



DIVISION OF SETTLEMENTS, URBAN RENEWAL AND PUBLIC UTILITIES

DoSURPU 2019 - 0002 INVITATION TO TENDER

CLEARING AND GRUBBING WORKS AT CASTARA HOUSING DEVELOPMENT

Site Visit (<u>Mandatory</u>) Date and Time:	Friday March 22, 2019 10:00am
Site Visit Location:	Castara Housing Development
Closing Date and Time:	Friday March 29, 2019 2:00pm
Opening Date and Time:	Friday March 29, 2019 2:15pm

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1. BACKGROUND INFORMATION

The Division of Settlements Urban Renewal and Public Utilities (the DoSURPU) has recently approved clearing and grubbing works at Castara Housing Development, Tobago at Lots 71- 89. Moreover, the DoSURPU is desirous of entering into a contract with a suitable contractor to carry out the works described and referred to in these documents.

The brief description of the works required is as follows:

- a) Clearance**
- b) Removal and Disposal**

The DoSURPU will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money. In this tender reference to the words, “Tenderer” means “individual tenderer” or “joint venture” comprising of no more than two (2) partners.

2. ELIGIBILITY

- (a) This tender is open to Tenderers situate, domiciled and or operational in the jurisdiction of Tobago only.
- (b) Tenderers with common directors or shareholders bidding shall be disqualified.
- (c) 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 (ii); and
 - v. the bidder has fulfilled his or her obligations to pay taxes and National Insurance Contributions.
 - vi. the Directors and/or Principal Officers have not been convicted for any criminal offences.

3. SCOPE OF WORKS

The contractor scope for this tender shall include –

- (a) All trees will be cut and the stumps removed. The stumps must be substantially free of soil to minimize soil loss from the site. Remaining root wads must also be removed. All other herbaceous and woody growth must be removed.
- (b) A staging area must be identified to process and load trees and stumps.
- (c) The organic duff must be removed and the area must be graded to produce a uniform surface. The cleared area must be raked to remove roots and any other woody material. The surface must then be prepared so that any compaction that has occurred be eliminated.
- (d) See **Appendix I** for more details regarding specifications
- (e) See **Appendix II** for cadastral demonstrating area to be covered.
- (f) 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 other incidentals to perform the work necessary for clearing and grubbing in accordance with the Contract Documents.

4. SCHEDULE

a) ITB Schedule:

DETAILS	DATE & TIME
Site Visit Date and Time (Location: Castara Housing Development)	Friday March 22, 2019 10:00am
Tender Closing Date and Time	Friday March 29, 2019 2:00pm
Tender Opening Date and Time	Friday March 29, 2019 2:15pm

b) Execution Schedule:

The Contractor must be able to commit to undertake the works within a **two (2) week period**, effective the start date stipulated in the ‘Notice to Proceed’.

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. INSTRUCTIONS TO TENDERERS

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

- (a) Individuals/joint ventures are advised that if they cannot meet the experience or equipment availability requirement they shall **not** be considered.
- (b) In the event the Contractor recognizes that there are discrepancies, errors or inconsistencies in the Drawings, Scope of Work/Specifications and/or Bill of Quantities etc. provided, the Bidder shall notify the DoSURPU's Procurement Unit **ONLY** in writing, requesting resolution before contract development and execution of the required works. The Division of Settlements, Urban Renewal and Public Utilities (DoSURPU) resolution shall be final.
- (c) Under no circumstances shall the Contractor proceed with the Works in uncertainty. If the Contractor should fail to make such a request, no excuse will be entertained for failure to carry out the works in a manner satisfactory to DoSURPU. Re-work required to remedy such unsatisfactory works shall be at the Contractor's expense **ONLY**.
- (d) The selected Bidder will be responsible for the execution of works in keeping with this tender's Scope of Work/Specifications (Appendix I) provided and must ensure they have adequate resources to optimally fulfil the said requirements.

7. SUBMISSION INSTRUCTIONS

Each Individuals/Joint ventures are to only submit documents requested in the specific order identified at **Appendix III**. **All submissions must be binded and company stamp affixed to each page.** The DoSURPU reserves the right to reject any tender that has not been properly binded, tabbed and in keeping with the specific order identified at **Appendix III**.

Summary of Documents and Information required at **Appendix III** for Individual or Joint Venture arrangements:

- (a) **Joint Venture Agreement (if applicable)** - Where there is no joint venture agreement a signed letter of intent to execute a joint venture agreement signed by both parties is required and should reflect name of the partner nominated to lead the joint venture.
- (b) **Legal status of Tenderer** - Certificate of Incorporation or Registration, Notice of Directors

- (c) **Tax Compliance** - Valid VAT, NIS and BIR certificates
- (d) **Proof of address** – Utility bill and Notice of registered address
- (e) **Equipment specifically required for the project** –
 - (a) a list of the equipment required to perform the job is necessary;
 - (b) The role of each item of equipment in the project;
 - (c) The age of the equipment;
 - (d) Attach evidence of ownership of equipment to include certified copies, bill of lading, affidavits of ownership etc. Persons who propose to rent equipment from a third party shall not be considered in this tender.
- (f) **Proof of experience** – at least two (2) previous contracts/letters of award of at least 40% of the sum proposed in this tender demonstrating work of a similar nature within the past three (3) years. Contracts and or letters of award must demonstrate the scope and nature of the works that were performed.
- (g) **Past Performance** – the names, position, agency of two (2) references who can validate the performance of the Tenderer within the past year. The references **MUST** be from the same entities from which the previous contracts in (d) above were issued.
- (h) **Financial capacity** – a letter from a financial institution stating that the tenderer has the cash flow available of at least 40% of the cost proposed in this tender. Letter must state a range of funds available (five digits, seven digits etc) and not be a blanket reference letter. Letters without this range of figures shall not suffice. Alternatively, a Tenderer may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links, which it has with them or through a joint venture arrangement. It must in that case prove to the DoSURPU that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Persons providing such confirmation are deemed to have notice of this clause, including constructive notice and may be subject to third party liability if the successful tenderer cannot perform the contract due to financial constraints.
- (i) **Implementation Plan**– An implementation plan demonstrating –
 - (a) the equipment and manpower (skilled, semi – skilled, unskilled) available for each day;
 - (b) a brief description of how the manpower and equipment available for the project shall be utilised on each day. The description must include an estimated area that shall be cleared on each day.

- (c) A schedule of works to demonstrating how the works shall be resourced and completed in the time frame proposed of two (2) weeks.

(j) **Priced Bill of Quantities**

No additional information is to be submitted other than that requested above and at Appendix III. Any additional information not requested shall not be taken into account or may result in disqualification.

All Individual/joint venture bids must be submitted in sealed envelopes, labelled in **BOLD** letter and addressed as follows:

“NAME OF INDIVIDUAL/JOINT VENTURE TENDERER”

**The Administrator
Division of Settlements, Urban Renewal and Public Utilities
CLICO Building, Rockley Vale, Scarborough
Tobago**

**DoSURPU 2019 – 0002 – CLEARING AND GRUBBING WORKS AT CASTARA
HOUSING DEVELOPMENT**

and deposited in the tender box (Box Opening dimensions are approx. 14” long x ¾” wide) located on the Ground Floor of the DoSURPU’s Main Office Building at aforementioned address on or before **Friday March 29, 2019 at 2:00pm.** Tenders shall be opened at **2:15pm on the aforementioned date.** All tenderers or their authorized representative are invited to be present for the opening.

- (a) Individual/joint ventures MUST submit **one (1) original and six (6) copies** (“bundle”) of their bids.
- (b) Each copy does not have to be submitted in separate envelopes since the aim of the DoSURPU is to obtain 6 copies, whether it be in one (1), two (2) or more envelopes.
- (c) Envelopes must be properly sealed with the Tenderer’s returning address and contact number at the back of the envelope.

Individual/joint venture MUST also affix their company’s seal at the front of the Envelope, Moreover, the company’s seal must be affixed to all pages of the bid submission and duly signed by the Individual or in the case of joint ventures, both partners.

8. EVALUATION CRITERIA

Selection criteria

No.	Criteria	Score	Evidence
1	Joint Venture Agreement (if applicable)	Pass/Fail	See Section 7 (a)
2	Legal capacity to enter into a procurement contact	Pass/Fail	See Section 7 (b)
3	Tax Compliance	Pass/Fail	See Section 7 (c)
4	Domiciled and or operational in Tobago	Pass/Fail	See Section 7 (d)
5	Equipment availability and ownership	Pass/Fail	See Section 7 (e)
6	General Past Experience	Pass/Fail	See Section 7 (f)
7	Past Performance	Pass/Fail	See Section 7 (g)
8	Financial capacity	Pass/Fail	See Section 7 (h)

NB: Tenderers that have not passed any one of the above requirements shall **not** be considered further in the application of the “Award Criteria”.

Award criteria

No.	Criteria	Score	Evidence
1	Presentation, layout, order and compliance with documents to be submitted	5	Points shall be deducted for submitting irrelevant information that was not requested or untidy, unlabelled submissions
2	Project specific availability, age and suitability of equipment	25	See 7 (e)
3	Past contracts from Government	2 - 5 1 - 3	See Section 7 (f). No past contracts from the Government is not a bar to award
4	Specific experience closely related to size,	10	See 7 (f)

	nature, value and complexity of this project		
5	Implementation Plan	15	See 7 (i)
	TOTAL	60	

Decisions to award shall be made based on the award criteria and a price quality ratio i.e Price proposed/Quality Points. If a tenderer/joint venture's price is deemed abnormally low by the tender evaluation committee, such bid may be summarily rejected or further and better particulars shall be required.

Where any documents or evidence is incomplete or inaccurate, the DoSURPU reserves discretion to permit the tenderer to bring in the incomplete/inaccurate document within a reasonable time period.

The DoSURPU reserves the right to cancel the tender, 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.

9. INSURANCE COVERAGE

The successful contractor shall be required to maintain in force a policy or policies of insurance written by one or more responsible insurance carriers licensed to do business in Trinidad and Tobago that shall insure against liability for injury to and/or death of and/or damage to property of any person or persons. Worker's Compensation: Contractor will be required to provide proof of worker's compensation insurance in coverage amounts required by the law for the Operations to be provided that covers Contractor's employees for any on-the-job injuries. Contractor must be willing and able to provide evidence of insurance not later than seven (7) days after receiving Notice of Contract Award.

10. SITE VISIT/ PRE-BID SUBMISSION MEETING

- (a) The Division of Settlements Urban Renewal and Public Utilities, shall conduct a **site visit/ pre-bid submission meeting** which is **mandatory** for all participants. The date and time for such visit/meeting is on **Friday March 22, 2019| 10am at the Castara Housing Development**. The Contractor shall visit the site and ascertain the character, extent and nature of the works to be done, conditions of site, working space and access and allow in the tender for all such factors which may affect the execution of the works.

- (b) Bidders shall be considered to have, by their own independent observations and inquiries, fully informed and satisfied themselves as to the nature and extent of the works relative to required equipment needed to complete any or all of which can in any way affect the prices included in the ITB.
- (c) Bidders **SHALL NOT** visit any of the Lots (#s 71 to 89) that are due for clearing and grubbing works at the Castara Housing Development **without authorization from the Procurement Unit, DoSURPU**.

11. WAIVER

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

The DoSURPU 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

Individual/joint venture requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending email to the following email address: christal.ottley@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 THA's website, www.tha.gov.tt. Tenderers are therefore advised to constantly monitor the website for any notices, amendments, clarifications etc.

13. TERMS OF PAYMENT

Upon the successful completion of works and the subsequent issuance of the completion certificate by the DoSURPU's Specialist Engineer, all other monies shall be paid to Individual/joint venture within thirty (30) days, but no later than sixty (60) days after the submission of the invoice to the Accounting Department. The DoSURPU shall retain ten percent (10%) on each payment made to the Individual/joint ventures, with the retention being paid upon the expiration of a three (3) month period, or the period during which any defects are remedied, whichever one is longer. Tenderers are advised that there is the possibility that no mobilization payments shall be made.

14. BID VALIDITY PERIOD

Bids shall be valid for a period of at least one hundred and twenty (120) days as per the tender submission.

15. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between the DoSURPU and any Tenderer until and unless the DoSURPU and a Tenderer enter into a formal, written contract for the Tenderer to provide the services contemplated in this Tender Document. The Tenderer agrees that while the offer is made in accordance with the provisions of this invitation to treat, the DoSURPU reserves the right to vary, negotiate and or amend contractual terms, with mutual consent of the DoSURPU and the successful tenderer.

16. CONTRACT

Any contract entered into between the DoSURPU and the successful Tenderer shall incorporate the material contract terms with respect to price, duration, scope, specifications and quality of work. Where joint ventures are successful, contract shall be entered into with both partners of the joint venture who shall be jointly and severally liable for the performance of the contract. All other contract terms shall be mutually agreed by the parties to the contract. Contracts shall be entered into with the successful tenderer. Where a contract is entered into, the terms of this Tender shall be merged into the contract and it is the terms of the contract that shall govern the obligations of the parties to the contract.

17. PERFORMANCE BOND

Successful tenderers may be required to execute a performance bond to the value of ten percent (10%) of the contract sum, from a reputable financial institution in favor of the DoSURPU, 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 DoSURPU.

18. LATE TENDERS

Late tenders will not be accepted under any circumstances. The DoSURPU reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest. Further no applications for extensions of time shall be granted under any circumstances and Tenderers are advised not to make any such applications.

19. NO CLAIM FOR COMPENSATION

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

20. 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.

21. CONFLICT OF INTEREST

The DoSURPU will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of the DoSURPU Management and Staff must be fully disclosed. A member and/or officer of the DoSURPU 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, daughter or spouse of a person and includes the spouse of a son or a daughter of such person.

22. RIGHTS OF THE DoSURPU

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

- (a) The DoSURPU 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 DoSURPU 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 DoSURPU 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 DoSURPU.

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

23. GOVERNING LAW

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

****End****

APPENDIX 1

Scope of Works/ Specifications

- General

This is for the clearing and grubbing of all areas within easements whether public or private or rights of way as shown on **Appendix II**.

The details are as follows:

- Execution/Performance Standards

- Complete clearing, removal and disposal of all felled trees, brush, shrubs, stumps, debris and etc.
- Clearing over the site includes felling of all trees not exceeding 900mm girth and cutting of all brush and shrubs.
- Trees shall be felled towards centre of designated areas.
- Clearing of identified footpath and natural water course and drain reserves within the designated areas.
- Grubbing over the site includes removal of all stumps, roots, buried logs and other debris.
- All material cleared and grubbed from the designated areas shall be properly removed and disposed of at locations designated for such disposal. **NO BURNING IS PERMITTED ONSITE OR WITHIN THE DEVELOPMENT.**
- Contractor is to ensure compliance with Occupational Health and Safety Act 2004 once working on the site.
- Contractor is to supply all resources required for execution of the project.
- The Contractor shall take all precautions against damage to traffic, structures, pole lines, pipelines, current infrastructure or other property in it's the execution of the Works and shall be liable for any damages occurring in the performance of the Works.
- Supply all required labour, tools, equipment, materials and services.
- The Contractor is responsible for complying with all local rules and regulations and the payment of any and all fees that may result from its non-compliance with the Execution/Performance Standards.
- On completion and verification of execution/performance standards, remove surplus materials, excess materials, rubbish, tools and equipment, as required.
- All works including start-up of equipment are to be performed during regular working hours.

- Comply with project schedule at no additional cost to the DoSURPU.
- Mandatory use of adequate personal protective equipment in accordance with good industrial practice.

- Period of Performance

The 2-week (work week) period of performance will commence in accordance with start date identified in the “Notice to Proceed”. All work must be scheduled to complete within this timeframe.

- Place of Performance

The selected vendor will perform the works on the site at Lots # **71-89** Castara Housing Development, Castara, Tobago.

- Other Requirements

- The Contractor will implement work with the attendance of DoSURPU Site Control Officer, or other designated DoSURPU representative.
- The Contractor shall be responsible for maintaining in legible condition, and making readily available all necessary permits on the job site for access by the DoSURPU’s representative.

- Acceptance of Works by Client

The following is a list of the tasks which will result in the successful completion of the project:

- Complete all works explicitly set out in this Tender’s Scope of Works/ Specifications.
- Documented verification of Client satisfaction and issuance of Completion Certificate to Contractor. Upon Completed work, the Site Control Officer and the Specialist Engineer will verify work standard.
- Upon documented submission of Contractor’s invoice for works completed to be issued to the DoSURPU for review and approval.

NB: Any discrepancies involving completion of project tasks or disagreement between DoSURPU and the Contractor shall be referred to both organizations contracting offices for review and discussion.

APPENDIX II

DRAWING/ CADASTRAL MANIFESTING

Lot #s 71 to 89

(Behind this Page)

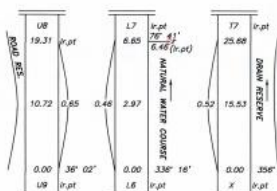
Plan D.N. 41
Survey Order 251/1932

SCALE 1:8000

LEGEND		
LINE	DIRECTION	DISTANCE
A-B	338°	1.65
B-C	34°	4.46
C-D	30°	3.54
D-E	130°	10.28
E-F	182°	8.63
F-G	173°	5.39
G-H	82°	4.51
H-I	70°	4.7
I-J	189°	10.08
J-K	277°	4.30
K-L	277°	4.42
L-M	09°	8.75
M-N	258°	7.78
N-O	37°	1.09
O-P	191°	1.07
P-Q	104°	1.7
Q-R	104°	1.85
R-S	174°	2.05
S-T	48°	1.08
T-U	87°	4.74
U-V	86°	3.7
V-W	01°	2.99
W-X	103°	3.3
X-Y	111°	5.46
Y-Z	116°	5.14
Z-A	215°	5.28
A1-B1	105°	30.2
B1-C1	88°	14.55
C1-D1	89°	0.3
D1-E1	35°	3.73
E1-F1	17°	0.6
F1-G1	18°	4.49
G1-H1	10°	4.84
H1-I1	37°	0.4
I1-J1	88°	4.69
J1-K1	104°	4.51
K1-L1	117°	5.1
L1-M1	104°	2.17
M1-N1	168°	4.89
N1-O1	81°	7.12
O1-P1	146°	1.3
P1-Q1	109°	2.84
Q1-R1	72°	3.63
R1-S1	49°	6.51
S1-T1	350°	4.60
T1-U1	343°	2.19
U1-V1	337°	2.40
V1-W1	127°	50.180
W1-X1	112°	0.5
X1-Y1	74°	0.13
Y1-Z1	74°	4.95
Z1-A1	343°	2.01
A2-B2	119°	2.2
B2-C2	119°	11.79
C2-D2	119°	2.42
D2-E2	119°	11.089
E2-F2	119°	2.43
F2-G2	119°	31.85
G2-H2	119°	48.37
H2-I2	119°	66.99
I2-J2	119°	11.16
J2-K2	119°	2.35
K2-L2	119°	14.77
L2-M2	119°	1.59
M2-N2	119°	4.43
N2-O2	119°	8.65
O2-P2	119°	7.75

LEGEND		
LINE	DIRECTION	DISTANCE
A-B	179°	14.27
B-C	79°	6.46
C-D	326°	11.79
D-E	119°	2.42
E-F	119°	11.089
F-G	119°	2.43
G-H	119°	31.85
H-I	119°	48.37
I-J	119°	66.99
J-K	119°	11.16
K-L	119°	2.35
L-M	119°	14.77
M-N	119°	1.59
N-O	119°	4.43
O-P	119°	8.65
P-Q	119°	7.75

LEGEND		
CURVE	DELTA ANGLE	CHORD DISTANCE
C1	21°	3.00
C2	30°	4.00
C3	40°	5.00
C4	50°	6.00
C5	60°	7.00
C6	70°	8.00

Note- UTM Zone 20 (WGS 84) Coordinates obtained
from hand held GPS receiver
± 6.00m

SCALE 1:1000

Distances are in metres

Approved
Director of Surveys
20/2-6-15

○ Denotes iron put, except otherwise stated.

Bearings are grid based on solar observations

PLAN of 89 parcels of land coloured pink in the Ward of Tobago

Containing together five point six zero seven eight hectares.

Surveyed by me, with due authority on December 2008 and January 2009 for

The Division of Settlements and Labour (T.H.A.)

In accordance with Regulation 25 (1) of the Land Surveyors Regulations 1998, I certify that this

plan is correct.

Checked by: [Signature]

Entered: [Signature]

Trinidad & Tobago Land Surveyor

with 1:1000 scale (bearing 1932) adjusted to current position

2012



APPENDIX III – Tender Submission Section

**TENDER SUBMISSION ORDER AND
REQUIREMENTS**

**THIS SECTION SHOULD BE DETACHED FROM THE REST OF THE
TENDER DOCUMENT AND FILLED OUT BY PROVIDING THE
NECESSARY DOCUMENTS BEHIND EACH ATTACHMENT.**

**PLEASE TAKE YOUR TIME AND PROVIDE THE INFORMATION
REQUIRED IN A MANNER THAT WILL MAKE IT EASY TO
NAVIGATE AND EVALUATE.**

COMPANY NAME:

COMPANY ADDRESS:

NAME OF OWNER/REPRESENTATIVE

CONTACT NUMBER:

SITE CLEARANCE WORKS AT CASTARA HOUSING DEVELOPMENT

No	NAME OF FACILITIES	ADDRESS
1	Castara Housing Development	Castara, Tobago

.....
Signature

STAMP

Date.....

ATTACHMENT “A” – Joint Venture Agreement (if applicable)

BEHIND THIS PAGE IS THE COPY OF THE JOINT VENTURE AGREEMENT OR WHERE THERE IS NO JOINT VENTURE AGREEMENT A SIGNED LETTER OF INTENT TO EXECUTE A JOINT VENTURE AGREEMENT SIGNED BY BOTH PARTIES. THE NAME OF THE PARTNER NOMINATED TO LEAD THE JOINT VENTURE SHOULD BE CLEARLY IDENTIFIED.

NB: IF THE ABOVE ARRANGEMENT IS NOT APPLICABLE TO YOUR ENTITY, PLEASE ATTACH A SIGNED CONCISE LETTER INDICATING THE INAPPLICABILITY OF THE ABOVE REQUIREMENT.

ATTACHMENT “B” – Legal status of Tenderer

**BEHIND THIS PAGE IS A COPY OF OUR CERTIFICATE OF
INCORPORATION OR REGISTRATION, NOTICE OF
DIRECTORS.**

ATTACHMENT “C” – Tax Compliance

**BEHIND THIS PAGE ARE COPIES OF OUR VALID VAT, NIS
AND BIR CERTIFICATES.**

**IN THE CASE OF JOINT VENTURE, COPIES OF THE ABOVE
DOCUMENT FOR BOTH PARTNERS IN THE JOINT VENTURE.**

ATTACHMENT “D” - Proof of address

**BEHIND THIS PAGE IS A COPY OF OUR UTILITY BILL AND
NOTICE OF REGISTERED ADDRESS.**

**IN THE CASE OF JOINT VENTURE, A COPY OF THE ABOVE
DOCUMENTS FOR BOTH PARTNERS IN THE JOINT
VENTURE.**

ATTACHMENT “E” – Equipment Listing required to undertake job

BEHIND THIS PAGE IS A LIST OF EQUIPMENT REQUIRED FOR THE PROJECT, THE AGE OF THE EQUIPMENT AND THE ROLE EACH ITEM OF EQUIPMENT WILL PLAY ON THE PROJECT TOGETHER WITH EVIDENCE OF OWNERSHIP.

PLEASE NOTE:

LISTS PROVIDED WITHOUT THE EVIDENCE OF OWNERSHIP SHALL NOT BE CONSIDERED. ONLY PROJECT RELEVANT EQUIPMENT IS TO BE LISTED. OWNERSHIP MUST EITHER BE BY THE INDIVIDUAL TENDERER OR ANY ONE PARTNER IN THE JOINT VENTURE.

FOR ORIGINAL PURCHASED HEAVY EQUIPMENT THAT IS NOT LICENSED FOR PUBLIC ROADS – BILL OF LADING IN THE NAME OF THE TENDERER.

FOR SECOND HAND HEAVY EQUIPMENT NOT LICENSED FOR PUBLIC ROADS – BILL OF SALE AND OR RECEIPT TOGETHER WITH AFFIDAVIT PROVING RECEIPT. AFFIDAVIT FROM VENDOR SHOULD STATE SERIAL NUMBER AND PARTICULARS OF EQUIPMENT SOLD TO PURCHASER.

FOR ANY OTHER EQUIPMENT AND OR VEHICLES LICENSED TO USE PUBLIC ROADS – CERTIFIED COPIES IN THE NAME OF THE TENDERER.

THE DoSURPU RESERVES THE RIGHT TO UNDERTAKE RANDOM SITE VISITS AND INSPECTION OF EQUIPMENT.

ATTACHMENT “F” - Proof of Experience

BEHIND THIS PAGE ARE COPIES OF AT LEAST TWO (2) PREVIOUS CONTRACTS DEMONSTRATING WORKS OF A SIMILAR NATURE.

IN THE CASE OF JOINT VENTURE, PROOF OF EXPERIENCE CAN BE FROM EITHER PARTNER.

ATTACHMENT “G” - Past Performance

BEHIND THIS PAGE ARE NAMES AND POSITIONS OF TWO (2) REFERENCES WHO CAN VALIDATE THE PERFORMANCE OF THE TENDERER IN THE CONTRACTS SUBMITTED.

THE REFERENCES MUST BE FROM THE SAME ENTITIES FROM WHICH THE PREVIOUS CONTRACTS IN (D) ABOVE.

ATTACHMENT “H” - Financial capacity

BEHIND THIS PAGE IS A LETTER FROM A FINANCIAL INSTITUTION STATING THAT THE TENDERER HAS THE CASH FLOW AVAILABLE OF AT LEAST 40% OF THE COST PROPOSED IN THIS TENDER.

LETTER MUST STATE A RANGE OF FUNDS AVAILABLE AND NOT BE A BLANKET REFERENCE LETTER.

LETTERS WITHOUT THIS RANGE OF FIGURES SHALL NOT BE CONSIDERED. ALTERNATIVELY, A TENDERER MAY, WHERE APPROPRIATE AND FOR A PARTICULAR CONTRACT, RELY ON THE CAPACITIES OF OTHER ENTITIES, REGARDLESS OF THE LEGAL NATURE OF THE LINKS, WHICH IT HAS WITH THEM.

IT MUST IN THAT CASE PROVE TO THE DoSURPU THAT IT WILL HAVE AT ITS DISPOSAL THE RESOURCES NECESSARY FOR PERFORMANCE OF THE CONTRACT, FOR EXAMPLE BY PRODUCING AN UNDERTAKING ON THE PART OF THOSE ENTITIES TO PLACE THOSE RESOURCES AT ITS DISPOSAL. PERSONS PROVIDING SUCH CONFIRMATION ARE DEEMED TO HAVE NOTICE OF THIS CLAUSE, INCLUDING CONSTRUCTIVE NOTICE AND MAY BE SUBJECT TO THIRD PARTY LIABILITY IF THE SUCCESSFUL TENDERER CANNOT PERFORM THE CONTRACT DUE TO FINANCIAL CONSTRAINTS.

ATTACHMENT “I” – IMPLEMENTATION PLAN

BEHIND THIS PAGE IS OUR IMPLEMENTATION PLAN DEMONSTRATING –

- A. THE EQUIPMENT AND MANPOWER (SKILLED, SEMI – SKILLED, UNSKILLED) AVAILABLE FOR EACH DAY;**
- B. A BRIEF DESCRIPTION OF HOW THE MANPOWER AND EQUIPMENT AVAILABLE FOR THE PROJECT SHALL BE UTILISED ON EACH DAY. THE DESCRIPTION MUST INCLUDE AN ESTIMATED AREA THAT SHALL BE CLEARED ON EACH DAY.**
- C. A SCHEDULE OF WORKS TO DEMONSTRATING HOW THE WORKS SHALL BE RESOURCED AND COMPLETED IN THE TIME FRAME PROPOSED OF TWO (2) WEEKS.**

ATTACHMENT “J” - Priced Bill of Quantities

BEHIND THIS PAGE IS OUR PRICE.



DIVISION OF SETTLEMENTS, URBAN RENEWAL & PUBLIC UTILITIES
Estimate for Clearing of Land at Castara Housing Development (Lot#71-89)

Item	Description	Unit	Qty	Rate	Total
	Site Preparation				
	Clearing and grubbing over site, includes trees not exceeding 900mm girth				
A	cart away arisings from site	m2	9274.4		
	Clean drains and cart away arisings				
B	not exceeding 3m wide	m2	200		
	Sub Total				
	Vat @ 12.5%				
	Total				

.....
 Signature

In the capacity of

Authorized representative for

.....

.....

Company Stamp

PRICE SUBMISSION

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

Tender for: **SITE CLEARANCE WORKS AT CASTARA HOUSING DEVELOPMENT**

To: **“SECRETARY OF THE TENDERS’ COMMITTEE”**

Sir/Madam,

Having examined the Tender Document issued by Division of Settlements, Urban Renewal and Public Utilities and having also visited the site, I do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

NAME OF FACILITY: **Lot #s 71 to 89, Castara Housing Development**

Proposed Price

(Words).....

.....

.....

..... Trinidad and Tobago Dollars.

(TT\$..... (Figures)) exclusive of VAT.

VAT:

(Words).....

.....Trinidad and Tobago Dollars (TT\$..... (Figures)).

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 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.

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.

Dated this.....day of.....2019

.....

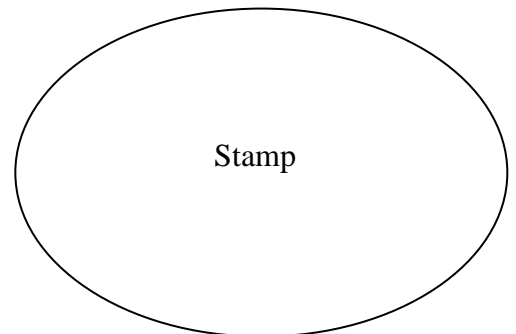
Authorized Representative Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....



ATTACHMENT “K” – Bid Completion Checklist

**SITE CLEARANCE WORKS AT
CASTARA HOUSING DEVELOPMENT**

CHECKLIST

NO	DESCRIPTION	REMARK
		Yes/No?
	APPENDIX III is filled	
1	I provided/completed Attachment “A”	
2	I provided/completed Attachment “B”	
3	I provided/completed Attachment “C”	
4	I provided/completed Attachment “D”	
5	I provided/completed Attachment “E”	
6	I provided/completed Attachment “F”	
7	I provided/completed Attachment “G”	
8	I provided/completed Attachment “H”	
9	I provided/completed Attachment “I”	
10	I provided/completed Attachment “J”	

.....
Name of Owner/Representative

.....
Signature

