



OFFICE OF THE CHIEF SECRETARY

INVITATION TO TENDER FOR

LANDSCAPING AND GROUNDS MAINTENANCE AT BUCCOO INTEGRATED FACILITY

OCS-BIF-010

KEY DATES

DESCRIPTION	DATE	TIME
Site Visit	Friday 11 th November, 2022	10:00am
Tender Acknowledgement	Friday 18 th November, 2022	10:00am
Request for Additional Information Deadline	Friday 25 th November, 2022	10:00am
Tender Submission Deadline	Friday 09th December, 2022	2:00pm
Tender Opening Date	Friday 09 th December, 2022	2:15pm

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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 Buccoo Integrated Facility is a department under the purview of the OCS. A sprawling multi-purpose complex located along Buccoo Bay, the Buccoo Integrated Facility (BIF) is a Tobago House of Assembly (THA) project. The Facility has already become the cultural and entertainment hub in Buccoo Village. Its uses vary from the cultural to the commercial.

In this regards the OCS is currently in the process of engaging competent and reliable contractors for the Landscaping and Grounds Maintenance at Buccoo Integrated Facility for a period of two (2) years. 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. PURPOSE OF TENDER

The purpose of this tender is to engage competent and professional companies to provide **Landscaping Services** at Buccoo Integrated Facility. The Buccoo Integrated Facility was built and dedicated to the vibrancy of the village of Buccoo by being dual purposed, offering affordable commercial rental spaces in order to assist the entrepreneurs of the village of Buccoo, as well as being home to a variety of rental spaces for the hosting of events. The maintenance, both ongoing and preventive, as well as developmental projects, are at the forefront in continually developing the Buccoo Village. Buccoo Integrated Facility also hosts the famous Goat and Crab Race, where citizens of the island from various villages compete with each other on a 100-yard grass field. This field must be properly maintained and kept low and trimmed at all times. In addition, Buccoo Integrated Facility comprises other areas where lawns and foliage must be maintained at a high international standard.

OCS requires the best Landscaping Service Providers to maintain the lawn, the facility's race track and all other areas requiring landscaping services. OCS seeks to partner with service providers to share information, share cost and share the vision of the Assembly to remain **“committed to excellent service delivery while empowering our people”**.

3. ELEGIBILITY

Tenderers that are domicile in Tobago and are pre-qualified in the category **“LANDSCAPING & YARD MAINTENANCE”** registered within the spend level **“Small-Small (25,000 – 50,000) and “Small-Medium” (51,000 – 100,000)** 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) this tender is open to Tenderers domicile on the island of Tobago.
- h) 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
- i) 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 18th November, 2022 at 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** at the Buccoo Integrated Facility on **Friday 11th November, 2022 at 10:00am** and completed and submitted the acknowledgement form are to submit their proposal **in the order stated hereunder.**

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

- Contractor shall submit price proposal on the Form of Tender annexed in **Appendix B (Mandatory)**

b. **DOCUMENT SUBMISSION CHECKLIST (MANDATORY)**

- This is to be completed by proponents and indicates all documents included in the proposal.
See Appendix B

c. **TABLE OF CONTENTS (MANDATORY)**

d. **STATEMENT OF TRUTH (MANDATORY)**

- Contractors shall complete the attached STATEMENT OF TRUTH annexed in **Appendix B (Mandatory)**

e. **SUCCESSFUL PREQUALIFICATION LETTER (MANDATORY)**

- Contractors shall include in their submission, a successful pre-qualification notification letter issued by the Procurement Control Office, THA which confirms that the contractor meets the eligibility requirements as outlined in section 3.

f. **EVIDENCE OF BUSINESS REGISTRATION (MANDATORY)**

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

g. EVIDENCE OF COMPLIANCE WITH LEGAL TAXES (MANDATORY)

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

h. EVIDENCE OF DOMICILE (BUSINESS ADDRESS) IN TOBAGO (MANDATORY)

- Utility Bill (WASA, T&TEC)
- Telephone/Mobile Bill (TSTT, Bmobile, Digicel)
- Authorized letter from a landlord

NB. Documents must not be older than three (3) months old.

i. LANDSCAPING RESOURCE CAPACITY (EVALUATED)

- List of Chemicals
- List of Equipment Owned
- Quality Control Checklist
- Sample Landscaping Report
- Employees Code of Conduct
- Contractor's Safety Instruction for Employees

j. EVIDENCE OF PAST EXPERIENCE (EVALUATED)

- **Assessment of Past Performance.** Tenderers ought to provide evidence that they have provided landscaping services in the past by way of the Reference Report provided in Appendix B. Two (2) or more Reference Reports are to be completed, signed and stamped by past clients.
- **Experience as a Contracted Service Provider.** Service providers shall submit two (2) or more signed contracts in works of a similar nature. Alternatively, for tenderers who have only provided landscaping works privately, two (2) or more signed Statutory Declarations shall be submitted. See Appendix B.

k. ABILITY TO FINANCE THE PROJECT (EVALUATED)

Tenderers 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.

l. METHODOLOGY (EVALUATED)

- The tenderer shall submit a detailed description of the plan of action which outlines their methodological approach to maintaining and enhancing Buccoo Integrated Facility's landscaping architecture.

m. QUOTATION

- The contractor shall submit a detailed quotation reflecting a breakdown of the cost proposed on the form of tender inclusive of the unit prices, total tender price, and VAT where applicable.
- Quotations must be signed and stamped.

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: Landscaping and Grounds Maintenance
Buccoo Integrated Facility
OCS-BIF-010**

and deposited in the tender box located on Ground Floor of the Spring Garden Office Facility, Spring Garden Ext. Road, Scarborough, Tobago **NO LATER THAN Friday 09th December, 2022 at 2:00pm** (Box Opening dimensions are approx. 13” long x 1” wide).

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 25th November, 2022 at 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

There will be a public opening of tenders at the Procurement Control Office, Spring Garden Office Facility, Spring Garden Trace, Tobago on **Friday 09th December, 2022 at 2:15pm**. All tenderers are invited to be present for 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

	CRITERIA	RELEVANCE	PROVIDED (✓ / X)
1	Signed Attendance Register	Mandatory	
2	Form of Tender	Mandatory	
3	Statement of Truth	Mandatory	
4	Successful Pre-qualification Notification Letter	Mandatory	
5	Certificate of Incorporation/Business Registration	Mandatory	
6	NIS Registration/Compliance Certificate (where applicable)	Mandatory	
7	Valid Income Tax/BIR	Mandatory	
8	VAT Compliance Certificate – where applicable	Mandatory	
9	Evidence of Domicile (Business Address) in Tobago	Mandatory	
10	Completed, Signed and Stamped Quotation	Mandatory	
11	List of Personal Protective Equipment (PPE) that will be issued to employees.	Mandatory	

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

	CRITERIA	REMARK	MAX SCORE
1	Presentation, layout, order and compliance with documents to be submitted	Document adheres to layout and presentation criteria outlined – 5 Partial adherence to presentation guidelines - 5	5
2	List of Chemicals used and their purposes Service providers are asked to provide a list of chemicals accompanied by Material Safety Data Sheets (MSDS).	List of chemicals provided – 5 MSDS sheets provided – 5	10
3	List of Equipment owned Service providers are asked to detail a list of the equipment their own. Providers are asked to provide photos of their equipment.	List of equipment provided – 5 Authentic photos of tools – 5 The Evaluation Committee will seek other evidence if the information provided by contractors is questionable.	10
4	Quality Control Checklist Service provider provided a sample quality control checklist used to inspect and verify the job as outlined in the scope of works maintain high quality.	Detailed checklist provided – 5 Partial checklist provided – 2	5
5	Sample Landscaping Report Service Providers are asked to provide a sample of the report they will submit to BIF's management on a monthly basis.	Detailed report submitted – 5 Partial report provided – 2	5
6	Employees Code of Conduct on BIF compound Service Providers are asked to present their company's code of conduct.	Detailed Code of conduct provided – 10 Partial code of Conduct provided – 6	10
7	Contractor's Safety Instruction for employees operating on the compound of BIF	Detailed safety instruction provided – 5 Partial report provided – 2	5
8	Assessment of Past Performance	2 or more Reference Reports – 15 1 Reference Report – 8	15

9	Experience as a Contracted Service Provider Service Providers are asked to provide signed contracts to demonstrate they have been contracted before. Alternatively, if Service Providers have done works privately, you are required to provide a Statutory declaration herein attached in Appendix B . Declaration MUST be signed and Stamped by a Commissioner of Affidavit	2 or more signed contracts – 10 1 signed contract – 6 2 or more Statutory declarations – 8 1 Statutory declaration – 5	10
10	Financial capacity Service providers are asked to provide evidence of financial capacity which demonstrate they are capable of servicing the contract pending monthly contractual payment by the THA	Provider submitted letter from Bank or other Financial institution – 10	10
11	Methodology Service Providers are asked to provide details on their methodological approach to maintaining and enhancing the landscaping architecture.	Detailed methodology provided – 15 Partial methodology provided – 8	15
	TOTAL		100

Tenderers must score at least 70 points in award criteria 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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**LANDSCAPING AND GROUNDS MAINTENANCE at
BUCCOO INTEGRATED FACILITY
OCS-BIF-010**

SCOPE OF WORKS

	Task Description	Remarks
1	Weeding, cutting, edging, maintaining of the goat and crab race track and all other areas where there are lawns at BIF. Application of weedicide, pesticide and insecticide as necessary	Service Provider to adhere to instructions in accordance with scope of works.
2	Removing of all stones or objects from the race track that can injure both participants and animals.	Service Provider to adhere to instructions in accordance with scope of works.
3	Planting of the required grass in areas that are patched and empty on the track and in all other lawns at BIF	Service Provider to adhere to instructions in accordance with scope of works.
4	Ensure the grass on the track received the required plant foods to maintain healthy foliage.	Service Provider to adhere to instructions in accordance with scope of works.
5	Removes all cut grass from the track after being lawn mower and discard outside the facility	Service Provider to adhere to instructions in accordance with scope of works.
6	All Trees must be pruned and managed so they don't create a hazard to users of the facility	Service Provider to adhere to instructions in accordance with scope of works.
7	All drains in and around BIF must be cleaned and kept free from grass and other debris.	Service Provider to adhere to instructions in accordance with scope of works.
8	All steps and pavements are required to be power washed – once monthly or as directed	Service Provider to adhere to instructions in accordance with scope of works.
9	All parking lots, perimeter box drains, and catchments must be cleaned of cuttings and debris by the Service Provider	Service Provider to adhere to instructions in accordance with scope of works.
10	All weeds and grass clippings shall be removed from all beds, walkways, sidewalks, driveways, and parking lots	Service Provider to adhere to instructions in accordance with scope of works.
11	Service provider shall prune, manicure, etcetera all foliage located at the Boardwalk on the western end of the facility	Service Provider to adhere to instructions in accordance with scope of works.

12	Service provider shall maintain the foliage on the Boardwalk with the usage of appropriate chemical treatments, fertilizers and plant food to ensure that all foliage in this area remains healthy	Service Provider to adhere to instructions in accordance with scope of works.
13	Service Provider will be responsible for replacement of trees, shrubs or bushes ruined under his care	Service Provider to adhere to instructions in accordance with scope of works.
14	Service Provider shall supply and apply all herbicides, fertilizers and chemicals for servicing BIF in accordance with OSHA's regulations.	Service Provider to adhere to instructions in accordance with scope of works.
15	Service Provider shall supply all necessary Material Safety Data Sheets for chemicals being used on the compound	Service Provider to adhere to instructions in accordance with scope of works.
16	The entrance drives, parking lots, sidewalks, curbs and other hard surfaces shall be kept free of leaves, litter, and debris. The use of power blowers is acceptable, however, accumulations of debris must be removed from the site and not blown onto street surfaces, drains, fence lines or planting areas around BIF	Service Provider to adhere to instructions in accordance with scope of works.
17	All other duties consistent with landscaping duties and activities as directed by the Manager/Secretary of BIF	Service Provider to adhere to instructions in accordance with scope of works.
18	Service provider should note that cutting of grassy areas is required more frequently during the Rainy season, thus green spaces and the track should be cut a minimum of every other week and before an event.	Service Provider to adhere to instructions in accordance with scope of works.
19	Build and Maintain garden and all outdoor landscaping.	Service Provider to adhere to instructions in accordance with scope of works.
20	Remove and plant new decorative bushes, flowers and or shrubs when and where needed.	Service Provider to adhere to instructions in accordance with scope of works.
21	Fertilize all plants	Service Provider to adhere to instructions in accordance with scope of works.
22	Clean Fencing and walkway.	Service Provider to adhere to instructions in accordance with scope of works.

	LANDSCAPING DUTIES SPECIFIC TO THE BOARDWALK	
1	Remove and dispose of weeds, trash and other debris on current landscaping areas	Service Provider to adhere to instructions in accordance with scope of works.
2	Prepare plots appropriately to accommodate new foliage	Service Provider to adhere to instructions in accordance with scope of works.
3	Restore foliage to the area by introduction of a variety of ground cover and other types of plants	Service Provider to adhere to instructions in accordance with scope of works.
4	The Service Provider should give consideration to the type of plants being utilized and their ability to remain healthy in spite of the presence of heavy sea blast.	Service Provider to adhere to instructions in accordance with scope of works.
5	Regularly inspect and treat plants and trees as needed for disease and insect infestations	Service Provider to adhere to instructions in accordance with scope of works.
6	Plants should be pruned on a regular basis as needed	Service Provider to adhere to instructions in accordance with scope of works.
7	Plants should be regularly watered and fed with the necessary fertilizers, treatments and etcetera to allow for healthy growth	Service Provider to adhere to instructions in accordance with scope of works.
8	Undesired vegetation present in and around any immediate hard surfaces must be de-weeded as needed	Service Provider to adhere to instructions in accordance with scope of works.
9	Service Provider will be responsible for replacement of trees, shrubs or bushes that may become damaged by the public or animals	Service Provider to adhere to instructions in accordance with scope of works.
10	The Service Provider shall furnish management with a material safety data sheet for all chemicals beings used in these areas	Service Provider to adhere to instructions in accordance with scope of works.
11	Any debris accumulated must be removed by the contractor	Service Provider to adhere to instructions in accordance with scope of works.

Contractors MUST ensure ALL planting, cutting, manicuring and pruning of grass and trees are approved by the Manager of BIF before doing so.

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APPENDIX B

**ADDITIONAL TENDER SUBMISSION
DOCUMENTS**

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TENDER ACKNOWLEDGEMENT FORM

TO: Public Procurement Officer, OCS

**TENDER: Landscaping and Grounds Maintenance at Buccoo Integrated Facility
OCS-BIF-010**

☐ (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 18th November, 2022 at 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*

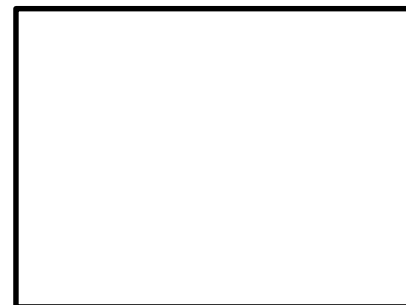
Description	Performance Rating						Comments (attach as necessary)
	E	S	U	N	I		
Work performed in compliance with contract terms and specs							
Materials, supplies and equipment provided as required							
Staff availability							
Timeliness of work							
Staff professionalism							
Customer Service							
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: Landscaping and Grounds Maintenance at Buccoo Integrated Facility
OCS-BIF-010

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

.....
.....

Company Stamp

DOCUMENT SUBMISSION CHECKLIST

Proponents are to place a tick in the checkbox for each item that is included in the proposal

DESCRIPTION	PROVIDED ( / )
1. Table of Contents	
2. Form of Tender	
3. Statement of Truth	
4. Successful Prequalification Notification Letter	
5. Certificate of Incorporation	
6. Business Registration	
7. Notice of Incorporation	
8. Notice of Directors	
9. Valid VAT Compliance Certificate	
10. Valid NIS Compliance Certificate	
11. Valid Income Tax Clearance Certificate/BIR	
12. Evidence of Domicile (Business Address) in Tobago	
13. List of Chemicals	
14. Material Safety Data Sheets	
15. List of Equipment Owned	
16. Photos of Equipment	
17. Quality Control Checklist	
18. Sample Landscaping Report	
19. Employees Code of Conduct	
20. Contractor's Safety Instruction for Employees	
21. Reference Report	
22. Signed Contract	
23. Statutory Declaration	
24. Letter from Financial Institution	
25. Methodology	
26. Quotation	