



**DIVISION OF FOOD SECURITY, NATURAL RESOURCES, THE ENVIRONMENT  
AND SUSTAINABLE DEVELOPMENT**

**REQUEST FOR PROPOSALS  
FOR  
PEST ERADICATION AND PEST MANAGEMENT**

<b>No.</b>	<b>Description</b>	<b>Date</b>	<b>Time</b>
1	Site Visit	5 <sup>th</sup> August 2022	8:00am
2	Tender Submission Deadline	10 <sup>th</sup> August 2022	1:30pm
3	Tender Box Opening	10 <sup>th</sup> August 2022	1:40pm

**DFSNRES-2021/22- 12**

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## **BACKGROUND INFORMATION**

The Division of Food Security, Natural Resources, the Environment and Sustainable Development (DFDNRES), formally Division of Food Production, forestry and Fisheries (DFPFF) is one of the Nine(9) Division under the Tobago House of Assembly (THA). The THA comprises two main arms, the Legislative Arm and the Executive Arm.

DFDNRES is responsible for the preservation and sustainable management of the island's natural resources, as well as the marketing and distribution of indigenous agro-based products of Tobago.

At present there's a need for a **Pest Eradication and a Maintenance Pest Schedule** for all the out-stations and fish facilities within the Division.

In this regard, the DFDNRES is seeking a competent and reliable contractor to eradicate pest and propose a maintenance schedule for pest management for all the out-station within the Division.

The DFDNRED will conduct its procurement process in accordance with procurement best practice to ensure, fairness, integrity, accountability, good governance, transparency and value for money.

## **SKELETAL TERMS OF REFERENCE**

The Contractor shall make a thorough initial inspection of each building to evaluate the pest control needs of the premises. The Contractor shall identify problem areas and any equipment, structural features or practices that are contributing to pest infestations if any is identified. The contractor is asked to recommend a way/s to eradicate the infestation at each station. Eradication and control of these pest must always be done with knowledge that all the facilities deal with food commodities.

For the management of pest, intermediate inspections of traps and bait and pest control effectiveness for the Rats, Mice, Ants, Cockroaches, Flies, Ticks wild fowls, bats , Fleas, Silverfish, Spiders, Mosquitos and Bed Bugs lities at the frequency mentioned above, with any special service when necessary.

Recommend refill CYCLE of (raps weekly, bimonthly and monthly) for the facilities as identified above. Treatments would be done as per identified schedules, but may apply additional treatments if it becomes necessary to do so for the acceptable control of the target pests and successful completion of the contract services.

## **LOCATIONS**

### **Lot 1 Marketing**

- Louis D'or Processing unit – Louis D'or Tobago
- Scarborough Abattoir - Lower Scarborough Tobago
- Scarborough Market – Scarborough Tobago
- Framers Market – Old Temporary Market, Shaw Park Tobago.

### **Lot 2 Agriculture**

- Government Stock Farm- Hope Tobago
- AI Unit – Hope Tobago
- Blenheim Sheep Project – Blenheim Tobago
- Kendal Farm School – Kendal Tobago
- Louis D'Or Demonstration Station - Louis D'or Toabgo
- Charlottesville Breeding Unit – Charlottesville Tobago

### **Lot 3 Fisheries**

- Charlottesville Fish Facility - Charlottesville Main Rd, Charlottesville
- Roxborough Fish Facility - Windward Main Rd, Roxborough
- Belle Garden Fish Facility - Bay Rd, Belle Garden
- Barbados Bay Fish Facility - Windward Main Rd, Studley Park
- Scarborough Fish Facility - Customs St, Scarborough
- Lambeau Fish Facility - Old Milford Rd, Lambeau
- Pigeon Point Fish Facility - Pigeon Point Rd, Pigeon Point
- Buccoo Training Centre - Periwinkle Dr, Buccoo
- Buccoo Fish Facility - Buccoo Main Road, Buccoo

- Mt. Irvine Fish Facility - Shirvan Road, Mt Irvine
- Courland Fish Facility - Shirvan Road, Courland
- Castara Fish Facility (New) - Castara Bay Rd, Castara

## 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) 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.
- (c) Prices quoted must be in Trinidad and Tobago Dollars.

## TENDER SUBMISSION INSTRUCTIONS

Each tenderer is to only submit documents requested in a neat format with each section properly separated and tabbed together with a table of contents for ease of access **in the order stated hereunder.** **All submissions must be neatly bonded.** The Division reserves the right to reject any tender that has not been properly bonded and tabbed, in an order different from that stated below or submission of any loose pages.

- a) **A cover page** outlining the name of the Tenderer, and the sum proposed in words as reflected on Form of Tender inclusive of a detailed costing breakdown. (VAT to be written separately) The time proposed, Date and signature of person making submission on behalf of the Tenderer.

- b) **Completed Tender Submission Form (TSF)** - Tenderers are to print the detached **Appendix A in duplex style** (i.e. back and front), read carefully, insert the information required, and provide the necessary attachments as recited in the paragraphs in the Tender Submission Form (TSF).
- c) **Proof of Register entity** – Tenderers are required to submit a copy of their business registration or a copy of their certificate of incorporation along with a list of **all** directors.
- d) **Valid VAT, NIS and BIR** certificates of compliance from the business entity
- e) **Utility bill** demonstrating evidence of Tenderers location. Where any utility bill is not in the name of the tenderer, such as where the tenderer is a tenant or licensee, a letter from the person whose name appears on the utility bill certifying that the Tenderer is a lessee or licensee.
- f) **Past Experience-** Tenderers must provide **two** (2) previous contracts or letter(s) of award/signed or purchase orders from Government (THA) agencies demonstrating that the tenderer has undertaken works of a **similar nature**, within the past five (5) years of at least **70%** of the cost proposed in your Tender submission. Where any past experience contracts/letter of award is submitted from a private company or a private individual it **MUST** be proved, by being attached to a Statutory declaration from the client on whose behalf the work was undertaken. The declaration must come from the client and not the Tenderer and be notarized by a Commissioner of Affidavits. The statutory declaration shall be in a format as prescribed by Schedule III (a) – company or Schedule III (b) – private individual.
- g) **Past Performance** - Two (2) references from the same clients from which letters of awards/contracts/purchase orders were issued above. Reference must include name and contact information of client, the start and end date of contract and the **performance of your company** in undertaking the works.
- h) **Methodology** – There must be clear timelines and deliverables for this project. The proposal must include the specific tasks for the project. It should identify detailed descriptions of the procedures

and methods to complete all tasks in order to satisfy the objectives/needs identified in the required scope. Tenderer should include their covid-19 enforcement policy and procedures.

- i) **Financial Capacity** – Tenderers must provide a current statement or letter from a **recognized financial institution** demonstrating the range of finances available to 40% or more to the sum tendered. Letters must state a range of figures available. E.g. High six digits, low seven digits etc.
- j) **Cost breakdown**- Tenders are to submit a detailed cost breakdown for each of the station
- k) The Division shall make enquiries and or visits to ensure the validity of the works represented in the contract/letter of award without notice.
- l) **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.
- m) Each requested attachment must be placed under the respective labelled cover page and tabbed, to provide for easy access.
- n) Where there are any inconsistencies between words and or figures in the TSF and its annexures, those stated in the TSF shall override that stated in the annexures.

Tenders must be submitted in sealed envelopes, labeled in **BOLD** letter and addressed as follows:

**Administrator**

**Division of Food Production, Natural Resources, the Environment and Sustainable  
Development**

**DFSNRES- Request for Proposal –Pest Eradication and Maintenance Schedule**

and deposited in the tender box located at:

**The Procurement Unit**

**2<sup>nd</sup> Floor,  
Shirvan Administrative Complex,  
Shirvan Road, Shirvan  
Tobago  
on or before 10<sup>th</sup> August 2022, at 1.30 pm**

**NO LATE TENDERS WILL BE ACCEPTED**

Tenderers **MUST** submit one (1) original and two (2) 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**”. 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 on the form of tender and Price Schedule Form and duly signed by the Principal or representative responsible for preparing the bid.

**REQUESTS FOR ADDITIONAL INFORMATION**

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the **Procurement Unit** by sending email to the following email address: **[lizanne.greenidge@gov.tt](mailto:lizanne.greenidge@gov.tt)** All queries should be addressed to:

**PROCUREMENT UNIT**

**Supervisor, Public Procurement**

**Division of Food Security, Natural Resources, the Environment and Sustainable Development**

Replies to any request for clarification or additional information shall be circulated to all parties participating in this tender process and posted on the Procurement Control Office’s portal of the THA – **[pco.tha.gov.tt](http://pco.tha.gov.tt)** Tenderers are required to monitor the website hereinbefore referred for any updates, clarifications etc. that may be issued.



## **SITE VISIT**

The Division will coordinate a **MANDATORY** site visit commencing at Charlotteville Breeding Unit, Charlotteville Tobago and subsequently the other station would follow. This site visit is scheduled for **5<sup>th</sup> August 2022**,

## **TENDER OPENING**

Tender submission packages would be opened publicly on **10<sup>th</sup> August, 2022 at 1:40 pm the Division's Conference room**. Tenderers who attend the mandatory site visit will also be given a link for the virtual opening as well. Please note for the public opening at the Division's conference room all covid-19 protocol would be observed.

## **EVALUATION OF TENDERS**

Evaluations would be done based on the following Evaluation Criteria:

### **Evaluation Criteria**

#### Selection criteria

<b>No</b>	<b>Criteria</b>	<b>Score</b>
1	Cover Letter	mandatory
2	Tender Submission Form of Tender	Mandatory
3	Business Registered in T&T	Mandatory
4	Compliance with Statutory Documents	Mandatory

**NB:** Tenderers who did not meet all the selection criteria requirements above **SHALL NOT** be considered further in the application of the ‘**Award Criteria**’.

<b>Award Criteria</b>		
Technical criteria	Description	Criteria weighting
Company experience in Pest Eradication and pest Management	<ul style="list-style-type: none"> <li>• Evidence within the last five (5) years in the execution of at least two (2) similar projects.</li> <li>• Submission of two (2) references via reports or letters for past project, valid contact information, references from past clients.</li> </ul>	20
Methodology and Implementation Plan	layout, practical and clearly defined tasks, timelines and deliverables for each station	30
Cost breakdown & Delivery and Execution	Tenderer submits a high level implementation schedule / Method Statement showing key project dates (max. duration of three months)	

		20
<b>Financial Capability</b>		
Proof of ability to fund the scope of works proposed	Letter from Financial Institution indicating, financial standing	10
<b>TOTAL</b>		<b>80</b>

<b>Price Submission</b>		
Proposed Cost for Solution	Submissions of offers that are reasonable for the scope of works outlines.	20
<b>TOTAL</b>		<b>100</b>

### Award Criteria

Tenders would be evaluated according to a two-stage evaluation process based on Technical Evaluation Criteria as well as Price Proposal. Tenderers must submit adequate evidence to support each of the criterion listed below and must attain a minimum score of 55% in the Technical Evaluation in order to qualify for assessment of the Price Proposal. Tenderers must obtain an overall minimum average of 70% in order to be considered for Award of Contra

## **TERMS OF PAYMENT**

The successful supplier shall be paid upon the submission of monthly invoices. Payment shall generally be made within thirty (30) days of the submission of the invoice to the Administrator, Division of Food Production Forestry and Fisheries.

## **BID VALIDITY PERIOD**

Bids shall be valid for a period of at least one Hundred and Twenty (120) days. All tenderers must provide a statement certifying same, said statement to be found in the tender submission form.

## **CONTRACTUAL OBLIGATIONS**

This is an Invitation to Tender. No contractual obligations will arise between the Division and any bidder until and unless the Division and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Tender Document. This tender provides for contracts to be awarded to one or more tenderers based on either one (1) location or a number of locations. Further the Division is not obligated to award contracts for all locations and reserves the right to award contracts for any combination of locations.

## **LATE TENDERS**

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

## **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.

## **CONFLICT OF INTEREST**

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

## **CANCELLATION**

The Division reserves the right to cancel this Tender if it is in the best interest of the THA to do so, without defraying any expenditure incurred by the Tenderer.

## **RIGHTS OF THE DIVISION**

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

### **GOVERNING LAW**

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

**SCHEDULE I**

Statutory Declaration (Private Company)

**REPUBLIC OF TRINIDAD AND TOBAGO**

**IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER**

**7:04**

I, \_\_\_\_\_,

Director

(Name of 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 any signed contracts/letters of award of purchase orders that has been submitted from me is a true representation of works the Tenderer have undertaken and that the Tenderer was not terminated for any reason related to and or ancillary to material non – performance. A true copy of the contract(s) is now produced and shown to me 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 2022 )  
Before me,

COMMISSIONER OF AFFIDAVITS

## APPENDIX A

### TENDER SUBMISSION FORM

**Instructions: Detach, print back and front and place the necessary attachments under the respectively labelled cover pages. For instance attachment for certificate of incorporation should be placed under cover page “A”. Attachments must be tabbed for ease of access.**

1. I am ..... ,Managing Director/ Chief Executive Officer/Director and or authorized representative of .....  
.....  
.....  
..... (hereinafter referred to as “*the Tenderer*”). In so far as the contents of this application are within my personal knowledge they are true, otherwise they are true to the best of my knowledge, information and belief.

2. I make this submission in response to **DFSNRES D 2021/22- – Request of Proposal For Pest Eradication and pest Management**

3. Legal status:

☐ Limited Liability ☐ Registered Sole Trade ☐ Unregistered Sole trader

☐ CBO ☐ NGO ☐ Other \_\_\_\_\_

A true copy of the **firm’s incorporation/registration** document and **Notice of Directors/Registered owner.**

4. Address of Tenderer:

.....  
.....  
.....  
.....  
.....

5. Name, Position, email address and contact no. of person authorized to represent firm:

.....  
.....  
.....  
.....  
.....

6. The Tenderer **[is/is not]** in compliance with all applicable statutory laws relating to Value Added Tax, Income Tax and NIS Compliance. True copies of its **VALID** VAT Clearance Certificate (where applicable), BIR Tax Clearance Certificate and a NIS compliance certificate, are hereto annexed in a bundle and marked “C”.
7. I **[certify/cannot certify]** that the Directors and or Officers of the Tenderer have not been the subject of any fraud, money laundering, terrorist financing, corruption or participation in criminal affairs investigations. I further certify that the said persons have not been convicted for any criminal offences and can produce police certificates of good character within seven (7) days if required to do so.
8. I certify that the Tenderer **[is/is not]** Bankrupt or is the subject of insolvency or winding-up proceedings, where the organization’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a

similar procedure under the laws and regulations of Trinidad and Tobago or any other jurisdiction.

9. The Tenderer **[has/does not have]** two (2) letters of award/signed contracts/purchase orders from past and or current clients (within the last Five (5) years) demonstrating the Tenderer's experience in supplying services of a similar nature and of **at least "20% less than** the cost proposed" in this tender. True copies of the documentation are hereto annexed in a bundle and marked **"D"**.
10. The Tenderer **[has/does not have]** two (2) letters of reference from the same two (2) clients referred to in paragraph 9 hereof, on its performance, specifically addressing its performance on past or current contracts. True copies of the letters are hereto annexed and marked **"E"**.
11. The firm has access to, or has available, liquid assets, lines of credit, and or other financial means to meet its estimated cost of **at least "20% less than** the cost proposed" in this offer of TT\$.....  
(VAT Inclusive) and as recited in paragraph 13 hereof, net of the applicant's commitments for other contracts. A true copy of bank letters/references is hereto annexed and marked **"G"**.
12. The Tenderer having understood the requirements of this tender and the recitals hereinbefore stated makes an offer in accordance with this invitation in the sum of  
.....  
.....  
.....  
.....  
.....  
.....

13. The Tenderer [**makes/does not make**] this offer in accordance with the terms, stipulations, conditions, warranties, representations and or obligations recited in the Invitation to Tender document together with the site visit undertaken and further provided in this tender submission form.
14. The Tenderer makes as a condition of this offer that it can undertake the scope of works in a period of **one year**.
15. The Tenderer abides to adhere to the contents of this Tender Submission and its annexures thereto.
16. The Firm undertakes to provide the original certificates for the copies submitted, if requested to do so by the DFSNRES D within seven (7) days of a request being made.
17. The Firm warrants that if any statutory document is defective, inaccurate and incomplete it can remedy same within seven (7) days of being provided notice by the DFSNRES D
18. The Firm acknowledges that 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 the Division and the Firm.

**Statement of truth**

I declare that to the best of my knowledge the answers submitted to these questions 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.....2022

.....  
**Authorized representative on behalf of the Firm**

**Name of Firm - .....**  
**Seal**

.....

