

**INVITATION TO TENDER
FOR**

**THE RESTORATION OF THE FAÇADE OF THE ASSEMBLY
LEGISLATURE CHAMBER**

Tender Closing Date	Monday 30th November, 2020
Tender Closing Time	1:30 pm
Tender Opening Date	Monday 30th November, 2020
Tender Opening Time	1:45 pm

AL-2020/2021-001

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1. INTRODUCTION

The Tobago House of Assembly (THA) comprises two main arms, the Legislative Arm and the Executive Arm. There are ten (10) Divisions with particular remits plus the Office of the Chief Secretary, which oversees the other Divisions. The Assembly was created by Act # 37 of 1980 for “making better provision for the administration of Tobago and for matters therein”.

The Assembly Legislature is the Legislative Arm of the THA that represents the interests of Tobago and its residents in policy matters outlined in the fifth schedule of Act No. 40 of 1996. Members of the Assembly undertake this task in a number of ways which include attending Plenary debates and sitting on Assembly Committees to discuss specific issues. Members are supported by the staff of the Assembly Legislature who provide administrative, procedural, and technical support.

The Assembly Legislature building houses the Legislative Chambers and offices for support staff. Construction of this building began in 1821 and was completed in 1825. Given the age and historical importance of the building, its preservation is critical. At present, the façade of the Assembly Legislature Chamber is in need of restorative works in keeping with its original Georgian-Style architecture.

In this regard, The Assembly Legislature is seeking a competent and reliable contractor to perform the necessary restoration works on the external walls and the courtyard at the front of the building. Assembly Legislature will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

2. INSTRUCTION TO BIDDERS

All contractors participating in this Tender are asked to please **READ THE INSTRUCTIONS CAREFULLY.**

3. SCOPE OF WORK

See **Schedule I** for the full scope of works.

4. TENDER SUBMISSION INSTRUCTIONS

Tenderers are to submit the following information neatly bound and tabbed:-

- a) Certificate of Incorporation, Notice of Directors, Notice of Registered Address, and a recent Utility Bill. (**mandatory**)
- b) Valid VAT, NIS and BIR Compliance Certificates (**mandatory and valid as at the date of submission and subject to Section 8**).
- c) Evidence of submission of pre-qualification documents in the form of a letter confirming pre-qualification from the Procurement Control Office (**mandatory**).
- d) Completed, signed and stamped Form of Tender (**mandatory**).
- e) Bank reference/statement demonstrating that the Firm has the financial capacity to carry out works to the value of the sum stated in its cost breakdown (**mandatory**).
- f) Statement certifying that the Firm is not subject to any investigation for fraud, money laundering, terrorist financing and is not bankrupt or subject to any winding up procedures by a court (**mandatory**).
- g) Evidence of past experience of works of a similar nature showing at least 30% of the price proposed in this tender. Evidence shall be in the form of signed contracts/letters of award or purchase orders within the past five (5) years. Signed contracts operating concurrently shall be taken into account to determine capacity (**mandatory**).
- h) Statement of Employees' Code of Conduct on Assembly Legislature compound (**mandatory**).
- i) Contractor's Safety Instruction for employees operating on the compound of Assembly Legislature (**mandatory**).
- j) Quality Control Checklist
- k) List of chemicals to be used by the Contractor.
- l) List of Personal Protective Equipment (PPE) that will be used by employees.

All tenders must be submitted in sealed envelopes, labelled in **BOLD** letters and addressed as follows:

AL 2020/2021 – 001
Invitation to Tender for the Restoration of the Facade of the Assembly Legislature
Chamber
Clerk of the Assembly
Assembly Legislature
Tobago House of Assembly
Jerningham Street, Scarborough
Tobago

And deposited in the tender box located at:

The front entrance of Assembly Legislature

On or before **Monday 30th November, 2020 at 1:30 pm.**

Tenders shall be opened shortly thereafter.

Tenderers **MUST** submit **one (1)** original and **four (4)** copies of their bids. The envelope containing the original documents **MUST** be labelled as “ORIGINAL” in **BOLD** font and the envelope(s) containing copies **MUST** be labelled “COPY”. Envelopes must be properly sealed with the Tenderer’s returning address and contact number at the back of the envelope. **Box Opening dimensions are approximately 14” long x 1 ¾” wide.**

Bidders **MUST** also affix their company’s stamp at the front of the Envelope and on the **Form of Tender (Schedule II)** and duly signed by the Principal or representative responsible for preparing the bid.

5. TENDER OPENING

Tenders shall be opened at the Assembly Legislature Chambers, as stated above shortly after the closing date and time. **All tenderers are invited to be present for the opening and MUST adhere to the Covid-19 protocols at Assembly Legislature compound as follows:**

- a) All contractors **MUST** soap and wash hands at the sink provided.

- b) All contractors MUST adhere to physical spacing/social distancing.
- c) All contractors MUST wear face masks.
- d) All contractors are subject to a temperature check at the point of entry to the compound.

6. LATE TENDERS

Late tenders will not be accepted under any circumstances.

7. CANCELLATION

Assembly Legislature reserves the right to cancel this Tender if it is in the best interest of the THA to do so, without defraying any expenditure incurred by the Tenderer.

8. WAIVER

Assembly Legislature 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 if it is in the best interest of the THA to do so.

Where documents submitted by the tenderer are materially and patently incomplete or inaccurate, Assembly Legislature is not obligated to but has the discretion to request that the incomplete or inaccurate document be remedied by the tenderer within three (3) days of a request being made by the Division.

Where any statutory document and or insurance certificates are not up to date or absent, Assembly Legislature may exercise discretion to permit the tenderer to provide same within a reasonable time period if requested to do so by the Division.

Assembly Legislature 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.

9. BID VALIDITY PERIOD

Bids shall be valid for a period of at least sixty (60) days. All tenderers must provide a statement certifying same, said statement to be found in the **Form of Tender**.

10. INDEMNITY

Tenderers must commit to indemnify the THA, its employees, agents and or servants, or other lawful invitees on the THA premises of any loss, bodily injury and damage to property due to any act of neglect or default of any subcontractors and workers employed by the successful bidder.

11. TERMS OF PAYMENT

The successful Contractor shall submit an invoice for payments after the job has been inspected and approved and signed off by an official of Assembly Legislature. Payment shall generally be made within thirty (30) days of the submission of the invoice to the Clerk of the Assembly, Assembly Legislature, Jerningham Street, Scarborough, Tobago.

12. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender (ITT). No contractual obligation will arise between Assembly Legislature and any bidder until and unless Assembly Legislature and a bidder enter into a formal, written contract for the bidder to provide the works contemplated in the Instructions to Bidders (ITB).

13. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in this Tender document, no Bidder 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 Bidder shall be deemed to have agreed that it has no claim.

14. CONFLICT OF INTEREST

Assembly Legislature will ensure there is no Conflict of Interest in this tender. As such, any relationship involving Bidders and Members of Assembly Legislature's Management and Staff must be fully disclosed.

15. DUE DILIGENCE

The office of Assembly Legislature in its responsibility to perform due diligence, will ensure the following:

- a) Contractors have the legal capacity to enter into the procurement contract;
- b) Contractors are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
- c) Contractors have not, and their directors or officers have not, been convicted of any criminal offence;
- d) Contractors have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- e) Contractors have the necessary professional and technical qualification and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- f) Contractors meet relevant industry standards.

16. EVALUATION CRITERIA

Criteria should include but not limited to:

No	Criteria	Evidence	Minimum Points	Maximum Points
1	Methodology Complete breakdown of how the contractor proposed to execute the project.	Complete methodology statement with an accompanying Gantt Chart.	10	20
2	Experience Contractor provides evidence of having done restorative works similarly to what is required in this tender.	Contractor provides evidence of having done works similarly to the scope identified in this tender.	15	30
3	Key personnel Contractor possess key personnel that are skilled and qualified in the proposed works to be undertaken.	Resumes of key personnel showing more than 5 years' experience in works of a similar nature	10	20
4	Price Contractor's price proposal is the most competitive.	Contractor price is within budgetary estimates.	15	30
	TOTAL		50	100

Contractor acquiring the highest points after meeting all of the mandatory requirements will be deemed the successful contractor.

17. PRE-QUALIFICATION

If tenderers have not participated in the THA's pre-qualification of contractors' process to qualify for inclusion into the Assembly's list of eligible contractors, Tenderers are required to be pre-qualified before being eligible to participate in this tender.

Pre-qualification documents can be downloaded from the Procurement Control Office's (PCO) official website at: <http://pco.tha.gov.tt/pre-qualification/>. Contractors that have followed the PCO's instruction for pre-qualification can submit their documents to:

**Procurement Control Office
Spring Garden Office Complex
Off the Orange Hill ext. Road leading to Plymouth**

All communication with THA with regard to this Pre-Qualification shall be initiated through:

Mr. Paul Duncan
Assistant Manager, Public Procurement
Procurement Control Office
Tobago House of Assembly
Office of the Chief Secretary
Email: paul.duncan@tha.gov.tt
Phone: 639-3421 Ext. 1021

18. ACKNOWLEDGEMENT

Interested parties **MUST** indicate by e-mail: JanellePatrice.Alexander@gov.tt that they have downloaded the ITT and intend to tender. Proposals must be signed by the person making the offer. With this acknowledgement, **contractors must also indicate the name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between Assembly Legislature and their organization for correspondence and queries.

19. REQUEST FOR ADDITIONAL INFORMATION

A Bidder requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit ONLY. Please send an email to the following email address: JanellePatrice.Alexander@gov.tt. All queries should be addressed to:

Ms. Janelle Alexander
Public Procurement Officer
Procurement Unit
Assembly Legislature

20. SITE VISIT

A site visit is **mandatory** and is scheduled for **Thursday 12th November, 2020 at 10:00 am.**

The Contractor shall not attend the site visit without appropriate authorization. Please contact the Procurement Unit via email (**as stated in Section 18**) to confirm your attendance of the site visit. **All contractors are subject to the Covid-19 protocols as stated in Section 5.**

21. FORMAT OF TENDERS

- a) Tender submissions shall comprise a Single-Envelope System, this means a single envelope containing both the financial and additional information required by Assembly Legislature for evaluation. Price must be submitted on the “**FORM OF TENDER**” template in **Schedule II of this Tender.**
- b) Alterations or erasures on any tender shall be initiated by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

22. RIGHTS OF ASSEMBLY LEGISLATURE

- a) Assembly Legislature 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 satisfactorily and completely.
- b) Assembly Legislature 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. Extremely low bids may also be voided.
- c) Assembly Legislature does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

23. GOVERNING LAW

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

SCHEDULE I

SUMMARY OF WORK

The purpose of this project is for the Refurbishment of the External Facade of the Assembly Legislature Chamber Jerningham Street, Scarborough, and Tobago. All work shall be completed ninety days from the start of construction.

- All phases of the work are to be executed by skilled craftsmen experienced in their respective trades.
- All work shall be performed in accordance with applicable building codes and accepted industry standards.
- Examine the site and verify dimensions and conditions necessary for completion of the work.

Conditions that exist prior to or during the bidding process shall be considered pre-existing conditions. Conditions that may materially impact the performance of the work that are not indicated on the construction documents shall be noted to the Owner for their review prior to submittal of the bid.

- Provide all labour, materials, equipment and supervision to perform the work as required.
- Provide full-time site supervisor, all protection barriers, work curtains, and overhead protection to restrict access to work areas and to maintain safety for the building occupants and pedestrians, and to minimize, control, and contain any debris generated by the work of this Contract. Remove all at the completion of the work.
- Protect existing landscaping materials, appurtenances, structures, paving, roofing and cladding, roof mounted equipment, roof deck and structure, which are not to be demolished.
- Provide barriers and dust control measures as necessary to protect occupied areas of the property and its occupants.
- Clean up all construction debris in areas used in construction of this project on a daily basis and remove from site. Upon completion of the project, perform final cleaning to the satisfaction of the Owner. Debris removal may not interfere with Owner's use for housekeeping personnel and shall not be placed in Owner or building tenant dumpsters.
- Notify Owner of any additional required work encountered not described below. Change orders for additional payment will only be considered for such additional work items if they represent a substantial change to the work.
- Contractor shall obtain all work permits and licenses imposed by all applicable authorities. Permits will be pulled at no cost.
- The premises will remain occupied during the entire construction period for the conduct of normal operations. Cooperate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

Contractor shall at all times conduct its operations as to ensure the least inconvenience to the general public. All work shall be performed in a manner to protect the building and public from damage and in accordance with OSHA requirements.

SCOPE OF WORK

- Installation of Safety equipment and signage.
- Supply, erection and easement of scaffolding to facilitate the works.
- Supply of debris netting to scaffolding.
- Removal of vegetation from walls
- Removal and repair of damaged lime surfaces.
- Removal of damaged pointed bricks.
- Re-point bricks as required.
- Application of pigmented lime mortar to damaged wall surfaces.
- Application of breathable surface treatment to wall surfaces.
- Application of neutralizer
- Removal of rotted windows.
- Repair window sill damaged by wet rot.
- Repair of existing timber framed canopies.
- Re-painting of window canopies and external windows.
- Supply and installation of new windows.
- Repairing of driveway masonry surfaces and stamping to match existing surface.
- Repair and resealing of staircase to match original coating.
- Provision of scrim and drop sheets for protection of adjacent surfaces.

- Re-sealing of driveway surface using original polyurethane sealer and pigment.
- Transportation of material and debris
- Site cleaning during and post works.

ADDITIONAL INFORMATION

Contract Closeout

The Construction and finish work clean-up shall consist of the removal of all excess dirt, trash, scrap, debris, and other excess materials from the job site, drive and parking areas. Removal shall also include temporary construction items, trailer, and equipment from the Project, and leave the premises in the same conditions upon beginning of the work.

- Prior to request for final review by the Owner, procure certification to the effect that construction has been completed in accordance with local code requirements from Building Inspector, and other inspecting agencies having jurisdiction as provided by law.
- A Punch List will be jointly developed by the Owner, Contractor, and Sub-contractors as appropriate. A punch list of Contractor responsible items will be developed and a schedule for the completion of these items will be agreed upon by the cognizant parties
- Provide all post-job submittals as required. Provide all manufacturer's warranties.
- Provide contractor's 1-year labour and workmanship warranty.
- Warranties shall become valid and operative upon verification of substantial completion by Owner. Warranties shall not apply to work where damage is a result of abuse or neglect by Owner or successor(s) in interest.
- All closeout documents to be provided to the owner at the end of the project. Closeout documents include copies of all warranties, product data and shop drawings related to the work completed.
- Contractor will provide one hard copy and one electronic copy of the closeout documents to the owner.

Neither final payment, final certificate, nor any provision of the Contract

Documents relieves the Contractor from his responsibilities under the warranties.

SCHEDULE II

Form of Tender

To: The Secretary, Tenders' Committee, Assembly Legislature

Dear Sir/Madam,

Having examined the bidding documents **AL 2020/2021 – 001** the receipt of which is hereby duly acknowledged, and having also visited the site, we, the undersigned, do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

Proposed Price (Words)

Trinidad and Tobago Dollars (TT\$) **Figures** (exclusive of VAT)
VAT (TT\$) **Figures**

We undertake, if our Tender is accepted, to deliver the works described in accordance with the scope of works outlined in the tender documents.

We agree to abide by this Tender for a period of sixty (60) days from the date fixed for the Tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We acknowledge that until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall **not** constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive. We hereby declare that we have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt act with regard to this purchase.

Dated thisday of 20.....

.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

