



# **TOBAGO HOUSE OF ASSEMBLY**

## **Division of Sport and Youth Affairs**

**DSYA 2020 – 0006 – Invitation to Tender for Installation of Aluminium Bleachers at Change Room Facilities at Jubilee Recreation Ground, , Patience Hill Recreation Ground, Goodwood Recreation Ground and Idlewild Recreation Ground**

**Site Visit - 10<sup>th</sup> June, 2020**

**Closing Date - 22<sup>nd</sup> June, 2020**

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## TABLE OF CONTENTS

|     |   |    |
|-----|---|----|
| 1.  | BACKGROUND INFORMATION.....               | 4  |
| 2.  | ELIGIBILITY .....                         | 4  |
| 3.  | SCOPE OF WORKS .....                      | 5  |
| 4.  | DURATION .....                            | 5  |
| 5.  | FORMAT OF TENDERS .....                   | 5  |
| 6.  | TENDER SUBMISSION INSTRUCTIONS.....       | 5  |
| 7.  | TENDER OPENING .....                      | 6  |
| 8.  | DOCUMENTATION TO BE SUBMITTED .....       | 6  |
| 9.  | SITE VISITS .....                         | 8  |
| 10. | EVALUATION CRITERIA.....                  | 9  |
| 11. | WAIVER .....                              | 10 |
| 12. | REQUESTS FOR ADDITIONAL INFORMATION ..... | 11 |
| 13. | TERMS OF PAYMENT .....                    | 11 |
| 14. | BID VALIDITY PERIOD .....                 | 11 |
| 15. | NO CONTRACTUAL OBLIGATIONS.....           | 11 |
| 16. | LATE TENDERS .....                        | 11 |
| 17. | NO CLAIM FOR COMPENSATION .....           | 11 |
| 18. | INDEMNITY .....                           | 12 |
| 19. | CONFLICT OF INTEREST .....                | 12 |
| 20. | RIGHTS OF THE DIVISION .....              | 12 |
| 21. | GOVERNING LAW.....                        | 13 |
|     | Index of Schedules.....                   | 13 |
|     | Schedule I1.....                          | 17 |
|     | Bill of Quantities .....                  | 17 |
|     | Schedule 111.....                         | 22 |

|   |    |
|---|----|
| Cover Page.....                         | 22 |
| Schedule IV (a) .....                   | 23 |
| Statutory Declaration (Company).....    | 23 |
| Schedule IV (b) .....                   | 25 |
| Statutory Declaration (Individual)..... | 25 |
| Schedule V .....                        | 27 |
| Reference Report.....                   | 27 |

## **1. BACKGROUND INFORMATION**

The Tobago House of Assembly through the Divisions of Sport and Youth Affairs, is inviting competent and reliable contractors to tender for the Installation of Aluminium Bleachers for Change Room Facilities at Jubilee Recreation Ground, Patience Hill Recreation Ground, Goodwood Recreation Ground and Idlewild Recreation Ground in Tobago.

## **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) 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) The scope of work includes all labour, material, equipment, transportation and services to carry out general works. See **Schedule I** for more detailed scope of works and specifications and **Schedule II** for Bill of Quantities

### **4. DURATION**

The Firm/ Company 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**

|  | <b>Addressed to:</b>  | <b>Submission location</b>  | <b>Site Visit</b>  | <b>Closing date</b>                      | <b>Copies</b>                        |
|--|---|---|--|--|--------------------------------------|
|  | <i>[Name of Tenderer]</i><br>DSYA 2020 - 0006<br>The Administrator,<br>Division of Sport<br>and Youth Affairs | Tender box (Box Opening dimensions are approx. 14" long x 3/4" wide) located on the Ground Floor of the Division's Main Office Building at Janis Solomon Building Scarborough Tobago. | 10 <sup>th</sup> June, 2020 at 10:30 a.m. starting at Goodwood Rec. Ground | 22 <sup>nd</sup> June, 2020 at 2:00 p.m. | 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. Submissions must be binded, sectionized accordingly and tabbed. Failure to do so may result in automatic rejection.

- (a) Cover page as prescribed in **Schedule 111**.
- (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 IV (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 V**. 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. The client, project lead and contact numbers for the persons shall suffice, pending reference letters.*
- (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**,

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

**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 this type of work, 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) **Method Statement-** A detailed method statement describing in a logical sequence exactly how the job is to be carried out in a safe manner and without risk to the health of everyone.
- (j) **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.
- (k) **Price Proposal.** This shall be contained in the Bill of Quantities. 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.
- (l) **Health and Safety/OSH Proposal-** A detailed Health and Safety proposal is required outlining health and safety measures for workers and other persons at job site.
- (m) **Schedule-** A detailed work schedule is also required for this Tender

## 9. SITE VISITS

|  | Division                | Location  | Date and Time                            |
|--|-------------------------|---|--|
|  | Sport and Youth Affairs | Goodwood, Jubilee, Patience Hill and Idlewild Recreation Ground | 10/06/2020<br>@10:30 A.M.<br>starting at |



|  |  |  |                             |
|--|--|--|-----------------------------|
|  |  |  | <i>Goodwood<br/>Grounds</i> |
|--|--|--|-----------------------------|

**Site visit is mandatory**

## **10. EVALUATION CRITERIA**

### **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** 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 –

| <b>Ser</b> | <b>Criteria</b>                 | <b>Score</b> | <b>Evidence</b> |
|------------|---------------------------------|--------------|-----------------|
| 1          | Statutory documents             | Pass/Fail    | See 7 (d)       |
| 2          | Past Performance                | Pass/Fail    | See 7 (f)       |
| 3          | Financial capacity              | Pass/Fail    | See 7 (g)       |
| 4          | Health and Safety/ OSH Proposal | Pass/Fail    | See 8 (l)       |

### **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 |

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

|   |   |                         |   |
|---|---|-------------------------|---|
| 2 | Past contracts from government  | 2 – 5<br>1 - 2<br>0 – 0 | See 7 (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   | 10                      | See 7 (h)   |
|   | Method Statement  | 10                      | See 8 (I )  |
| 5 | Qualifications and Experience of Key Personnel  | 10                      | See 8 (j)   |
|   | Price Proposal  | 20                      | See 8 (k)   |
|   | Schedule  | 10                      | See 8 (m)   |
|   | <b>Total</b>  | <b>80</b>               |   |

Tenderers must score at least 60% in award criteria 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         | Sport and Youth Affairs | <a href="mailto:candy.parks@tha.gov.tt">candy.parks@tha.gov.tt</a> or tel# 612-3795 ext.1012 |

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 and         |                      | In this document       |
|                 | Drawing                                       |                      |                        |
| Schedule II     | Bill of Quantities                            |                      | In this document       |
| Schedule III    | Cover Page                                    |                      | In this Document       |
|                 |   |                      | In this document       |
| Schedule IV (a) | Statutory Declaration from Private Company    |                      | In this document       |
| Schedule IV (b) | Statutory Declaration from Private Individual |                      | In this document       |
| Schedule V      | Reference letter                              |                      | In this document       |



## Scope of Works

### Schedule 1

## INTRODUCTION

Several of the Division's Change Room Facilities have been identified as requiring seating installation. The DSYA has determined that they be outfitted with Aluminium Bleachers as the response to this requirement; by way of establishing Supply and Supply and Install contracts with a successful proponent. The location of these facilities are as follows:

- Jubilee Recreation Ground (**Supply and Installation**)
- Patience Hill Recreation Ground (**Supply and Installation**)
- Goodwood Recreation Ground (**Supply Only**)
- Idlewild Recreation Ground (**Supply Only**)

## SCOPE

Attached are the typical floor plan (Fig. 1) and side elevations (Fig. 2) of the facilities that illustrate the areas at the front of the pavilion that will accommodate the bleachers – which are to be cast in place with anchors. Each space measures 27'x15' on either side of the players' entrance to the team change rooms. As such the bleacher that would best fit the space is a 5-row non-elevated bleacher, 9'-12' deep and **NOT** exceeding 27' long. These bleachers should feature the following:

- Handrails at the sides
- Aisle and handrail at the centre for safe and easier access to upper rows
- Closed deck system for easier maintenance
- Mill finished foot planks for more secure footing
- Seating row rise not exceeding 18"
- Optional/Removable Guardrails at the back

- ADA Compliance
- Seating Capacity of 50 standard seats and 4 ADA seats

Please Note: Fig. 3 (attached) illustrates an Image of an example of the bleacher system

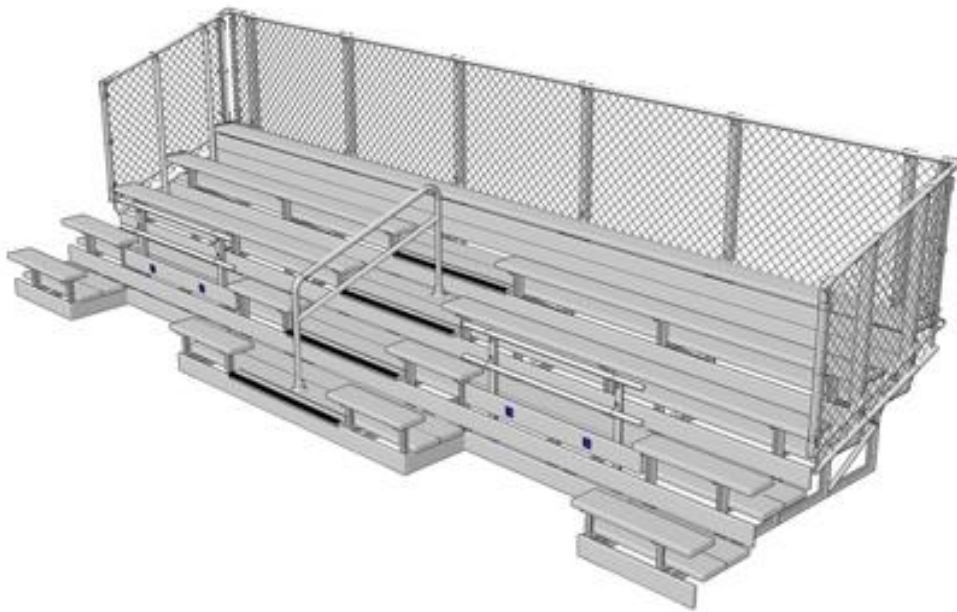


Fig. 3: Typical 5-Row Non-Elevated Bleacher



**Schedule I1**  
**Bill of Quantities**

| PRELIMINARIES / GENERAL CONDITIONS                                      |  |     |      |                  |      |
|---|--|-----|------|------------------|------|
|   |  | Qty | Unit | Rate             | \$ C |
| a   | <b>A10 PROJECT PARTICULARS;</b><br><b>TITLE OF PROJECT AND POSTAL ADDRESS</b><br>Installation of Aluminum Bleachers for various facilities across Tobago namely Goodwood Change Room Facility, Idlewild Change Room, Patience Hill Change Room, and Jubilee Change room Facility.<br><b>NAMES AND ADDRESSES OF:</b><br>Employer : Division of Sport and Youth Affairs<br>Janis Solomon Building,<br>#28 Orange Hill Road,<br>Scarborough |     |      |                  |      |
|   | <b>A13 DESCRIPTION OF THE WORK</b><br>The task requires the successful proponent to supply and install Aluminum Bleachers at the above mentioned facilities. The Bleachers should be affixed to the ground using anchors.  |     |      |                  |      |
| Division of Sport and Youth Affairs, Tobago House of Assembly<br>Page 1 |  |     |      | To Collection \$ |      |

| PRELIMINARIES / GENERAL CONDITIONS                            |     |      |      |                    |
|---|-----|------|------|--------------------|
|   | Qty | Unit | Rate | \$ C               |
| Collection  |     |      |      |                    |
| Total from Page 1   |     |      | \$   |                    |
| Division of Sport and Youth Affairs, Tobago House of Assembly |     |      |      | To Summary \$ 0.00 |

| FURNITURE / EQUIPMENT   |   |     |      |      |                  |
|---|---|-----|------|------|------------------|
|   |   | Qty | Unit | Rate | \$ C             |
| a   | <b>N21 SPECIAL PURPOSE ..... FIXTURES<br/>/FURNISHINGS /EQUIPMENT</b>                       |     |      |      |                  |
|   | <b>Specification as outlined in scope document and drawings.</b>                            |     |      |      |                  |
|   | Supply and install 5 row, non elevated Aluminum Bleacher 27'x 9' as per drawings and specs. | 8   | nr   |      |                  |
| Division of Sport and Youth Affairs, Tobago House of Assembly |   |     |      |      |                  |
|   |   |     |      |      | To Collection \$ |

| FURNITURE / EQUIPMENT   |  |     |      |      |               |
|---|--|-----|------|------|---------------|
|   |  | Qty | Unit | Rate | \$ C          |
| Collection  |  |     |      |      |               |
| Total from Page 3   |  |     |      | \$   |               |
| Division of Sport and Youth Affairs, Tobago House of Assembly |  |     |      |      | To Summary \$ |

|   |  | Qty | Unit | Rate | \$ C |
|---|--|-----|------|------|------|
| <b>Summary</b>                            |  |     |      |      |      |
| PRELIMINARIES / GENERAL CONDITIONS Page 2 |  |     |      | \$   |      |
| FURNITURE / EQUIPMENT Page 4              |  |     |      | \$   |      |
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**Schedule 111**  
**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

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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 –

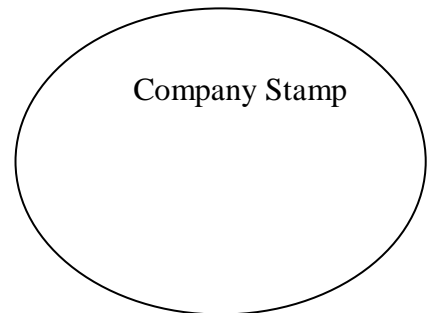
- (a) Certificate of Incorporation/Registration
- (b) Notice of Directors
- (c) Utility Bill and Notice of registered address
- (d) Valid VAT and BIR Clearance certificates
- (e) Two (2) past contracts/letters of award of works of a similar nature
- (f) Two (2) reference letters
- (g) Financial reference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

.....  
Signature

In the capacity of .....

Authorized representative for

.....  
.....



**Schedule IV (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 2020.... )

Before me,

COMMISSIONER OF AFFIDAVITS



**Schedule IV (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 2020... )

Before me,

COMMISSIONER OF AFFIDAVITS

## Schedule V Reference Report

|                       |                    |                   |  |
|-----------------------|--------------------|-------------------|--|
| Name of Entity:       |                    | Contact Person:   |  |
| Address:              |                    | Email:            |  |
|                       |                    | Phone:            |  |
| Scope of Works:       |                    |                   |  |
| Name of Vendor:       |                    |                   |  |
| Address:              |                    |                   |  |
| Estimated Start date: | Actual Start date: | Est contract sum: |  |
| Estimated End date:   | Actual End date:   | Act contract Sum: |  |

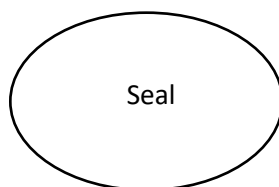
**KEY** – **E:** *Excellent*      **S:** *Satisfactory*      **U:** *Unsatisfactory*      **N:** *N/A*      **I:** *Insufficient info to rate*

| 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 ..... 2020

.....  
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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