



**TOBAGO HOUSE OF ASSEMBLY**  
**Joint Procurement**  
**JTHA 2019- 0001**

**Division of Food Production Forestry and Fisheries**

**DFPFF 2018 – 0003 - Invitation to Tender for Construction Of Roof Works on the Temporary Scarborough Market, Scarborough Tobago.**

**Site Visit - 18<sup>th</sup> January 2019@10:00 am**

**Closing date - 31<sup>st</sup> January 2019@ 1:00 pm**

**AND**

**Division of Sport and Youth Affairs**

**DSYA 2019 – 0004 – Invitation to Tender for Repairs to the Roxborough Recreation Ground Pavilion Roof**

**Site Visit - 22<sup>nd</sup> January 2019@10:00 a.m.**

**Closing Date - 5<sup>th</sup> February 2019 @ 1:00pm**

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## 1. BACKGROUND INFORMATION

The Tobago House of Assembly through the Divisions of Food Production, Forestry and Fisheries (DPFF) and Sport and Youth Affairs, is seeking competent and reliable contractors to undertake roofing works in accordance with the scope of works provided below.

## 2. ELIGIBILITY

(A) This tender is divided into two (2) Work Packages –

**Work Package 1 -** DFPFF 2018 – 0003 - Invitation to Tender for Construction of Roof Works on the Temporary Scarborough Market, Scarborough Tobago.

**Work Package 2 -** DSYA 2019 – 0004 – Invitation to Tender for Repairs to the Roxborough Recreation Ground Pavilion Roof

(B) This tender is open to Tenderers situate in the jurisdiction of Tobago only, registered in the Category “**General Construction**” in excess of \$250,000.00 as contained in the THA’s Amended List Of Prequalified Contractors As Of October 18th, 2018<sup>1</sup>.

(C) Tenderers are only permitted to bid for **ONE** Work package. Tenderers bidding for more than one (1) work package shall be disqualified from both tenders.

(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

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<sup>1</sup> This list can be found at [pco.tha.gov.tt](http://pco.tha.gov.tt)

- (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.

### 3. SCOPE OF WORKS

The contractor scope for this tender shall include –

- (a) The contractor shall supply all materials, equipment, labour and supervision for the successful completion of the works. All works shall be carried out in accordance with recognised engineering standards and codes.
- (b) The contractor shall provide the necessary PPE for workmen on the site and should be worn at all times, whilst on site and engaged in work activities.
- (c) The contractor shall be responsible for the disposal of all rubbish to the suitable garbage disposal site.
- (d) **Schedule II** provides drawings for **Work Package I**
- (e) **Schedule III** provides the Bill of Quantities for **Work Package I**
- (f) **Schedule IV** provides the Bill of Quantities for **Work Package II**. There are no drawings for **Work Package II**.

### 4. DURATION

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

## 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. TENDER SUBMISSION INSTRUCTIONS

| Div                    | Addressed to:   | Submission location  | Closing date                                | Copies  |
|------------------------|---|--|---|---|
| WP1 Division of Food   | <i>[Name of Tenderer]</i><br>DFPFF 2018 - 0003<br>The Administrator,<br>Division of Food<br>Production, Forestry<br>and Fisheries | 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. | 31 <sup>st</sup> January 2019<br>at 1:00 pm | one (1)<br>original and<br>four (4)<br>copies |
| WP 2 Division of Sport | <i>[Name of Tenderer]</i><br>DSYA 2019 - 0004<br>The Administrator,<br>Division of Sport and<br>Youth Affairs                     | 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 Janis Solomon Building Scarborough Tobago.       | 5 <sup>th</sup> February 2019<br>at 1:00pm  | one (1)<br>original and<br>four (4)<br>copies |

Tenderers **MUST** submit one **(1)** original and four **(4)** copies of their bids in the minimum number of envelopes possible. Therefore the Division does not expect to see five (5) separate envelopes from any one (1) tenderer. The original bid must be labelled **"ORIGINAL"**. Envelope must be properly sealed with the Tenderer's returning address and contact number at the back of the envelope.

## 7. TENDER OPENING

Tenders shall be opened at the respective Division's Main Office Building, as stated above shortly after the closing date and time. **All tenderers are invited to be present for the opening.**

## 8. DOCUMENTATION TO BE SUBMITTED

Bidders are required to submit the following documents pursuant to this Tender for either Work Package. Each submission must be binded, sectionized accordingly and tabbed. Failure to do so may result in automatic rejection.

- (a) Cover page as prescribed in **Schedule I**.
- (b) Certificate of Incorporation and Notice of Directors.
- (c) Evidence of domicile or operational in Tobago – Utility Bill (must be at least one year prior to the date of this tender), Notice of Registered Address.
- (d) Valid VAT, NIS and BIR CLEARANCE Certificates (Not registration Certificates)
- (e) Evidence of Past experience of the Tenderer in the form of two (2) previous and or current signed contracts/letters of award in works of a similar nature to that proposed in this tender within the past five (5) years of at least 50% **EACH**<sup>2</sup> of the cost proposed in the tender. Any general construction works must comprise a roof construction element<sup>3</sup>.

Any contracts submitted from a private company must be annexed to a sworn statutory declaration in a format as prescribed by **Schedule V**. The statutory declaration must be sworn by the client and not the Tenderer. The Division shall undertake due diligence to determine the validity of said contracts and misrepresentation by any tenderer may lead to debarment from tendering throughout the THA.

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<sup>2</sup> Each contract must be at least 50% (average) of the cost proposed in this tender.

<sup>3</sup> Commercial roof construction, schools, sport facilities etc.



- (f) Two (2) letters of reference in the prescribed form hereto annexed as **Schedule VI**. References must be from personnel no lower than the rank of Project Manager. *The References must come from the same clients as those from whom the Bidder supplied contracts for.*
- (g) Financial reference from a **recognized financial institution** demonstrating the ability to finance the project to at least 50% of the cost proposed in the tender. Letter must give a range, e.g. high five digits, low six digits etc.
- (h) **Implementation plan** - 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 to guide the project at every stage and to provide the assurance that every necessary aspect to deliver the required output, on time and on budget has been considered. It is expected that key milestones and or phases shall be identified. The plan must be laid out in such a way to give a person who is not an expert in roof construction a reasonable idea of implementation. **No more than five (5) pages.**
- (i) **Method Statement** - A Method Statement is required to demonstrate that all health and safety issues have been considered and that persons and property are keep safe and secure at all times of the project, thus reducing likely hazards of injury or property damage. **This statement must be concise, relevant and no more than four (4) pages, duplex style.**
- a. A description of how the work will be managed.
  - b. The location of the activity, its boundaries, means of access and how it is segregated from other activities.
  - c. Plant and equipment required.
  - d. Precautions necessary to protect workers, and other people that could be affected, including personal protective equipment and ventilation requirements.
  - e. The need for specially-trained operators for certain activities.

- f. Emergency procedures, including the location of emergency equipment.
  - g. The handling and storage of materials and pollution prevention procedures.
  - h. The method for safeguarding existing structures.
- (j) **Price Proposal.** Either Schedule III **OR** Schedule IV. The successful tenderer shall be required to provide evidence of Workmen's compensation and Public Liability Insurance prior to award, and as such are to price accordingly in its BOQ.

## 9. SITE VISITS

| WP | Division        | Location                           | Date and Time                             |
|----|-----------------|------------------------------------|---|
| 1  | Food Production | Scarborough Market (opp Shaw park) | 18 <sup>th</sup> January 2019 at 10:00 am |
| 2  | Sport and Youth | Roxborough pavilion                | 22 <sup>nd</sup> January 2019 at 10:00 am |

**Site visits are mandatory**

## 10. EVALUATION CRITERIA

### Step 1 - Mandatory criteria<sup>4</sup>

- (a) Tenderers MUST be registered with the Procurement Control Office in General Construction/\$250,000.00 and upwards<sup>5</sup>
- (b) Tenderers MUST have complied with all local Tax laws as at the date of submission.
- (c) Tenderers MUST have attended site visit.
- (d) Tenderers MUST be domiciled and or operational in Tobago for at least one (1) year. The burden is on the Tenderer to prove same.

<sup>4</sup> Compliance with section 8 (a), (b), (c) and (d)

<sup>5</sup> List is available on [pco.tha.gov.tt](http://pco.tha.gov.tt)

## Step 2 - Selection criteria – Firm’s capability and competence

Firms must pass the selection criteria before proceedings to the award criteria.

To this end the mandatory selection criteria includes –

| Ser | Criteria           | Score     | Evidence  |
|-----|--------------------|-----------|-----------|
| 1   | Experience         | Pass/Fail | See 8 (e) |
| 2   | Past Performance   | Pass/Fail | See 8 (f) |
| 4   | Financial capacity | Pass/Fail | See 8 (g) |

## Award Criteria – Project Specific

| Ser | Criteria  | Score           | Evidence  |
|-----|---|-----------------|---|
| 1   | Presentation, layout, order and compliance with documents to be submitted | 10              | Points shall be deducted for submitting irrelevant information that was not requested |
| 2   | Past contracts from government  | 2 – 10<br>1 - 5 | See 8 (e)   |
| 3   | Implementation Plan   | 20              | See 8 (h)   |
| 4   | Method Statement  | 30              | See 8 (i)   |
|     | <b>Total</b>  | <b>70</b>       |   |

Tenderers must score at least 70% in award criteria (3) and (4) to be considered. Award shall then be based on a price/quality ratio i.e. Price/quality points. Any contract award shall be made subject to the successful tender demonstrating evidence of Workmen’s compensation and Public Liability Insurance.

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

## 11. WAIVER

The Division(s) 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 of the other tenderers.

## 12. REQUESTS FOR ADDITIONAL INFORMATION

| WP | Division                                | Contact  |
|----|---|--|
| 1  | Food Production, Forestry and Fisheries | <a href="mailto:fpff_procurement@tha.gov.tt">fpff_procurement@tha.gov.tt</a> |
| 2  | Sport and Youth Affairs                 | <a href="mailto:candy.parks@tha.gov.tt">candy.parks@tha.gov.tt</a>           |

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

## 13. TERMS OF PAYMENT

Upon the successful completion of works and the subsequent issuance of the completion certificate by the Division’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 respective Division

## 14. BID VALIDITY PERIOD

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

## 15. NO CONTRACTUAL OBLIGATIONS

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

#### **16. 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.

#### **17. 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.

#### **18. 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.

#### **19. 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.

#### **20. 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.
- (c) The Division reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- (d) 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.
- (e) The Division does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

## **21. GOVERNING LAW**

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

-End-

**SCHEDULE I**  
**Cover Page**

Date: .....

The Administrator  
Division of Food Production Forestry and Fisheries **OR**  
Division of Sport and Youth Affairs

Dear Madam,

Having read the Tender documents including the annexures thereto, and having fully satisfied ourselves as to the nature of the requirements of the Division, we hereby offer to supply the goods and services for \_\_\_\_\_

Insert name of project

at a contract sum of \_\_\_\_\_

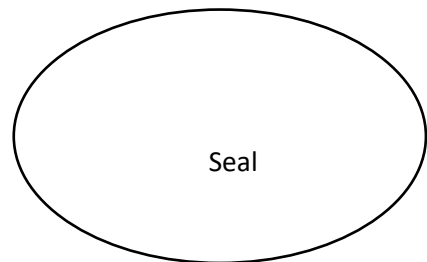
**VAT exclusive.** Please find attached the following documents are per the tender submission requirements –

- (a) Certificate of Incorporation/Registration
- (b) Notice of Directors
- (c) Utility Bill and Notice of registered address
- (d) Valid VAT and BIR Clearance certificates
- (e) Two (2) past contracts/letters of award of works of a similar nature
- (f) Two reference letters
- (g) Bank reference
- (h) Implementation plan
- (i) Method Statement
- (j) Bill of Quantities

.....

Authorized Representative

For and on behalf of .....



**SCHEDULE II**

WP 1 – Drawings Scarborough Market





**Division of Food Production,  
Forestry and Fisheries**

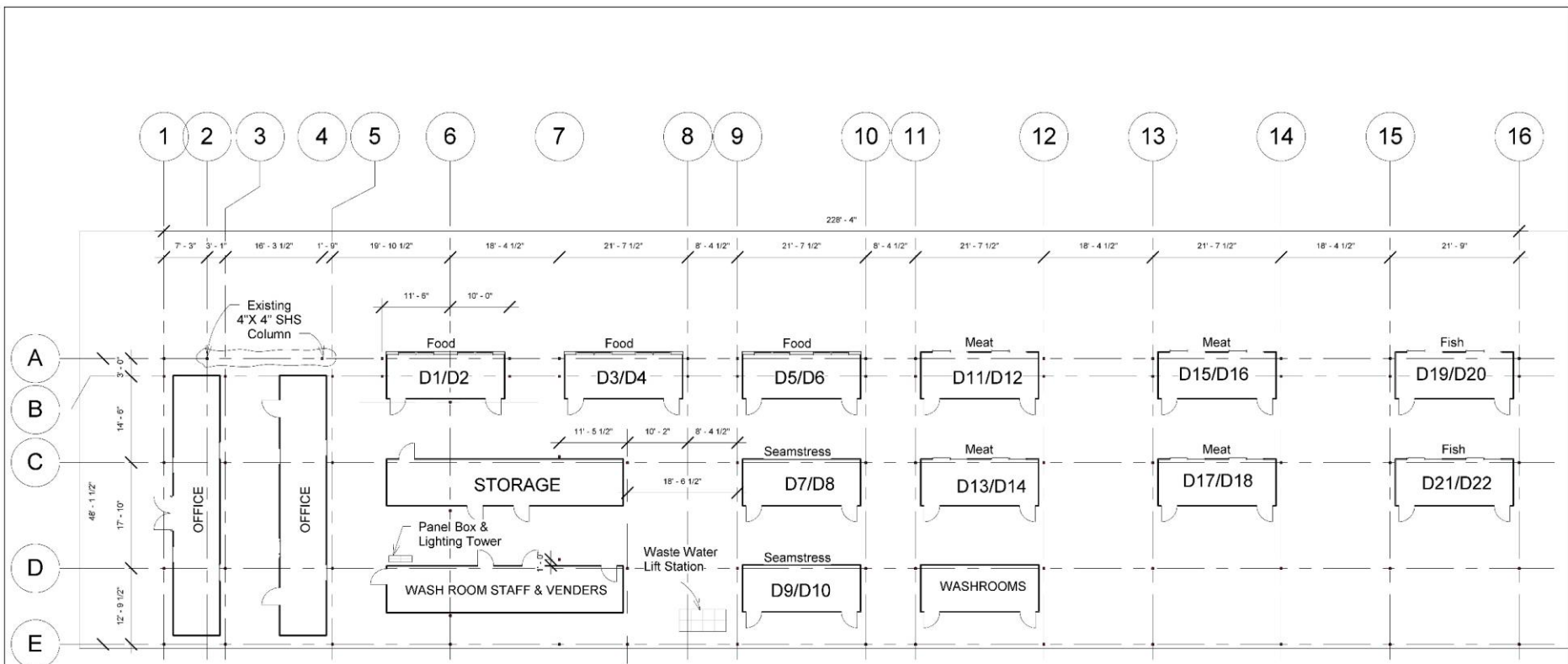
Glen Road, Scarborough,  
Tobago W.I

**Proposed  
Market Container Roof Covering  
Project**

| No. | Description | Date |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |
|     |             |      |

**Perspective Views**

|                |                  |                   |
|----------------|------------------|-------------------|
| Project number | D/004/2018       | A100              |
| Date           | 20/09/2018       |                   |
| Drawn by       | Sherwyn Sergeant | Scale 12" = 1'-0" |
| Checked by     | James Trotman    |                   |



1 Ground Level  
1/16" = 1'-0"

**Division of Food Production,  
Forestry and Fisheries**

Glen Road, Scarborough.  
Tobago W.I

**Proposed  
Market Container Roof Covering  
Project**

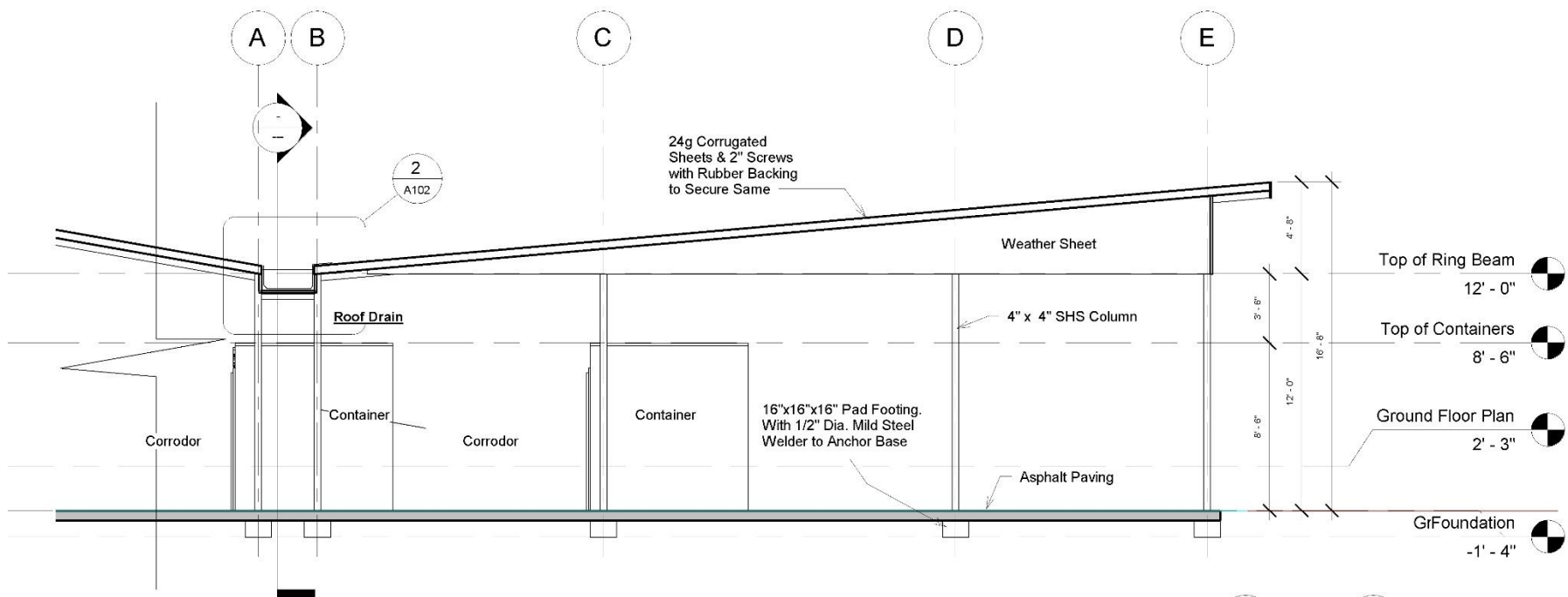
| No. | Description | Date |
|-----|-------------|------|
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|     |             |      |

**Ground Floor**

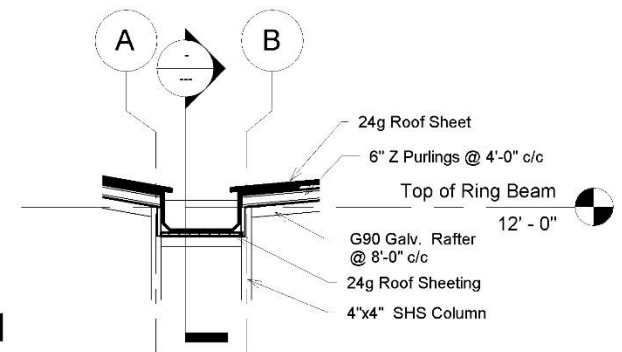
|                |                  |
|----------------|------------------|
| Project number | D/004/2018       |
| Date           | 20/09/2018       |
| Drawn by       | Sherwyn Sergeant |
| Checked by     | James Trotman    |

**A101**

Scale 1/16" = 1'-0"



1 Section 2  
3/16" = 1'-0"



2 Section 2 - Callout 1  
1/4" = 1'-0"

**Division of Food Production,  
Forestry and Fisheries**

Glen Road, Scarborough,  
Tobago W.I

**Proposed  
Market Container Roof Covering  
Project**

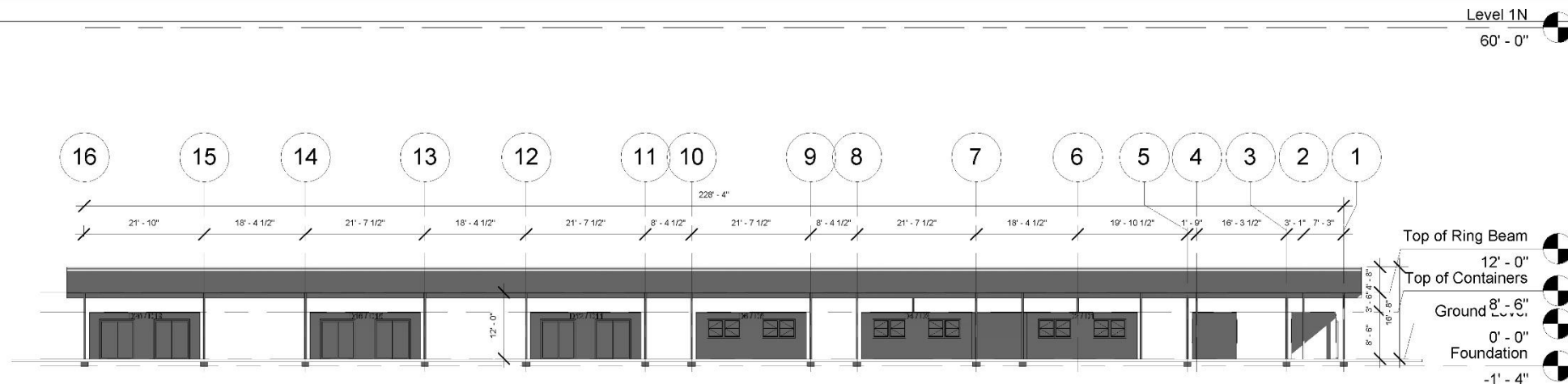
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**Section 2**

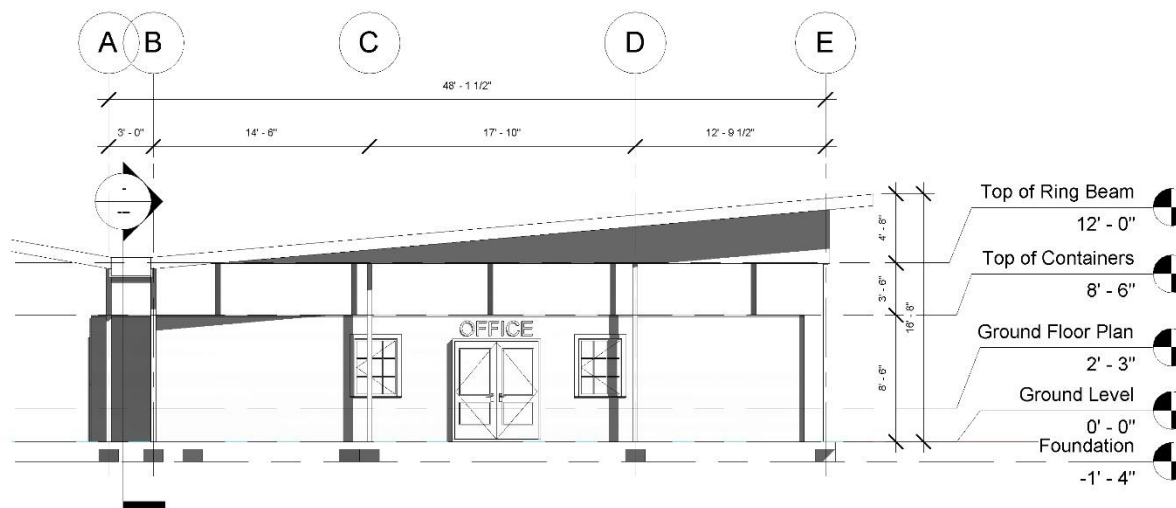
Project number D/004/2018  
Date 20/09/2018  
Drawn by Sherwyn Sergeant  
Checked by James Trotman

**A102**

Scale As indicated



**1 Front Elevation**  
1 : 210



**2 Side Elevation 2**  
1/8" = 1'-0"

**Division of Food Production,  
Forestry and Fisheries**

Glen Road, Scarborough.  
Tobago W.I

**Proposed  
Market Container Roof Covering  
Project**

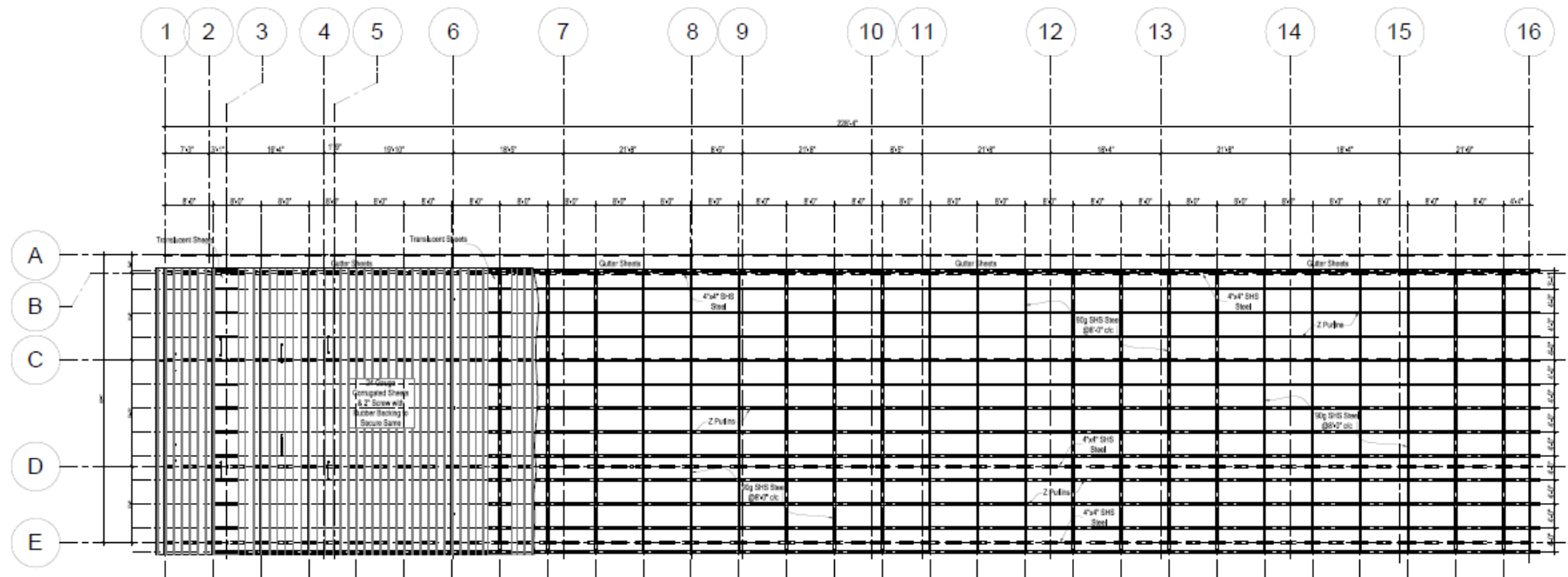
| No. | Description | Date |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |
|     |             |      |

**Elevations**

Project number D/004/2018  
Date 20/09/2018  
Drawn by Sherwyn Sergeant  
Checked by James Trotman

**A103**

Scale As indicated



**Division of Food Production,  
Forestry and Fisheries**

Glen Road, Scarborough.  
Tobago W.I

**Proposed  
Market Container Roof Covering  
Project**

| No. | Description | Date |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |
|     |             |      |
|     |             |      |

**Roof Plan**

Project number D/004/2018

Date 20/09/2018

Drawn by Sherwyn Sergeant

Checked by James Trotman

**A104**

Scale



**SCHEDULE III**

WP 1 - Bill of Quantities Scarborough Market

**Bill of Quantities**  
**Temporary Market Scarborough**  
**Construction of Roof above containers**

| Item | Description   | Unit            | Qty    | Rate | Total Cost |
|------|---|-----------------|--------|------|------------|
| 1    | <b>Mobilize all labour, tools, equipment and all other necessary items</b> for the construction of a single pitch roof 230 ft long x 50ft wide above container units at the Temporary Market. Roof pitch to be 1 in 12 or as directed during the site visit.<br><br>Additionally, the storing and security of materials and plant items is the responsibility of each contractor. | Sum             |        |      |            |
| 2    | Excavate 16"x16"x16" holes for the placing of 4"x4"SHS columns as located on the drawing.   | m <sup>3</sup>  | 5      |      |            |
| 3    | Supply and install 4"x4"SHS columns with four half-inch (1/2") ms steel anchors - fourteen inches (14") in length at the base of each column.   | ft              | 910    |      |            |
| 4    | Cast 3000 psi concrete to foundation footing. Also encase each column at the base with concrete (8"x8"x8").   | m <sup>3</sup>  | 6      |      |            |
| 5    | Supply and install 4"x4" SHS ring and tight beams   | ft              | 1,800  |      |            |
| 6    | Clean all visible steel surfaces with rust remover and apply surface finish anti-corrosive paint to steel members (silver anti-corrosive paint and or similar to existing).   | ft <sup>2</sup> | 4,890  |      |            |
| 7    | Supply and install G90 galvanize rafters 8 feet apart.<br><br>Note that all connections are to be made with correctly sized bolts and nuts.   | ft              | 1,600  |      |            |
| 8    | Supply and install Z-purling four (4) feet apart.   | ft              | 3,000  |      |            |
| 9    | Supply and install roof covering similar to existing - type, colour and gauge (24g) of sheeting atop roof framing.  | ft <sup>2</sup> | 10,300 |      |            |
| 10   | Supply and install from ridge to eve, one line of plastic roof covering (clear) to match existing roof.   | ft <sup>2</sup> | 1,200  |      |            |



| Item | Description  | Unit            | Qty | Rate | Total Cost |
|------|--|-----------------|-----|------|------------|
| 11   | Safely remove the existing rainwater gutter and store in storage container on site.  | ft              | 200 |      |            |
| 12   | Fabricate and install a 'U' shape drainage system as indicated on the drawing. Note that the drainage system must be fabricated from 28 gauge flat galvanize sheet or similar material.  | ft <sup>2</sup> | 870 |      |            |
| 13   | <p>The existing 2 inch and 4 inch vents must be directed to the external edges of the roof. In this regard, contractors are to include a cost to:</p> <p>(a) Extend all 2 inch vents up to the underside of the roof (rafters). <b>Total length: 35 feet</b></p> <p>(b) Connect 2 inch vents to a horizontal 4 inch PVC pipe. This pipe must run parallel to grid line B and taken from D1/D2 (in the direction of D19/D20) to the external part of the roof. Similarly, another pipe must run parallel to grid line C and taken from D13/D14 to the external part of the roof. <b>Total length: 296 feet</b></p> <p>(c) Extend all 4 inch vents up to the underside of the roof (rafters) and independently taken in a western direction (gas station side) to the edge of the roof. <b>Total length: 30 feet</b></p> | Sum             |     |      |            |
| 14   | Disassemble security lights, cut 4" vertical galvanize pipes (no less than 12 feet) and reassemble security lights at the top of each pole.  | No.             | 3   |      |            |
| 15   | Clean site, remove all debris to an approved dump site and demobilize the site   | Sum             |     |      |            |
|      | SUB - TOTAL  |                 |     |      |            |
|      |  |                 |     |      |            |

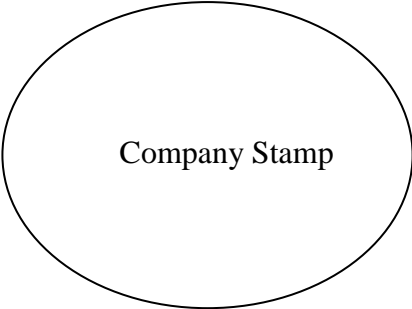
| Item | Description       | Unit | Qty | Rate | Total Cost |
|------|-------------------|------|-----|------|------------|
|      | VAT (12.5%)       |      |     |      |            |
|      | <b>TOTAL COST</b> |      |     |      |            |

.....  
Signature

In the capacity of .....

Authorized representative for

.....  
.....



Company Stamp

**SCHEDULE IV**

WP 2 – Bill of Quantities Repairs to the Roxborough Recreation Ground Pavilion Roof

REPAIRS TO ROXBOROUGH RECREATION GROUND PAVILION

| Item | Description   | Qty | Unit | Rate       | Amount     |
|------|---|-----|------|------------|------------|
| A    | <b>PRELIMINARIES/GENERAL CONDITIONS</b>   |     |      |            |            |
|      | <b>A10 PROJECT PARTICULARS</b><br>Name, Nature and Location:<br>Roxborough Sporting Complex Roof Repairs.<br>The works includes replacing sag rods and purlins; and installing roofing cladding material such as sheets and ridge caps at the Roxborough Complex, Main Road, Roxborough, Tobago<br>Employers name and address:<br>The Division Youth Affair and Sports, Janis Solomon Building, #28 Orange Hill Road, Scarborough |     | Item | -<br><br>- | -<br><br>- |
| 1    | <b>A20 The contract/ Subcontract</b><br>Employer's insurance responsibility   |     | Item |            |            |
| 2    | <b>A42 Contractor's General Cost Items: Services and Facilities</b>   |     |      |            |            |
| a    | Provide the following Services and facilities safety, health and welfare<br><i>Fixed charge</i><br>as necessary to ensure protection to employees working on height.  |     | Item |            |            |
| b    | Provide the following services and facilities<br>Rubbish disposal<br>Fixed charge   |     | Item |            |            |
| 3    | <b>A44 Contractor General cost items: Temporary Works</b>   |     |      |            |            |
| a    | Temporary works<br>Access scaffolding<br>Fixed charged<br>Allowing access to roof for the execution of work   |     | Item |            |            |
| 4    | <b>A54 Provisional Work</b><br><i>Provisional Work</i><br>Undefined   |     |      |            |            |

| Item     | Description  | Qty  | Unit | Rate | Amount |
|----------|--|------|------|------|--------|
| a        | Allow sum for removal of existing corroded purlins and install new purlins.  |      | ps   |      | \$7000 |
| b        | Allow for repair of metal gutter system and PVC down pipes   |      | ps   |      | \$3500 |
|          | <b>To Summary</b>  |      |      |      |        |
|          |  |      |      |      |        |
| <b>B</b> | <b>EXISTING SITE/BUILDINGS/SERVICES</b>  |      |      |      |        |
| 1        | <b>C90 Alteration - Spot Item</b><br>Removing Fittings and Fixtures  |      |      |      |        |
| a        | Existing sag rods nr.160, making good structures.  |      | Item |      |        |
|          | <b>To Summary</b>  |      |      |      |        |
|          |  |      |      |      |        |
| <b>C</b> | <b>G10 STRUCTURAL / CARCASSING METAL / TIMBER</b>  |      |      |      |        |
| 1        | <b>Framing, Fabrication</b>  |      |      |      |        |
| a        | Supply and install galvanize Sag Rods 16mm diameter MS threaded rods fixed with galvanize coated washers and nuts. | 310  | kg   |      |        |
|          | <b>To Summary</b>  |      |      |      |        |
|          |  |      |      |      |        |
| <b>D</b> | <b>H31 METAL PROFILED/FLAT SHEET CLADDING/COVERING /SIDING</b>   |      |      |      |        |
| 1        | <b>24 gauge colour clad PVF2 coated galvanize sheeting</b><br><b>Roof coverings</b>                                |      |      |      |        |
| a        | pitch 30 degrees inclusive of angle flashing   | 1927 | m2   |      |        |
| 2        | <b>Ridges</b>  |      |      |      |        |
| a        | 18" wide   | 120  | m    |      |        |
| 3        | <b>Flashing</b>  |      |      |      |        |
| a        | 4" girth to bottom edges of roof   | 67   | m    |      |        |
| b        | 14" girth to top edges of roof   | 67   | m    |      |        |
|          | <b>To Summary</b>  |      |      |      |        |
|          |  |      |      |      |        |
| <b>E</b> | <b>SUMMARY</b>   |      |      |      |        |
| <b>A</b> | <b>PRELIMINARIES/GENERAL CONDITIONS</b>  |      |      |      |        |

| Item | Description                            | Qty | Unit | Rate | Amount |
|------|--|-----|------|------|--------|
| B    | EXISTING SITE/BUILDINGS/SERVICES       |     |      |      |        |
| C    | STRUCTURAL / CARCASSING METAL / TIMBER |     |      |      |        |
| D    | CLADDING / COVERING                    |     |      |      |        |
|      | Subtotal                               |     |      |      |        |
|      | Vat @ 12.5%                            |     |      |      |        |
|      | Contract sum                           |     |      |      |        |
|      | Contingency @ 15%                      |     |      |      |        |
|      | Total for Bill                         |     |      |      |        |

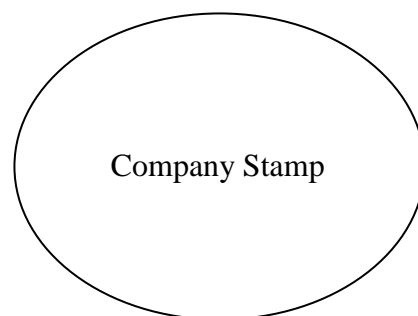
.....  
Signature

In the capacity of .....

Authorized representative for

.....

.....



Company Stamp

**SCHEDULE V**  
Statutory Declaration (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 from me is a true representation of works the Tenderer have undertaken and that the Tenderer was not terminated for any reason related to and or ancillary to material non – performance. A true copy of the contract(s) is now produced and shown to me 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 V (b)**  
Statutory Declaration (Individual)

**REPUBLIC OF TRINIDAD AND TOBAGO**

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

I, \_\_\_\_\_  
(Name of person)  
\_\_\_\_\_ of  
(Occupation)  
\_\_\_\_\_  
(Address of person)  
\_\_\_\_\_  
\_\_\_\_\_

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

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
2. I hereby certify that any signed contracts/letters of award of purchase orders that has been submitted from me is a true representation of works undertaken for me and further that the Tenderer 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(s) hereto annexed and marked “A”.
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 201... )

Before me,

COMMISSIONER OF AFFIDAVITS

**SCHEDULE VI**  
Reference Report

|                              |                           |                          |  |
|------------------------------|---------------------------|--------------------------|--|
| <b>Name of Entity:</b>       |                           | <b>Contact Person:</b>   |  |
| <b>Address:</b>              |                           | <b>Email:</b>            |  |
|                              |                           | <b>Phone:</b>            |  |
| <b>Scope of Works:</b>       |                           |                          |  |
| <b>Name of Vendor:</b>       |                           |                          |  |
| <b>Address:</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 |   |    |   |   | 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                           |                    |   |    |   |   |                                |
| <b>Would you recommend using this Firm again</b>           | 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.

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