



**TOBAGO HOUSE OF ASSEMBLY**  
**Division of Food Security, Natural Resources, the Environment**  
**and Sustainable Development**  
**Shirvan Administrative Complex, Shirvan Road**  
**Shirvan, Tobago**  
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**DFSNRESD 2022/23 -01**

**INVITATION TO TENDER**

**FOR**

**REPAIR WORKS TO BARBADOS BAY FISH**

**FACILITY**

**Site Visit      23<sup>rd</sup> November 2022 @ 10.00 AM**

**Closing date   30<sup>th</sup> November 2022 @ 1:30 PM**

**Opening Date   30<sup>th</sup> November 2022 @ 1:40 PM**

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## **1. BACKGROUND INFORMATION**

The Division of Food Security, Natural Resources, the Environment and Sustainable Development (DFSNRES D) is one of the Divisions of the Tobago House of Assembly. The Division 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.

The Department of Marine Resources and Fisheries (DMRF) which is a part of this Division, is particularly responsible for the sustainable management of the island's marine resources and fisheries (from the coastline to a distance of 6 nautical miles off shore). This includes, the provision of resources and amenities for the growth and sustainable development of the industry.

In this regard, DFSNRES D is seeking a competent and reliable contractor to execute repair works to Barbados Fish Facility (Studley Park Fish Facility) located at Studley Park Main Road Tobago. This project shall be done in accordance with the Scope of Works provided in this document.

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

## **2. SCOPE OF WORKS**

The contractor shall supply all required expertise, labour, tools, equipment, material and services required to provide and complete this Scope of Work according to specifications and general contract conditions and standard set by the Division.

The contractor shall provide the necessary PPE for workmen on the site, which should always be worn whilst on site and engaged in work activities. All unwanted materials should be discarded from the project site to an approved dumping site. In this project contractors are to:

1. Paint external and internal walls of main building and security booth
2. Install Aluzinc Shutter doors and Air curtain
3. Construction of wet room
4. Construct Security Booth on site

5. Upgrade Plumbing and Electrical Works

**See Appendices A - Bill of Quantities for detailed breakdown of works to be undertaken**

**3. DURATION**

This project shall be completed in no more than three (3) months.

**4. 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 initialled 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.

**5. 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, 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 the Bill of Quantities (VAT to be written separately), 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 B 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** - Tenderers are to submit valid certificates of compliance from their business entity
- e) **Utility bill** demonstrating evidence of Tenderer's 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 II (A) – 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) **Project Team** - State the names and qualifications of the key personnel that will perform the services indicating who Team Leader is, who are supporting, etc. and roles and responsibilities of each person.
- i) **Wireman and Plumbing License-** Tenderers must submit a valid copy of the licensed personnel who will be over seeing that aspect of the project
- j) **Financial Capacity** – Tenderers must provide a current statement or letter from a **recognized financial institution** demonstrating the range of finances available to **60%** or more to the sum tendered. Letters must state a range of figures available. E.g. High six digits, low seven digits etc
- k) **Methodology** - Clearly outlining timelines and deliverables for this project. The plan 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 while this project is on-going.

- l) Schedule of Works** – Tenderers are to submit well detailed schedule of work using a Gantt Chart relevant to this project.
- m) Priced Bill of Quantities** – filled out Bill of Quantities **MUST** be signed dated and stamped. Bill of Quantities figures must be written clearly and legibly.
- n)** The Division shall make enquiries and or visits to ensure the validity of the works represented in the contract/letter of award found to be misrepresenting any facts shall be summarily rejected, without notice.
- o) 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.
- p)** Each requested attachment must be placed under the respective labelled cover page and tabbed, to provide for easy access.
- q) No additional information** is to be submitted other than that required by the TSF.
- r)** 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.

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

**The Administrator**

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

**Development**

**DFSNRESD 2022/23 - 01**

**Repair Works to Barbados Bay Fish Facility**

And deposited in the tender box (Box Opening dimensions are approx.14” long x 8 ¾” wide) located in the Procurement Unit on the Second Floor of the Division’s Main Office Building at Shirvan Administrative Complex, Shirvan Road, Shirvan Tobago on or before **30<sup>th</sup> November 2022 at 1:30pm**



Tenderers MUST submit **one (1) original, four (4) copies in ONE sealed envelope and one (1) softcopy on a flash drive** of their bid. 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 Tenderer’s returning address and contact number at the back of the envelope.

**Tenderers MUST also affix their company’s stamp at the front of the Envelope, the Bill of Quantities (Appendix A) and on the Tender Submission Form (Appendix B) and duly signed by the Principal.**

## **6. TENDER OPENING**

Tenders shall be opened at Division’s Main Office Building, Shirvan Administrative Complex, Shirvan Road, Shirvan Tobago and virtually <https://meet.jit.si/BarbadosBayFishFacilityTender> on **30<sup>th</sup> November 2022 at 1:40 pm.**

**All tenderers are invited to be present for the opening. Please note ALL covid-19 Regulation would be observed at the Main Office opening.**

## **7. SITE VISITS**

The DFSNRES D will coordinate a **MANDATORY** site visit at the Barbados Bay fish Facility (Studley Park Fish Facility), Studley Park Tobago. This site visit is scheduled for **23<sup>rd</sup> November 2022, at 10:00am.**

## 8. EVALUATION CRITERIA

CRITERIA	SCORE	EVIDENCE
Neatly bonded Tender Submission	Mandatory	
Attendance to Site Visit	Mandatory	<b>Signed Attendance Register</b>
Completion of the Tender submission form (TSF) in manner specified by this Invitation	Mandatory	Completed TSF, including annexures
Firm must be a registered business entity	Mandatory	Business Registration/ Incorporation certificate and Notice of Directors.
Compliance with VAT, BIR and NIS laws	Mandatory	Compliance certificate from the relevant authorities
Tenderer is not subject to any investigation for fraud, money laundering, terrorist financing etc.	Mandatory	<b>Item 7 TSF</b> - Presumption of truth applies. No documentary evidence required
Tenderer is not bankrupt or subject to any winding up procedures by a court	Mandatory	<b>Item 8 TSF</b> - Presumption of truth applies. No documentary evidence required
Firm has experience in undertaking civil construction works (built)	Mandatory	Three (2) previous contracts/letters or award/purchase order of similar nature and of at least 30% less than the cost proposed in this tender within the past five (5) years
Wireman and plumbing license	Mandatory	Copy of vail licences
Past performance	Mandatory	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 Firm in undertaking the works.
Financial capacity to undertake the contract to the value of at least 40% below the sum proposed in this tender	Mandatory	<b>Paragraph 12 TSF</b> - Bank reference letter and or three (3) month bank statement demonstrating evidence that the Firm has the financial capacity to undertake the contract to the value of at least 40% below of the sum proposed in this tender

- I. Tenderers who have not met the mandatory selection criteria shall not be considered.
- II. The DFSNRES D does however retain a separate right to waive irregularities in the tender submission if in the DFSNRES D' discretion such irregularities are of a minor technical nature or relate to defects.
- III. Where documents submitted by the tenderer are of a **statutory nature only**, and are materially incomplete or inaccurate, the DFSNRES D 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.
- IV. Where none of the tenderers have met the criteria state above the DFSNRES D retains the right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who "but for" the waiver, would have submitted a different offer and shall not be prejudicial for any of the other tenderers.

## 9. AWARD CRITERIA

<b>Experience</b>  Experience in similar works as those in this tender in the form of two (2) contracts or 2 letter of award not more than 5 years old. Scope of works should be submitted within contracts/letter of award	10%
<b>Project team</b> Names and qualifications of the key personnel that will perform the services indicating who Team Leader is, who are supporting, etc. and roles and responsibilities of each person	5%
<b>Schedule of works</b> Tenderers are to submit their schedule of work using <b>Gantt Chart</b>	10%
<b>Health and safety</b>  Tenderers are required to show safety policy relevant to this project, risk assessment relevant to this project and identify a safety officer the duration of this project.	5%
<b>Methodology and Implementation plan</b>  Which clearly outlining timelines and deliverables for this project. The plan 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	30%
<b>Total Technical Score</b>	60%

<b>Price</b>	40%
Price submission	
<b>Total</b>	<b>100</b>

Price score will be calculated as follows – Lowest (compliant bidder) Tender Price/Tenderers Price x 40% Total Score = technical score + price score

Abnormally low bids notwithstanding its Price score shall be summarily rejected.

#### **10. REQUESTS FOR ADDITIONAL INFORMATION**

Tenderers requiring a clarification (**no later than 25<sup>th</sup> November, 2022 @ 12.00 noon**) of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending email to the following email address: [lizanne.greenidge@gov.tt](mailto:lizanne.greenidge@gov.tt). All queries should be addressed to:

**Lizanne Greenidge**  
**Supervisor, Public Procurement**  
**Procurement Unit**  
**Division of Food Security Natural Resources, the Environment and Sustainable**  
**Development**

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

#### **11. TERMS OF PAYMENT**

The successful supplier shall be paid a mobilization fee of 30 % at the start of works. Upon the successful completion of works and the subsequent issuance of the completion certificate by the DFSNRESD's Project Manager, a 60% of the interim payment would be paid no later than sixty (60) days after the submission of the invoice to the Accounting Department,

DFSNRES D. A 10% retention would be held for a period of two (2) months from the date of the completion certificate. And no later than thirty (30) days after the submission of the invoice to the Accounting Department, DFSNRES D.

**Bids** shall be valid for a period of at least Ninety (90) days as per the Form of Tender.

## **12. NO CONTRACTUAL OBLIGATIONS**

This is an Invitation to Tender. No contractual obligations will arise between DFSNRES D and any Tenderer until and unless DFSNRES D and a Tenderer enters into a formal, written contract for the Tenderer 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 DFSNRES D reserves the right to vary and or amend contractual terms, with mutual consent of the DFSNRES D and the successful tenderer.

## **13. LATE TENDERS**

Late tenders will not be accepted under any circumstances. DFSNRES D reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of works 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 Tenderer 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 Tenderer shall be deemed to have agreed that it has no claim.

## **15. CONFLICT OF INTEREST**

The DFSNRES D will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of Division's Management and Staff must be fully disclosed. A member and/or officer of the DFSNRES D 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 or daughter of a person and includes the spouse of a son or a daughter of such person.

## **16. RIGHTS OF THE DIVISION OF FOOD SECURITY,NATURAL RESOURCES, THE ENVIRONMENT AND SUSTAINABLE DEVELOPMENT**

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

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

## **17. GOVERNING LAW**

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

-End-

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**APPENDIX A  
BILL OF QUANTITIES**

(This is document referred to in paragraph 13 of the pre – fixed Tender Submission Form)

**Name of Project: DFSNRESD 2022/23– 01 Repairs Works to Barbados Bay Fish Facility**

**Contractor:** \_\_\_\_\_

**Project Brief:** The contractor shall supply all drawings, required expertise, labour, tools, equipment, material and services required to provide and complete this scope of work according to specification and standard set by the authorized agent of the Division. All unwanted apparatus should be discarded from project site.

**Fill out the estimated cost in the Rate and Amount columns in accordance with the following Description, Unit and Quantity.**

**The scope of work is as follows:**

## REPAIR WORKS TO BARBADOS BAY FISH FACILITY

### Bill of Quantities

Item	Description	Quantity	Unit	Rate	Total
<b>1.0</b>	<b>Paint external and internal walls</b>				
1.1	Pressure wash all walls as directed to remove flaked paint. Include cost to apply plastering sand to fill cracks; primer to affected areas (concrete primer) and apply exterior oil based paint to surface of building (Benjamin Moore).	7000	Ft2		
1.2	Supply and install 6" diameter x 5 feet pvc pipes along roadway as directed; allow for filling core of same with 1:3 concrete mix and paint with reflective paint. Note that all pipes are to be inserted two (2) feet below ground but however level at the top – three (3) feet above ground.	14	Nr		
1.3	Pressure wash external walkways and concrete fencing.	800	Ft2		
<b>2.0</b>	<b>Install Aluzinc Shutter doors and Air curtain</b>				
2.1	Demolish existing front wall and install Aluminium shutter doors (manual operated) – 40 feet long x 10 feet high. Include for all accompanying parts.	400	Ft2		
2.2	Procure and install air curtain to cover front entrance and rear entrance as directed. Include cost to provide electricity to same.	7	Nr		
<b>3.0</b>	<b>Construction of 35' x 14' x 10' wet room</b>				
3.1	Set out area 35 feet x 14 feet and excavate area for 6 reinforce concrete pad footing 2 feet x 2 feet x 8 inches thick	6	Nr		

3.2	Demolish existing concrete and cart away same. Excavate area for constructing new reinforce concrete slab.		sum		
3.3	Supply and install 2 inch sand blinding, include for 500 gauge polythene and 6x6x5 gauge BRC.	490	Ft2		
3.4	Supply and lay 3000psi concrete, finish at 4 inches thick	7	Cy3		
3.5	Construction R/C columns using 6" diameter PVC pipes; allow for 5/8 HT main bars and 3/8 HT binders (binders to be no more than 8 inches apart). Fill PVC core with 3000psi concrete.	6	Nr		
3.6	Construct 37 feet x 16 feet timber roof using 4 inch x 4 inch rough treated lumber for ring beam – 35 feet long; rafters 2 inch x 4 inch rough treated lumber 2feet apart; 1 inch x 4 inch laths 3feet apart; 1 inch x 10 inch facia board all round and 4 inch guttering and down pipe to drainage. Also include for 26-gauge Aluzinc colour clad sheets atop timber frame.	490	Ft2		
3.7	Procure and install 1 inch thick poly cutting board. Fix same to concrete platform with countersunk screws. Include for drainage and 4 only 3/4 inch taps. Note that all drainpipes (2 inch diameter) are to be directed to the soakaway.	142	Ft2		
3.8	Allow for appropriate lighting for this area. All electrical works must be done in accordance with the regulation.		sum		
<b>4.0</b>	<b>Construction of 24' x 14' x 10' Locker room</b>				
4.1	Demolish existing concrete sink and shed as directed. Include for carting rubble. Note that lockers will be accommodated in this area.		sum		

4.2	Set out area 24 feet x 14 feet and excavate area for 2 inch sand blinding, include for 500 gauge polythene and 6x6x5 gauge BRC.	336	Ft2		
4.3	Construct 38 feet x 8 inch x 8 inch thick ground beam. Allow for 3000 psi concrete and 5/8 HT steel at 8" centre to centre.	1	Cy3		
4.4	Supply and lay 3000psi concrete, finish at 4 inches thick	5	Cy3		
4.5	Supply and lay 4 inch x 8 inch x 16 inch hollow clay blocks to enclose area. Include for render/ plaster on both sides of walls and prime with concrete primer.	380	Ft2		
4.6	Procure all materials and construct concrete lockers 4 feet wide x 10 feet high. Allow for 4 inch x 8 inch x 16 inch hollow clay blocks rendered/ plastered both sides and painted. Include for timber door frame and door (ceder) with locking mechanism.	14	Nr		
4.7	Construct 26 feet x 16 feet timber roof using 4 inch x 4 inch rough treated lumber for ring beam – 40 feet long; rafters 2 inch x 4 inch rough treated lumber 2feet apart; 1 inch x 4 inch laths 3feet apart; 1 inch x 10 inch facia board all round and 4 inch guttering and down pipe to drainage. Also include for 26-gauge Aluzinc colour clad sheets atop timber frame.	416	Ft2		
4.8	Safely remove lockers from the vending area and reconstruct same as directed in new location. Include cost to ensure proper accommodate is made for plastic coolers	260	Ft2		
4.9	Allow for appropriate lighting for this area. All electrical works must be done in accordance with the regulation.		sum		
5.0	<b>Installation of ventilation blocks ( Harlequin)</b>				

5.1	Demolish existing 40 feet x 10 feet block wall at back of building; cart away rubble and include for widening and creating doorway to 72" x 80". Also supply and install harlequin ventilation blocks to cover 40 feet x 10 feet.	260	Ft2		
<b>6.0</b>	<b>Construct Security Booth 8'x10x10'</b>				
6.1	Set out area for security booth and excavate area, 12 inch x 12 inch ground beams. Include for 5/8 inch main bars and 3/8 inch binders (binders at 8" apart). Cast 3000psi concrete to ground beam.  Build foundation up with compacted rotten rock, 50mm sand blinding, 500 gauge polythene, 6x6x5 gauge BRC; then cast 4 inch concrete floor. Construct building envelope with 4 inch x 8 inch x 16 inch hollow clay block; rendered both sides with 1:3 cement mortar. Cater for three (3) – 4 feet x 4 feet windows on three (3) sides as directed and one (1) - 36 inch x 80 inch door. Windows - swing upvc casement and door to be half leaf (1/2) cedar) top portion to contain glass.  Construct timber roof in accordance to previously mentioned construction in this document.  In addition, supply and lay ceramic 18 inch x 18 inch tile and paint interior and exterior of this building in similar colour to main fishing facility.		sum		
6.2	Allow for one (1) - 3 feet x 4 feet toilet in security booth. Include for plumbing works, toilet bowl and tank, face basin and tap, 400 gallon septic tank and soakaway in the construction. Cater for 12 inch x 12 inch awing.		sum		
<b>7.0</b>	<b>Plumbing Works</b>				
7.1	Supply and install as directed, three (3) toilet set	1	Nr		

<b>8.0</b>	<b>Deep cleaning floors</b>				
8.1	Supply all materials and equipment and deep clean floor throughout the facility	2,925	Ft2		
<b>9.0</b>	<b>Relocate Air Condition</b>				
9.1	Remove and reinstall two (2) air condition units as directed.	2	Nr		
<b>10.0</b>	<b>Reinforce Soakaway covers; Lighting for boat safety; LED lighting fixtures</b>				
10.1	<p>Allow for the strengthening of identified soakaway covers on site.</p> <p>Supply and install two (2) number 200-watt LED flood light, and flush type 110 volt plug with weather proof cover and box 2x4 including photo cell.</p> <p>In addition, supply and install eight (8) - 8ft vapour proof florescent LED fixtures as directed. Also Supply and install two (2) dust to dawn LED lights and fixtures.</p>		sum		
<b>11.0</b>	<b>Sales Signboard</b>				
11.1	Allow for the installation of one (1) – 4 feet x 8 feet sign board. Words are to be provided by the department of fisheries.				
<b>12.0</b>	<b>Construct concrete carpark</b>				
12.1	Remove existing pile of dirt on site to an approved land fill. Set out carpark width and length as directed and supply and place 6x6x5 gauge BRC and six (6) inch concrete (3,000psi) to same.				
	Sub Total				
	VAT 12.5%				
	Total				

## APPENDIX B

### 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 **DFSNRESD 2022/23 – 01** Invitation to Tender for  
Repair Works to Barbados Bay Fish Facility
3. Legal status:

☐ Limited Liability ☐ Registered Sole Trader ☐ Unregistered Sole trader  
☐ Unincorporated association ☐ Partnership

A true copy of the **firm’s incorporation/registration** document and **Notice of Directors/Registered owner** are hereto annexed in a bundle and marked “A”.

4. Address of Tenderer:

.....

.....

.....

.....

A true copy of a utility bill evidencing the location of the firm is hereto annexed and marked **“B”**.

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 fourteen (14) 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** "30% 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 "40% 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

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A true copy of the **Bill of Quantities** (Appendix A) is hereto annexed and marked “H”.

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 three (3) months.
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**

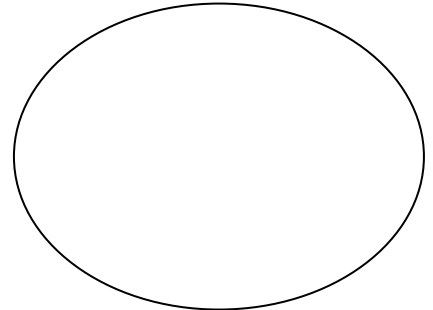
I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection and award process to assess my organisation's suitability to be selected for this tender. I also acknowledge that the THA's authorised representative 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**

.....

## INDEX OF ANNEXURES SUBMITTED ON BEHALF OF FIRM

No	Description	TAB	Page number
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4	Letters of Award/Signed Contracts	D	
5	Letters of reference	E	
6	Bank references	G	
7	Bill of Quantities	H	

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

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Authorized Representative

For and on behalf of

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

**SCHEDULE II (A)**  
**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

