



TOBAGO HOUSE OF ASSEMBLY
Division of Infrastructure, Quarries and Urban Development (DIQUD)
#2-10 Old Government Farm Road, Shaw Park, Tobago.
Tel# (868) 639-1287 Ext 44106

INVITATION TO TENDER (ITT)

FOR

**(DSW-001) SOIL STABILIZATION, SMITH FILED TRACE,
SCARBOROUGH, TOBAGO.**

**As part of the
“Leh We Fix Dis Programme”**

DIQUD-2022 -ITT-006

ITEM	DESCRIPTION	DEADLINE DATE	DEADLINE TIME
1	Pre-Tender Site Meeting	July 7th 2022	10:00 am
2	Acknowledgement Form	July 8 th 2022	4:00pm
3	Tender Queries	July 11 th 2022	1:30pm
4	Tender Closing (Submissions)	July 18 th 2022	1:30pm
5	Tender Opening	July 18 th 2022	2:00pm

Table of Contents

1.0 INVITATION TO TENDER	4
2.0 BACKGROUND INFORMATION	4
3.0 SCOPE OF WORKS	4
4.0 PRE-TENDER SITE MEETING	4
5.0 PRE-QUALIFICATION	5
6.0 SUBMISSION OF TENDERS	5
6.1 Invitation to Tender	5
6.2 Compliance with Tender Documents	5
6.3 Acknowledgement of Tender	6
6.4 Clarification of Tender Documents	6
6.5 Cost of Submission of Tenders to Tenderers	7
6.6 Labeling of Tenders	7
6.7 Submissions of Tenders	8
6.8 Closing of Tender Box	9
6.9 Opening of Tenders	9
6.10 Communication Between DIQUD and Tenderers	9
6.11 Submission Deadlines	10
7.0 SKILL & EXPERIENCE of TENDERERS	10
8.0 MODIFICATION & WITHDRAWAL	10
9.0 TENDER VALIDITY	11
10.0 TENDER EVALUATION	11
11.0 TENDER REJECTION	12
12.0 EXCEPTIONS TO ITTP	13
13.0 PRE-AWARD CORRESPONDENCE	14
14.0 ACCURACY AND PURPOSE OF BILLS OF QUANTITIES	14
15.0 CONFIDENTIALITY OF TENDERS	14
16.0. RATES OF EXCHANGE	15
17.0. TENDER ACCEPTANCE AND AWARD OF CONTRACT	15
18.0 TENDERER'S WARRANTY AND MAINTENANCE OF THE SERVICES	16
19.0. LOCAL CONDITIONS	16
21.0 WAIVER	16
22.0 NO CONTRACTUAL OBLIGATIONS	16
20.0 AWARD CRITERIA	17

23.0 CONFLICT OF INTEREST	18
24.0 HEALTH AND SAFETY	18
APPENDIX A	18
APPENDIX B	19
APPENDIX C	20
APPENDIX D	23
BILL OF QUANTITIES	24

1.0 INVITATION TO TENDER

The Division of Infrastructure, Quarries and Urban Development (DIQUD) is charged with the responsibility to construct, develop and maintain government infrastructure, road networks, drainage systems, coastlines and urban spaces.

In this regard, DIQUD is inviting suitably qualified firms with experience in civil engineering design, geotechnical research, road paving, box drains construction and concrete works skills set for the completion of roads and soil stabilization technology to Smithfield Trace, Scarborough, Tobago.

2.0 BACKGROUND INFORMATION

The Smithfield Trace road and surrounding area has had slow soil movement for some time and has drawn the attention of this Administration to have this occurrence rectified. Thus the Division is seeking a solution for stabilization in this area.

3.0 SCOPE OF WORKS

3.1 Scope Statement:

To conduct geotechnical investigation as to the cause of earth movement in the area, design and construction an approved design for the solution of the underground movement to bring stability in the area.

4.0 PRE-TENDER SITE MEETING

- a. Consistent with our tendering processes, all respondents are required to attend a MANDATORY site meeting
 - **Date:** Thursday 7th July2022
 - **Time:** 10.00am.
 - **Location:** Mt Marie and Smithfield Trace, Scarborough, Tobago.
 - **Purpose:** To observe site condition, laydown area and access to site.
- b. Most times the TENDERER will be required to attend a mandatory pre-tender meeting and site visit before tendering. Where so indicated, the TENDERER shall so attend and shall satisfy itself on all matters or points which might affect its Tender as no claim will be allowed in connection with any neglect or failure on the TENDERER'S part in this respect.
- c. Failure to attend the mandatory pre-tender meetings and site visits and sign the attendance registers will render the prospective TENDERER ineligible to submit a Tender, and if submitted, such a Tender will not be considered for evaluation.
- d. All contractors must be properly attired in the required PPE for all DIQUD construction site visits.

5.0 PRE-QUALIFICATION

5.1 T.H.A. PROCUREMENT REGISTRATION

- a. Respondents **MUST** be pre-qualified before award of contract. Pre-qualification documentation can be downloaded from the Procurement Control Office (PCO) official website at: <http://www.pco.tha.gov.tt/prequalification>.
- b. Pre-qualification packages must be filed and submitted directly to:
- c. **Procurement Control Office, Spring Garden Office Complex Orange Hill ext. (Spring Garden Trace, Whim. – Office of the Chief Secretary).**

6.0 SUBMISSION OF TENDERS

6.1 Invitation to Tender

The Division of Infrastructure Quarries Urban Development (DIQUD) hereby invites the submission of Tenders for the performance of the civil works, described in this Invitation to Tender Package (ITTP) and in compliance with the conditions herein.

6.2 Compliance with Tender Documents

- a. A Tenderer planning to submit a Tender is responsible for examining with appropriate care to the complete ITTP and is also responsible for informing itself with respect to all conditions which might in any way affect the cost or the performance of any service. Failure to do so shall be at the sole risk of the TENDERER, and no relief can be given for error or omission by the TENDERER.
- b. In submitting a Tender, the TENDERER warrants it has thoroughly examined these documents, understands and has the capabilities for executing the service specified.
- c. In each case, the conditions and terms of the documents issued herewith, supplemented by the particulars provided by the successful TENDERER in its Form of Tender and its enclosures are intended to be included without further amendment in the CONTRACT between the DIQUD and the successful TENDERER.
- d. It is the TENDERER'S responsibility to thoroughly review the specifications and conditions contained or referenced in this ITTP. Failure to review and understand ITTP data and documents shall in no way relieve TENDERER of its responsibility to provide complete and operable Services in accordance with the proper intent hereof and with the standards of quality generally accepted in the respective industry.
- e. The TENDERER shall certify one of the following statements:
 - i. 'Our quotation is in exact accordance with all the requirements of the ITTP with no exception'.
 - ii. 'Our quotation is in exact accordance with all the requirements of the ITTP with no exceptions other than those listed below'.

6.3 Acknowledgement of Tender

- a. **Accessing Acknowledgement Form**. Tenderers interested in responding to the ITT must respond on the acknowledgement form provided. This acknowledgement form can be completed digitally or via printing, updating, scanning and resending to the prescribed email address in the ITTP. The digital form can be found by clicking this link <https://forms.gle/54YwYWsr7tEJmKHn9>. The downloadable form can be found together with the tender package on the website.
- b. **Authority in Acknowledgement Form**. 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.
- c. **Content in Acknowledgement Forms**. Respondents must also indicate the name and contact details of the persons within their organization responsible for leading the tender process and subsequent liaison between DIQUD and their organization for correspondence, queries and responses.
- d. **Submission of Acknowledgement Forms** must be adhered to by the deadline date stated in this tender document.

6.4 Clarification of Tender Documents

- a. DIQUD may request clarifications from the TENDERER with respect to its Tender. Clarification requested or given shall not alter the Tender price. A TENDERER requiring clarification of the tender documents composed in the ITTP shall notify DIQUD via the email to procurementmanagerdiqud@gmail.com.
- b. DIQUD will respond to any Request for Clarification received by the deadline date set for queries before the submission of the Tender.
- c. Copies of the queries and responses will be forwarded to all parties invited to tender for the supply of the Goods and or services.
- d. TENDERERS are required to make their Requests for Clarification specific and shall provide reference/s to the ITTP by section, clause, etc. as may be applicable.
- e. The failure or omission of any TENDERER to examine any form, instrument, or document shall in no way relieve any TENDERER from any obligation in respect to its Tender Submission.
- f. Should a TENDERER find discrepancies in or omissions from the ITTP or should the intent or meaning appear unclear or ambiguous, or should any other question arise relative to the ITTP the TENDERER should notify DIQUD of such findings in writing. The TENDERER making such request shall be solely responsible for its timely receipt by the deadline date for queries advertised by the DIQUD.
- g. Replies to such notices (if any) may be made in the form of addenda or a response email attachment to tenderers who indicated their interest in the ITTP by responding to the acknowledgement form, will be communicated to all.
- h. DIQUD will not be responsible for any mis-interpretations made by TENDERER as a result of information received by any means other than by written addenda.

6.4 Clarification of Tender Documents (Cont'd)

- i. Each addendum, when issued, is to become part of the ITTP.
- j. TENDERER is to acknowledge receipt of all addenda by communicating with the DIQUD by responding to or sending emails.
- k. Non-receipt of an acknowledgement hereunder will entitle DIQUD to assume that TENDERER has received all addenda.
- l. Tenders containing all materials that TENDERER wishes to have considered as part of its Tender should be submitted within their Tender submission as an appendix and clearly identify the Tender number and name which are as follows:
 - TENDER NUMBER: DIQUD-2022-ITT-006
 - TENDER NAME: (DSW-001) SOIL STABILIZATION, SMITHFIELD TRACE, SCARBOROUGH, TOBAGO

6.5 Cost of Submission of Tenders to Tenderers

- a. TENDERERS shall bear all costs associated with the preparation and submission of Tenders and the DIQUD will in no way be responsible or liable for those costs regardless of the conduct or outcome of the evaluation process.

6.6 Labeling of Tenders

The Tender package must be labeled as follows outside each envelope:

FOR:

- o Name of Tender: **(DSW-001)** SOIL STABILIZATION, SMITHFIELD TRACE, SCARBOROUGH, TOBAGO
- o Tender Number: DIQUD-2022-ITT-006
- o Registered Business Name:
- o Registered Business Address:
- o Business Phone Contact:
- o Business Email Address:

TO:

The Tender Committee, Division of Infrastructure, Quarries and Urban Development, #2-10 Old Government Farm Road, Shaw Park, Tobago.

Date of Submission: 18th July 2022

6.7 Submissions of Tenders

- a. The Tender Documents shall be typed or written in indelible ink and shall be signed by the person/s duly authorized to bind the TENDERER
- b. The order of the tender must follow the order of the tender submission checklist.
- c. The complete Tender shall be without alterations, interlineations or erasures, except those in accordance with instructions issued by the DIQUD or as necessary to correct errors made by the TENDERER. In the case/s of corrections such as described above, and where any entries or amendments are made by the TENDERER, all such amendments shall be initiated by the person/s signing the Tender.
- d. Only ONE (1) Tender may be submitted by each TENDERER. No TENDERER may participate in the Tender of another for the same contract in any relation whatsoever.
- e. The Tender Price/s shall be submitted on the Form of Tender incorporated herein. All blank spaces in the Form of Tender must be filled in, in ink, in both words and figures when required.
- f. No changes shall be made in the phraseology of the forms. Written amounts shall govern the cases of discrepancy with the amount stated in figures.
- g. Respondents MUST submit one (1) original and four (4) copies of their bids. The envelope of the original bid MUST be labeled as "ORIGINAL" in BOLD font and the envelopes containing copies MUST be labeled "COPY".
- h. Respondents MUST also affix their company's stamp at the front of the Envelope as well as on the Form of Tender duly signed by the Principal or representative responsible for preparing the bid. The Form of Tender must be placed in the section stated within the tender document.
- i. Tenders shall comprise a Single-Envelope System. This means a single envelope containing both the financial and technical/quality information for evaluation. Alterations or erasures on any tender shall be initiated by the tenderer or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.
- j. DIQUD will not be held liable for bids which are incomplete OR non-submission in the tender box by the allotted time.
- k. DIQUD will not consider any Tender which is not submitted in accordance with our procedures as stated in this package.
- l. TENDERERS will be required to submit full details of any matter which may affect their offer in particular price proposals, payment conditions and time for completion.
- m. An independent section containing any and all exceptions taken to these Tender Documents. This section should be labeled "Exceptions to ITT".
- n. Completed Tender packages must be deposited in the tender box (Box opening dimensions are approx. 14" long x ¾" wide) Located on the ground floor, Executive Building, Old Government Farm Road, Shaw Park, Tobago on or before on the date stated in this tender package.
- o. All tenderers MUST ensure to sign the Tender Submission Register that is lodged with Security who are stationed next to the tender box.

6.8 Closing of Tender Box

- a. The tender box will be locked at 1:30pm on the date stated in this tender package as indicated in Section on Tender Submission Deadlines
- b. Late Submissions - Tender Documents submitted to DIQUD after the deadline for submission in accordance with the deadline dates set out in Section on Tender Submission Deadlines for the closing date and time of the tender box, will NOT be accepted

6.9 Opening of Tenders

- a. Tender opening will be conducted virtually and in person on the date, time and location stated in this tender package
- b. Respondents will be provided with a link to attend the virtual opening. The tender opening would take place at the Conference Room of the Executive Building of the DIQUD, #2-10 Old Government Farm Road, Shaw Park, Tobago.
- c. At the time of the opening of the Tenders, each TENDERER will be presumed to have read and be thoroughly familiar with the Contract Documents and satisfied itself as to the nature, extent and practicability of the services and all other points which can in any way affect the amount inserted in the Form of Tender.
- d. DIQUD will open at 2pm the Tender Box and retrieve the tenders on the date specified as the deadline date for submission of Tenders.
- e. At the time of the opening of Tenders, DIQUD will take a notation for each Tender the TENDERER'S name, the Tender price and such other details as DIQUD may consider appropriate
- f. Tenders for which acceptable Notices of Withdrawal have been submitted before the deadline date, pursuant to Section on Tender Submission Deadlines, shall not be opened.

6.10 Communication Between DIQUD and Tenderers

- a. Respondents who complete and submit the acknowledgement forms as well as sign in on the tender register would provide us with email addresses to communicate with them for the purpose of notices, addendums, tender opening links, responses to queries etc.
- b. Respondents who wish to withdraw their tender after having submitted it to the tender box should ensure to submit a Notice of Withdrawal to the procurementmanagerdiqud@gmail.com before the deadline date and time so that their tender package would not be opened.
- c. Respondents can raise a query or identify discrepancies by the deadline dates set out in the section for Submission Deadlines to the email address stated above.

6.11 Submission Deadlines

Table 1.1 – Submission Deadlines

ITEM	DESCRIPTION	DEADLINE DATE	DEADLINE TIME
1	Pre-Tender Site Meeting	July 7 th 2022	10:00 am
2	Acknowledgement Form	July 8 th 2022	4:00pm
3	Tender Queries	July 11 th 2022	1:30pm
4	Tender Closing (Submissions)	July 18 th 2022	1:30pm
5	Tender Opening	July 18 th 2022	2:00pm

- a. DIQUD at its sole discretion may extend the deadline by issuing a Notice of Extension, in which case all rights and obligations of DIQUD and the TENDERER previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

7.0 SKILL & EXPERIENCE of TENDERERS

- a. Tenderers are expected to have the practical skill and experience required as a contractor in the provision of Services of a similar or analogous nature and to be equipped with an ample quantity of suitable plant and equipment, financial capability and in every respect fully competent to undertake the execution of the Contract. This presumption shall in no way relieve the TENDERER from the obligation in respect to its Tender.

8.0 MODIFICATION & WITHDRAWAL

- a. The TENDERER may modify its Tender after submission provided that the Notice of Withdrawal was submitted before the deadline date and acknowledged by the DIQUD as received.
- b. The modified tender must also be submitted before the initial deadline date as stated in Section on Tender Submission Deadlines

- c. The modified tender submission must be labeled as follows for each envelope:

FOR:

- o Name of Tender: **(DSW-001)** SOIL STABILIZATION, SMITHFIELD TRACE, SCARBOROUGH, TOBAGO
- o Tender Number: DIQUD-2022-ITT-006
- o Registered Business Name:
- o Registered Business Address:
- o Business Phone Contact:
- o Business Email Address:

TO:

The Tender Committee, Division of Infrastructure, Quarries and Urban Development,
#2-10 Old Government Farm Road, Shaw Park, Tobago.

MODIFIED Date of Submission:

- d. A copy of the tenderer's Notice of Withdrawal of the previous submission must also be included inside the envelope.
- e. An original of the tenderer's Notice of Modification must also be submitted inside the envelope and attached to the previous Notice of Withdrawal.

9.0 TENDER VALIDITY

- a. The TENDERER'S proposed price shall be firm and valid for One-Hundred and Twenty (120) working days after Tender due/deadline date.
- b. DIQUD in exceptional circumstances reserves the right to request all TENDERERS to extend the validity of their Tender.
- c. Any TENDERER who extends its Tender will not be permitted or required to modify its Tender

10.0 TENDER EVALUATION

- a. Tenders will be evaluated by a committee appointed by the DIQUD
- b. Without prejudice to DIQUD rights, it is understood that DIQUD's evaluation of the Tenders will be strictly confidential.
- c. Those Tenders judged by DIQUD to be in violation of the spirit and intent of the ITTP will not be considered for evaluation.
- d. Those Tenders judged by DIQUD to be insufficiently supported with preliminary required documentation as outlined in this document and clearly stated in the checklist may or may not be considered for evaluation.
- e. DIQUD will weigh both the technical and commercial contents of the TENDERER'S proposal during DIQUD evaluation efforts. DIQUD will not divulge details or entertain any queries or protests whatsoever concerning its Tender Evaluation process or the results of the process.

11.0 TENDER REJECTION

- a. Notwithstanding anything to the contrary which may be contained or implied in this ITTP, the DIQUD does not bind itself to accept the lowest or any Tender submitted pursuant to this ITTP.
- b. The DIQUD further reserves the right to reject any Tender which is judged to be in violation of the spirit and intent of the ITTP.
- c. Unsuccessful TENDERERS will be so notified as soon as possible after the CONTRACT EXECUTION.
- d. The DIQUD 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 its unit rates are obviously unbalanced.
- e. The DIQUD reserves the right to reject a Bid, which does not provide satisfactory evidence that the respondent has the technical, physical and financial resources to complete the work within the specified contract period.
- f. The DIQUD 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 DIQUD does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- g. The DIQUD 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.
- h. The DIQUD does not bind itself to accept the lowest or any offer or to reimburse respondents for any expenses incurred in bidding.
- i. The DIQUD reserves the right to develop an addendum to update the tender package as necessary.
- j. The DIQUD reserves the right to request that respondents resubmit tenders if the need arises.
- k. Any effort by a TENDERER to influence the DIQUD in the process of examination, clarification, evaluation and comparison of Tenders and in decisions concerning award of Contract may result in the rejection of the TENDERER'S proposal.

12.0 EXCEPTIONS TO ITTP

- a. Tenderers are discouraged to take any exceptions to any part of these Tender Documents.
- b. Should it be necessary for the TENDERER to take any exceptions of any kind, they shall be consolidated and presented under title Exceptions to ITTP as part of the Form of Tender Section of its proposal. All such exceptions shall be properly described and must be supported by:
 - i. A justification for non-compliance with the ITTP
 - ii. A quantified cost impact in the event that DIQUD insists on compliance with the ITTP. Isolated exceptions, incorporated in the proposal, but not included in this independent section, will not be recognized or incorporated in any subsequent contract award; and Appendix
- c. TENDERER is cautioned that if the exceptions taken by him are judged by DIQUD to be in violation of the intent and spirit of the ITTP, the DIQUD reserves the right to disqualify such Tender without any notice or explanation.
- d. TENDERER will be required to comply with the affected technical document/s, terms, conditions and instructions, as set out herein and shall not be entitled to any claim for extra payment with respect to such compliance.
- e. TENDERER is cautioned that if the exceptions taken by him are judged by the DIQUD to be in violation of the intent and spirit of the ITTP, the DIQUD reserves the right to disqualify such Tender without any notice or explanation.
- f. Alternative Tenders - TENDERER may submit alternative technical and/or commercial Tenders or a Tender with qualifications, provided that:
 - i. Alternative Tenders are submitted separately from the Form of Tender. Alternate Tenders, are attached to the Form of Tender, and are submitted in addition to a fully compliant Tender prepared in accordance with the Tender Documents;
 - ii. Such alternatives improve the quality of the Services and/or will reduce the Contract Price or improve the schedule, with no sacrifice in quality, performance, safety or operability;
 - iii. Differences in the scope, quality, price and schedule for each alternative, compared to the fully compliant Tender, are fully defined, and all exceptions and qualifications are fully identified.

13.0 PRE-AWARD CORRESPONDENCE

- a. After receipt of these ITTP documents, all correspondence from TENDERER regarding the tender shall be addressed to the DIQUD to The Administrator and emailed to procurementmanagerdiqud@gmail.com.
- b. Pre-award correspondence may include but is not limited to Submission of additional information only if requested, Acceptance of Letter of Award, Insurance, workmen compensation package etc.

14.0 ACCURACY AND PURPOSE OF BILLS OF QUANTITIES

- a. The numbers, quantities and measurement given in the Bills of Quantities (BOQ) are approximate only and their quantities shall in no way affect the validity of the Tender or of any Contract based thereon.
- b. The total amount of each and every item set out in the Tender is to be clearly stated but this figure is required solely for the purpose of facilitating the comparison of the various Tenders acknowledged and shall not be deemed to be the actual sum which is to be paid to the Contractor for the execution of the Services if its Tender is accepted.
- c. The actual sum to be paid to the successful TENDERER (subject to all provisions of the Contract) is the value arrived at by using the rate and prices inserted by the TENDERER in the Bills of Quantities (BOQ) and the materials actually supplied and the service actually executed by the Contractor.
- d. Discrepancies in Tender - If it is found on examination of a Tender submitted by a TENDERER that there is any discrepancy between the total amounts inserted in the Bills of Quantities (BOQ) and the amounts arrived at by valuing the quantities set out in the BOQ at the rates or prices set against them by the TENDERER, then the amount of the Tender shall be considered to be that amount arrived at by valuing the quantities set out in the BOQ at the rates or prices set against them by the TENDERER, and the TENDERER shall be directed to alter the amount of its Tender to the amount so arrived at, and, if the TENDERER shall refuse to make such alteration, such Tender shall be deemed to be absolutely rejected.
- e. If it is found on examination of a Tender published by the DIQUD, that there is any discrepancy, uncertainty, inaccuracy in the tender, respondents should inform the DIQUD by raising a query in writing as per instructions set out in this tender in the section for Communication between DIQUD and Tenderers.

15.0 CONFIDENTIALITY OF TENDERS

- a. After the public opening of Tenders and the recording of tenderers and their bid price, information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations concerning the award of Contract shall not be disclosed to TENDERERS or other persons not officially concerned with such process.

16.0. RATES OF EXCHANGE

- a. TENDERER shall identify, in its Tender all non-TT dollar costs, if any, and shall state the Rate of Exchange used in calculating such costs.
- b. DIQUD will only consider any claims for additional cost arising out of increases in the weighted average selling rate of exchange ('the Rate of Exchange') of the relevant foreign currency as reported by the Central Bank of Trinidad and Tobago for any non-TT dollar costs, where such increase in the Rate of Exchange is more than 10% of the Rate of Exchange on which the TENDERER'S Tender is based.
- c. No increases will be considered for TT dollar costs.
- d. DIQUD also reserves the right to seek a reduction in the TENDERER'S Tender price if Rate of Exchange falls below the Rate of Exchange on which the TENDERER'S Tender is based.

17.0. TENDER ACCEPTANCE AND AWARD OF CONTRACT

- a. Tender Acceptance and Notification of Award Prior to the expiration of the period of Tender Validity prescribed in the section for Tender Validity, posits that the DIQUD will notify the successful TENDERER (if any) of the acceptance of its Tender submission by Letter of Award (LOA).
- b. The Acceptance of the LOA shall be confirmed by indicating your acceptance and signing to it and resending it to the DIQUD within the prescribed period of time not exceeding 10 days from the date of the letter. The date signed on the letter by the tenderer shall be the Date of Acceptance. This letter (hereinafter and in the Form of Agreement called 'Letter of Award') shall name the sum which DIQUD will pay the Contractor in consideration of the execution, completion, and maintenance of the services by the Contractor as prescribed by the Contract (hereinafter and in the Form of Agreement called the 'Contract Price'). The notification of the award and compliance with all conditions thereto will constitute the formation of the Contract.
- c. Responding to Letter of Award - the successful TENDERER shall respond by signing the LOA as a commitment to a preliminary acceptance of the award of contract and a commitment to furnish the Insurance Policies as may be prescribed under the conditions of the Award of Contract. These insurance policies include, but are not limited to, Public Liability Insurance and Workman's Compensation Insurance in respect of Contractor's personnel as required by applicable law. Policies shall be endorsed to include DIQUD as joint insured with the Contractor.
- d. The following clauses shall be included in each policy:
 - i. Cross Liability Clause - to ensure that the policies will be construed as though separate policies had been issued to each of the joint insureds.
 - ii. Indemnity to Principal Clause - to ensure that the DIQUD shall be indemnified in like manner to the insured as though a separate policy has been issued. Banks and Insurance Companies shall have agents in Trinidad and Tobago and shall be acceptable to the DIQUD.
- e. TERMS OF PAYMENT - The successful supplier shall be paid upon the submission of invoices in accordance with the financial proposal. Payment generally shall be made within thirty (30) days of the submission of the invoice to the DIQUD.

18.0 TENDERER'S WARRANTY AND MAINTENANCE OF THE SERVICES

TENDERER warrants that the Services will be performed in accordance with the codes, specifications and accepted industry standards and practices.

19.0. LOCAL CONDITIONS

- a. TENDERER is reminded that it should make full enquiries concerning all local laws, regulations, practices and conditions that might affect its performance of the Services. All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement.
- b. Local Taxes, Permits and Surcharges - TENDERER'S proposal must be inclusive of ALL local taxes, permits and surcharges (corporate and personal) liable to be incurred in respect of Government, Local and Statutory Agencies in the execution of the Services.

21.0 WAIVER

- a. The DIQUD 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.
- b. Where documents submitted by the tenderer are materially and partially incomplete or inaccurate, the Division has the discretion to enter into an award with the successful tenderer subject to the incomplete or inaccurate document being remedied by the tenderer within three (3) days of a request being made by the Division. Where any statutory document and or insurance certificates are not up to date or absent, the tenderer must be able to provide the same within a reasonable time period of being requested to do so by the Division.

22.0 NO CONTRACTUAL OBLIGATIONS

- a. This is a tender submission. No contractual obligations will arise between DIQUD and any tenderer until and unless the DIQUD and a tenderer enter into a formal, written contract for the tenderer to provide the services contemplated in this Tender Document.

20.0 AWARD CRITERIA

NO.	CRITERIA	SCORE
1	Project Organizational Chart	5 pts
2	Design	5 pts
3	Company Experience	5 pts
4	Project Schedule	5 pts
5	Project Methodology	35pts
6	Financial Proposal Tenderers must submit their price/cost breakdown structure (attached) and be mindful to submit the cost of VAT Separately.	45 pts
	TOTAL	100 pts

23.0 CONFLICT OF INTEREST

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

24.0 HEALTH AND SAFETY

- a. The Contractor shall provide for complying with all health, safety and welfare regulations, appertaining to all personnel employed on the site including those employed by Sub-Contractors, Statutory Undertakers and visitors to the site.
- b. The Contractor shall provide safety helmets for operatives, staff, representatives and visitors to site.
- c. The Contractor shall provide documents to show that it has in place sufficient safety policy documents and safety awareness to be able to perform their responsibilities in a safe and workmanlike manner.
- d. The Contractor shall comply with all regulations and standards outlined in the Occupational Health and Safety Act 2004.
- e. The Contractor shall review and update the Health and Safety Plan from time to time and introduce a program for assuring that the Health and Plan is followed by all workers at all times. The Contractor shall coordinate with all Authorities and relevant entities as necessary to ensure compliance with the Safety Plan.
- f. The Health and Safety Plan shall contain a list of the detailed safety procedures to be followed. Safety procedures shall be prepared separately for individual activities and included in appendices to the Safety Plan
- g. The Contractor shall prepare and submit a Health and Safety Plan (Project- specific) which will demonstrate that it possesses a high level of Health and Safety ("H&S") management expertise and can successfully manage the H&S risks related to the implementation of the Works. To demonstrate, the Contractor shall provide the following:
 - i. Description of proposed H&S staffing, roles and responsibilities, and management structure;
 - ii. Description of proposed approach to managing H&S impacts during implementation of the Works, including a summary of mitigation measures that will be used and local and international H&S standards and regulations that will be applicable; provide enough detail to demonstrate an understanding of the critical H&S issues related to the project.

APPENDIX A

STATEMENT OF TRUTH

I declare that to the best of my knowledge the responses submitted to these questions are correct. I understand that the information will be used in the selection and award process to assess my organization's suitability to be selected for this tender. I also acknowledge that DIQUD authorized representatives shall make any enquiries concerning the particulars of my submissions, if necessary.

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

Dated this..... day of.....2022

.....

Authorized representative on behalf of the Firm

Name of Firm -

.....

COMPANY STAMP ABOVE

APPENDIX B

FORM OF TENDER

**TO: TENDERS COMMITTEE,
DIVISION OF INFRASTRUCTURE, QUARRIES AND URBAN DEVELOPMENT,
#2-10 Old Farm Road, Shaw Park,
Scarborough, Tobago.**

Tender No.: DIQUD-2022-ITT-006

**Tender Name: (DSW-001) SOIL STABILIZATION, SMITHFIELD TRACE, SCARBOROUGH,
TOBAGO.**

Sir/Madam,

Having carefully examined the Tender Documents that will be included in the Contract Documents for the performance of the above-named works, we offer to perform the said works in conformity with the terms and conditions of the said Tender Documents for the following sums: - In Words TT\$ - Exclusive VAT

In Figures TT\$ - Exclusive VAT: \$ _____ within a
completion period of: _____

This Tender is submitted without collusion with any other Tenderer, and we undertake to completely perform the works as composed in the Contract. Unless and until a formal Agreement is prepared and executed, these Tender/Contract Documents, together with your written acceptance thereof shall constitute a binding contract between us.

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

Yours faithfully,

Dated this _____ day of _____ 2022 Signature: _____ In the
capacity of _____ Duly authorized to
sign Tender for and on behalf of

Affix company stamp here

Appendix C – Acknowledgement Form



DIVISION OF INFRASTRUCTURE, QUARRIES & URBAN DEVELOPMENT

SUPPLIER/CONTRACTOR ACKNOWLEDGEMENT FORM

DOCUMENT REFERENCE (Tick one)	DOCUMENT NUMBER
<input type="checkbox"/> RFI – Request for Information <input type="checkbox"/> EOI – Expression of Interest <input type="checkbox"/> RFP – Request for Proposals <input type="checkbox"/> RFO – Request for Offer <input type="checkbox"/> RFT – Request for Tender <input type="checkbox"/> RFQ – Request for Quotation <input type="checkbox"/> ITT – Invitation to Tender	(DA) - DIVISION ACRONYM (DIQUD) (YR) - YEAR (2022) (DR) - DOCUMENT REFERENCE (EOI or RFP) (DN) - DOCUMENT NUMBER (#4 or 006 Etc) E.g 1: DIQUD-2022-ITT- 006 E.g 2: DIQUD-2022-EOI-#4

Date: _____ Document Number: _____

DA – YR – DR- DN

ATTENTION: The Administrator

DIVISION: Infrastructure, Quarries & Urban Development (DIQUD)

Project Name: _____

Dear Sir/ Madam,

Reference is made to your advertisement for the above captioned project/goods/service. (Circle one)

_____ acknowledges receipt of the above referenced
(Company Name)

document number and we intend to express our intent to the Division.

Our company will confirm our interest in providing this good/service to the Division by submitting this Acknowledgement Form to your email address procurementmanagerdiqud@gmail.com.

We confirm that our submitted documents will be valid for a period of 120 days(One hundred and twenty) from the closing date of this advertisement.

Sincerely,

Name _____ Title _____

Signature _____ Date _____

All communications regarding this (DR)_____ should be sent to the undersigned who is responsible for our submission.

Company Name _____ Direct Tel No _____

Personnel Name _____ Title _____ Co. Tel. No _____

Signature _____

Co. Email Address _____

Address _____

Company Stamp Below:

Appendix D -Checklist of Documents to Accompany Tender Documents

Respondents are to place a tick in the checkbox for each item that is/is not included in the Proposals

PARTICULARS	YES	NO	N/A
Statement of Truth			
Company Profile			
Valid Income Tax Clearance Certificate			
Valid Value Added Tax Clearance Certificate			
Valid National Insurance Board Compliance Certificate			
Valid B.I.R number			
Certificate of Incorporation			
Articles of Incorporation			
Notice of Directors			
Notice of Address			
List Material Requirements			
List Equipment Requirements			
List Labor Requirements			
Evidence of Financial Capability from a recognized financial institution or audited financial statements			
Project Methodology			
Proposed Project Plan / Time Schedule			
Project Safety Policy			
Public liability, workmen compensation & contractors all risk (all must be presented upon award)			
Price Breakdown Schedule			
Form of Tender			
Signed Letter from authorized personnel indicating whether or not the Company has judgments and/ or pending judgments, registered or unregistered; and, if so, to indicate the Individuals, the Companies or organizations which have obtained the said judgments and the amount of the judgments.			
Completed Bill of Quantities.			
Project Org Chart			
Resumes			
Acknowledgement Form			
Recommended for Evaluation			
This is to confirm that items listed above have been submitted and forms part of our Tender. Company Name: _____ Position: _____ Date: _____	Signature: _____		