



# TOBAGO HOUSE OF ASSEMBLY

## Division of Sport and Youth Affairs

**DSYA 2019 – 0005 – Invitation to Tender for Construction of a Wash Room and Change Room Facility at the Patience Hill Recreation Ground**

**Site Visit - 1st April 2019 @10:00am**

**Closing Date - 8th April 2019 @1:00p.m**

**DSYA 2019 – 0006 - Invitation to Tender for Electrical Works at the Roxborough Pavilion**

**Site Visit - 1<sup>st</sup> April 2019@10:00am**

**Closing Date - 8<sup>th</sup> April 2019 @ 3:00pm**

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## 1. BACKGROUND INFORMATION

The Tobago House of Assembly through the Divisions of Sport and Youth Affairs, is seeking competent and reliable contractors to undertake two (2) Work Packages –

- (a) **WP 1 - Invitation to Tender for Construction of a Wash Room and Change Room Facility at the Patience Hill Recreation Ground;** general construction works in accordance with the scope of works provided below. Patience Hill Recreational Ground-this recreational ground is used for football and other non-professional activities by the community. The structure is made of a reinforced concrete foundation and floor with a 6" rendered concrete block wall envelope and a wooden frame roof with 26 gauge PVF coated colour clad pre-painted roofing sheets. It is located on the central side of the island, approximately five minutes from Scarborough. The work includes constructing a traditional block and concrete single storey structure located at Patience Hill Tobago.
- (b) **WP 2 - Invitation to Tender for Electrical Works at the Roxborough Pavilion.**

## 2. ELIGIBILITY

- (a) This tender is open to Tenderers situate in the jurisdiction of Tobago only.
- (b) Tenderers with common directors or shareholders bidding shall be disqualified.
- (c) **Tenderers are eligible to bid for only ONE (1) of the Work Packages.** Therefore Tenderers are advised to bid for the package in which their experience, personnel and technical capacity is strongest.
- (d) 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
- (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.
- 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) **WP 1** - The scope of work includes all labour, material, equipment, transportation and services to construct, supply and install a complete new toilet and change room facility, to accommodate two football teams, general public and the differently abled persons, with all the specifications herein. See **Schedule I** for more detailed scope of works and specifications, **Schedule II** for Drawings and **Schedule III** for Bill of Quantities
- (b) **WP 2** - Supply and Installation and electrical fittings at the Roxborough Pavilion. See **Schedule IV** for Bill of Quantities.

### 4. DURATION

**WP 1** - The Firm must be able to commit and undertake the works within a **One (1) month** period from the date of permission being granted by the Division to commence works.

**WP 2** - The Firm must be able to commit and undertake the works within a **One (1) month** period from the date of permission being granted by the Division to commence works.

### 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

WP	Addressed to:	Submission location	Site Visit	Closing date	Copies
WP 1	<i>[Name of Tenderer]</i> DSYA 2019 - 0005 The Administrator, Division of Sport and 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.	1 <sup>st</sup> April 2019 @10:00am  Patience Hill Rec Ground	8 <sup>th</sup> April 2019 @1:00pm	one (1) original and four (4) copies
WP 2	<i>[Name of Tenderer]</i> DSYA 2019 - 0006 The Administrator, Division of Sport and 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.	1 <sup>st</sup> April 2019 @10:00am  Roxborough pavilion	8 <sup>th</sup> April 2019 @3:00pm	one (1) original and four (4) 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, if five envelopes are not necessary. 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 V**.
- (b) Certificate of Incorporation and Notice of Directors.
- (c) Evidence of domicile or operational in Tobago for at least one year – 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>1</sup> of the cost proposed in the tender. The contract must have included the scope of works that was done and not leave any room for speculation as to the nature of the works undertaken. Any contracts submitted from a private company must be annexed to a sworn statutory declaration in a format as prescribed by **Schedule VI (a)** and or **(b)**. 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.
- (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 above.* **In the interest of time, the client, project lead and contact numbers for the persons shall suffice, pending the reference letters.**

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<sup>1</sup> Each contract must be generally 50% (average) of the cost proposed in this tender.



- (g) Statement from a **recognized financial institution** demonstrating the ability to finance the project to at least 40% of the cost proposed in the tender. Letter must give a range, e.g. high five digits, low six digits etc. Alternatively, an economic operator 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 Division 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.
- (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, deliverables 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 construction a reasonable idea of implementation and must demonstrate how the works shall be scheduled to be completed within the one (1) month time frame.
- (i) **Key Personnel** – to include :
- i. The names, role and responsibilities of the key personnel proposed to undertake the works.
  - ii. Key personnel should be suitable qualified and possess the relevant qualifications and experience to cover the various elements of the works.
  - iii. A Project Manager **MUST** be identified who shall be in control of the project. These persons must be made available for the duration of the project.
  - iv. Attach CVs of key personnel.
- (j) **Price Proposal.** This shall be contained in the Bill of Quantities for the respective Work Package. 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	Sport and Youth	Patience Hill Recreation Ground	1 <sup>st</sup> April 2019 @ 10:00am
2	Sport and Youth	Roxborough Pavilion	1 <sup>st</sup> April 2019 @ 10:00am

**Site visits are mandatory**

## 10. EVALUATION CRITERIA

For both **WP 1** and **WP 2**

### Step 1 - Mandatory criteria<sup>2</sup>

- (a) Tenderers must have the legal capacity to enter into a procurement contract.
- (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.

### Step 2 - Selection criteria – Firm's capability and capacity

Firms must pass each element in the selection criteria before proceedings to the award criteria. To this end the selection criteria includes –

Ser	Criteria	Score	Evidence
1	Experience	Pass/Fail	See 8 (e)
2	Past Performance	Pass/Fail	See 8 (f)

<sup>2</sup> Compliance with section 8 (a), (b), (c) and (d)

3	Financial capacity	Pass/Fail	See 8 (g)
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#### **Award Criteria – Project Related**

<b>Ser</b>	<b>Criteria</b>	<b>Score</b>	<b>Evidence</b>
1	Presentation, layout, order and compliance with documents to be submitted	5	Points shall be deducted for submitting irrelevant information that was not requested
2	Past contracts from government	2 – 5 1 - 2 0 – 0	See 8 (e). No contracts from a Government agency is not a bar to award.
3	Past Experience specific and closely related in terms of complexity and value of this project	10	
4	Implementation Plan	20	See 8 (h)
5	Qualifications and Experience of Key Personnel	20	See 8 (i)
	<b>Total</b>	<b>60</b>	

Tenderers must score at least 70% in award criteria (4) and (5) 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 any documents pertaining to the eligibility, mandatory or selection criteria is incomplete or inaccurate, the Division reserves a discretion to permit the tenderer to bring in the incomplete/inaccurate document within a reasonable time period.

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**

<b>WP</b>	<b>Division</b>	<b>Contact</b>
1 &2	Sport and Youth Affairs	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.

## **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 by 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.

## **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-

### Index of Schedules

<b>Schedule</b>	<b>Description</b>	<b>Applicable to</b>	<b>Where available</b>
Schedule I	Scope of Works and Specifications	WP 1	In this document
Schedule II	Drawings	WP 1	pco.tha.gov.tt
Schedule III	Bill of Quantities	WP 1	In this document
Schedule IV	Bill of Quantities	WP 2	In this document
Schedule V	Cover Letter	Either WP 1 or WP 2	In this document
Schedule VI (a)	Statutory Declaration from Private Company	Either WP 1 or WP 2	In this document
Schedule VI (b)	Statutory Declaration from Private Individual	Either WP 1 or WP 2	In this document
Schedule VII	Reference letter	Either WP 1 or WP 2	In this document

## **Schedule I**

### **WP 1 - Scope of Works and Specifications**

1. Earthworks and excavation
  - 1.1. Remove top soil.
  - 1.2. Set out/ Line out
  - 1.3. Excavation of trenches
  - 1.4. Check and verify levels
  - 1.5. Fill and compact
  - 1.6. Anti-termite Treatment
2. Hard-core
  - 2.1. Filling to make up levels not exceeding 250 average thick.
3. Sand
  - 3.1. Filling to make up levels not exceeding 250 average thick.
4. Surface treatment
  - 4.1. Compacting ground with plate compactor.
  - 4.2. Use a steel-tined rake to rake the soil level. Remove any rocks that may be in the soil. Add more clean fill dirt to any areas that are low, or remove high spots with your shovel.
  - 4.3. Spray down the slab area with water. Don't spray so much water that puddles form, but you do want the sand to have an even.
  - 4.4. Aim your hose spray into the air, about 5 inches over the surface of the soil as you spray, rather than spraying the water directly into the sand.
  - 4.5. Compact the sand with a mechanical compactor for large areas or a hand tamp for small ones. Work in a "row" pattern, as if you were mowing a lawn, compacting the sand from one side of the forms to the other and starting a new row next to the old. If you are using a mechanical compactor, follow the manufacturer's instructions for operating the machine.
  - 4.6. The entire surface of the soil to be smooth and dense; you should be able to walk over it without leaving noticeable prints.
  - 4.7. Test the soil density with a testing machine, as per the instructions included with it. Drive the test spike into the ground to the proper depth with a hammer to get the best results. If you do not have access to a density machine, you can test it by hand. If you the soil passes the density test, you are ready to install your rebar or mesh and pour your concrete. If the soil fails, repeat the compacting process and retest the density.
5. Construction Materials
  - 5.1. The Contractor shall provide all equipment necessary for carrying out all tests on site specified or described in this specification, and he shall make and provide for all necessary arrangements for the delivery of all samples and test pieces to be tested by the approved Testing Authority.



- 5.2. The Contractor shall provide for maintaining all testing equipment on site in proper working order to the satisfaction of the Engineer Aide.
  - 5.3. The Contractor will be paid, at rates to be agreed, for any other special tests called for by the Engineer Aide unless the test results show failure to comply with this specification.
  - 5.4. The Manufacturer's certificate of tests including compressive strength tests carried out in accordance with B.S. 12 for normal setting Portland Cement shall be supplied to the Engineer Aide if requested.
  - 5.5. Mild test certificates for every batch of reinforcing bars shall be submitted to the Engineer Aide if requested.
  - 5.6. Mix proportions shall be designed by the Contractor for each structural concrete mix specified.
  - 5.7. The mixes shall be designed to have sufficient workability to allow concrete to be placed and properly compacted by the methods to be used on site.
  - 5.8. The slump test of compaction factor test shall be used as a guide to the workability of the mixed concrete.
  - 5.9. The permissible range of slump is 75mm maximum and 25mm minimum. Variations will be permitted on acceptance by the Engineer Aide of the Contractor's proposals for concrete mix placement.
6. Reinforced
    - 6.1. Cut reinforced steel to appropriate lengths as specified in the drawing.
    - 6.2. Bend reinforced steel to appropriate size using the dimensions' as specified in the drawing and Bill of Quantity.
    - 6.3. Tie reinforced steel to using specified dimensions' in the drawing and Bill of Quantity.
    - 6.4. Place constructed beams as outlined in the drawings.
7. Block work
    - 7.1. Erect profiles
    - 7.2. Insert templates 8" inches apart as a guide to receive concrete blocks.
    - 7.3. Installation of 8" X 8" X 16" concrete blocks with ½ "mortar for foundation, and 6" X 8" X 16" and 4" X 8" X 16" concrete concrete blocks for all internal walls.
    - 7.4. Render all concrete walls using ½" mortar.
    - 7.5. Insert stiffeners at every corner (90 degrees' angle) and every intersection as outlined in the drawings.
    - 7.6. Continue starter bars where necessary in foundation.
    - 7.7. Fill each core using concrete mixture no less than 3000 psi.
    - 7.8. Concrete block walls 203mm thick vertical to foundation filled with no less than 3000psi ready-mix concrete around bars.
  8. Electrical works
    - 8.1. Installation of ¾" PVC conduit onto floor before pouring concrete, providing pathway to all plugs, lights and switches.

- 8.2. Install PVC conduits to accommodate all electrical commodities as specified in the drawings.
- 8.3. Super impose where necessary according to NEC codes.
- 8.4. conduits straight 12mm PVC electrical pipe pined in wall with cement mortar in chases
- 8.5. conduits straight 19mm PVC electrical pipe pined in wall with cement mortar in chases
- 8.6. 35mm PVC Main supply cable from main feeder chaos, drawn through ducting and trenches into building inclusive of glands; as per specification
- 8.7. Installation of 2.5mm ECC cable to plugs and lights drawn into conduits.
- 8.8. Supply and install 50W Vollner LED Wall Pack Light Cool White to be mounted on areas specified by Engineering Aide.
- 8.9. Supply and install 1220mm x 610mm recessed vapour proof lighting fixture.
- 8.10. Supply and install 600mm Vapour Proof wall mounted fluorescent lighting fixtures.
- 8.11. Supply and install the following as specified in the drawings 203mmx 203mm P.V.C junction boxes with blank covers, 20amp breakers for plugs and lights, 24 circuit stainless steel sub-panel for power and control, 100amp double pole breaker, 51mm x 102mm PVC boxes for plugs and switches, GFCI plugs
- 8.12. Supply and install dust to dawn lighting fixtures using LED BULBS.

## 9. Plumbing

- 9.1. Supply and install ARMATAGE BRAND water closets.
- 9.2. Supply and install ARMATAGE BRAND face basins.
- 9.3. Supply and install ONLY schedule 40 PVC pipe – 160 p.s.i.
- 9.4. Supply and install ONLY schedule 40 PVC fittings – 160 p.s.i
- 9.5. Supply and install 3/4 “stainless PILLER TAPS
- 9.6. Supply and install ONLY cold water amenities.
- 9.7. Supply and install wall mounted shower heads with the appropriate mixers as outlined in drawings.
- 9.8. Supply and install floor drains to accommodate waste water run -off from bathrooms, and in areas outlined in the drawings.
- 9.9. Supply and install all water lines, waste water and sewer lines on the external walls of the building as outlined in the drawing.

## 10. Other Materials

- 10.1. Provide all other materials required for a complete installation of the electrical, plumbing and sewer system; including materials not specifically listed herein. All materials must be in accordance with general guidelines within these specifications.
- 10.2. Materials and Workmanship are to be of the best quality of their respective kinds, and those for which there is a British Standard Code of Practice, are to conform thereto unless otherwise stated.

## 11. Roof and ceiling

- 11.1. All roof materials should be free from any defects.
- 11.2. All roofing materials should be approved and confirmed by the Engineer Aide before purchasing and installed.

- 11.3. Rafters (only on the outer sides) are to be 2"x8", all other (intermediaries) are to be 2" x 6" spaced 30 inches apart.
  - 11.4. 1x4 laths are to be spaced 3 feet apart.
  - 11.5. Construct a ring beam 10" height X 6" wide using ½" corrugated steel for horizontal bars and 3/8" for the binders spaced at 8" apart. Insert rafters into beam drilling a 5/8" hole through each rafter, inserting ½" corrugated steel through each rafter, bend at both ends and fastened onto the beam.
  - 11.6. The roof should be sheeted using 24 gauge PVF coated colour clad galvanize sheeting.
  - 11.7. Installation of drip edge to the lowest point of roof.
  - 11.8. Supply and install K style guttering and down pipe.
  - 11.9. A sample of the proposed roofing sheets has to be provided along with the relevant batch number, certificate and confirmation of material composition, before authorization can be given in writing by the Engineer Aide.
  - 11.10. Aluminium -zinc coated screws (1 ½ ") are to be used to install roofing sheets.
  - 11.11. Provide descriptions of any equipment required for maintenance and repair, citing specific vendors for each unit.
12. Woodworks and fabrication
- 12.1. Construction of team benches using metal framing and dressed treated timber fastened as specified in the Bill of Quantity and drawings.
  - 12.2. Dressed treated timber is to be painted with 3 coats of clear coat.
  - 12.3. Metal framing is to be painted with 1 coat of etching primer and two coats of marine paint.
13. Paint
- 13.1. Building is to be painted internal and external using SHERWIN WILLIAMS PAINT. (1) coat of primer and (2) coats of paint as specified in the Bill of Quantity.
  - 13.2. Each application of paint is to be given 24 to 48 hours of drying time between each coat.

## **Schedule II**

WP 1 - Drawings Patience Hill Change Room

**Drawings are uploaded on the same website where this package is found**

### **Schedule III**

WP 1 - Bill of Quantities Patience Hill Change Room

Section A		Preliminaries/ General Conditions			
Item	Description	Qty	Unit	Rate	Amount
	<b>A PRELIMINARIES</b>				
	<b>A10 PROJECT PARTICULARS</b>				
	Name, Nature and Location.				
	Patience Hill change room facility.				
	The work includes constructing a traditional block and concrete single storey structure located at Orange Hill Road patience Hill Tobago.				
a			Item	N/A	N/A
	Employers name and address				
	The Division Youth Affair and Sports, Janis Solomon Building, #28 Orange Hill Road, Scarborough				
b			Item	N/A	N/A
	<b>A11 DRAWINGS</b>				
	Drawings from which Bills of Quantities have been prepared and which shall be used for the Contract;				
c					
	<b>A12 THE SITE/ EXISTING BUILDINGS</b>				
	<u>Site Boundaries</u>				
	Limited to within the boundaries to the North, South, East and West as shown on site plan. The Contractor is to note that all operations, storage and workspaces are to be carried out within these boundaries. There is NO provision for allocation of storage/laydown areas outside of these boundaries				
d			Item	N/A	N/A
	<u>ACCESS FOR INSPECTION OF THE SITE AND BUILDING</u>				
	The Contractor is deemed to have visited the site at Tender stage during the organized visit and no additional claim shall be entertained for not having attended such.				
e			Item	N/A	N/A
	<b>To summary</b>				

Item	Description	Qty	Unit	Rate	Amount
a	<b>A13 DESCRIPTION OF THE WORKS</b> The work includes the construction of a change room and toilet facility.		Item	N/A	N/A
b	- The structure is made of a reinforced concrete foundation and floor with a 6" rendered concrete block wall envelope and a wooden frame roof with 26 gauge prepainted roofing sheets.		Item	N/A	N/A
c	<b>A20 The contract/ Subcontract</b> Employer's insurance responsibility, workmen Compensations		Item		
d	<b>A41 SITE ACCOMODATION.</b> Site accommodation and sanitary facilities, fixed charge.		Item		
e	<b>A42 Contractor's General Cost Items: Services and Facilities</b> Provide the following Services and facilities:				
f	safety, health and welfare, fixed charge, as necessary to ensure protection to employees while working.		Item		
g	Rubbish disposal fixed charge throughout project		Item		
h	Power for the duration of the works, time related charge.		Item		
i	Potable water for the duration of the works, time related charge.				
j	<b>A44 Contractor General cost items: Temporary Works</b> Temporary works Access scaffolding, fixed charged, allowing access to high area of work		Item		
To summary					

Item	Description	Qty	Unit	Rate	Amount
	<div>summary</div> <div>Section A</div> <div>Page 1</div> <div>Page 2</div>				
	To General Summary				



			D GROUNDWORK		
item	Description	Qty	Unit	Rate	Amount
	<b>D20 GROUNDWORK</b>				
	<b>SITE PREPARATION</b>				
a	Clearing site vegetation across area where structure is to be constructed.	222	m2		
	<b>EXCAVATING</b>				
b	Trenches not exceeding 300mm wide maximum depth not exceeding 0.25m ground beam	29	m3		
c	edges of slab	2	m3		
d	Pad Footing	17	M3		
	<b>HARDCORE</b>				
e	Filling to make up levels with imported fill not exceeding 250 average thick	28	m3		
	<b>SAND</b>				
f	Filling to make up levels not exceeding 250 average thick	12	m3		
	<b>SURFACE TREATMENTS</b>				
g	Compacting ground with plate compactor	215	m2		
h	Subterranean Termites treatment to foundation area with 5 years warranty.		item		
	<b>To Summary</b>				



	E IN SITU CONCRETE/PRECAST CONCRETE				
Item	Description	Qty	Unit	Rate	Amount
	<b>E05 IN SITU CONCRETE CONSTRUCTION GENERALLY</b>				
	<u>3600 PSI CONCRETE REINFORCED</u>				
	Beds				
a	150mm thick	34	m3		
b	Pad footing	8	M3		
	Ground beams				
c	300mm thick	13	m3		
d	Wall Stiffeners	3	m3		
e	Ring beam	1	m3		
f	Window and door lintels	1	m3		
g	stairs	4	m3		
	<b>E20 FORMWORK FOR IN SITU CONCRETE</b>				
	Sides of ground beams and edges of beds 50mm x 250mm height not exceeding 250mm.	109	m		
	<u>Wall Stiffener</u>				
i	openings in walls plain width not exceeding 250mm	137	m		
	<u>Ring Beams</u>				
j	Sides of ring beam 50mm x250mm	85	m		
	<u>Staircases</u>				
	To flights of stairs 1220mm wide; string width 254mm; waist 200mm; risers 150mm; (40 flights)	122	m		
	<b>E30 REINFORCEMENT FOR IN SITU CONCRETE REINFORCEMENT</b>				
	Bars				
l	10mm mild steel bars to ground beams, pad and stub columns	469	lbs		
	10mm mild steel bars to wall				
m	stiffeners	243	lbs		
n	12 mm Corrugated bars to ring beam	1985	lbs		
	12mm corrugated bars to foundation				
o	blockwork	728	lbs		
p	12mm corrugated bars to lintels	199	lbs		

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	E IN SITU CONCRETE/PRECAST CONCRETE				
Item	Description	Qty	Unit	Rate	Amount
	Summary				
	Section E				
	Page 5				

		F Masonry			
Item	Description	Qty	Unit	Rate	Amount
	<b>F10 BRICK/BLOCK WALLING</b>				
a	Concrete block walls 203mm thick vertical to foundation filled with 3600 psi concrete around bars.	3	m2		
b	Concrete block walls 150mm thick vertical to external walls	196	m2		
c	Concrete block walls 100mm thick vertical to internal partitions walls	82	m2		
To Summary					



G CARPENTRY/TIMBER FRAMING/FIRST FIXING					
Item	Description	Qty	Unit	Rate	Amount
a	<p><b>G12 Isolated structural metal members.</b>  <u>100mm Galvanize pipe fabricated columns, hollow circle with crabs welded at the bottom.</u></p> <p>100mm Galvanize steel column erected 4525mm high in 3600 psi concrete base 900mm high as per drawing. The column should be painted with one coat itch primer and two of oil paint.</p>		item		
	<p><b>G20 CARPENTRY/TIMBER FRAMING/FIRST FIXING</b>  <u>8 degrees pitched roof members</u></p>				
b	100mm x 150mm dressed treated pitch pine (Rafters)	419	m		
c	25mm x 100mm dressed treated pitch pine (Purlins)	331	m		
d	<p><u>Fascia boards</u>  250mm wide dressed treated pitch pine</p>	89	m		
	<b>To summary</b>				



	G CARPENTRY/TIMBER FRAMING/FIRST FIXING					
Item	Description	Qty	Unit	Rate	Amount	
	Summary  Page 9					
	To General summary					

Item	Description	H CLADDING/COVERING			
		Qty	Unit	Rate	Amount
	<b>Metal Profiled sheet cladding/covering/siding</b>				
	<b>26 gauge colour clad PVF2 coated galvanize sheeting</b>				
	Roof coverings				
a	pitch 8 degrees	200	m2		
	Flashing				
b	300mm girth	90	m		
	<b>H43 Metal panel Cladding/features</b>				
	<u>White prepainted aluzinc soffit sheet</u>				
c	<u>1220mm wide Eaves</u>	41	m		
To General Summary					



Item	Description	N Furniture/ Equipment			
		Qty	Unit	Rate	Amount
a	<b>N10 General fixtures/ Furnishing /Equipment</b> Fixtures, furnishing and equipment not associated with services; white painted 12mm foam plywood cupboard 2438mm length x 813mm wide x 2134mm high with shelf at 610mm centre horizontal and 610mm vertical partitioning. Strip should be placed on edges at front painted as same.	2	nr		
	Fixtures, furnishing and equipment not associated with services; Clear coated 25mm thick x 813mm wide x 1524mm long dressed treated pitch pine top benches with metal framing. Metal framing shall be made of 50mm x 50mm R.H.S for legs and 25mm x 25mm for frame.	4	nr		
	Fixtures, furnishing and equipment not associated with services; Clear coated 25mm thick x 813mm wide x 915mm long dressed treated pitch pine top benches with metal framing. Metal framing shall be made of 50mm x 50mm R.H.S for legs and 25mm x 25mm for frame.	2	nr		
To Summary					



J WaterProofing					
Item	Description	Qty	Unit	Rate	Amount
a	<b>J40 DAMP PROOF MEMBRANES</b> one layer no. 500 G. polythene Tanking and damp proofing [base of ground floor]	222	m2		
To Summary					



K Lining/Sheathing/Dry partitioning					
Item	Description	Qty	Unit	Rate	Amount
	<b>K10 Lining/Sheathing/Dry Partitioning</b>				
	<u>Gypsum Ceiling</u>				
a	Lining ceilings using 12.7mm plasterboard fixed to metal frame with screws. Metal framing shall be constructed place furring channel 407mm centre with C channel every 610mm strapped to rafters.	86	m2		
b	Lining ceiling using White prepainted aluzinc soffit sheet in bleacher area.	85	m2		
c	Lining dry partitioning on both sides with 1/2" Plycem fixed to 2"x 4" wrot pitch pines framing placing vertical member's 16" apart and horizontal members 1' apart.	13	m2		
<b>To Summary</b>					





L Windows/Doors/Stairs					
Item	Description	Qty	Unit	Rate	Amount
	<b>L10 WINDOWS /ROOFLIGHTS /SCREENS /LOUVRES</b>				
	<b>Windows</b>				
	<u>PVCu Windows and frames as specification including French style single glazing.</u>				
a	[407mm x 610mm]	9	nr		
	<b>L20 DOORS /SHUTTERS /HATCHES</b>				
	<u>White prepainted Internal door sets cedar wood panelled, inclusive of aluminium frame, all ironmongery, hinges and bronze Yale knob entrance lock.</u>				
	<b>Doors</b>				
b	[914mm x 2032mm]	3	nr		
c	[813mm x 2032mm]	1	nr		
	<u>Exterior galvanised metal doors and frame; as per specification including all installation, ironmongery, hinges, architrave and seals.</u>				
	<b>Doors</b>				
d	[914mm x 2032mm]	4	nr		
	<b>Q41 Barriers and rails</b>				
	<b>Railing</b>				
e	50mm horizontal and 12mm vertical 75mm apart Galvanize pipe fabricated railings, hollow circle fixed to slab with expansion bolts and welded plates at the bottom length approximately 10m.		item		
	<b>Gates</b>				
f	2060mm high x 1372 mm wide gates Prefabricated, install, prime and paint as specs on drawing.	1			
g	1700mmx 2110mm wide gates Prefabricated, install, prime and paint as specs on drawing.	2			
	<b>To summary</b>				

Item	Description	Qty	Unit	Rate	Amount
	<div>Summary</div> <div>page19</div>				
To General Summary					

M Surface finishes					
Item	Description	Qty	Unit	Rate	Amount
	<b>M10 Cement: sand/concrete screeds/toppings</b>				
	<u>Floors</u>				
a	Average 50mm thick- level or to falls not exceeding 15° from the horizontal.	78	m2		
	<b>M20 PLASTERED /RENDERED /ROUGHCAST COATINGS</b>				
	<u>Walls</u>				
b	Sand/cement render 12mm thick – over 300mm wide; to blockwork	392	m2		
	<b>M40 STONE /CONCRETE /QUARRY /CERAMIC TILING/MOSAIC</b>				
	<u>Floors</u>				
c	610mm x 610mm Porcelain tiling level plain; pattern to be selected by client. Price per tile (\$25.00)	85	m2		
	<u>Walls Ceramic Tiling</u>				
d	Over 300mm wide; fixing with adhesive; butt joints; flush pointing with grout as specification; to cement base (approximate quantity)	45	m2		
	<b>M60 PAINTING/CLEAR FINISHING</b>				
	<u>Painting external rendered surface; 1 coat Sherwin Williams concrete primer and 2 Sherwin Williams emulsion paint including manual cleaning and preparation.</u>				
e	General surfaces over 300 girt; on render surfaces	200	m2		
	<u>Painting internal plastered surfaces; 1 coat Sherwin Williams primer and 2 full coats Sherwin Williams exterior paint including manual cleaning and preparation. Colour to be selected by the client.</u>				
f	General surfaces over 300mm girt; on render surfaces	417	m2		
	<u>Ceilings</u>				
g	Painting internal gypsum surfaces; 1 coat of gypsum primer and 2 full coats of Berger ceiling white paint.	85	m2		
	<b>To Summary</b>				



				Furniture/Equipment	
Item	Description	Qty	Unit	Rate	Amount
	<b>N13 SANITARY APPLIANCES/FITTINGS</b>				
a	Water Closets and Cisterns; Spec "Armitage shanks WC White; close coupled suite including matching sealed porcelain cistern incorporating internal overflow system and including PVC seat covers; all suitable for use.	12	nr.		
b	vanity wash basin; spec white Armitage shanks 9830mm wide including 3/4" cobra screw head tap, steel flex rod and angle valve.	6	nr		
	Miscellaneous fittings: <u>Handrails and grab rails for Disabled WC; Contractor to provide proposals to be approved; 35mm diameter Stainless Steel finish in Satin.</u>				
c	grab rails plugged and screwed to masonry background	2	nr		
	<u>Toilet Paper Holders to WC Suites: Contractor to provide proposals to be approved; Stainless Steel finish in Satin.</u>				
d	- Toilet Roll Holders Plugged and screwed to masonry or other background.	12	nr		
	- <u>Bobrick Heavy-Duty Surface-Mounted Soap Dispenser</u>				
e	Soap dispenser Plugged and screwed to masonry or other background.	4	nr		
f	Delta chrome shower screw type mixer and rose to be installed.	13	nr		
	<b>N15 SIGNS/NOTICES</b>				
g	Plastics: Spec Toilet Sign, Disabled for Male/Female Use.	2	nr		
h	Plastics: Spec Toilet Sign, Male/Female Use.	2	nr		
i	Plastics: Spec Toilet Sign, Male change room/female change room	2	nr		
	<b>To Summary</b>				

Item	Description	Qty	Unit	Rate	Amount
	<div>Summary</div> <div>Page 23</div>				
	To General Summary				

R DISPOSAL SYSTEMS					
Item	Description	Qty	Unit	Rate	Amount
	<b>R10 Rainwater Pipework/Gutters</b>				
	<u>Aluminium K style Gutters 153mm nominal size screwed to timber fascia using brackets and stainless steel screws; maximum centres 1m.</u>				
a	Aluminium gutters	30	m		
	<u>Downpipes 102 mm nominal size fixed square to masonry/timber using PVC Pipe bracket and stainless steel screws; maximum centres 2m</u>				
b	PVC Downpipes	6	m		
	<b>R11 Foul Drainage Above Ground</b>				
	UPVC schedule 40 Soil pipe;110mm nominal size plugged and screwed to masonry background or run underground accordingly (approximate quantity)	135	m		
	Extra over;				
d	Connections to pipe ends; 110mm nominal size; Straight connector to back of toilets (approximate quantity).	10	nr		
e	Connections to pipe ends; 110mm nominal size; Straight connector to underground (approximate quantity).	2	nr		
f	Offset branch fitting; three ends; 110mm nominal size (approximate quantity).	11	nr		
g	Fittings with two ends; 110mm nominal size, elbow.	3	nr		
h	50mm clean out as per drawing.	1	nr		
	UPVC vent pipes; 50mm nominal size plugged and screwed to masonry.				
i	pipes	14	m		



j	Extra over; fitting with two ends; 50mm nominal size, elbow	6	nr.		
To Summary					

R DISPOSAL SYSTEMS					
Item	Description	Qty	Unit	Rate	Amount
a	Reducers 110mm; 50 nominal size (approximate quantity).	10	nr.		
b	Offset branch fitting; three ends; 50mm nominal size (approximate quantity).	8	nr.		
c	Vent cap fitting; 50mm nominal size.	2	nr		
d	<u>Plastic pipework; spec uPVC solvent welded pipes, fittings and accessories, including plastic pipe clips.</u>				
	Pipes				
d	38mm nominal size (approximate quantity).	115	m		
e	Extra over for; Offset branch fitting; three ends Tees ; 38mm nominal size (approximate quantity).	8	nr		
f	Fittings with two ends; bends 90 degree; 38mm nominal size (approximate quantity).	8	nr		
	<b>R21 Sewage treatment.</b> Contractor to allow for complete supply and installation of Sewer treatment plant; DF50FF Aerobic Treatment Unit as per drawing.				
g	Complete system installation		item		
h	Testing		item		
	<b>To Summary</b>				

Item	Description	Qty	Unit	Rate	Amount
	Summary				
	Page 25				
	Page 26				
	To General Summary				

				S Piped Supply System	
Item	Description	Qty	Unit	Rate	Amount
	<b>S10 Cold water supply</b>				
	<u>UPVC cold water pipe systems; Including incoming feeds include all Isolation Valves, non return valve &amp; connections to incoming supply</u>				
a	19mm nominal diameter sch 40 P.V.C pipe laid underground	50	m		
b	19mm nominal diameter sch 40 P.V.C pipe Fixed to walls with brackets and screws	38	m		
	Extra over;				
c	Fittings with two ends; 90 degree bend 19mm nominal size	35	nr		
d	Fittings with three ends; tee connector; 19mm nominal size	24	nr.		
<b>To Summary</b>					



Y Mechanical and Electrical Services					
Item	Description	Qty	Unit	Rate	Amount
	<b>Y60 Conduit and cable trunking</b>				
a	Conduits straight 12mm p.v.c electrical pipe pined in wall with cement mortar in chases. (Approximate quantities)	48	m		
b	conduits straight 19mm p.v.c electrical pipe pined in wall with cement mortar in chases	36	m		
	<b>Y61 HV/LV cables and wiring</b>				
c	Trinidad and Tobago electrical code, 35mm three core PVC Main supply cable from main feeder chaos, drawn through ducting and trenches into building inclusive of glands ; as per specification	34	m		
d	2.5mm ECC cable to plugs and lights drawn into conduits.	54	m		
	<b>Y73 Luminaries and Lamps</b>				
e	Supply and install <b>50W Vollner LED Wall Pack Light Cool White</b> to be mounted on areas specified by Engineering Aide	10	nr		
f	1220mm x 610mmm recessed vapour proof lighting fixture	16	nr		
g	600mm Vapour Proof wall mounted fluorescent lighting fixtures	2	nr		
	<b>Y74 Accessories for Electrical Services</b>				
h	203mmx 203mm P.V.C junction boxes with blank covers	2	nr		
i	20amp double pole breakers	6	nr		
j	24 circuit stainless steel panel	1	nr		
k	100 amp breakers	2	nr		
l	51mm x 102mm PVC boxes for plugs and switches	9	nr		
m	GFCI plugs	5	nr		

Y Mechanical and Electrical Services					
Item	Description	Qty	Unit	Rate	Amount
a	Switches	9	nr		
b	UPVC octagon boxes for the connecting fixtures.	28	nr		
To Summary					





General Summary					
Item	Description	Qty	Unit	Rate	Amount
	<b>General Summary</b>				
	<b>Preliminaries/ General Conditions</b>				
	<b>D GROUNDWORK</b>				
	<b>E IN SITU CONCRETE / LARGE PRECAST CONCRETE</b>				
	<b>F Masonry</b>				
	<b>G STRUCTURAL/CARCASSING METAL/TIMBER</b>				
	<b>H CLADDING/COVERING</b>				
	<b>J WATERPROOFING</b>				
	<b>K LINING/SHEATHING/DRY PARTITIONING</b>				
	<b>L WINDOWS/DOORS/STAIRS</b>				
	<b>M SURFACE FINISHES</b>				
	<b>N FURNITURE/EQUIPMENT</b>				
	<b>R DISPOSAL SYSTEM</b>				
	<b>S PIPED SUPPLY SYSTEM</b>				
	<b>V ELECTRICAL SUPPLY/POWER/LIGHTING SYSTEM</b>				
	<b>Y MECHANICAL AND ELECTRICAL SERVICES MEASUREMENT</b>				
	Subtotal				
	Vat @ 12.5%				
	Contract sum				

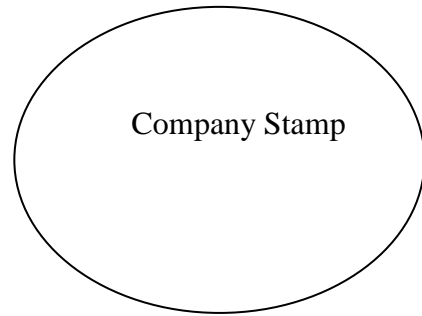
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Signature

In the capacity of .....

Authorized representative for

.....

.....



Company Stamp

**Schedule IV**  
WP 2 – Bill of Quantities

		PREAMBLES			
Item	Description	Qty	Unit	Rate	Amount
	<p><b>SCOPE OF WORKS</b></p> <p><b>Contractor</b> The Contractor shall supply all materials, labour supervision for the successful completion of the works. All works shall be carried out in the accordance with the regulations or equivalent.</p> <p><b>Materials Supplied by Contractor</b> Materials Supplied shall be New, Unused and free from defects.</p> <p><b>General Works</b> All building and plumbing works should be done to satisfy the division's standard.</p> <p><b>Personal Protective Equipment (PPE)</b> The contractor shall provide the necessary PPE for workmen on site and should be worn at all times, while engaging in work related activities.</p> <p><b>Completion and Inspection Certificate</b> Following the inspection and testing required, an inspection Certificate Of Approval shall be obtained from the Chief Electrical Inspector.</p>				

		PRELIMINARIES/GENERAL CONDITIONS			
Item	Description	Qty	Unit	Rate	Amount
	<b>PRELIMINARIES/GENERAL CONDITIONS</b>				
	<b>A10 PROJECT PARTICULARS</b>				
	Name, Nature and Location:				
a	Roxborough Sporting Complex Electrical Repairs. The works includes removing and replacing electrical fixtures and fitting at the Roxborough Complex, Main Road, Roxborough, Tobago		item	-	-
	Employers name and address:				
b	The Division Youth Affair and Sports, Janis Solomon Building, #28 Orange Hill Road, Scarborough		item	-	-
	<b>A20 The contract/ Subcontract</b>				
c	Employer's insurance responsibility		item		
	<b>A42 Contractor's General Cost Items: Services and Facilities</b>				
	Provide the following Services and facilities safety, health and welfare				
d	Fixed charges necessary to ensure protection to employees working on height and throughout site		item		
	provide the following services and facilities				
e	Rubbish disposal Fixed charge		item		
	<b>A44 Contractor General cost items: Temporary Works</b>				
	Temporary works				
f	Access scaffolding Fixed charged Allowing access to roof framing and sides of building for the execution of work		item		
	<b>A53 Work by Statutory Authorities/ Undertakers</b>				
g	Work by Electrical inspectorate for inspection of electrical supply and all associated fees shall be arranged by contractor.		ps		TT\$5,000.00
	<b>A54 Provisional Work</b>				
	Provisional work				
	Undefined				
h	Allow sum to replace circuitry; damage conduits and connector boxes; cables and wiring; Switches; and associated Breakers		ps		TT\$30,000.00
	<b>To Collection</b>				

		C Existing Site/ Building/ Services			
Item	Description	Qty	Unit	Rate	Amount
	<b>C90 Alteration - Spot Item</b>				
a	Removing fittings and fixtures Remove all existing surface mounted electrical conduits, pvc boxes, plugs, wiring, and lighting fixtures. <b>Upstairs only</b>		Item		
b	Remove all associated breakers for the electrical panel, do an assessment identifying those that are good and can be reused. <b>Upstairs only</b>		P.s		\$ 5,000.00
d	Remove Existing Wall mounted lights.	10	nr.		
To Collection					

**Y Mechanical and electrical Services Measurement**

Item	Description	Qty	Unit	Rate	Amount
	<b>Y73 Luminaries and Lamps</b>				
a	Supply and installation of <b>LED UFO Highbay 300W Vollner lighting fixtures</b> inclusive of brackets and brass Bolts, nuts and washers.	5	nr		
b	Supply and installation of <b>LED UFO Highbay 200W Vollner lighting fixtures</b> inclusive of brackets and brass Bolts, nuts and washers.	10	nr.		
c	Supply and install <b>Vollner Nano LED Flood lights 200W IP65</b> inclusive of brackets and brass Bolts, nuts and washers.	12	nr.		
d	Supply and install <b>50W Vollner LED Wall Pack Light Cool White</b> to be mounted on wall, areas specified by Engineering Aide	10	nr.		
	<b>Y74 Accessories for Electrical Services</b>				
e	Supply and installation of new toggle switches with covers, 2x4 pvc weather proof boxes.	4	nr.		
f	Supply and install photocell to Wall Pack Lights.	10	nr.		
	<b>T0 Collection</b>				





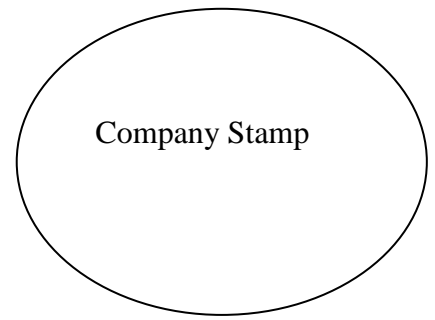
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Signature

In the capacity of .....

Authorized representative for

.....

.....



Company Stamp

**Schedule V**  
**Cover Page**

Date: .....

The Administrator  
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

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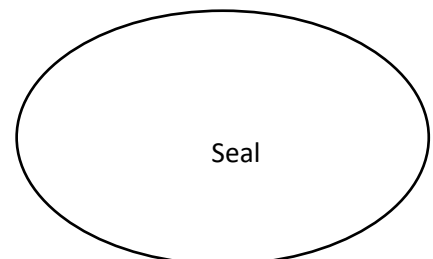
**VAT exclusive.** Please find attached the following documents are per the tender submission requirements –

- (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) Agency, name of key supervisor, contact number, pending two (2) reference letters
- (g) Financial reference
- (h) Implementation plan
- (i) Key Personnel Proposed
- (j) Bill of Quantities

.....

Authorized Representative

For and on behalf of .....



**Schedule VI (a)**  
Statutory Declaration (Company)

**REPUBLIC OF TRINIDAD AND TOBAGO**

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

I, \_\_\_\_\_, Director  
(Name of director)

and 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 VI (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 VII**  
**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>Estimated End date:</b>		<b>Actual End date:</b>	
		<b>Est contract sum:</b>	
		<b>Act contract Sum:</b>	

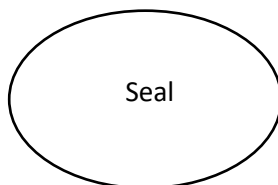
**KEY – E:** *Excellent*      **S:** *Satisfactory*      **U:** *Unsatisfactory*      **N:** *N/A*      **I:** *Insufficient info to rate*

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

.....  
NAME (PRINT)  
Authorized representative of Client



.....  
NAME (Signature)  
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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