



DIVISION OF HEALTH WELLNESS AND FAMILY DEVELOPMENT

INVITATION TO TENDER FOR

RELOCATION OF DIESEL TANKS AT STUDLEY PARK INTEGRATED WASTE FACILITY

DHWFD 2021-0001

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1. BACKGROUND INFORMATION

The Tobago House of Assembly (**THA**) comprises two main arms, the **Legislative Arm** and the **Executive Arm**, and **ten (10) divisions** -nine with particular remits plus the of the Office of the Chief Secretary, which oversees the others.

The Division of Health Wellness and Family Development (**DWHFD**) seeks to provide a service for the maintenance and enhancement of personal and community health, through the application of sound environmental health principles of disease prevention, health promotion and protection.

In this regards the **DHWFD** is currently in the process of engaging competent and reliable contractors to facilitate the **Relocation of Diesel Tanks at Studley Park Integrated Waste Facility**. The **DHWFD** will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

2. PROJECT DESCRIPTION

The **DHWFD** intends to relocate and upgrade the existing diesel storage tanks located at the **SPIWF Studley Park**. The Works entail the demolition of the existing storage area, refurbishment of an existing metal tank, construction of a bund to capture 110% of the volumetric capacity of the diesel contained in two (2) tanks, inclusive of the necessary signage, **installation** of access ladder and walkway, gauge, pump with plinth, **installation** of fire extinguisher with metal stands, cast into a concrete base, with allowance for electrical grounding.

Other Works include landscaping, re-creation of an earthen drain, box drain with concrete covers and earth-filling within the confines of the earmarked area of the project.

3. ELEGIBILITY

Tenders that are pre-qualified with the spend level of **MEDIUM (\$251,000.00 - \$500,000.00)** are invited to tender. If tenderers are not certain of their spend level, please contact the Procurement Control Office to ensure your eligibility to participate in this tender.

Additionally, 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:
 - i. insolvent;
 - ii. in receivership;
 - iii. bankrupt; or
 - iv. being wound up, administered by a court or judicial officer
- 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);
- 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.
- g) this tender is open to Tenderers domicile on the island of Tobago.
- h) the bidder must have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- i) the bidder must meet relevant industry standards.

4. SCOPE OF WORKS

The works entail the performance of all works necessary to facilitate the Relocation of Diesel Tanks at Studley Park Integrated Waste Facility, in accordance with this scope of works. The contractor is responsible to furnish all required materials, labour, equipment, and tools to execute the Works, with the utmost regard to the safety of the tenants, the public, other personnel and other third party activities within the locale.

The description of the Works is as follows:

1) Existing Location

Empty, take down and set aside for re-use the existing diesel tank, whilst refurbishing (i.e. scouring out and cleaning of the inner surfaces to remove any rust etc. and repainting to the satisfaction of

the Engineer), the other diesel tank located at the base of the current location. Take up the existing tank framing and set aside for disposal on site; demolish the existing structure and cart away within the site, to a specified location as directed by the Engineer. Carefully re-instate the existing surfaces as required and in accordance with the applicable Engineer's instructions.

2) New Location:

- Generally remove all derelict items (to an area designated by the Engineer for disposal or storage) and boulders, remove all existing drains and excavate over site.
- Construct a bund of size: 12' wide x 24' long, with 8" thick reinforced concrete raft foundation slab, and 5' high 6" thick reinforced concrete blockwork, rendered both sides; ¾" diameter lockable bleed valve and suitable coupling for connection to suction hose for ease of product waste removal.
- Install two (2) existing 2000 gallon refurbished metal tanks to store diesel, placed on metal stand (to be fabricated by others), which must be cast into the foundation base and electrically grounded. Tanks must be **No Less** than 3' apart for maintenance purposes, with suitable access for walking over the newly proposed drain.
- Create an earthen drain to the north of the new site (according to the instruction of the Engineer).
- Supply and install a new box drain with reinforced concrete covers, along the façade of the new location in an east to westerly direction – approximately 62'.
- Supply and install earth-fill as required and landscape the area.
- Make good and re-instate as existing all disturbed works, and clean up and sanitize the entire area on completion of the Works.

3) General

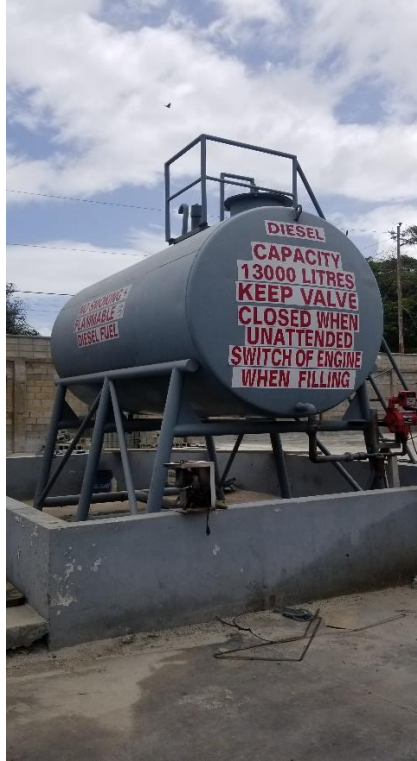
- All work is to comply with the local building codes and regulations.
- The Contractor will rectify any damage to all areas on completion of the Works.
- The Contractor shall supply all materials and labour in order to complete the works.
- All waste material to be taken from site and disposed of by the Contractor at the Studley Park Landfill.

- Site is to remain tidy at all times and cleaned up on completion of the Works.
- All work to be carried out must be done with sound workmanship standards.
- All Documentation regarding any applicable warranties, guarantees and instructional literature are to be handed to Engineer as required.
- All care must be taken to protect the site location within the property.
- Any variations are to be priced and approved in writing by the Engineer before proceeding with the necessary work.
- All measurements are to be confirmed by the Contractor on site. **NOTE:** Any damages caused by the Contractor or his Sub-contractors are to be made good at the Contractor's expense.

The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove from the work area and premises, any rubbish, tools, equipment, and materials that are not the property of the DHWFD. Unsightly materials and debris including excess soil, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

Fig. 1 Sample pictures of works to be undertaken





See **Appendix A** for full scope of works. Works must be done in accordance with industry building standards and to an acceptable quality standard of the Division's project representative.

5. WORKING HOURS

Working hours are to be 0700 to 1700, or within that time frame. This must be agreed and confirmed between the Engineer and the Contractor.

6. SCHEDULE

The successful contractor must be able to commit to undertake the works within a **six (6) Week period**.

7. 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) The original and the copies of the tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer.
- (c) Alterations or erasures on any tender shall be initialed 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.

8. SITE VISIT/PRE-BID SUBMISSION MEETING

The DHWFD will coordinate a site visit at the Studley Park Integrated Waste Facility. This site visit is scheduled for **Wednesday 27th January, 2021 at 10am.**

Contractors are advised that the site visit is **MANDATORY** to ascertain the character, extent and nature of the works to be done, conditions of site, working space and access and allow in the tender for all such factors which may affect the execution of the works.

Bidders shall be considered to have, by their own independent observations and inquiries, fully informed and satisfied themselves as to the nature and extent of the works relative to required equipment needed to complete any or all of which can in any way affect the prices included in their tender submission.

Adherence to COVID-19 Protocols would be enforced during the Site-visit. This would include social distancing as well as the MANDATORY wearing of masks. Please avoid attending the meeting if you believe that you have been exposed to or are experiencing any symptoms associated with COVID-19.

9. TENDER ACKNOWLEDGMENT FORM

Interested parties must indicate their intent to tender via the attached **Tender Acknowledgement Form. (Appendix B)** This must be completed and emailed to the Procurement Unit - Division of Health, Wellness and Family Development, Habib Building, 107 Wilson Road, Scarborough, Tobago at: dhwfd.procurement@gov.tt.

**The deadline for submission of the Tender Acknowledgement Form is Monday 1st
February, 2021 by 2pm.**

Acknowledgements must be signed by the person making the offer or in the case of a company, partnership or business firm, a duly authorized officer or employee of such organization

10. TENDER SUBMISSION INSTRUCTIONS

Tenderers who have participated in the mandatory site visit and completed the acknowledgement form are to submit their tender **in the order stated hereunder.**

a) **A Cover Page (Mandatory)**

- Outlining the name of the Tenderer
- The sum proposed in words as reflected on the Bill of Quantities (VAT to be written separately)
- The time proposed
- The warranty proposed (where applicable)
- Attached Statement of Truth annexed in **Appendix B (Mandatory)**
- Date and signature of person making submission on behalf of the Tenderer. Appendix B

b) **Form of Tender** – Contractor shall submit price proposal on the Form of Tender annexed in **Appendix B (Mandatory)**

c) **Evidence of Business Registration (Mandatory)**

- Certificate of Incorporation/ Business Registration

- Notice of Incorporation
- Notice of Directors
- Notice of Address

d) Evidence of Domicile (business address) in Tobago (Mandatory)

- Utility Bill (WASA, T&TEC)
- Telephone/Mobile Bill (TSTT, Bmobile, Digicel)
- Authorized letter from a landlord

e) Evidence of compliance with legal taxes (Mandatory)

- VAT compliance certificate - Where applicable
- NIS compliance certificate – where applicable
- Income Tax/BIR

f) Evidence of past experience (Evaluated)

- Tenderers can provide two (2) previous signed contract/letters of award in works of a similar nature or provide letters from clients for whom works of a similar nature was done. Clients must in their letters state the cost of the works done. Additionally, contractors can provide a signed Statutory Declaration.
- Reference Reports

(See **Appendix B**) Affidavit to declare that works were done to support the Reference Report of past experiences presented.

g) Ability to finance the project (Evaluated) - Tenders must demonstrate that they have the financial/other capacity to start and finish the project and are asked to provide financial/other evidence from:

- a recognized financial institution (Financial institution, financier) demonstrating the ability to finance the cost proposed in the tender. Letter must give a range, e.g. high five digits etc.

- Contractors that provide letters from businesses agreeing to finance the project must ensure the following:
 - i. Letters **MUST** be done on the business letterhead
 - ii. Letters must state the amount (in dollars) the business is affording the contractor
 - iii. Letters must be signed and stamped by a principal of the business
 - iv. The contractor's signature must also be on the agreement letter from the business
 - v. Copies of the Certificate of Incorporation and the Notice of Directors **MUST** be provided to support the legitimacy of the business.

h) Methodology to undertake works (Evaluated)

- 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 utilizing a Gantt or other chart.

i) Key Personnel (Evaluated)

- Name and resume of the Project lead
- Name and resume of the Safety Officer
- Name and resume of any other key personnel (engineers, plumbers, etc)

j) Defects Liability Period (DLP) A period of time following practical completion during which a contractor remains liable under the building contract for dealing with any defects which become apparent. It may also be referred to as a rectification period or defects correction period. The Division requires a minimum warranty on construction of **Six (6) months**.

No additional information is to be submitted other than that requested above. Any additional information not requested shall not be taken into account or may result in disqualification. **All submissions must be neatly bound, numbered and company stamp MUST affixed to each page.** The Division reserves the right to reject tender documents that are poorly assembled or tabbed and not in keeping with the specific order.

11. TENDER SUBMISSION

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

The Administrator
Division of Health Wellness and Family Development
Re: Relocation of Diesel Tank at Studley Park Integrated Waste Facility
DHWFD 2021-0001

and deposited in the tender box located on the Ground Floor of the Division's Main Office Building, at #107 Wilson Road, Scarborough, Tobago by **Wednesday 3rd February 2021 by 2pm.** (Box Opening dimensions are approx. 13" long x 1" wide)

Tenderers **MUST** submit one **(1)** original and five **(5)** copies of their bids. The envelope of the original bid **MUST** be labelled as "**ORIGINAL**" in **BOLD** font and the envelopes containing copies **MUST** be labelled "**COPY**". Envelopes must be properly sealed with the bidder's returning address and contact number at the back of the envelope.

Tenderers **MUST** also affix their company's seal at the front of the Envelope, Moreover, the company's seal must be affixed to all pages of the bid submission and duly signed by the Tenderer.

12. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending an email to the following email address: dhwfd.procurement@gov.tt by **Monday 1st February, 2021 at 2pm.** All queries should be addressed to:

Mr. Deon Mc Kain
Supervisor, Public Procurement
Division of Health, Wellness and Family Development

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. TENDER OPENING

Due to the Covid-19 Protocols, tenders shall be opened virtually on **Thursday 4th February, 2021 at 2:00 pm**. Tenderers when signing the Tender Submissions Sheet **MUST** clearly write their emails so that the link can be forwarded to all tenderers. The Division of Health Wellness and Family Development shall not be held responsible for contractors failing to attend this session.

14. EVALUATION OF TENDERS

The DHWFD 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.

Where documents submitted by the tenderer are of a **statutory nature only**, and are materially incomplete or inaccurate, the DHWFD has the discretion to enter into an award with the successful tenderer, subject to the incomplete or inaccurate statutory document being remedied by the tenderer within seven (7) days.

Where the successful tenderer has a price that is in the opinion of the tender evaluation committee deemed to be abnormally low, the tenderer shall be required to provide additional information to substantiate their bid. This may include a detailed price breakdown structure, failing which, the tender shall be rejected by the Committee as an abnormally low submission.

Evaluation Criteria

Selection criteria

No	Criteria	Score	Evidence
1	Cover Page	Pass/Fail	See Section 10 (a)
2	Form of Tender	Pass/Fail	See Section 10 (b)
3	Evidence of Business Registration	Pass/Fail	See Section 10 (c)
4	Evidence of domicile (Tobago)	Pass/Fail	See Section 10 (d)
5	Tax Compliance	Pass/Fail	See Section 10 (e)

NB: Tenderers that have not passed any one of the above requirements **SHALL NOT** be considered further in the application of the ‘Award Criteria’.

Award Criteria

No	Criteria	Max Score	Evidence
1	Presentation, layout, order and compliance with documents to be submitted	5 pts	Points shall be deducted for submitting irrelevant information that was not requested
2	Assessment of Past Performance	10 pts	See Section 10 (f)
3	Financial capacity	20 pts	See Section 10 (g)
4	Implementation Plan/Methodology	35 pts	See Section 10 (h).
5	Qualifications and Experience of Key Personnel	30 pts	See Section 10 (i).
	TOTAL	100 pts	

Tenderers must score at least 70% in award criteria (3), (4) and (5) to be considered further. Award shall then be based on a price/quality ratio. Any contract award shall be made subject to the successful tender demonstrating evidence of Workmen’s compensation and Public Liability Insurance.

15. INSURANCE COVERAGE

The successful contractor shall be required to maintain in force a policy or policies of insurance written by one or more responsible insurance carriers licensed to do business in Trinidad and Tobago that shall insure against liability for injury to and/or death of and/or damage to property of any person or persons. Contractor will be required to provide proof of worker’s compensation insurance in coverage amounts required by the law for the Operations to be provided that covers Contractor’s employees for any on-the-job injuries as well as Public Liability Insurance. Contractor must be willing and able to provide evidence of above insurance requirements **no later than seven (7) days** after receiving the ‘Notice to Proceed’.

16. TERMS OF PAYMENT

The proposed terms of payment for this tender is as follows:

Mobilization	30%
Final Payment	60%
Retention	10%

Retention period will be One Hundred and Twenty (180) days following completion of works.

The Final Payment would be made upon the successful completion of works and subsequent issuance of a completion certificate by the Head of the Project Implementation Unit or an authorized member of the Division.

17. BID VALIDITY PERIOD

Bids shall be valid for a period of at least ninety (90) days. All tenderers must provide a statement certifying same, said statement to be found in the tender submission form.

18. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between DHWFD and any bidder until and unless DHWFD and a bidder enters into a formal, written contract for the bidder 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 DHWFD reserves the right to vary and or amend contractual terms, with mutual consent of the DHWFD and the successful tenderer.

19. LATE TENDERS

Late tenders will not be accepted under any circumstances. The DHWFD 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.

20. 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.

21. 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. Tenderers shall be engaged as independent contractors and hence are wholly liable for any bodily injury or damage to plant and equipment.

22. CONFLICT OF INTEREST

The DHWFD will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of the 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, daughter or spouse of a person and includes the spouse of a son or a daughter of such person.

Failure to disclose may result in the disqualification of your tender submission.

23. RIGHTS OF THE DIVISION OF HEALTH WELLNESS AND FAMILY DEVELOPMENT

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

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

24. GOVERNING LAW

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

-End-

APPENDIX A

BILL OF QUANTITIES

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Relocation of Diesel Tanks at Studley Park Integrated Waste Facility

ITEM	DESCRIPTION	QTY.	UNIT	RATE	\$
	<u>DEMOLITION</u>				
A	Take down (after emptying) and set aside for re-use an existing diesel tank, and prepare for repainting and all necessary signage; refurbish (i.e. scouring out and cleaning to remove any internal rust and repaint surfaces internally and externally), another diesel tank located on site; allow for the necessary signage; all in accordance with and to the satisfaction of the Engineer		Item		
B	Demolish the existing reinforced concrete structure and cart away all debris to a location on site, as specified by the Engineer, after taking up the existing tank framing and setting aside for disposal on site; allow for re-instating existing surfaces as required, all in accordance with the Engineer's instructions.		Item		
	<u>SITE PREPARATION</u>				
C	Generally remove all derelict items (to an area designated by the Engineer for disposal or storage), boulders and the like, and remove all existing drains inclusive of crossings and cart away for disposal on site.		Item		
D	Cut down trees, bushes, shrub, undergrowth and the like, including grubbing up roots and cart away for disposal on site		Item		
E	Generally excavate over site to reduced level for foundation base, including levelling and compacting, backfilling as required, returning, filling in and ramming selected excavated material around the foundations, and carting away any surplus excavated material. Note: Contractor to consult with the Engineer regarding the levels and grades required for the proposed site.		Item		
	<u>SUBSTRUCTURE</u>				
	<u>EXCAVATION AND EARTHWORKS (All Provisional)</u>				
	<u>Sandfill</u>				
F	Sandfill 2" thick as sand blinding; compacted to receive damp proof membrane (measured separately).	43	S.Y.		
	<u>Earthfill</u>				
G	Granular earth fill in making up levels, laid in layers not exceeding 6" spread levelled and compacted on compacted subgrade (measured separately)	7	C.Y.		
	<u>Damp Proof Membrane</u>				
H	Polythene damp proof membrane of 500 gauge laid on sand blinding in two (2) layers with minimum side and end laps of 9" including taping all joints as per Engineers specification.	43	S.Y.		
I	Keep excavation free from general water.		Item		
	<u>Protection</u>				
J	Protect all work in this section.		Item		
	TO COLLECTION:				

Relocation of Diesel Tanks at Studley Park Integrated Waste Facility

[illegible]

Relocation of Diesel Tanks at Studley Park Integrated Waste Facility

	DESCRIPTION	QTY.	UNIT	RATE	\$
ITEM	SUPERSTRUCTURE				
	CONCRETE WORKS				
	<u>Reinforced concrete (3500 PSI cylinder strength @ 28 days) laid around rod reinforcement and filled into formwork (both measured separately).</u>				
A	Concrete fill to vertical hollow cores of 6" thick blockwork.	40	S.Y.		
B	6" wide x 4" high capping beam	27	L.Y.		
	<u>High Tensile steel bar reinforcement including bends, hooks, distance blocks and ordinary spacers.</u>				
	<u>1/2" diameter bars in:</u>				
C	Blockwalls - 6" thick	529	Lbs		
	<u>Mild Steel bar reinforcement tied at intersections with tying wire</u>				
	<u>1/4" diameter bars in:</u>				
D	Capping beam	29	Lbs		
	<u>Formwork</u>				
E	Wrought formwork to the vertical sides of capping beam - 4" high	53	L.Y.		
	<u>Blockwork</u>				
F	Hollow concrete blockwork 16" x 8" x 6" in 6" thick wall laid around rod reinforcement filled solid with concrete (both measured separately), with joints raked out to receive render both sides; internally and externally	45	S.Y.		
	<u>Sundries</u>				
G	1/4" diameter mild steel reinforcement (2nr.), in every second course of blockwork; horizontally	147	Lbs		
H	3/4" diameter lockable bleed valve with coupling	1	Nr.		
I	Sealing around penetrations, level surfaces and upturns to prevent any water penetrations throughout the bund using an approved water-based sealer and etcher	94	S.Y.		
	PLASTERWORK AND OTHER FLOOR, WALL AND CEILING FINISHES				
	Floor finishings				
	<u>In situ Finishings</u>				
	<u>Cement/Sharp sand mix (1:4) screeded bed on concrete 2 5/8" thick; graded to falls.</u>				
J	Reinforced concrete bed	42	S.Y.		
	Wall Finishings				
	<u>In situ Finishings</u>				
	<u>1/2" thick cement/sand render (mix 1:4) on blockwork surface including all arrises and narrow widths.</u>				
K	Vertical face of blockwork - internally and externally	99	S.Y.		
	PAINTING AND DECORATING				
	Internal and External Painting				
	<u>Prepare, prime and apply two (2) coats exterior emulsion paint to the following to rendered and concrete surfaces.</u>				
L	Blockwalls - 6" thick	141	S.Y.		
	<u>Protection</u>				
M	Protect all work in this section		Item		
	TOTAL TO SUMMARY:				

Relocation of Diesel Tanks at Studley Park Integrated Waste Facility

	DESCRIPTION	QTY.	UNIT	RATE	\$
ITEM	EXTERNAL WORKS				
A	Include the Provisional Sum of \$5,000.00 , for Landscaping.		PS		5,000.00
	<u>Surface Drainage Works</u>				
	<u>Earthen drain channel cambered on both sides in accordance with the natural drainage pattern, to facilitate proper site drainage. Note: The Contractor must consult with the Engineer to determine the best methodology to be employed to prevent any soil erosion, based on topography, type of soil and the like.</u>				
B	Drain of shallow depth - approximately 45' long		Item		
	<u>Covered Box Drain comprising of base of reinforced concrete (Grade 3500 PSI @ 28 days) 6" thick reinforced with 1/2" diameter high yield steel reinforcement longitudinal bars (In 3Nr) and transverse bars ditto at 8" centres and sides of hollow concrete blockwork 6" thick filled solid with grout and reinforced with high tensile bars 1/2" diameter at 8" centres and reinforced concrete capping beam size 6" wide x 4" deep; allow for reinforced concrete cover of size 1'-3 5/8" wide x 2'-0" long comprising 1/2" high tensile diameter bars both ways and include in price for all excavation, any necessary bedding and haunching material, disposal of excavated material, concrete blinding, formwork etc. Note: The Contractor to build into end and re-instate the existing "V" drain with new box drain, allowing for all associated builder's work.</u>				
C	Internal size 12" wide x 12" internal depth	25	L.Y.		
	<u>Catchment Pit comprising of base of reinforced concrete (Grade 3500 PSI @ 28 days) 4" thick reinforced with 3/8" diameter high yield steel reinforcement spaced at 8" centres both ways and reinforced concrete sides 6" thick, reinforced with 3/8" bars @ 8" centres both ways and lid support of mild steel angle iron - section size 1 1/2" x 1 1/2" x 1/4" thick, cast into r.c. concrete sides with 1/4" diameter mild steel crabs @ 2' on centres; allow for all excavation, formwork, plain in-situ concrete concrete blinding - 2" thick, pit outlet opening and piping, planking and strutting, levelling and compacting, backfilling, and disposal of surplus excavated material Note: The Contractor to build into and connect the catchment pit into end of the new box drain, allowing for all associated builder's work.</u>				
D	Internal size 24" square x 18" internal depth	1	Nr.		
	<u>Catchpit cover comprising mild steel flat iron 2" x 1/2" thick and infilled with same @ 5" on centres both ways</u>				
E	Size: 2' - 1 1/4" x 2' - 1 1/4" x 2" thick	1	Nr.		
	<u>Additional Works</u>				
	<u>Diesel Storage Tanks</u>				
F	Install refurbished tanks on metal stands	2	Nr.		
	<u>Metalworks</u>				
G	Install fire extinguisher stands and access ladder/staircase with handrails		Item		
	<u>Protection</u>				
H	Protect the foregoing work in this section		Item		
	TOTAL TO SUMMARY:				

Relocation of Diesel Tanks at Studley Park Integrated Waste Facility

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APPENDIX B

**ADDITIONAL TENDER SUBMISSION
DOCUMENTS**

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TENDER ACKNOWLEDGEMENT FORM

TO: Supervisor, Public Procurement, DHWFD.

TENDER: Relocation of Diesel Tank at Studley Park Integrated Waste Facility
DHWFD 2021-0001

☐ (Yes) We _____ have received
(Company Name)

the Invitation to Tender and hereby confirm our intent to submit a tender for the above captioned.

or

☐ (No) We _____ have received
(Company Name)

the Invitation to Tender for the above captioned and hereby respectfully decline to bid for the following reason(s):

Dated this.....day of.....20.....

.....
Signature

In the capacity of

Company Stamp

Note: To be completed and emailed to the **Procurement Unit** at DHWFD.procurement@gov.tt by **Monday 1st February, 2021 by 2pm.**

STATEMENT OF TRUTH

I declare that to the best of my knowledge that all of the documents submitted are correct. I understand that the information will be used in the selection and award process to assess my organisation's suitability to be selected for this tender. I also acknowledge that the THA's authorised representative shall make any enquiries concerning the particulars of my submissions, if necessary.

I understand that the THA may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification now and for future tender opportunities from the THA.

Dated this.....day of.....20.....

.....

Authorized Representative



Company Stamp

For and on behalf of

.....

.....

.....

Statutory Declaration – A (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 any signed contracts/letters of award of purchase orders that has been submitted pursuant to **this tender** is a true representation of works the Tenderer have undertaken for the Company and that the Tenderer was not terminated for any reason related to and or ancillary to material non – performance.

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.

Before me,

Statutory Declaration - B (Personal)

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 pursuant to **this tender** is a true representation of works the Tenderer has undertaken for me and that he was not terminated for any reason related to and or ancillary to material non – performance.
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 20....)

Before me,

COMMISSIONER OF AFFIDAVITS

REFERENCE REPORT

Name of Entity:		Contact Person:	
Address:		Email:	
		Phone:	
Scope of Works:			
Name of Vendor:			
Address:			
Estimated Start date:		Actual Start date:	
Estimated End date:		Actual End date:	
		Est contract sum:	
		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							
Would you recommend using this Firm again	Yes		No		[Explain]		

OVERALL PERFORMANCE - ☐ **Excellent** ☐ **Satisfactory** ☐ **Unsatisfactory**

Dated this day of 20.....

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

.....
(Signature)



COMPANY STAMP

[illegible]

FORM OF TENDER

TO: Administrator, Division of Health Wellness and Family Development

TENDER: Relocation of Diesel Tank at Studley Park Integrated Waste Facility

DHWFD 2021-0001

Having carefully examined the tender documents of the above named works, we offer to completely perform all the works in conformity with the said documents for the sum of:

.....

..... (TT\$)

PLUS VALUE ADDED TAX

..... (TT\$.....)

.....

..... (TT\$)

TOTAL

Completion period of days/weeks/months.

This Tender is submitted without collusion with any other Bidder, and we undertake to complete and deliver the whole of the works comprised in the Contract.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this.....day of.....20.....

.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....

Company Stamp