



**TOBAGO HOUSE OF ASSEMBLY**  
**Division of Food Production, Forestry and Fisheries**  
**Montessori Trace, Glen Road**  
**Scarborough, Tobago**  
**TEL# (868) 639-5994/2234, 660-7152**  
**FAX (868) 639-1746**

**DFPFF 2019-0002**

**INVITATION TO TENDER**

**FOR**

**REFURBISHMENT WORKS ON**

**VARIOUS FACILITIES**

**Closing Date – 10<sup>th</sup> May 2019 @1:00p.m**

**Site Visit – 26<sup>th</sup> April 2019@ 1:30 p.m.**

## Contents

1.	BACKGROUND INFORMATION .....	3
2.	ELIGIBILITY .....	3
3.	SCOPE OF WORKS .....	4
4.	BUDGET, DURATION AND POST CONSTRUCTION WARRANTY .....	4
5.	FORMAT OF TENDERS .....	4
6.	INSTRUCTIONS TO TENDERERS .....	5
7.	DOCUMENTS TO BE SUBMITTED TO THE DIVISION .....	5
8.	EVALUATION CRITERIA .....	8
9.	CONTRACTING.....	9
10.	WAIVER .....	9
11.	REQUESTS FOR ADDITIONAL INFORMATION.....	10
12.	TERMS OF PAYMENT .....	10
13.	BID VALIDITY PERIOD .....	10
14.	NO CONTRACTUAL OBLIGATIONS .....	10
15.	PERFORMANCE BOND .....	11
16.	LATE TENDERS .....	11
17.	NO CLAIM FOR COMPENSATION.....	11
18.	INDEMNITY .....	11
19.	CONFLICT OF INTEREST.....	11
20.	RIGHTS OF THE DIVISION .....	12
21.	GOVERNING LAW .....	12
	Schedule I .....	13
	Lot 1 - Scarborough fish market.....	13
	Lot 2 - Lambeau fishing facility .....	15
	Lot 3 - Gibson Jetty .....	16
	Schedule II.....	17
	Time discount offer .....	17
	Schedule III .....	18
	Proposed Post Construction Warranty Extension.....	18
	Schedule IV (A).....	19
	Statutory Declaration (Private Company) .....	19
	Schedule IV (b).....	21
	Statutory Declaration (Private Individual) .....	21
	Schedule V.....	23
	Reference Report.....	23

## 1. BACKGROUND INFORMATION

This tender includes general refurbishment works to three (3) fishing facilities/jetties under the care and control of the Division of Food Production, Forestry and Fisheries (the “*Division*”). The three (3) Lots comprises of –

- (a) Lot 1 – Refurbishment Works at Scarborough Fishing facility
- (b) Lot 2 – Refurbishment works at Lambeau Fishing Facility
- (c) Lot 3 – Refurbishment Works on a Security Booth and Gibson Jetty

## 2. ELIGIBILITY

- (A) This tender is open to Tenderers situate in the jurisdiction of **Tobago only**.
- (B) Tenderers are eligible to bid for all Lots but shall only be awarded no more than **ONE (1)** Lot.
- (C) Tenderers with common directors or shareholders bidding shall be disqualified.
- (D) A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
  - (a) the bidder has the legal capacity to enter into a contract;
  - (b) the bidder is not:
    - (a) insolvent;
    - (b) in receivership;
    - (c) bankrupt; or
    - (d) being wound up
  - (c) the bidder’s business activities have not been suspended;
  - (d) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
  - (e) the bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions.
  - (f) The Directors and or Principal Officers have not been convicted for any criminal offences.

### 3. SCOPE OF WORKS

The scope of works for the various Lots for this tender is annexed as **Schedule I** which contains the detailed Bill of Quantities for each Lot.

The contractor scope for this tender shall also include –

- (a) The contractor shall supply all required expertise, labour, tools, equipment, material and services required to provide and complete this scope of work according to specification and standard set by the authorized agent of the Division.
- (b) Liaise with relevant agencies to obtain all relevant approvals from statutory agencies including the electrical inspectorate where necessary and ensure all works are done in accordance with any national electrical codes, law and or regulations.
- (c) All unwanted apparatus should be discarded from project site.

### 4. BUDGET, DURATION AND POST CONSTRUCTION WARRANTY

The maximum budget, maximum duration and minimum post construction warranties for the Lots are as follows –

	<b>Lot 1</b>	<b>Lot 2</b>	<b>Lot 3</b>
<b>Max Budget</b>	\$130,000.00 (Vat excl)	\$145,000.00 (VAT excl)	\$90,000.00 (VAT excl)
<b>Max Duration</b>	42 days	42 days	42 days
<b>Min post construction warranty</b>	90 days	90 days	90 days

### 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 instruction very carefully, since failure to abide by same may result in automatic rejection.**

- (a) Tenders, are allowed to bid for **all** Lots but shall be awarded no more than **ONE** Lot.
- (b) Tenderers are advised that if they cannot meet the experience requirement in demonstrating works of a similar nature they shall **not** be considered.
- (c) Tenderers are to extract the corresponding Bill of Quantities in **Schedule I**, for the Lots that they are interested in and **only** fill out those Bill of Quantities for submission and place them in **ONE (1)** tender package.

Div	Addressed to:	Submission location	Site Visit	Closing date	Copies
Division of Food Production	<i>[Name of Tenderer]</i>  DFPFF 2019 –  0002  The Administrator,  Division of Food  Production,  Forestry 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	<b>26<sup>th</sup> April 2019</b>  <b>at 1:30 pm</b>  commencing at  Gibson Jetty   <b>Site visits are mandatory</b>	<b>10<sup>th</sup> May at 1:00pm.</b>  <b>Tenders shall be opened shortly thereafter</b>	one (1) original and four (4) copies

## 7. DOCUMENTS TO BE SUBMITTED TO THE DIVISION

Tenderers are to only submit documents requested in a neat format with each section properly separated and tabbed together with a table of contents for ease of access **in the order stated hereunder.** All submissions must be binded. The Division reserves the right to reject any tender that has not been properly binded, tabbed, in an order different from that stated below or submission of any loose pages etc. Each and every page must be numbered individually and consecutively. Page numbers must be inserted in bold at the bottom right hand corner of each page and in a form that can be clearly distinguished from any other

pagination on the page. If the Tenderer fails to comply with these directions without a good explanation, the tender is at risk of being rejected for failure to so comply.

- (a) **A cover page** outlining the name of the Tenderer, the Lots bid for, the sum proposed in words as reflected on the Bill of Materials (VAT to be written separately) for each Lot, date and signature of person making submission on behalf of the Tenderer.
- (b) **Valid VAT, NIS and BIR** clearance certificates for individual tenderer.
- (c) **Operational in Tobago** - Certificate of Incorporation, Notice of Directors, latest Annual Returns and a utility bill/lease
- (d) Successful completion of at least **TWO (2)** previous projects within the past three (3) years as evidenced by letter(s) of award/**signed** contracts/purchase orders demonstrating that the Tenderer has undertaken works of a similar nature. Contracts must provide sufficient details for determinations of the works and not leave any room for speculation.

Where any past experience contract is submitted from a private company or a private individual it **MUST** be proved, by being accompanied with a Statutory declaration from the client on whose behalf the work was undertaken. The declaration must come from the client and **not the Tenderer** and be notarized by a Commissioner of Affidavits.

The statutory declaration shall be in a format as prescribed by **Schedule IV (a) – company** or **Schedule IV (b) – Private Individual**.

The Division shall make enquiries and or visits to ensure the validity of the works represented in the contract and any Tenderer found to be misrepresenting any facts shall be summarily rejected, without notice.

- (e) **Past Performance – Two (2)** References in a format prescribed by **Schedule V** or any other documentation evidencing the performance of the Tenderer on the past contracts.

References must be from the same person/entity for which a past contract(s) were submitted in (d) above

- (f) Financial reference from a **recognized financial institution** demonstrating the ability to finance the project to at least 30% of the cost proposed in the tender. Letter must give a range, e.g. high five 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.
- (g) **Time discount** – the Division’s maximum period for completion is **42 days**. The tenderer is therefore required to propose a discounted time period as a percentage of the maximum period for completion, in which the works can be done. E.g. 35 days – (17% time discount). See **Schedule II**.

**In support of the time proposed to undertake the works, a time schedule including the duration and sequence of the main activities and works demonstrating how the works shall be completed in the time proposed is required.** The schedule must be supported by some narrative to enable the evaluation committee to understand the contents of the schedule. **This is required for each of the Lots the Tenderer is bidding for.** Negative time discounts are not permitted.

- (h) **Post construction and or installation warranty-** The Division requires a minimum warranty on construction/installation of 90 days. The Tenderer is therefore required to propose any time extension in excess of the 90 days, for which it can provide a warranty. E.g. Tender can provide 120 days – 33% warranty extension. Maximum warranty extension is capped at 100% i.e. 180 days. See **Schedule III**.

Tenderers are asked to note that the retention shall be held for the time extension on the warranty proposed by the Tenderer. **This is required for each of the Lots the Tenderer is bidding for.**

- (i) **A financial offer** expressed as a percentage discount of the budgeted costs for the projects. The financial offer shall be in the form of the annexed Bill of Quantities, and the discount from the Divisions' budget (before VAT) clearly stated. **This is required for each of the Lots the Tenderer is bidding for.**
- (j) **No additional information** is to be submitted other than that requested above. Failure to provide any of the information requested, or in an illogical manner may lead to rejection of the Tender as non – compliant. For instance is the time schedule is not properly aligned to the project duration proposed.

## 8. EVALUATION CRITERIA

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

- (a) Tenderers must have the legal capacity to enter into a procurement contract. – See 8 (b)
- (b) Tenderers **MUST** have complied with all local Tax laws as at the date of submission. – See 8 (c)

### 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	General Experience	Pass/Fail	See 8 (d)
2	Past Performance	Pass/Fail	See 8 (e)
3	Financial capacity	Pass/Fail	See 8 (f)

**Tenderers must pass each element of the mandatory and selection criteria to be further considered.**

<sup>1</sup> Compliance with section 8 (a), (b), (c) and (d)



## Award Criteria

Ser	Criteria	Weight	Evidence
1	Financial discount	70	See 8 (j)
2	Time discount	10	See 8 (h).
3	Post construction warranty extension	20	See 8 (i)

### Awards shall be made on the following formula –

[Time discount (%) x weight attached] + [Financial discount (%) x weight attached] + [Post warranty extension (%) x Weight attached]. **The Tenderer with the highest score shall be the successful Tenderer.**

Where any documents pertaining to the eligibility, mandatory or selection criteria is incomplete or absent, the Division reserves a discretion to permit the tenderer to bring in the incomplete/absent document within a reasonable time period.

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

## 9. CONTRACTING

Any contracting made with successful Tenderers shall be made with the costs, time and warranty proposed. Time proposed shall be made of the essence in the contract. The form of contract shall be a fixed price lump – sum contract.

## 10. WAIVER

The Division retains a separate right to waive irregularities in the tender submission if in the Division'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 Division retains a general right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who “but for” the waiver, would have submitted a different offer and shall not be prejudicial for any tenderer.

#### **11. REQUESTS FOR ADDITIONAL INFORMATION**

Tenderers requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending email to the following email address: [fpff\\_procurement@tha.gov.tt](mailto:fpff_procurement@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](http://www.tha.gov.tt). Tenderers are therefore advised to constantly monitor the website for any notices, amendments, clarifications etc.

#### **12. 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 Tenderer within thirty (30) days, but no later than sixty (60) days after the submission of the invoice to the Accounting Department. The Division shall retain ten (10%) on each payment made to the Tenderer, with the retention being paid upon the expiration of the proposed warranty period. Tenderers are advised that there is the possibility that no mobilization payments shall be made.

#### **13. BID VALIDITY PERIOD**

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

#### **14. NO CONTRACTUAL OBLIGATIONS**

This is an Invitation to Tender. No contractual obligations will arise between the Division and any Tenderer until and unless Division and a Tenderer enters into a formal, written contract for the Tenderer to provide the services contemplated in this Tender Document. The Tenderer agrees that while the offer is made in accordance with the provisions of this

invitation to treat, the Division reserves the right to vary, negotiate and or amend contractual terms, with mutual consent of the Division and the successful tenderer.

#### **15. PERFORMANCE BOND**

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

#### **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. Further no applications for extensions of time shall be granted under any circumstances and Tenderers are advised not to make any such applications.

#### **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 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.

#### **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. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the Division.
- (c) The Division may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division.
- (d) The Division does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.
- (e) The Division reserves the right to cancel this tender at any time and has no obligation to provide any reasons for such cancellation.

## **21. GOVERNING LAW**

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

**Schedule I**  
Lot 1 - Scarborough fish market

Item	Description	Qty	Unit	Rate	Total
	<b>Vending Area / Wet Room</b>				
1.1	Procure and replace 16" x 2' window pane (plate glass)	32	ft2		
1.2	Procure and install 32" x 80" aluminum door with frame and lock	2	no		
1.3	Allow for the removal of stainless steel table, sinks and A/C unit.		sum		
	<b>Toilet Area</b>				
1.1	Procure and install 32" x 80" aluminum door with frame and lock	2	no		
	<b>Locker Area</b>				
1.1	Reconfigure each locker by removing the horizontal partition and, construct and install single doors for each locker.	12	no		
1.2	Procure and install 14" x 14" industrial extractor fan. Also allow for electrical supply to fan.	1	no		
1.3	Construction 3' x 6' concrete lockers as directed.	5	no		
	<b>Services</b>				
1.1	Allow for the upgrade to lighting fixtures as directed		sum		
	<b>External Works</b>				
1.1	Allow for the fixing/ re-attachment of main entrance gate to concrete column. Note that the approach used must ensure stability to withstand continuous swing of the gate and heavy abrasion.		sum		
1.2	Procure and install 40% shade cloth to side of building.	320	ft2		

Item	Description	Qty	Unit	Rate	Total
1.3	Construct 5'x 12' by 4' high concrete table. Allow for: 1) One foot high concrete separator along the meddle of the table (rendered all round) – <b>12 square feet.</b> 2) The installation of poly cutting board (no smaller than 3/8 of an inch thick) - <b>50 square feet.</b> 3) The installation of functional taps three feet apart (facing both sides) – <b>8 in number.</b>		sum		
1.4	Procure and install 4 feet square aluminum sheets to replace plexiglass.	30	ft2		
1.5	Allow for the loading and carting away of all material identified as debris.		sum		
	<b>Building Works</b>				
1.1	Construct 6' x 4' concrete building (rendered both sides) to store gas canisters as directed on site.	24	ft2		
<b>A</b>	<b>SUB - TOTAL</b>				
<b>B</b>	<b>VAT (12.5%)</b>				
<b>C</b>	<b>TOTAL</b>				
<b>D</b>	<b>DIVISION's BUDGET (pre VAT)</b>				\$130,000.00
<b>E</b>	<b>Financial Discount (pre VAT) (D-A/D)</b>				.....%

Lot 2 - Lambeau fishing facility

Item	Description	Qty	Unit	Rate	Total
	<b>Vending Area</b>				
1.1	Allow for the fixing all leaking faucets.		sum		
	<b>Roofing</b>				
1.1	Procure and install PVC ceiling in damaged areas. Note that ceiling is to be similar in design	200	ft2		
	<b>Doors</b>				
1.1	Procure and install 32" x 80" cedar doors internally and externally as directed.	5	no.		
1.2	Allow for the fixing of fishermen lockers.		sum		
	<b>Services</b>				
1.1	Procure and install 3600 btu A/C unit in vending area. Note that both condenser and blower must be coated with an appropriate coating for the saline environment.	1	no		
1.2	Procure and install 1200 btu A/C unit in supervisor's office. Note that both condenser and blower must be coated with an appropriate coating for the saline environment.	1	no		
1.3	Procure and install 1/2 horse power water pump.	1	no.		
1.4	Allow for the assessment and correction of identified electrical issues.		sum		
<b>A</b>	<b>SUB - TOTAL</b>				
<b>B</b>	<b>VAT (12.5%)</b>				
<b>C</b>	<b>TOTAL</b>				
<b>D</b>	<b>DIVISION's BUDGET (pre VAT)</b>				145,000.00
<b>E</b>	<b>Financial Discount (pre VAT) (D-A/D)</b>				.....%

Lot 3 - Gibson Jetty

Item	Description	Qty	Unit	Rate	Total
	<b>Main Area</b>				
1.1	Allow for the upgrade of toilet by installing a functional toilet tank, seal hole around 4" PVC line and install locking device on toilet door.		sum		
1.2	Complete kitchen with upper and lower cupboards built to joinery standards. Note that all cupboards are to be finished white.		sum		
	<b>Services</b>				
1.1	Allow for the connection and flow of water to external tank and all taps on site.		sum		
1.2	Procure and install 1500 btu A/C unit as directed.	1	no.		
1.3	Procure and attach plastic septic tank cover.	1	no.		
1.4	Allow for the assessment and installation of electrical fixtures and lights.		sum		
	<b>External Works</b>				
1.1	Clean 600 sq ft and cart away vegetation from around security booth.	600	ft2		
1.2	Allow for termite treatment internally and externally.		sum		
1.3	Procure and install a camera system that will adequately help in monitoring the site.		sum		
<b>A</b>	<b>SUB - TOTAL</b>				
<b>B</b>	<b>VAT (12.5%)</b>				
<b>C</b>	<b>TOTAL</b>				
<b>D</b>	<b>DIVISION's BUDGET (pre VAT)</b>				90,000.00
<b>E</b>	<b>Financial Discount (pre VAT) (D-A/D)</b>				.....%



**Schedule II**  
Time discount offer

<b>Ser</b>		<b>Lot 1</b>	<b>Lot 2</b>	<b>Lot 3</b>
A	Maximum Time	42 days	42 days	42 days
B	Tenderer's Proposed Time	.....	.....	.....
C	Time discount	(A-B)/A .....%	(A-B)/A .....%	(A-B)/A .....%
D	Schedule with narrative attached	Yes/No	Yes/No	Yes/No

Tenderers must provide a detailed schedule demonstrating timelines, milestones, and deliverables accompanied by a narrative describing the construction methods, equipment and the schedule. The schedule must be in alignment with the Tenderer's proposed time.

**Schedule III**  
Proposed Post Construction Warranty Extension

Ser		<b>Lot 1</b>	<b>Lot 2</b>	<b>Lot 3</b>
A	Minimum Time	90 days	90 days	90 days
B	Tenderer's Proposed post construction warranty <sup>2</sup>	.....	.....	.....
C	% extension of Division's minimum warranty.	100% + (B-A/A)%  .....%.	100% + (B-A/A)%  .....%.	100% + (B-A/A)%  .....%.

---

<sup>2</sup> Warranty extension cap 100%

**Schedule IV (A)**

**Statutory Declaration (Private Company)**

**REPUBLIC OF TRINIDAD AND TOBAGO**

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

I, \_\_\_\_\_, Director and  
(Name of director)  
authorized representative of \_\_\_\_\_  
(Name of company)

\_\_\_\_\_ a company duly incorporated and continued under the Companies Act 1995, with its registered  
office situate at \_\_\_\_\_  
(Address of company)  
\_\_\_\_\_  
\_\_\_\_\_

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

1. I am the authorized representative of \_\_\_\_\_  
(Name of Company)  
\_\_\_\_\_ and duly authorized to give this declaration on its behalf.
2. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
3. I hereby certify that that the signed contracts/letters of award of purchase orders hereto annexed and that has been submitted by the Bidder in response to the Division's Lighting Programme 2019 is a true representation of works the Bidder

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

4. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
5. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
6. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at )  
this day )  
of 2019 )

Before me,

COMMISSIONER OF AFFIDAVITS

**Schedule IV (b)**

**Statutory Declaration (Private Individual)**

**REPUBLIC OF TRINIDAD AND TOBAGO**

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

I, \_\_\_\_\_  
(Name of person)  
\_\_\_\_\_  
(Occupation of person) \_\_\_\_\_ of  
\_\_\_\_\_  
(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 hereto annexed that has been submitted by the Bidder in response to the Division's Lighting Programme 2018 is a true representation of works the Bidder has undertaken for me personally and further that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the signed 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 2019 )

Before me,

COMMISSIONER OF AFFIDAVITS

## Schedule V

### 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.

---

---

---

---