
Work Package 1	1	Three Hundred Dollars (\$300.00)
	2	Four Hundred Dollars (\$400.00)
	3	Five Hundred Dollars (\$500.00)
Work Package 2	1	etc.
	2	etc.
etc. etc.	3	etc

- (b) Certificate of Incorporation, **Notice of Directors**, Notice of Registered Address and a Recent Utility Bill. Where utility bills are not in the name of the Tenderer a letter from the landlord or licensor certifying that the Tenderer is a tenant or licensee.
- (c) **Valid VAT, NIS and BIR** clearance certificates for individual tenderer.
- (d) **Two (2)** previous and or current letter(s) of award/**signed** contracts/purchase orders preferably from State agencies **or bodies exercising public functions (Tennis Clubs, Local/regional tennis federations etc)** demonstrating that the Individual/company has undertaken works of a similar nature **within the past five (5) years**. Tenderers with experience in **outdoor** tennis court resurfacing used for ~~national~~ **official** competition **purposes** shall be given preference. It is only in circumstances where there are no Tenderers with **full** experience in tennis courts that the Committee may entertain Tenderers with less or different experience.

Where any past experience contract is submitted from a private company it **MUST** be proved, by being accompanied with a statutory declaration from the client on whose behalf the work was undertaken. The declaration must come from the client and **not the Tenderer** and sworn before a Commissioner of Affidavits/Notary Public. The contract must be annexed to the statutory declaration **and have sufficient particulars to enable the committee to understand the full nature of the works undertaken.**

The statutory declaration shall be in a format as prescribed by **Schedule III – company.**

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 facts shall be summarily rejected, without notice.

- (e) Two (2) references from the same persons from whom letters of awards/contracts were supplied pursuant to (d) above. The reference letter must ~~state the quality, durability, performance, usability and longevity of the tennis courts~~ **be in a form as prescribed in Schedule IV.** Reference letter must be dated at least one (1) year from the date of

completion of the contract referred to in (d) above and come from a senior person (no lower than the rank of Project Manager) in the client organisation. Tenderers who have in the past done works for the Division with respect to tennis courts must have their reference letters from a senior person in the Division.

- (f) Statement and or letter from a recognized financial institution evidencing that Tenderer has finances of at least 50% of the cost proposed for the highest priced Work Package; two (2) Tennis Courts (~~Cost proposed for two tennis courts shall be the prices quoted in the BOQ x 2~~). Letter must state for instance *high five, low six digits* etc.
- (g) Valid Workmen's Compensation and Public Liability Insurance.
- (h) A statement of warranty for at least a one (1) year period.
- (i) List of Key technical personnel proposed including roles and responsibilities, relevant skills, qualifications. Attach CVs and any other academic certificates. At least one (1) key person must have experience for at least three (3) years' experience in outdoor tennis courts refurbishment used for purposes of tennis competitions sanctioned by or through the local tennis federation. *These persons are to be made available for the duration of the project and only substituted with the consent of the THA.*
- (j) **Priced Bill of Quantities** for the Bill of Quantities (**ALL OPTIONS**) **MUST** be signed dated and stamped. Bill of Quantities figures must be written clearly and legibly.
- (k) **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. EVALUATION CRITERIA

### Selection criteria

CRITERIA			EVIDENCED BY
----------	--	--	--------------



<b>Legal Status, location and Tax compliance</b>	<b>Pass</b>	<b>Fail</b>	See 8 (b),(c)
<b>Experience</b>	<b>Pass</b>	<b>Fail</b>	See 8 (d)
<b>Past Performance</b>	<b>Pass</b>	<b>Fail</b>	See 8 (e).  The Division reserves the right to take into account past performance of Tenderers and durability of tennis courts for works done on its tennis court prior.
<b>Financial Capacity</b>	<b>Pass</b>	<b>Fail</b>	See 8 (f)
<b>Insurance Certificates</b>	<b>Pass</b>	<b>Fail</b>	See 8 (g)
<b>Statement of warranty</b>	<b>Pass</b>	<b>Fail</b>	See 8 (h)
<b>Key Personnel</b>	<b>Pass</b>	<b>Fail</b>	See 8 (i)

Tenderers that have not passed the above requirements, shall **not** be considered. Further, in addition to the individual elements above, an overall combined assessment of the above requirements shall be taken into account in determining Tenderers that have met a minimum standard to undertake works of this nature.

### **Award criteria**

**As long as Tenderers have passed the selection criteria, recommendations to award shall be based on price submissions.**

A successful Tenderer shall be awarded a maximum of **ONE (1) Work Package**; i.e. two (2) Tennis Courts, **save and except, where there are no other suitably qualified Tenderers.** ~~Prices computed for the two (2) tennis courts shall be the prices quoted in the BOQ x 2. Therefore an order of merit list from 1 – 4 shall be created and each Tenderer shall be awarded two (2) courts which are adjacent to each other.~~

Where in the opinion of the evaluation committee, the price quoted by a ~~the~~ successful tender is abnormally low, the Division shall request in writing details of the submission that gives rise to concerns as to the ability of the Tenderer to perform the procurement contract. Where the Division having taken into account the information provided by the Tenderer pursuant to its request and is still of the opinion that the price quoted is abnormally low, the Division may reject the submission as abnormally low.

The Division reserves the right to cancel the tender for any one or pair of tennis courts independently of the other tennis courts, where it does not have the authority, legal or otherwise to enter into a procurement contract, or where there is any evidence of collusion, bid rigging or lack of competition.

#### **10. SITE VISITS**

Site visits shall take place on the ~~18<sup>th</sup> 17<sup>th</sup>–December~~, **January 2019 2018 at 10:00 a.m.** where all interested Tenderers shall gather at Shaw Park Tennis Court. As long as the Tenderer has had the opportunity to inspect and of which (whether he has inspected the same or not) he shall be deemed to have full knowledge. **Tenderers who are not present at the site visit shall be deemed to have received any information provided at the site visit by the Division and their tender submission shall be deemed to have incorporated same.**

#### **11. WAIVER**

The Division 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.

#### **12. 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: [candy.parks@tha.gov.tt](mailto:candy.parks@tha.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 PCO's website, [pco.gov.tt](http://pco.gov.tt) Tenderers are therefore advised to constantly monitor the website for any notices, amendments, clarifications etc.

### **13. TERMS OF PAYMENT**

There is a mobilization fee of 30% of the agreed remuneration and upon completion and acceptance of the completed then the 60% remuneration with 10% retention for 6 months will be paid. Work extended after the agreed duration as indicated in the schedule would result in delayed damages being applied per additional calendar day exceeding the original schedule.

### **14. BID VALIDITY PERIOD**

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

### **15. NO CONTRACTUAL OBLIGATIONS**

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

### **16. PERFORMANCE BOND**

Successful tenderers may be required to execute a performance bond to the value of 10% of the contract sum, from a reputable financial institution in favor of the Division, as a condition precedent to the execution of the contract. In the case of the joint venture, the nominated partner shall be required to execute the performance bond. The form and manner of the format of the performance bond shall be issued to the successful tenderer by the Division.

### **17. LATE TENDERS**

Late tenders will not be accepted under any circumstances. The Division 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.

#### **18. 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.

#### **19. INDEMNITY**

Individuals/joint ventures in submitting a tender commits 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. Individuals/joint ventures shall be engaged as independent contractors and hence are wholly liable for any bodily injury or damage to plant and equipment.

#### **20. CONFLICT OF INTEREST**

The Division 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 Division 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.

#### **21. RIGHTS OF THE DIVISION**

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

- (a) 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.

- (b) 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. 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 Division.
- (c) 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.
- (d) The Division does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.
- (e) The Division reserves the right to cancel this tender at any time and has no obligation to provide any reasons for such cancellation.

## **22. GOVERNING LAW**

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

End

## **SCHEDULE I**

### **Scope of Work and Ancillary Matters**

#### **Demolition/Preparation**

- Removal of entire rubber surface
- Partial removal of the fence
- Power washing
- Placing Bitumen coat

#### **Resurface Courts**

- Place layer of asphalt over surface and along north side retaining wall. Thickness would be dependent on the condition of the surface below rubber surface, once it has been removed.
- Resurface Courts with Acrylic finish.

#### **Finishes**

- Paint Court Lines and install new nets.

#### **Fence**

- Install new fence.

#### **Electrical Work**

- Repair to electrical lighting.

### **DELIVERABLES**

The Tenderer shall be responsible for:

- 1.1. The Tenderer shall supply all materials, labor supervision for the successful completion of the works.
- 1.2. Installation of supplies and ancillary works.
- 1.3. Materials supplied shall be new, unused and free from defects.

- 1.4. The tenderer shall provide the necessary Personal Protective Equipment (PPE) for workmen on site and should be worn at all times, while engaging in work related activities.

### **ACCEPTANCE CRITERIA**

The acceptance of all deliverables will reside with the Division of Sport and Youth Affairs' Project Co-ordinator, with the aid of the project management team will ensure the completeness of the work and that the scope of works has been met. Once the work has been completed and the vendor provides their presentation for review and approval, the Project Co-ordinator will either sign off on the acceptance or reply to the vendor, in the writing, advising what tasks must still be accomplished if need be. Any discrepancies involving completion of project tasks or disagreement between the Division of Sport and Youth Affairs and the chosen Vendor will be referred to both organizations contracting offices for review and discussion.

**SCHEDULE II**  
**Bill of Quantities**

~~**REFURBISHMENT OF ONE (1) TENNIS COURT**~~

**Option 1**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Total</b>
<b>A</b>	<b>DEMOLITION</b>				
1	Removal of entire rubber surface and cart away rubble	sq. m	1412		
2	Removal and carting away of entire fence and posts	m	150		
3	Remove and cart away 6" depth dirt along north side of retaining wall	sq. m	125		
<b>B</b>	<b>FILLING TO MAKE UP LEVELS</b>				
1	Spread, level and compact rotten rock 6" thick to 98% std proctor density	sq. m	125		
2	Spread, level and compact crush run 6" thick to 98% std proctor density	sq. m	125		
<b>C</b>	<b>PREPARE SURFACE</b>				
1	Clean entire asphalt surface, sweep and power wash	sq. m	1412		
2	Apply bitumen coat	sq. m	1537		
<b>D</b>	<b>APPLY DECO-COLOR ACRYLIC SYSTEM</b>				
1	Apply acrylic primer, surfacer and paint to surface	sq. m	1537		



<b>E</b>	<b>INSTALLATION OF NEW FENCE</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Total</b>
1	Installation of fence posts, 10ft high coated green 10g chain link wire and gates (to add detailed description) See Detail Drawing A-002	m	10		
<b>F</b>	<b>FINISHES</b>				
1	Painting of court lines	courts	2		
2	Supply and install new tennis nets and posts	pairs	2		
<b>G</b>	<b>ELECTRICAL WORK</b>				
1	Repairs to electrical system to make functioning effective. Replace light bulbs where necessary etc. (Provisional Sum)	sum			\$20,000
<b>H</b>	<b>Sub Total</b>				
	Vat @ 12.5%			<b>0.125</b>	
	<b>TOTAL</b>				
	Contingency @ 15%			<b>0.15</b>	
	<b>TOTAL</b>				

Item	Description	Unit	Qty	Rate	Total
<b>Remedial work with new asphalt layer and acrylic finis</b>  <b>All items as Option 1</b>  <b>Add: New 1" thick asphalt layer</b>					
Item	Description	Unit	Qty	Rate	Total
<b>I</b>	<b>Install Layer Of Asphalt</b>				
1	1" thick asphalt layer	sq ft	1537		
<b>J</b>	<b>Sub Total (H + I)</b>				
	Vat @ 12.5%			0.125	
	<b>TOTAL</b>				
	<b>Contingency @15%</b>			0.15	
	<b>GRAND TOTAL</b>				
<b>Option 3: Remedial work with new asphalt layer and acrylic finish</b>  <b>All items as Option 1</b>  <b>Add: New 2" thick asphalt layer</b>					
<b>K</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	2" thick asphalt layer	sq ft	1537		
<b>L</b>	<b>Sub Total (H + K)</b>				
	Vat @ 12.5%			0.125	
	<b>TOTAL</b>				
	Contingency @ 15%			0.15	
	<b>TOTAL (includes contingency)</b>				

~~Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2018.~~

~~Name: \_\_\_\_\_~~

~~Position: \_\_\_\_\_~~

~~Signature: \_\_\_\_\_~~

~~Company Stamp: \_\_\_\_\_~~

WP 1 - Courts 1&2

**ESTIMATE FOR REFURBISHMENT OF TENNIS COURT AT SHAW PARK  
COURT 1&2 (nearest to Cultural Complex)  
Option 1**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>A</b>	<b>DEMOLITION</b>				
1	Removal of entire rubber surface and cart away rubble	sq mtr	1412		
2	Removal and carting away of entire fence and posts	m	150		
3	Remove and cart away 6" depth dirt along north side of retaining wall	sq mtr	125		
<b>B</b>	<b>FILLING TO MAKE UP LEVELS</b>				
1	Spread, level and compact rotten rock 6" thick to 98% std proctor density	sq mtr	125		
2	Spread, level and compact crush run 6" thick to 98% std proctor density	sq mtr	125		
<b>C</b>	<b>PREPARE SURFACE</b>				
1	Clean entire asphalt surface, sweep and power wash	sq mtr	1412		
2	Apply bitumen coat	sq mtr	1537		
<b>D</b>	<b>APPLY DECO-COLOR ACRYLIC SYSTEM</b>				
1	Apply acrylic primer, surface and paint to surface	sq mtr	1537		
<b>E</b>	<b>INSTALLATION OF NEW FENCE</b>				
1	10 gauge green coated chain link fence wire, 2" GI pipe (vertical, top, middle, bottom), 10ft high. (see sketch for additional details)	m	120		
<b>F</b>	<b>FINISHES</b>				
1	Painting of court lines	courts	2		
2	Supply and install new nets and posts	pairs	2		
<b>G</b>	<b>ELECTRICAL WORK</b>				
1	Repairs to electrical system to make functioning effective. Replace light bulbs where necessary etc.	sum			
<b>H</b>	<b>Sub Total (A + B + C + D + E + F + G)</b>				
	<b>Vat @ 12.5%</b>				
	<b>TOTAL</b>				

**Option 2: Remedial work with new asphalt layer and acrylic finish****All items as Option 1****Add: New 1" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>I</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	1" thick asphalt layer	sq ft	1537		
	<b>Sub Total (H+ I)</b>				
	Vat @ 12.5%				
	<b>TOTAL</b>				

**Option 3: Remedial work with new asphalt layer and acrylic finish****All items as Option 1****Add: New 2" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>J</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	2" thick asphalt layer	sq ft	1537		
	<b>Sub Total (H + J)</b>				
	Vat @ 12.5%				
	<b>TOTAL</b>				

WP 2 - Courts 3&4

**ESTIMATE FOR REFURBISHMENT OF TENNIS COURT AT SHAW PARK  
COURT 3&4  
Option 1**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>A</b>	<b>PREPARE SURFACE</b>				
1	Clean entire asphalt surface, sweep and power wash	sq mtr	1412		
2	Apply acrylic patch to bird baths	sq mtr	565		
<b>B</b>	<b>APPLY DECO-COLOR ACRYLIC SYSTEM</b>				
1	Apply acrylic primer, surfacer and paint to surface	sq mtr	1412		
<b>C</b>	<b>REPAIR FENCE</b>				
1	Repairs to fence posts and gates. 10 gauge green coated chain link fence wire, 2" G.I. pipe	m	120		
<b>D</b>	<b>FINISHES</b>				
1	Painting of court lines	courts	2		
<b>E</b>	<b>ELECTRICAL WORK</b>				
1	Repairs to electrical system to make functioning effective. Replace light bulbs where necessary etc.	sum			
<b>F</b>	<b>Sub Total (A+B+C+D+E)</b>				
	<b>Vat @ 12.5%</b>				
	<b>TOTAL</b>				

**Option 2: Remedial work with new asphalt layer and acrylic finish.**

**Add: New 1" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>G</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	1" thick asphalt layer	sq ft	1412		
	<b>Sub Total (F + G))</b>				
	<b>Vat @ 12.5%</b>				
	<b>TOTAL</b>				

**Option 3: Remedial work with new asphalt layer and acrylic finish. All items as Option 1**

**Add: New 2" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
H	INSTALL LAYER OF ASPHALT				
1	2" thick asphalt layer	sq ft	1412		
	Sub Total (F + H)				
	Vat @ 12.5%				
	TOTAL				

WP 3 - Courts 5&6

**ESTIMATE FOR REFURBISHMENT OF TENNIS COURT AT SHAW PARK  
COURT 5 & 6**

**Option 1**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>A</b>	<b>DEMOLITION</b>				
1	Removal of entire rubber surface and cart away rubble	sq mtr	1412		
2	Removal and carting away of entire fence and posts	m	150		
3	Remove and cart away 6" depth dirt along north side of retaining wall	sq mtr	125		
<b>C</b>	<b>PREPARE SURFACE</b>				
1	Clean entire asphalt surface, sweep and power wash	sq mtr	1412		
2	Apply bitumen coat	sq mtr	1412		
<b>D</b>	<b>APPLY DECO-COLOR ACRYLIC SYSTEM</b>				
1	Apply acrylic primer, surfacer and paint to surface	sq mtr	1412		
<b>E</b>	<b>INSTALLATION OF NEW FENCE</b>				
1	10 gauge green coated chain link fence wire, 2" GI pipe (vertical, top, middle, bottom), 10ft high. (see sketch for additional details)	m	150		
<b>F</b>	<b>FINISHES</b>				
1	Painting of court lines	courts	2		
2	Supply and install new nets and posts	pairs	2		
<b>G</b>	<b>ELECTRICAL WORK</b>				
1	Repairs to electrical system to make functioning effective. Replace light bulbs where necessary etc.	sum			
<b>H</b>	<b>Sub Total (Option 1)</b>				
	<b>Vat @ 12.5%</b>				
	<b>TOTAL</b>				



**Option 2: Remedial work with new asphalt layer and acrylic finish. All items as Option 1**

**Add: New 1" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>I</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	1" thick asphalt layer	sq ft	1412		
<b>J</b>	<b>Sub Total (H + I)</b>				
	Vat @ 12.5%				
	<b>TOTAL</b>				

**Option 3: Remedial work with new asphalt layer and acrylic finish. All items as Option 1**

**Add: New 2" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>K</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	2" thick asphalt layer	sq ft.	1412		
<b>L</b>	<b>Sub Total (H + K)</b>				
	Vat @ 12.5%				
	<b>TOTAL</b>				

WP 4 - Courts 7 & 8

**ESTIMATE FOR REFURBISHMENT OF TENNIS COURT AT SHAW PARK  
COURT 7&8**

**Option 1**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>	<b>TOTAL</b>
<b>A</b>	<b>DEMOLITION</b>				
1	Removal of entire rubber surface and cart away rubble	sq mtr	1412		
2	Removal and carting away of entire fence and posts	m	150		
3	Remove and cart away 6" depth dirt along north side of retaining wall	sq mtr	125		
<b>C</b>	<b>PREPARE SURFACE</b>				
1	Clean entire asphalt surface, sweep and power wash	sq mtr	1412		
2	Apply bitumen coat	sq mtr	1412		
<b>D</b>	<b>APPLY DECO-COLOR ACRYLIC SYSTEM</b>				
1	Apply acrylic primer, surfacer and paint to surface	sq mtr	1412		
<b>E</b>	<b>INSTALLATION OF NEW FENCE</b>				
1	10 gauge green coated chain link fence wire, 2" GI pipe (vertical, top, middle, bottom), 10ft high. (see sketch for additional details)	m	150		
<b>F</b>	<b>FINISHES</b>				
1	Painting of court lines	courts	2		
2	Supply and install new nets and posts	pairs	2		
<b>G</b>	<b>ELECTRICAL WORK</b>				
1	Repairs to electrical system to make functioning effective. Replace light bulbs where necessary etc.	sum			
<b>H</b>	<b>Sub Total (A+B+C+D+E+F+G)</b>				
	<b>Vat @ 12.5%</b>				
	<b>TOTAL</b>				

**Option 2: Remedial work with new asphalt layer and acrylic finish. All items as Option 1**

**Add: New 1" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>I</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	1" thick asphalt layer	sq ft.	1412		
<b>J</b>	<b>Sub Total (H + I)</b>				
	Vat @ 12.5%				
	<b>TOTAL</b>				

**Option 3: Remedial work with new asphalt layer and acrylic finish. All items as Option 1**

**Add: New 2" thick asphalt layer**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
<b>K</b>	<b>INSTALL LAYER OF ASPHALT</b>				
1	2" thick asphalt layer	sq ft.	1412		
	<b>Sub Total (H + K)</b>				
	Vat @ 12.5%				
	<b>TOTAL</b>				

### **SCHEDULE III**

#### **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 is a true representation of works the Bidder has undertaken for this company and that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the contract hereto annexed and marked “A”.

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 201... )

Before me,

COMMISSIONER OF AFFIDAVITS

**SCHEDULE IV**  
**Form of Reference Letter**

<b>Name of Client:</b>		
<b>Scope of Works -</b>		
<b>Date of contract execution –</b>		
<b>Name of Vendor:</b>	<b>Client Contact No:</b>	<b>Client e – mail add:</b>
<b>Address of Client:</b>		
<b>Estimated Start date:</b>	<b>Actual Start date:</b>	<b>Est contract sum:</b>
<b>Estimated End date:</b>	<b>Actual End date:</b>	<b>Act contract Sum:</b>

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

Description	Performance Rating (tick)					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						
Durability of Tennis Courts						

Would you recommend using this Firm again	Yes      No	[Explain and attach further information if necessary]
---	-------------	---

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

Dated this ..... day of ..... 2018

.....

Client Representative

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

---



---



---



---