



OFFICE OF THE CHIEF SECRETARY

INVITATION TO TENDER FOR HVAC/ AIR-CONDITIONING MAINTENANCE AT SHAW PARK COMPLEX

DESCRIPTION	DATE & TIME
SITE VISIT DATE	Monday 16th May, 2022 at 12:00pm
TENDER ACKNOWLEDGEMENT	Friday 20th May, 2022 by 10:00am
REQUEST FOR INFORMATION DEADLINE	Friday 20th May, 2022 by 10:00am
TENDER SUBMISSION DEADLINE	Wednesday 25th May, 2022 at 2:00pm
TENDER OPENING DATE	Wednesday 25th May, 2022 at 2:15pm

OCS SPC-005

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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 Office of the Chief Secretary (OCS), which oversees the others.

The Shaw Park Complex (SPC) is a facility under the purview of the OCS. It is a fan shaped, multi-purposed facility which is intended to accommodate major cultural events in Tobago. It has a seating capacity of five thousand (5,000) and the ability to facilitate small performances with a seating capacity for twelve hundred (1,200).

In this regards the OCS is currently in the process of engaging competent and reliable contractors to provide HVAC/ Air-conditioning Maintenance at the Shaw Park Complex. The OCS 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

Currently at the Shaw Park Complex, once the HVAC system is down, no events can take place at the facility as there is no air circulation which leads to poor air quality, increased mold growth and subsequent shut down of the facility. To mitigate against this, the Shaw Park Complex seeks to engage a suitable contractor to provide HVAC/ Air-conditioning Maintenance at the facility for a twelve (12) month period.

3. ELIGIBILITY

Tenderers that are pre-qualified in the category “AIR-CONDITION & REFRIGERATION 15-PCO-002” are invited to tender. If tenderers are not certain of their prequalification status, 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:
 - a. insolvent;
 - b. in receivership;
 - c. bankrupt; or
 - d. 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) 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
- h) the bidder must meet relevant industry standards.

4. SCOPE OF WORKS

See **APPENDIX A** for full scope of works.

5. FORMAT OF TENDERS

- (a) Tenders shall comprise a Single-Envelope System, this means a single envelope containing both the financial and technical/quality information for evaluation.
- (b) 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.

6. 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 – Office of the Chief Secretary, Spring Garden Facility, Spring Garden Trace, Tobago at: latoyah.smith@tha.gov.tt.

The deadline for submission of the Tender Acknowledgement Form is Friday 20th May, 2022 by 10:00am

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

7. 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. **COVER PAGE (MANDATORY)**

- Outlining the name of the Tenderer
- The sum proposed in words (VAT to be written separately)
- Disaggregated quotation inclusive of materials and labour
- 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 (Mandatory)**

b. **FORM OF TENDER (MANDATORY)**

- 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 COMPLIANCE WITH LEGAL TAXES (MANDATORY)

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

e. EVIDENCE OF PAST EXPERIENCE (EVALUATED)

- Tenderers can provide two (2) previously 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 – A (Company).
- REFERENCE REPORT. Two (2) signed two reference reports completed and signed by past clients.
- Performance Certificates. Tenderers can provide two (2) signed performance certificates issued by previous clients.

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

f. 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.

g. 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 where applicable.

h. KEY PERSONNEL (EVALUATED)

- Name and signed resume of key personnel (e.g. engineers, electrician etc.)

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 be 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.

8. TENDER SUBMISSION

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

Secretary of the Tenders Committee
Office of the Chief Secretary
Invitation to Tender: HVAC/ Air-conditioning Maintenance
Shaw Park Complex
OCS-SPC-005

and deposited in the tender box located on Ground Floor of the Spring Garden Office Facility, Spring Garden Ext. Road, Scarborough, Tobago on **Wednesday 25th May, 2022 at or before 2:00pm** (Box Opening dimensions are approx.13” long x 1” wide). There will be a public opening immediately after.

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.

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.

9. 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: latoyah.smith@tha.gov.tt by **Friday 20th May, 2022 by 10:00am**. All queries should be addressed to:

**Ms. Latoyah Smith
Public Procurement Officer
Office of the Chief Secretary**

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

10. TENDER OPENING

Tenders shall be opened at the Procurement Control Office, Spring Garden Office Facility, Spring Garden Trace, Tobago. All tenderers are invited to be present for the opening. Please note that **ALL** Covid-19 regulations would be observed during the opening.

11. EVALUATION OF TENDERS

The OCS 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 OCS 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.	Signed Attendance Register	Pass/Fail	Site Visit Attendance Register
2.	Registered with PCO	Pass/Fail	PCO database
3.	Cover Page	Pass/Fail	See Section 7 (a)
4.	Form of Tender	Pass/Fail	See Section 7 (b)
5.	Evidence of Business Registration	Pass/Fail	See Section 7 (c)
6.	Tax Compliance	Pass/Fail	See Section 7 (d)

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 7 (e)
3.	Financial capacity	20 pts	See Section 7 (f)
4.	Implementation Plan/Methodology	35 pts	See Section 7 (g)
5.	Qualifications and Experience of Key Personnel	30 pts	See Section 7 (h)
	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.

12. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between OCS and any bidder until and unless OCS 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 OCS reserves the right to vary and or amend contractual terms, with mutual consent of the OCS and the successful tenderer.

13. LATE TENDERS

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

16. CONFLICT OF INTEREST

The OCS 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.

17. RIGHTS OF THE OFFICE OF THE CHIEF SECRETARY

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

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

18. GOVERNING LAW

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

-End-

APPENDIX A

SCOPE OF WORKS

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HVAC /CHILL PLANT /AIR CONDITIONING
at
SHAW PARK COMPLEX
OCS SPC-005

SCOPE OF WORKS

CHILL PLANT

1. Quarterly servicing of Chill Plant – remove debris, power wash coils, grease and oil Chill Plant
2. Service 3 mechanical pumps located in Chill Plant
3. Service and maintenance of all valves (with grease, oil, WD40 and approved cleaning agents)
4. Apply Industrial paint where necessary to repair rust
5. Remove all debris, unused parts and/or pipes. Cut and spray to remove any overgrown bushes
6. Weekly physical inspection of all Chill Water Plant and Chill waterlines

AIR HANDLERS

1. Quarterly Servicing and maintenance of 23 air handlers, 2 split units, 30 fan coil air handler
2. Monthly cleaning of all Air Handler rooms
3. Weekly visual inspection of all units, thermostats, coil, waterlines and air handler room
4. Service shaft, bearings, coils and moving parts with grease, oil and certified cleaning agents
5. Where necessary repair and replace; belts, bearings, shaft and valves.
6. Apply industrial paint to reduce rust where necessary.

EMERGENCY

In the event of an emergency, the contractor must be able to respond within 8 hours of the report.

All emergency repairs must be completed within 24 hours unless deemed a major structural or mechanical issue.

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APPENDIX B

**ADDITIONAL TENDER SUBMISSION
DOCUMENTS**

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TENDER ACKNOWLEDGEMENT FORM

TO: Public Procurement Officer, OCS

**TENDER: HVAC/ Air-conditioning Maintenance at Shaw Park Complex
OCS SPC-005**

☐ (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 latoyah.smith@tha.gov.tt by **Friday 20th May, 2022 by 10:00am.**

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.

Declared at _____)
 this _____ day _____)
 of _____ 20.....)

Before me,

COMMISSIONER OF AFFIDAVITS

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*

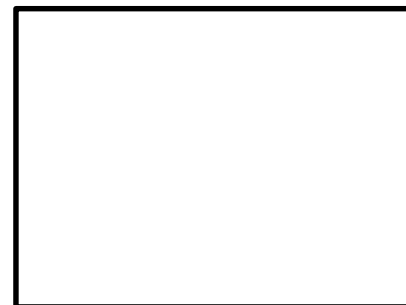
Description	Performance Rating						Comments (attach as necessary)
	E	S	U	N	I		
Work performed in compliance with contract terms and specs							
Materials, supplies and equipment provided as required							
Staff availability							
Timeliness of work							
Staff professionalism							
Customer Service							
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: The Chief Administrator, Tobago House of Assembly

TENDER: HVAC/ Air-conditioning Maintenance at Shaw Park Complex
OCS SPC-005

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

.....
..... (TT\$)
PLUS VALUE ADDED TAX
..... (TT\$.....)
.....
..... (TT\$)
TOTAL

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

.....
.....

