



DIVISION OF TOURISM, CULTURE AND TRANSPORTATION

INVITATION TO TENDER FOR CONSTRUCTION OF CHARLOTTEVILLE STAFF QUARTERS

ACTIVITY	DATE	TIME
Site Visit	Wednesday 19 th May 2021 ALL COVID 19 PROTOCOLS ARE TO BE OBSERVED	10:00 a.m.
Closing Date	Wednesday 26 th May 2021	1:30 p.m.
Tender Opening	Thursday 27 th May 2021	10:00 a.m.
Opening of Tenders shall be conducted digitally via the Zoom platform		

(DOTCT 2021-0004)

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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.

Charlotteville History

Charlotteville is the last village along the Windward Road and is situated on the northeastern most tip of Tobago. It lies west of the Man-of-War Bay which has great historical significance on the island and is skirted by a wall of high mountains. This quiet and serene fishing village is known for its scenic view overlooking land and sea from high hills and its tranquillity in natural surroundings. It is the perfect destination for travellers seeking a picturesque location with a great beach that is largely untouched by the influences of the mainstream tourism industry. Neatly tucked away on the golden sands of Man-o-war Bay, this village has a special mystique which seems to enthrall visitors and lures them to stay.

In this regard, DTCT is seeking competent and reliable contractors to tender for the **Construction of Charlotteville Staff Quarters** 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;**
- (e) Tenderers that are pre – qualified within the spend levels of **MEDIUM (\$251,000 - \$500,000) – LARGE (\$501,000 - \$1,000,000); 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.**
- (f) have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- (g) 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
- (h) 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

CONSTRUCTION OF CHARLOTTEVILLE STAFF QUARTERS

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 26th day of May 2021.

Tender Closes on May 26th, 2021 at 1:30 p.m. Due to the Covid-19 Protocols, tenders shall be opened on May 27th, 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 **Wednesday 19th May 2021 at Charlotteville Beach Facility in the vicinity of Suckhole Restaurant and Bar at 10:00 a.m.**

9. EVALUATION CRITERIA

CRITERIA	REFERENCE	SCORE	
Completed form of Tender Bids MUST be presented clearly on the FORM OF TENDER, signed and stamped.	4 (b)	Mandatory	
Business Registration/Incorporation Certificate There MUST be evidence of the Business/Company Registration with the Registrar General of Trinidad and Tobago	5 (c)	Mandatory	
Domiciled in Tobago Contractor must provide evidence (Utility Bill, Tenancy Agreement etc.) that they reside on the island	5 (d)	Mandatory	
BIR/NIS/VAT Evidence of compliance with legal taxes etc.	5 (e)	Where Applicable	
Evidence of Past Experience/Performance At least two (2) previous signed contracts or letters of awards inclusive of Reference Letters/Certificates.	5 (f)	Maximum Score	Minimum Score
		20	10
Ability to Finance the Project Letter from a Financial Institution (Bank, Credit Union etc.) indication satisfactory ability to Finance the project	5 (g)	30	15
Methodology This should be outlined in a Gantt or other chart itemizing the process flow from start to completion of the project.	5 (h)	15	7.5
List of Key Personnel Detailed list of Key Personnel and their requisite experience to lead and complete the job.	5 (i)	15	7.5
Price Contractor's price proposed is the most competitive		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 twelve (12) 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.

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

SCOPE OF WORK-CONSTRUCTION OF CHARLOTTEVILLE STAFF QUARTERS

Duration 56 days

Project Brief: The contractor shall supply all required expertise, labor, tools, equipment, material and services required to provide and complete this scope of work according to specification and standard set by the Division.

1.0 Preliminaries:

To allow the contractor to provide:

- safety, security and environmental protection E.g., safety signs, setting out of the works, cleanup and other protective barriers to prevent the public from being endangered during the work process.
- Scaffolding, tools and equipment, water and electricity required for the works; shall include the items set out in the BOQ.

2.0 Carpentry

Timber

- Timber must be of best quality kiln seasoned hardwood, pitch pine, treated pitch pine.
- Timber for carpentry work shall be well seasoned, free from sap, large, loose knots, excessive moisture, disease, or other defects, in long commercial lengths as possible.

All nails, screws, and bolts must and shall be of coated type material for finishes.

Doors and Windows

- Door timber shall be of an approved source and manufactured solid core construction as described.
- All dimensions of doors and windows shall be verified on the site visit and thereafter before proceeding to woodwork and install.

Ironmongery

- All ironmongery shall be fixed with matching screws. The Contractor shall ensure before the woodwork is painted, that handles are removed or taped; carefully stored and reinstalled after completion of painting; and locks oiled and in working condition.

3.0 Surface Cleaning/ Preparation

- The contractor shall repair cracks and holes; clean rust from steelwork before proceeding to paint surfaces.
- All surfaces to be painted must be clean, smooth, dry and free of foreign materials and rust. Surface shall be cleaned, using a mild detergent solution.

4.0 Painting

- Paint colors are those recommended by the client representative.
- Paint should not be applied to damp surface, and during wet periods.

5.0 Site Cleaning and Clearance

- After completing all tasks, the contractor shall remove all debris, excess and unused materials from the site before handover. Unwanted material should be discarded appropriately.

BILL OF QUANTITIES

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<u>Preliminaries</u>				
<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 all safety requirements for coastal works, inclusive of safety precautions to prevent leaching of cementitious materials into the water during the work. • 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 Substructure Works 34 feet x 20 feet				
Excavation Earthworks and Foundation				
1.1 Excavate over site average 7 inches deep to remove asphalt layer; load, wheel, deposit and later spread on a site where directed.	ft ²	680		
1.2 Excavate to form column pits and trenches, starting at strip level. Excavate 5feet. deep Trench width 2 feet Column footing 36 inches x 36 inches	ft ³	1445		
1.3 Allow for shoring protection and sump pump to protect the open excavation from caving in.	Item			
1.4 Remove surplus excavated material and cart away. Return fill and ram selected excavated material around foundations.	ft ³	734		
1.5 Reinforcement Column size: (12inches x 12inches) <ul style="list-style-type: none"> Rebar size: Vertical bars 4 nr 5/8 diameter bars, 3/8inch links @8 inches c/c 	kg kg	254. 66		
1.6 Lay reinforcement cages and bars to column footing (Size of footing 3ft x 3ft) <ul style="list-style-type: none"> Rebar sizes: Longitudinal bars ½ inch @ 8 inches c/c Distribution Bars 3/8 inch @ 6 inches c/c 	kg kg	42 30		
1.7 Lay reinforcement cage and bars for foundation beam. Size 12 inches x 12 inches <ul style="list-style-type: none"> Rebar sizes: ½ inch rebar 3/8" inch binders 	kg kg	342 80		
1.8 Material supply and cast pad footing and trenches to receive block work. Concrete grade 30 Mpa	ft ³	222		
1.9 Supply concrete for the construction of reinforced concrete columns. Concrete grade 30 Mpa No. of Columns – 9 (nine) Height of columns 9feet.	ft ³	85		
1.9 Supply and lay 6-inch concrete blocks with all cores filled solid with concrete to foundation trenches. Foundation blocks must finish 18 inches above the ground.	ft ²	755		
1.10 Supply 12 inches thick approved hardcore filling spread leveled, well rammed and consolidated in layers of 6" inches to receive in-situ concrete.	ft ²	680		
1.11 Supply and install polythene sheets to floor.	ft ²	680		
1.12 Supply anti-termite treatment or other equal and approved chemicals; apply to the surface of blinded hard-core and surrounding areas strictly in accordance with manufacturer's instructions.	ft ²	680		

1.13	Supply and place 65-gauge BRC wire to floor structural slab.	ft ²	680		
1.14	Supply formwork to receive floor structural slabs.	ft ²	680		
DESCRIPTION		UNIT	QTY	RATE	AMOUNT
1.15	Supply cast in-situ concrete for slab poured on or against earth or un-blinded hardcore. (M30 concrete, 5 inches thick)	ft ³	354		
Sub- Total Substructure Works					

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
2.0 Superstructure				
2.1 Walls east and north as indicated on the drawing should be made of timber (coast guard base and front of driveway). Treated weather board 8-inch width x 16 feet length for wall girth superstructure. Wall height 9 feet.	ft ²	360		
2.2 Walls south and west as indicated on the drawing should be made of 6 inches concrete blocks. Wall exterior on near the fence line and adjacent to the existing building shall be constructed in block.	ft ²	612		
2.3 Supply and install two rows of vent blocks at the top of storeroom area.	ft ²	20		
2.4 Supply and lay reinforcement for first floor slab. Use ¾ inch corrugated steel for single matting at 6-inches c/c and 2 ½ inches space blocks throughout.	ft ²	266		
2.5 Lay reinforcement cage and bars for beams. Rebar: ½ inch bars 3/8 inch	kg kg	176 42		
2.6 Supply and install concrete for tank farm inclusive of beams. Concrete grade 30 Mpa	ft ³	216		
2.7 Supply and pour concrete grade 30 to doors and windows lintel. Supply and pour concrete grade 30 to ring beam of the building.	ft ³	38		
2.8 Rendering to internal and external walls on south and west. Wall girth interior and exterior shall be rendered on both sides to finish surface. Render thickness not exceeding ½ inch thick. Wall height 9 ft.	ft ²	612		
Roofing pitch 6/12 Eave overhand 1foot. - 4 inches Hip Roof				
2.9 Supply and install DTPP 2 inches x 6 inches timber rafters to roofing structure. Supply and install 4-inch laths, inclusive of all screws and items necessary for installation to roofing structure. Supply and install color clad roof sheeting for long lasting resistance to saltwater corrosion. Supply and install ridge cap to roofing structure Supply and install aluminum guttering to eaves of roof structure, inclusive of all clamp's screws and downpipes. Supply and install close boarding ceiling. Ceiling should be made ¼ inch groove ply and painted. Supply and install hurricane straps inclusive of all other materials to ensure that the roof is thoroughly secured.	Item	01		

Sub-Total Superstructure Works				
DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3.0 <u>Finishes</u>				
3.1 Supply and install pressure treated timber doors and frames to building inclusive of locks (kiwi set) and handles. Size: 36 inches x 80 inches	nr.	03		
3.2 Supply and install pressure treated timber door and frame inclusive of locks (deadbolt kiwi set) and handles. Use double hung door at entrance. Size: 72 inches x 80 inches. Doors should be in filled with glass at the top panel.	nr.	01		
3.3 Supply and install 24 inches x 24 inches ceramic non-skid porcelain tiles to entire building.	ft ²	680		
3.4 Supply and install a 24 inches stainless steel kitchen sink, inclusive of a stainless-steel pipe and plumbing fixtures to ensure a water supply into the building.	Item			
3.5 Construction of a countertop 36 inches above floor, using 1 ½ inches thick teak hardwood material. This should carry concrete board and tiles and ground cupboards to be used as storage. Kitchen space shall not exceed 8 feet 6 inches.	Item			
3.6 Supply and install PVC burglar proof type windows in filled with glass. Dimension of windows 6 feet. x 4 feet.	nr.	04		
3.7 Supply and install PVC burglar proof windows in filled with glass. Dimension of windows 4 feet. x 4 feet.	nr.	01		
3.8 Supply and install PVC burglar proof windows in filled with glass. Dimension of windows 4 feet. x 3 feet.	nr.	02		
3.9 Supply and install gypsum wall cladding on the interior wall finish on the wooden sections of the building structure.	ft ²	280		

<p>3.10 Supply and install notification signs. Exit sign, Enter Sign. Storeroom sign. Signs should be constructed on flexi-glass material; be durable and easily cleaned. (Please liaise with client representative for specification)</p>	nr.	03		
Sub- Total Finishes				
DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4.0 <u>Painting</u>				
<p>4.1 Timber wall girth must be sanded, prime and a wood perseveration material applied. <u>All preparatory work to be done prior to painting.</u> External timber walls shall be painted with Pro Industrial Latex Base paint. Application of paint must consist of (2) coats. Sherwin Williams paint. (Color to be given by the client representative)</p>	ft ²	369		
<p>4.2 Brick Wall girth must be primed and painted thoroughly. <u>All preparatory work to be done prior to painting.</u> External walls of blocks should be painted with Pro Industrial Latex Base paint. Application of paint must consist of (2) coats. Sherwin Williams paint. (Color to be given by the client representative)</p>	ft ²	593		
<p>4.3 Wall girth of entire interior must be prime and painted thoroughly. <u>All preparatory work to be done prior to painting.</u> Interior walls should be painted with emulsion base paint. Application and painting of all drywall surfaces using one (1) coat stain blocking dry wall primer. Application of paint must consist of (3) coats. Sherwin Williams paint. (Color to be given by the client representative)</p>	ft ²	1,285		

4.4 Ceiling interior and exterior must be sanded then stained in marine base stain. Apply (2) coats. (Color to be given by the client representative)	ft ²	756		
Sub-Total Painting				
DESCRIPTION	UNIT	QTY	RATE	AMOUNT
5.0 Amenities				
5.1 Supply and install adjustable executive leather office chairs. Executive type chair with backrest and armrest (Color to be given by the client)	nr.	06		
5.2 Supply and install office seating area chairs. Chairs must have foamed backrest and armrest: Seating Area chair:3 (Color to be given by the client)	nr.	03		
5.3 Supply double door 15 cu ft. whirlpool standing fridge for the kitchen area. Color to match the scheme in the kitchen.	nr.	01		
5.4 Supply a 1.7 cu whirlpool microwave for the kitchen area. Color to match the scheme in the kitchen.	nr.	01		
5.5 Supply and install office desks to be placed in the staff quarters. Executive office type desk: (Color to be given by the client)	nr.	06		

5.6 Supply and Install an electronic cash register. Please liaise with client representative for further specification. Allow a P.S of \$8000.00	P. S		\$8000	\$8,000.00
5.7 Supply and install new ¾ HP 115-230v 60Hz Dual Voltage Jet Pump; Pressure Switch, a Pressure Gauge 2” 12 Bar (0 - 175 PSI) Pressure Tank 100 LIT (26.5Gal); Pump should be stored in the storeroom as indicated on the drawing.	nr.	01		
5.8 Supply and install Roto-plastic 1000 Gallon rubber plastic tanks.	nr.	02		
5.9 Supply and install schedule 40 GI pipe railings. This shall be anchored into slab and placed around the elevated tank farm. 14feet(W) x 19feet(L) x 5feet -6inches (H) An entry point by way of a single gate should construct to allow access.	ft ²	363		
5.10 Supply and installation of GHEE/DISTINCTION 36000 BTU unit in the building area.	nr.	01		
5.11 Supply and install 24 inches angle L shape wall mount brackets at 24 inches spacing. L shaped brackets should be those used for commercial shelving and mounted around the entire wall area. Use (2inch x 6inch) dressed pressure treated timber material for shelve base.	Item	01		
5.12 Supply and install fixed steel walk-thru dock ladder on the building. Commercial type.	nr.	01		
Sub-Total Amenities				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
6.0 General Works				
6.1 Demolish and cart away existing tank stand. N.B the two 600gal tanks should be stored and reinstalled on proposed tank farm.	Item			
6.2 Construction of aprons around the front elevation and along the side elevation of the building. Apron width 2ft- 6inches	Item			
6.3 Safely demolish the existing garbage bin and clean the area to receive a concrete surface. Cart away material remains.	Item			
6.4 Supply and construct a 4yard secure garbage bin using concrete blocks. Bin should have a double top covering and entrance door. Material type for top covering and door shall be made of aluminum sheeting and ½” inch square steel tubing. Specification: 6ft height 4ft- 3inch depth 3ft – 9inch front height 4ft – 7inch rear height	Item			
Sub- Total General Works				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
7.0 Main Building Facility/Washroom				
7.1 Demolish existing toilet sink and dispose to the approved dump site.	nr.	02		
7.2 Supply and install oval ceramic Armitage vanity type sink 20 inches inclusive of countertop 2feet x 2feet at washroom facility.	nr.	02		
7.3 Material supply and repainting of the entire washroom in emulsion-based paint. Painting should include interior of the building. Painting is inclusive of male and female washroom. Calculation per sq. ft.; all necessary preparatory work, material. (Color to be given by the client representative)	ft ²	719		
7.4 Carefully remove the floor tiles in both male and female washroom. Care should be taken to prevent damages to the existing terrazzo flooring.	ft ²	460		
7.5 Carefully clean the terrazzo flooring after the removal of floor tiles and application of floor polish.	ft ²	460		
7.6 Supply and install commercial cashier glass window at lunchroom. N.B Lunchroom will be converted to ticketing booth. 3ft. (height) x 2ft.-2inch (width)	nr.	01		
7.7 Material supply and repainting of the entire ticketing booth area in emulsion-based paint. Painting should include interior of the building. Calculation per sq. ft.; all necessary preparatory work, material. (Color to be given by the client representative)	ft ²	253		
7.8 Supply and install treated timber weather door. Doors shall be outfitted with Yale stainless steel lockset, inclusive of dead bolt and handles. Doors must be painted in color to be approved by the client representative. Door sizes: 32" inches x 80" inches	nr.	01		
Sub-Total Main Building				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
8.0 Security Booth				
8.1 Carefully move existing guard booth to a designated location. Please liaise with the client representative for specification.)	Item			
8.2 Clean area and layout the foundation. Prepare the steel work/BRC for the concrete pad. Cast concrete pad foundation (6 inches thick). The slab should be finished by floating to create a smooth surface. Install ½ inch x 6 inches Galvanized anchors at 12inches apart from the corners and 4 feet apart on the bottom/sill plate, before the concrete cures. Install an asphalt / rubber/ plastic/ to protect the wood from direct contact with the concrete. It will minimize water damage and the chance of rot. Secure the plate to the slab and place washers and nuts and tighten down the nuts with a socket wrench.	ft ²	69		
8.3 Remove and cart away defective timber door.	Item			
8.4 Supply and install treated timber two piece-opening doors. Doors shall be outfitted with Yale stainless steel lockset, inclusive of dead bolt and handles on the existing guard booth. Doors must be painted in color to be approved by the client representative. Door sizes: 32 inches x 80 inches Replace the existing hinges with stainless steels hinges. The door swing/opening must be that of the existing system.	nr.	01		
8.5 Supply and install PVC burglar proof windows in filled with glass. Window Dimension of windows 3feet x 3feet.	nr.	02		
8.6 Material supply and repainting of the entire security booth building in latex-based paint. Painting should include exterior of the building. Calculation per sq. ft.; all necessary preparatory work, material. (Color to be given by the client representative)	ft ²	595		
8.7 Material supply and repainting of the entire security booth building in emulsion-based paint. Painting should include interior, and ceiling of the building. Calculation per sq. ft.; all necessary preparatory work, material. (Color to be given by the client representative)	ft ²	645		
Sub-Total Security Booth				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
9.0 Plumbing Works				
9.1 Supply and install all plumbing service works to the tank farm, pumps and from the main inlet to the proposed distribution (restaurant, kitchenette and washroom facility). (Water and wastewater pipes, inclusive of all the necessary supplies for installation). (All PVC material must be SCH 40 pipe fittings)	Item			
Sub-Total Plumbing Works				
DESCRIPTION	UNIT	QTY	RATE	AMOUNT
10.0 Electrical Works				
10.1 Supply and Install all electrical lighting and fixtures to the entire building. Lighting must include around the perimeter of the building (dust- to- dawn floor lights). All necessary lighting panels, breakers, pump connection, cables, meters should be supplied and connected to facilitate electrical connection by the service provider.	Item			
Sub- Total Electrical work				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
11.0 Make Good				
11.1 Make good to all defects identified by the contract administrator and those from the construction activities inclusive of buried utilities.	Item			
Sub-Total Make Good				

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
GENERAL SUMMARY				
DESCRIPTION				AMOUNT
Preliminaries				
1.0 Substructure Work				
2.0 Superstructure Work				
3.0 Finishes				
4.0 Painting				
5.0 Amenities				
6.0 General Work				
7.0 Main Building Work				
8.0 Security Booth Work				
9.0 Plumbing work				
10.0 Electrical Work				
11.0 Make Good				
Sub-total				
Vat @ 12.5 %				
Contract Sum				

APPENDIX B

Cover Page

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

Dear Madam,

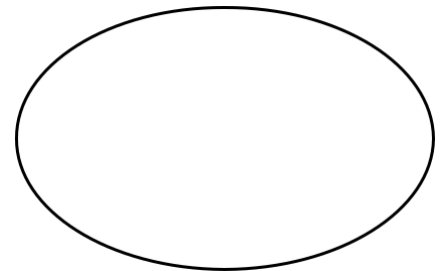
Having read the contents of the Tender document we hereby make the following submission

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”.

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.

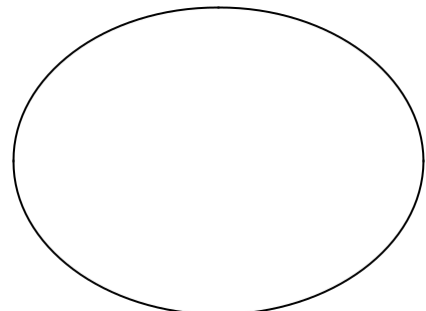
Dated this.....day of..... 20.....

.....
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