



DIVISION OF TOURISM, CULTURE AND TRANSPORTATION

INVITATION TO TENDER FOR UPGRADE TO THE STAFF QUARTERS (ARTILLERY BUILDING) FORT KING GEORGE HERITAGE PARK

ACTIVITY	DATE	TIME
Site Visit	Monday 17 th May 2021 ALL COVID 19 PROTOCOLS ARE TO BE OBSERVED	10:00 a.m.
Closing Date	Monday 24 th May 2021	1:30 p.m.
Tender Opening	Tuesday 25 th March 2021	10:00 a.m.
Opening of Tenders shall be conducted digitally via the Zoom platform		

(DOTCT 2021-0003)

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1. BACKGROUND INFORMATION

The Division of Tourism, Culture and Transportation (DTCT) is charged with the responsibility of establishing, standardizing and sustaining the island's tourism product in a manner consistent with the repositioning strategy for Tobago as a tourist destination.

Fort King George History

Built in 1777 and completed in the 17th century Fort King George (FKG) stands as one of the largest and well renowned historical sites located on the South of the island in Scarborough, Tobago. It is known for its rich cultural heritage and is amongst one of the many sites listed on the Heritage Asset Register authorized by the National Trust of Trinidad and Tobago Council. FKG is a place of tremendous interest and is often frequented by numerous locals as well as visitors to our shores of national, regional and international origins. It is home to Tobago's finest museums. Fort King George stands as a resilient monument of Tobago's turbulent military past.

In this regard, DTCT is seeking competent and reliable contractors to tender for the **Upgrade to Staff Quarters (Artillery Building) at Fork King George Heritage Park** in accordance with the scope of works provided. It must be noted, that the DTCT will conduct its procurement process in accordance with procurement best practice, to ensure integrity, accountability, good governance, transparency and value for money.

2. SCOPE OF WORKS

See **Appendix A** for full Scope of Works.

3. ELIGIBILITY

In accordance with 29.1 (a) – (f) of the Public Procurement and Disposal of Public Property Act 2015 (as amended) the Tobago House of Assembly is mandated to ensure contractors and suppliers comply with the following:

- (a) have the legal capacity to enter into the procurement contract;
- (b) 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) have not, and their directors or officers have not, been convicted of any criminal offence;

- (d) this tender is open to Tenderers domicile on the island of **Tobago a period of no less than five (5) years;**
- (a) Tenderers that are pre – qualified within the spend levels of **SMALL MEDIUM (\$51,000– \$100,000) - SMALL LARGE (\$101,000- 250,000); If tenderers are not certain of their spend level, please contact the Procurement Control Office to make certain you are eligible to participate in this tender.**
- (e) have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- (f) 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
- (g) meet relevant industry standards.

4. FORMAT OF TENDERS

- (a) Tenders shall comprise a Single-Envelope System; this means a single envelope containing both the financial and technical information for evaluation.
- (b) Alterations or erasures on any tender shall be initialled 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.

5. TENDER SUBMISSION REQUIREMENTS

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

b. **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 and
- The warranty proposed (where applicable)
- Date and signature of person making submission on behalf of the Tenderer. **Appendix B**

c. **Statutory documents (Mandatory)**

- Certificate of Incorporation/ Business Registration
- Notice of Incorporation
- Notice of Directors
- Notice of Address

d. **Evidence of Domicile (living or 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 of **(See Appendix C)** Affidavit to declare that works were done to support the reference letters 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 project to at least 40% of the cost proposed in the tender. Letter must give a range, e.g. high five digits etc.
- Letters from two (2) or more businesses (e.g. Hardware, Equipment owners, Concrete plants etc. to provide materials for the project.
- 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. Break down the work in a tabular form itemizing your approach to complete it from start to finish
 - ii. Tell us how long each part of your break-down will take
 - iii. Use any illustrative chart to show us at a glance the entire project

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.

k. Form of Tender – Contractor shall submit price proposal on the Form of Tender Annexed in **Appendix D (Mandatory)**

l. Covid-19 Liability Waiver – Contractors must sign the Covid-19 Liability Waiver in **Appendix E (Mandatory)**

m. No additional information is to be submitted other than that requested above. Failure to provide any of the information requested, or in an illogical manner may lead to rejection of the Tender as non – compliant. For instance is the time schedule is not properly aligned to the project duration proposed.

6. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the **ONLY** the **Procurement Unit of the Division of Tourism, Culture and Transportation**, by sending an email to the following email address: procurement.tourism@gov.tt .

Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process.

7. TENDER SUBMISSIONS

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

SECRETARY OF THE TENDERS COMMITTEE

**UPGRADE TO STAFF QUARTERS (ARTILLERY BUILDING) AT FORK KING
GEORGE HERITAGE PARK**

and deposited in the tender box located on the ground floor of the Division's Administrative Building, #12 Sangster's Hill Scarborough on or before

1:30 p.m. on the 24th day of May 2021.

Tender Closes on May 24th, 2021 at 1:30 p.m. Due to the Covid-19 Protocols, tenders shall be opened on May 25th, 2021 at 10:00 a.m. via Zoom. Tenderers when signing the Tender Submissions Sheet MUST clearly write their emails so that the zoom link can be forwarded to all tenderers. The Division of Tourism, Culture and Tourism shall not be held responsible for Contractors failing to attend the zoom session.

Tenderers **MUST** submit one (1) original and four (4) 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.

Bidders **MUST** also affix their company's stamp at the front of the envelope and also on the Price Schedule Form and duly signed by the Principal or representative responsible for preparing the bid.

8. SITE VISITS

The DOTCT will coordinate a **mandatory** site visits on **Monday 17th May 2021 at Fort King George Heritage Park at 10:00 a.m.**

9. EVALUATION CRITERIA

CRITERIA	REFERENCE	SCORE	
<p>Completed form of Tender</p> <p>Bids MUST be presented clearly on the FORM OF TENDER, signed and stamped.</p>	4 (b)	Mandatory	
<p>Business Registration/Incorporation Certificate</p> <p>There MUST be evidence of the Business/Company Registration with the Registrar General of Trinidad and Tobago</p>	5 (c)	Mandatory	
<p>Domiciled in Tobago</p> <p>Contractor must provide evidence (Utility Bill, Tenancy Agreement etc.) that they reside on the island</p>	5 (d)	Mandatory	
<p>BIR/NIS/VAT</p> <p>Evidence of compliance with legal taxes etc.</p>	5 (e)	Where Applicable	
<p>Evidence of Past Experience/Performance</p> <p>At least two (2) previous signed contracts or letters of awards inclusive of Reference Letters/Certificates.</p>	5 (f)	Maximum Score	Minimum Score
		20	10
<p>Ability to Finance the Project</p> <p>Letter from a Financial Institution (Bank, Credit Union etc.) indication satisfactory ability to Finance the project</p>	5 (g)	30	15
<p>Methodology</p> <p>This should be outlined in a Gantt or other chart itemizing the process flow from start to completion of the project.</p>	5 (h)	15	7.5
<p>List of Key Personnel</p> <p>Detailed list of Key Personnel and their requisite experience to lead and complete the job.</p>	5 (i)	15	7.5
<p>Price</p> <p>Contractor's price proposed is the most competitive</p>		20	10
MAXIMUM QUALITY SCORE		100	50

10. TERMS OF PAYMENT

The successful Tenderer shall be paid a 90% of the contract sum upon 100% satisfactory completion of works. The Defects Liability Period (DLP) is a minimum of six (6) months.

There is a Retention payment of 10% which will be paid in two (2) 5% instalments. The first 5% shall be paid when the taking over certificate has been issued for the works and the works have passed all specified tests (including the tests after completion, if any). The second 5% will be paid after the expiry date of the Defects Liability Period (DLP).

Tenderers are advised that no mobilization payments shall be made.

11. BID VALIDITY PERIOD

Bids shall be valid for a period of at least ninety (90) days. All tenderers must provide a statement certifying same.

12. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between DTCT and any bidder until and unless DTCT and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Tender Document.

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13. LATE TENDERS

Late tenders will not be accepted under any circumstances. DTCT 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.

14. 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.

15. CONFLICT OF INTEREST

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

16. ACKNOWLEDGEMENT

Interested parties must indicate by e-mail: procurement.tourism@gov.tt. That they have collected the ITT and intends to tender. Proposals must be signed by the person making the offer or in the case of a company, partnership or business firm, duly authorized officer or employee of such company, partnership or business firm.

With this acknowledgement, bidders must also indicate the **name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between DTCT and their organization for correspondence and queries.

17. RIGHTS OF THE OFFICE OF THE DIVISION

- (a) The DTCT 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 DTCT 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 DTCT 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 DTCT 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 DTCT does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

18. PREQUALIFICATION

If Bidders have not already participated in the THA's pre-qualification of contractors' process, to qualify for inclusion into the Assembly's eligible list of approved contractors,

Tenderers **are required to be pre-qualified** before being eligible to participate in this tender. Prequalification documentation can be downloaded from the THA's official website at: pco.tha.gov.tt/pre-qualification/. Pre-qualification packages must be filled out in accordance with the instructions and submitted directly to:

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

19. GOVERNING LAW

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

APPENDIX A SCOPE OF WORKS

Project Requirements and Methodology of work

1.0 SCOPE: This specification covers supply & construction of gypsum partitions for office spaces as specified. Painting of gypsum boards and including supply of HVAC works, carpentry and other materials required for the successful delivery of the project covered under the scope of the contract.

2.0 GENERAL

Work to be provided for by the Contractor.

The work to be provided for by the Contractor, unless otherwise specified elsewhere in the contract, shall include, but not be limited to the following:

- a) Furnish all materials, labor, tools and plant and all consumables required for the successful delivery of this project.
- b) All debris and unwanted material must be removed from the site in an environmentally friendly manner upon completion of works.
- c) Work area shall be kept neat and free from debris. Work shall be performed in a safe and orderly fashion and in compliance with all safety codes.
- d) The contractor must ensure that on completion of these works the premises is restored or repaired to its original state.
- e) Prepare and furnish detailed Bill of Quantities as specified in the contract provided.

Preliminaries:

- Hoarding working area
- Erect safety signs
- Notification of signs stating construction in-progress.

Procurement of items:

- Before installation proof of correct purchase of items described in B.O.Q should be shown to client representative before installation

After the task is completed, the contractor should make good where required

BILL OF QUANTITIES**Duration of Project 21 days**

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<p>Preliminaries</p> <ul style="list-style-type: none"> • Allow for providing project sign boards, safety signs and hoarding protection of the site and maintaining safety throughout course of the contract. • Allow for providing scaffolding, tools and equipment, water supply, generator/power required for the work. • Allow for erection of a tools and material shed/site accommodation if necessary. • Allow for workman insurances, performance bonds and warranties if applicable. • The contractor shall remove all temporary works, rubbish, debris and surplus materials from the site as they accumulate and upon completion of the works, leave in clean and tidy state to reasonable satisfaction of the Client's Representative. In addition, the contractor shall remove all unwanted construction materials and discard to an appropriate dumpsite. 	Item			
Sub-Total Preliminaries				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.0 CARPENTRY ✓ N.B All wood finishes shall first be sanded using 120 production papers. ✓ All wooden surfaces shall then be sealed (sanding sealer), dried, then lightly sanded again with 220 production paper and sanding block. ✓ Note: All window and shutters sizes are to be verified as construction proceeds				
1.1 Demolishing of <u>all</u> old wooden termite infested window shutters, wooden ledges and discard appropriately to an approved dump site.	Item			
1.02 Termite treatment by spraying and injecting into the earth a suitable environmentally friendly chemical around the environs of the quarters. Note: Proof of service provider & proposed chemical to be shown before application	Item			
1.03 Supply and install new 6 feet x 3 feet teak based window louver shutters. Teak frames 2 inches x 4 inches	Nr	10		
1.04 Supply and install new 6 feet x 2 feet teak based treated material window louver shutters	Nr	03		
1.05 Supply and install new 18 inches x 5 feet 5 inches teak shutters. Redesign to match the existing. Clear glass can be reused.	Nr	03		
1.06 Supply and install teak-based material window ledge within the dimensions: 8" thick 23 feet length (2 pieces) 6 feet height (2 pieces)	Lgth Lgth	02 02		
1.07 Servicing of all window latches where necessary and replace all old burst latches with new.	Nr	08		
1.08 Clean debris off all wooden surfaces at the beneath the eaves before applying 3 coats earth look wooden glaze finish to surface.	Ft ²	84		
1.09 At ground floor area clean, sand, stain then clear varnish all 32 inches x 80 inches doors to match existing.	Nr	03		
1.10 Clean, sand, stain then clear varnish entire 21 feet x 18 feet wooden floor.	Ft ²	378		
Sub-Total Carpentry				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
2.0 METAL WORKS				
2.01 Scrape existing rust off 56 feet (L) x 3 feet (H) railing, followed by sanding priming and application of red oxidize coating before repainting in the existing color.	Ft ²	168		
2.02 Scrape existing rust off wrought iron entrance gate; 9 feet (L) x 6 feet (H) railing, followed by sanding priming and application of red oxidize coating before repainting existing color.	Ft ²	54		
Sub-Total Metal Works				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3.0 SIGNAGE				
3.01 Remove old signage from the building and discard appropriately.	Nr	01		
3.02 Supply and install 4 feet x 2 feet entrance sign. Use 3mm alubond backing with 3 M waterproof graphics. (The division's logo) and wording Tobago House of Assembly Division of Tourism Culture & Transportation must be affixed to the sign.	Nr	01		
Sub-Total Signage				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4.0 HVAC WORKS				
4.01 Removal of old 12000 BTU air- condition unit from wall including all installation lines and water line. Discard appropriately to an approved dump site.	Nr	01		
4.02 Supply and install new 'GREE' 18000 BTU air-condition unit, this unit should be placed central for proper circulation to room. Area 168 square feet.	Nr	01		
4.03 Application of epoxy anti resistant paint to condenser.	Item			
Sub-Total HVAC				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
5.0 CUBICLES				
5.01 Supply and install, (L shaped) gypsum board cubicle spaces within the dimensions of 4 feet x 3 feet at a total height of 53 inches. Overall thickness of sheeting 75mm and consist of wooden cedar framing to fit all exposed sides.	Nr	03		
5.02 Application and painting of all drywall surfaces using one (1) coat stain blocking dry wall primer	Ft ²	195		
5.03 Application of two (2) coats acrylic latex paint. Interior color: Sherwin Williams silver gray Exterior color: Sherwin Williams Deep blue	Ft ²	195		
Sub-Total Cubicles				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
6.0 MISCELLANEOUS WORK				
6.01 At storeroom area carefully remove all old galvanize sheeting, replace with new sheets where necessary. Works should be done at areas where loose sheets are displayed.	Item			
Sub-Total Miscellaneous Work				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
7.0 KITCHEN				
<p>7.01 Construction of a countertop 36 inches above floor at a thickness of 1 ½ inches using teak based material. This should carry quartz top and ground cupboards to be used as storage.</p> <p>Specification: 8ft (L)x 2ft (w) x 3ft (h)</p>	Item			
<p>7.02 Procure and installation of stainless-steel kitchen sink inclusive of a Stainless-steel pipe. Specification: 18inch stainless stink. Ensure all plumbing attachments are installed to ensure proper flow of water to and from kitchen sink.</p>	Item			
Sub-Total Kitchen				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
8.0 RECEPTION COUNTER AREA				
<p>8.01 Construct of 18feet (L) x 3ft- 9inch (h)x 18-inches (w) reception counter inclusive of two 16inch (w) x 2ft (h) bifold entrance doors into the kitchenette area.</p> <p>The reception counter must consist of shelving for brochures and display. Specification: 10feet-7inches (L) x 3feet- 9inches (h) x 18inches (w). Wood panel used should be teak material.</p>	Item			
Sub-Total Reception Counter				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
9.0 Make good all defects arising out of construction of works	Item			
Sub-Total Make Good				

DESCRIPTION	AMOUNT	VAT	CONTRACT TOTAL	TOTAL
Sub Total	Amount	Vat @ 12.5%	Total	
Preliminaries				
1.0 Carpentry				
2.0 Metal work				
3.0 Signage				
4.0 HVAC				
5.0 Cubicles				
6.0 Miscellaneous work				
7.0 Kitchen				
8.0 Reception Counter				
9.0 Make Good				
TOTAL				

APPENDIX B

Cover Page

The Administrator
 Division of Tourism, Culture and Transportation
 #12 Sangster's Hill Scarborough
TOBAGO

Dear Madam,

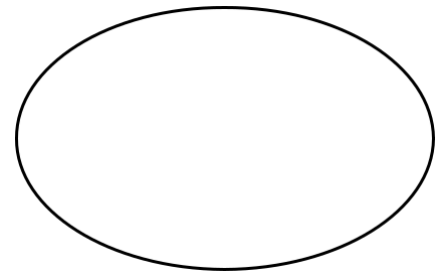
Having read the contents of the Tender document we hereby make the following submission

Project	Price (pre –Vat)	Duration	Defects Liability Period
			12 Months

In support of the following submission, please find annexed hereto the documents as requested in Section 7 of the Tender documents and specifically the schedule to accompany the duration proposed herein.

Dated thisday of 2021

.....
 Authorized Representative



Seal

Appendix C
Statutory Declaration (Private Company)

REPUBLIC OF TRINIDAD AND TOBAGO
IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I, _____
(Name of director), 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 that the signed contracts/letters of award of purchase orders hereto annexed and that has been submitted by the Bidder in response to the Division’s Tender is a true representation of works the Bidder has undertaken for this company and that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the contract(s) hereto annexed and marked “A”.

4. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.

5. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.

6. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at)
this day) of
2021)

Before me,

COMMISSIONER OF AFFIDAVITS

Appendix D
Statutory Declaration (Private Individual)

REPUBLIC OF TRINIDAD AND TOBAGO

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

I, _____

(Name of person)

_____ of
(Occupation of person)

(Address of person)

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

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.

2. I hereby certify that any signed contracts/letters of award of purchase orders hereto annexed that has been submitted by the Bidder in response to the Division's tender is a true representation of works the Bidder has undertaken for me personally and further that the Bidder was not terminated for any reason

related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the signed contract(s) hereto annexed and marked

“A”.

3. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.

4. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.

5. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at)
this day) of
2021)

Before me,

COMMISSIONER OF AFFIDAVITS

APPENDIX E
FORM OF TENDER

To: The Secretary, Tenders' Committee, Division of Tourism, Culture and Transportation

Dear Sirs/Madam

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Construction Services in conformity with the said bidding documents at the locations specified therein for the sum of

_____ VAT Inclusive or such other sums as may be ascertained in accordance with the Schedule of Rates attached herewith and made part of this Tender.

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

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

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.

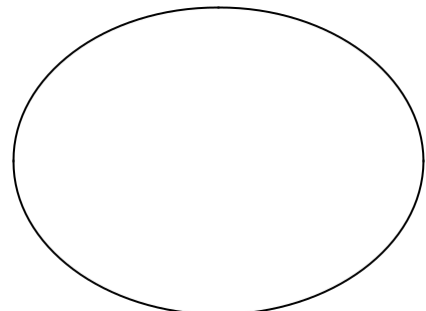
Dated this.....day of..... 20.....

.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....
.....



Seal

APPENDIX F**COVID-19 LIABILITY WAIVER**

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the Ministry of Health still recommend practicing social distancing. I further acknowledge that the Division of Tourism, Culture and Transportation (DTCT) has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that the DTCT cannot guarantee that I will not become infected with the Coronavirus/COVID-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to other staff, customers and visitors to the facilities.

I acknowledge that I must comply with all set procedures as set out by the Ministry of Health to reduce the spread of the Coronavirus/ COVID-19 while my staff is performing janitorial duties at the facilities.

I hereby declare that:

- I am not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not travelled internationally within the last 14 days.
- I have not travelled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/COVID-19 nor have I ever been quarantined as suspected with the virus.

- I am following all the Ministry of Health’s recommended guidelines as much as possible and limiting my exposure practicing social distancing as far as possible.

I do hereby release and agree to the DTCT harmless from, and waive on behalf of myself, my staff and any personal representatives any and all causes of actions, claims, demands, damages, costs, expenses and compensation for damages or loss to myself and/or property that may be caused by any act, or failure to act or that may otherwise arise in any way in connection with any activities at the facilities. I understand that this waiver discharges DTCT from any liability or claim that I, my staff or any personal representative may have against DTCT with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any activities at the Centres.

Date: _____

Name of Director: (BLOCK) _____

Signature: _____

STAMP