



**DIVISION OF COMMUNITY DEVELOPMENT,
YOUTH DEVELOPMENT AND SPORT**

**INVITATION TO TENDER
FOR**

**RENOVATION OF THE PEMBROKE YOUTH
CENTRE, PEMBROKE, TOBAGO**

DESCRIPTION	DATE & TIME
Site Visit Date	13 th December 2022
Tender Submission/Closing Date and Time	10 th January 2023 @2:00 PM SHARP
Tender Opening Date and Time	10 th January 2023 @ 2:30 PM

DCDYDS: 2022 - 0006

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1. BACKGROUND INFORMATION

The Division of Community Development, Youth Development and Sports (DCDYDS) is seeking competent and reliable general contractor for the Renovation of the Pembroke Youth Centre, Pembroke, Tobago. The DCDYDS will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

**TENDERERS ARE ADVISED
TO READ THE INSTRUCTIONS
CAREFULLY
AND THOROUGHLY!!!**

1. FORMAT OF TENDERS

- (a) Tenders shall comprise a **Single-Envelope System**, this means a single envelope containing both the financial and technical 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 authorised on behalf of the Tenderer.
- (c) Alterations or erasures on any tender shall be initialled 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.

2. ELIGIBILITY

- a) This tender is among **general contractors in the range of \$500,000.00 - \$1,000,000.00 (GENERAL CONSTRUCTION & SERVICES 15 PCO-050)** domicile in the jurisdiction of Tobago and are registered/prequalified with the Procurement Control Office ONLY.
- b) Tenderers with common directors or shareholders bidding shall be disqualified.
- c) A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
 - i. the bidder has the legal capacity to enter into a contract;
 - ii. the bidder is not:
 - 1. insolvent;
 - 2. in receivership;
 - 3. bankrupt; or
 - 4. being wound up
 - iii. the bidder's business activities have not been suspended;
 - iv. the bidder is not the subject of legal proceedings for any of the circumstances in (c);
 - v. the bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions.
 - vi. the Directors and/or Principal Officers have not been convicted for any criminal offences.

3. INSTRUCTIONS FOR TENDER SUBMISSION

- a. **Tenderers who are not pre-qualified** with the THA's Procurement Control Office - OCS, **will not be eligible** to partake in this Invitation to Tender (ITT)).
- b. Tenderers should for ease of the tender committee being able to navigate their submissions, organize their documents neatly and professionally.
- c. Tender envelopes **MUST** be properly labelled at the front in bold font, stamped and signed by the Managing Director/Representative of the Construction Company.
- d. Returning Address of the General Contractors **MUST** be indicated at the back of the envelope.
- e. Firms **MUST** for the purpose of this tender detach the **TENDER SUBMISSION SECTION** and all of its parts and put the requested information accordingly to return to the DCDYDS in their tender submission. No additional information other than the information required by DCDYDS should be included.
- f. The **TENDER SUBMISSION SECTION** must have cover page identifying the name of the Construction company /Business, address, contact information, email and company logo.
- g. A cover letter introducing the Construction company, its years in operations, approximate number of employees and its Directors is mandatory.
- h. The **TENDER SUBMISSION SECTION** requires you to submit the following information and in the following Order:

Each item should be tabbed.

1. Certificate of Incorporation/Business Registration
2. Notice of Incorporation
3. Notice of Directors if Incorporated
4. Notice of Address
5. VAT Clearance Certificate no older than six (6) months;
6. VAT Non-Registered if not eligible for VAT
7. BIR Clearance no older than six (6) months;
8. NIS compliance certificate;

9. The name of the person proposed for administration and execution of the contract together with an accessible telephone contact and an email address;
10. The name of the person authorized to liaise with representatives of the DCDYDS regarding this tender;
11. At least two (2) recent letters of recommendation from reputable clients (past or current) on the provision of construction services. The letters of recommendation should state the **period of the contract**, the **value of the contract** and the **performance of the tenderer** on each contract;
12. A statement certifying that the provider shall comply with the methodology outlined in this tender document.
13. Price proposal, VAT must be billed separately
14. Form of Tender
15. Evidence of Financial Capacity
16. Evidence of Domicile in the Island of Tobago
17. A statement certifying that the price proposed is valid for a period of at least ninety (90) days.
18. Firm presents evidence of successfully pre-qualifying with the Procurement Control Office – OCS (Successful Pre-Qualification Notification Letter).
19. Implementation Plan

Tenders are also asked to organize their document with a table of contents so as to provide quick and easy referencing.

4. METHODOLOGY

A detailed description of the plan of action which outlines the use of all resources within the quoted time to deliver the desired project output. This plan should be sufficiently detailed to guide the project at every stage and to provide the assurance that every necessary aspect to deliver the required output, on time and on budget has been considered. Contractors are asked to kindly provide a Gantt chart that will identify the **deliverables and or phases of the works to be performed.**

5. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by email address: dcdedl.procurement@gov.tt by Friday 30th December 2022 by 10:00 am All queries should be addressed to:

The Procurement Unit
Division of Community Development, Youth Development and Sport
#10 Montessori Drive
Glen Road
Tobago

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

6. TENDER SUBMISSIONS

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

SECRETARY OF THE TENDERS COMMITTEE
Division of Community Development, Youth Development and Sport
**INVITATION TO TENDER: RENOVATION OF THE PEMBROKE YOUTH
CENTRE, PEMBROKE, TOBAGO**
DCDYDS: 2022 – 0006
#10 Montessori Drive
Glen Road
Tobago

and deposited in the tender box located on the ground floor of the DCDYDS, Glen Road, Scarborough, Tobago on or before

Tuesday 10th January 2023 at 2:00 Sharp

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.

Bidders **MUST** also affix their company's stamp at the front of the Envelope and also on the Price Schedule Form and duly signed by the Principal or representative responsible for preparing the bid.

7. SITE VISITS

The DCDYDS will coordinate site visits to the facility.

No.	LOCATION	DATE	TIME
1	Pembroke Youth Centre	Tuesday 13 th December 2022	10:00 a.m

Bidders **SHOULD NOT** visit the facility without first being authorized the DCDYDS.

Site visits by invited tenderers are mandatory.

8. SCOPE OF WORK – SEE APPENDIX F

SEE BILL OF QUANTITIES -APPENDIX G

9. EVALUATION CRITERIA

9a . SELECTION CRITERIA

CRITERIA	SCORE	REMARKS
Legally registered company in compliance with VAT, NIS and Income Tax laws	Pass/Fail	Mandatory
Evidence of Business Registration -Notice of Directors	Pass/Fail	Mandatory
Firms are not subject to any investigation for fraud, money laundering, terrorist financing, has its operation wound up or subject to any litigations.	Pass/Fail	Mandatory

Statement certifying that provider can meet requirements of methodology which incorporates the scope of work	Pass/Fail	Mandatory
Completed tender Submission Section	Pass/Fail	Mandatory
Statement certifying that bids are valid for a period of at least ninety (90) days	Pass/Fail	Mandatory
Evidence of domicile (Tobago)	Pass/Fail	Mandatory
Firm presents evidence of successfully pre-qualifying with the Procurement Control Office – OCS (Successful Pre-qualification Notification Letter)	Pass/Fail	Mandatory
Signed Site Visit Register	Pass/Fail	Mandatory

While the DCDYDS reserves the right to waive certain criteria at the selection stage, all Tenderers are advised to provide all of the Mandatory requirement. The DCDYDS also reserves the right to reject any tenderer that fails to provide all of the mandatory requirements. Tenderers that goes on to the Award stage of the evaluation SHOULD meet ALL of the criteria in the Selection Stage of the evaluation.

9b. AWARD CRITERIA

CRITERIA	MAX SCORE
Company has operated on the Island of Tobago providing Construction Services for the past five (5+) years. Firms must provide the names, contact numbers and addresses of three clients for whom Construction Services were rendered.	5 pts
Assessment of Past Performance	10 pts
Qualifications and Experience of Key Personnel	10 pts
Implementation Plan- Methodology Plan (To demonstrate the ability to execute the job plan, time frame (GANTT CHART), equipment and resources.	35 pts
Evidence of Financial Capacity. Firms must have the ability to meet cash flow	25 pts

requirements of the sum proposed in this tender per month. Evidence of access to or availability of credit facility by the Firm's Bank or other recognized financial institution. This letter should reasonably provide a range of the finances available to the Firm. E.g. (upper six (6) digit, lower five (5) digit).	
Occupational Safety and Health Manual	15 pts
TOTAL	100

Tenderers who have not met the mandatory requirements shall not be considered any further. Tenderers must score at least 70 points to be further considered. Award shall be based on price/quality ratio.

10. TERMS OF PAYMENT

The successful supplier shall be paid upon the submission of monthly invoices. Payment generally shall be made within thirty (30) days of the submission of the invoice(s). The DCDYDS reserves the right to query all invoices against the Assembly's own inspection and verification of work.

11. BID VALIDITY PERIOD

Bids shall be valid for a period of at least ninety (90) days. All tenderers must provide a statement certifying same.

12. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between DCDYDS and any bidder until and unless DCDYDS and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Tender Document.

12. LATE TENDERS

Late tenders will not be accepted under any circumstances. DCDYDS 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.

13. 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.

14. CONFLICT OF INTEREST

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

15. ACKNOWLEDGEMENT

Proposals must be signed by the person making the offer or in the case of a company, partnership or business firm, duly authorized officer or employee of such company, partnership or business firm.

With this acknowledgement, bidders must also indicate the **name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between DCDYDS and their organization for correspondence and queries.

16. RIGHTS OF THE OFFICE OF THE DCDYDS

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

APPENDIX A
FORM OF TENDER

To: The Secretary, Tenders' Committee, Division of Community Development, Youth Development and Sport.

Dear Sirs/Madam

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Construction Services in conformity with the said bidding documents at the locations specified therein for the sum of

_____ VAT Inclusive or such other sums as may be ascertained in accordance with the Schedule of Rates attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the services in accordance with the methodology and scope of works outlined in the tender documents.

We agree to abide by this Tender for a period of days from the date fixed for Tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 us.

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

We hereby declare that we have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt act with regard to this purchase.

Dated this.....day of..... 20.....

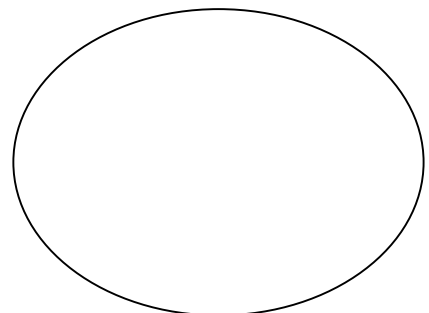
.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....



Seal

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TENDER SUBMISSION ORDER AND REQUIREMENTS

**THIS SECTION SHOULD BE DETACHED FROM THE REST OF
THE TENDER DOCUMENT AND FILLED OUT BY PROVIDING
THE NECESSARY DOCUMENTS BEHIND EACH ATTACHMENT.**

**PLEASE TAKE YOUR TIME AND PROVIDE THE INFORMATION
REQUIRED IN A MANNER THAT WILL MAKE IT EASY TO
NAVIGATE AND EVALUATE.**

COMPANY NAME:

COMPANY ADDRESS:

NAME OF OWNER/REPRESENTATIVE

CONTACT NUMBER:

**RENOVATION OF THE PEMBROKE YOUTH
CENTRE**

No	NAME OF FACILITIES	ADDRESS
1	PEMBROKE YOUTH CENTRE	Pembroke, Tobago

.....
Signature

STAMP

Date.....

ATTACHMENT "A" – Legal Status of Tenderer

***BEHIND THIS PAGE ARE COPIES OF OUR CERTIFICATE OF
INCORPORATION OR REGISTRATION, NOTICE OF DIRECTORS.***

ATTACHMENT "B" – Tax Compliance

BEHIND THIS PAGE ARE COPIES OF OUR VALID VAT, NIS AND BIR CLEARANCE CERTIFICATES (NOT REGISTRATION CERTIFICATES).

ATTACHMENT "C" – Proof of Address

***BEHIND THIS PAGE ARE COPIES OF OUR UTILITY BILL AND NOTICE
OF REGISTERED ADDRESS.***

ATTACHMENT “D” - Proof of Experience

BEHIND THIS PAGE ARE COPIES OF TWO (2) PREVIOUS AND OR CURRENT SIGNED CONTRACTS/LETTERS OF AWARD IN WORKS OF A SIMILAR NATURE TO THAT PROPOSED IN THIS TENDER WITHIN THE PAST FIVE (5) YEARS.

THE CONTRACT MUST HAVE INCLUDED THE SCOPE OF WORKS THAT WAS DONE AND NOT LEAVE ANY ROOM FOR SPECULATION AS TO THE NATURE OF THE WORKS UNDERTAKEN.

ANY CONTRACTS SUBMITTED FROM A PRIVATE COMPANY MUST BE ANNEXED TO A SWORN STATUTORY DECLARATION IN A FORMAT AS PRESCRIBED BY APPENDIX V AND VI. THE STATUTORY DECLARATION MUST BE SWORN BY THE CLIENT AND NOT THE TENDERER.

THE DCDYDS SHALL UNDERTAKE DUE DILIGENCE TO DETERMINE THE VALIDITY OF SAID CONTRACTS AND MISREPRESENTATION BY ANY TENDERER MAY LEAD TO DEBARMENT FROM TENDERING THROUGHOUT THE THA.

ATTACHMENT "E" – Past Performance

BEHIND THIS PAGE ARE TWO (2) LETTERS OF REFERENCE IN THE PRESCRIBED FORM HERETO ANNEXED AS APPENDIX VII. THE REFERENCES MUST COME FROM THE SAME CLIENTS AS THOSE FROM WHOM THE BIDDER SUPPLIED CONTRACTS FOR ABOVE.

ATTACHMENT "F" - Financial Capacity

***BEHIND THIS PAGE IS A LETTER FROM A FINANCIAL INSTITUTION
STATING THAT THE TENDERER HAS THE CASH FLOW AVAILABLE
TO COMPLETE THE SPECIFIED WORKS.***

***LETTER MUST STATE A RANGE OF FUNDS AVAILABLE (FIVE
DIGITS, SIX DIGITS, SEVEN DIGITS ETC).***

ATTACHMENT “G” - Implementation Plan

BEHIND THIS PAGE IS A DETAILED DESCRIPTION OF THE PLAN OF ACTION WHICH OUTLINES THE USE OF ALL RESOURCES WITHIN THE QUOTED TIME TO DELIVER THE DESIRED PROJECT OUTPUT.

THIS PLAN SHOULD BE SUFFICIENTLY DETAILED TO GUIDE THE PROJECT AT EVERY STAGE AND TO PROVIDE THE ASSURANCE THAT EVERY NECESSARY ASPECT TO DELIVER THE REQUIRED OUTPUT, ON TIME AND ON BUDGET HAS BEEN CONSIDERED.

IT IS EXPECTED THAT A GANTT CHART BE PROVIDED THAT WILL IDENTIFY THE KEY MILESTONES, DELIVERABLES AND OR PHASES.

ATTACHMENT “H” - Key Personnel

BEHIND THIS PAGE INCLUDES:

- i. THE NAMES, ROLE AND RESPONSIBILITIES OF THE KEY PERSONNEL PROPOSED TO UNDERTAKE THE WORKS. THE NAMES CITED HERE MUST BE MADE AVAILABLE FOR THE DURATION OF THE PROJECT AND NO SUBSTITUTIONS SHALL BE PERMITTED WITHOUT THE CONSENT OF THE DCDEDL.*
- ii. KEY PERSONNEL SHOULD BE SUITABLE QUALIFIED AND POSSESS THE RELEVANT QUALIFICATIONS AND EXPERIENCE TO COVER THE VARIOUS ELEMENTS OF THE WORKS.*
- iii. A PROJECT MANAGER MUST BE IDENTIFIED WHO SHALL BE IN CONTROL OF THE PROJECT. THESE PERSONS MUST BE MADE AVAILABLE FOR THE DURATION OF THE PROJECT.*
- iv. ATTACH CVS OF KEY PERSONNEL.*

ATTACHMENT "I" – Occupational Safety and Health Plan

- i. HEALTH AND SAFETY POLICY (SIGNED BY CONTRACTOR/MANAGEMENT)***
- ii. RISK ASSESSMENT/ JOB SAFETY ANALYSIS***
- iii. SITE SAFETY PLAN***
- iv. EMERGENCY RESPONSE PLAN***
- v. WORKER CERTIFICATION TO SHOW COMPETENCE FOR SPECIFIC JOB (E.G. OPERATING HEAVY EQUIPMENT)***
- vi. EQUIPMENT MAINTENANCE RECORDS***
- vii. COVID 19 PLAN***

ATTACHMENT “J”-Price Proposal

***BEHIND THIS PAGE IS OUR PRICE PROPOSALS FOR THE
RENOVATION OF THE PEMBROKE YOUTH
CENTRE***

ATTACHMENT “K” – Bid Completion Checklist

RENOVATION OF THE PEMBROKE YOUTH CENTRE

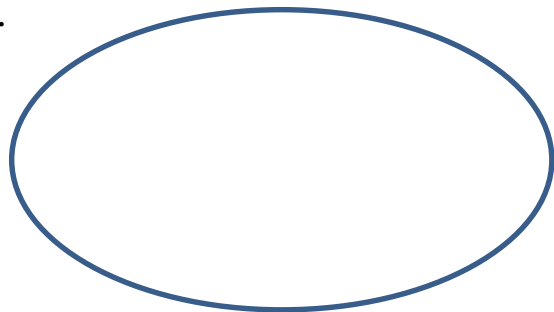
CHECKLIST

NO	DESCRIPTION	REMARK Yes/No?
	APPENDIX IV is filled	
1	I provided/completed Attachment “A”	
2	I provided/completed Attachment “B”	
3	I provided/completed Attachment “C”	
4	I provided/completed Attachment “D”	
5	I provided/completed Attachment “E”	
6	I provided/completed Attachment “F”	
7	I provided/completed Attachment “G”	
8	I provided/completed Attachment “H”	
9	I provided/completed Attachment “I”	
10	I provided/completed Attachment “J”	

.....
Name of Owner/Representative

.....
Signature

STAMP



Appendix C

PRICE SUBMISSION

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

**Tender for: RENOVATION OF THE PEMBROKE YOUTH
CENTRE**

To: **“SECRETARY OF THE TENDERS COMMITTEE”**

Sir/Madam,

Having examined the Tender Document issued by Division of Community Development, Youth Development and Sport (DCDYDS) and having also visited the site, I do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

NAME OF FACILITY: PEMBROKE YOUTH CENTRE

Proposed Price

(Words).....
.....
.....
..... Trinidad and Tobago Dollars.
(TT\$.....(Figures)) exclusive of VAT.

VAT:

(Words).....
.....Trinidad and Tobago Dollars (TT\$.....(Figures)).

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 process to assess my organisation's suitability to be selected for this tender. I also acknowledge that the DCDYDS's authorised representative shall make any enquiries concerning the particulars of my submissions.

I understand that the DCDYDS 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.

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

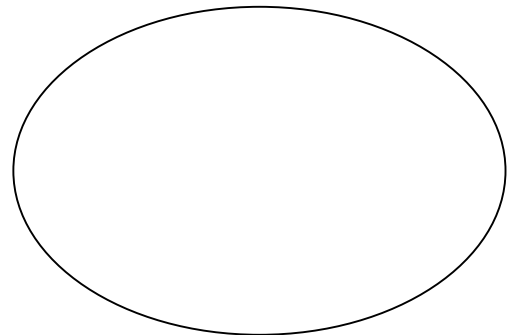
.....

Authorized Representative Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....



APPENDIX D - Reference Report

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]

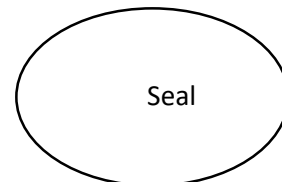
OVERALL PERFORMANCE - ☐ **Excellent** ☐ **Satisfactory** ☐ **Unsatisfactory**

Dated this day of 2020

.....

 NAME (PRINT)
 Authorized representative of Client
 Client

.....
 NAME (Signature)
 Authorized representative of



APPENDIX E

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.

I make this submission in response to **DCDYDS 2022 – 0007 –The Renovation of the
Pembroke Youth Centre, Pembroke, Tobago.**

☐ 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”.

2. Address of Tenderer:

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

.....

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

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

.....

.....

.....

4. 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”.

5. 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.

6. 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.

7. The Tenderer **[has/does not have]** two (2) letters of award/signed contracts/purchase orders from past and or current clients (within the last three (3) 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"**.

8. 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"**.

9. 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"**.

10. 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
.....
.....
.....

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

11. 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.
12. The Tenderer abides to adhere to the contents of this Tender Submission and its annexures thereto.
13. The Company undertakes to provide the original certificates for the copies submitted, if requested to do so by the DCDYDS within seven (7) days of a request being made.
14. The Company 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 DCDYDS.
15. The Company 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.

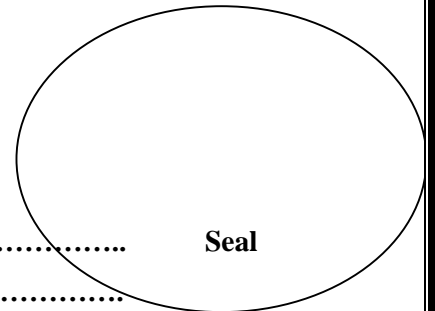
Dated this.....day of.....2022

.....

Authorized representative on behalf of the Firm

Name of Firm -

.....



Seal

INDEX OF ANNEXURES SUBMITTED ON BEHALF OF FIRM

No	Description	TAB	Page number
1	Certificate Of Incorporation And Notice Of Directors/Partners	A	
2	Utility Bill	B	
3	Vat, BIR and NIS Clearance Certificate	C	
4	Letters of Award/Signed Contracts	D	
5	Letters of reference	E	
6	Bank references	H	
7	Bill of Quantities	APPENDIX G	

Dated this.....day of2022

Authorized Representative

For and on behalf of

.....

.....

.....



APPENDIX F

SCOPE OF WORK

RENOVATION OF PEMBROKE YOUTH CENTER

OBJECTIVE

The Contractor will undertake the works required to renovate the area outlined as the Pembroke Youth Center, located at Todd Street, Pembroke on behalf of the Division of Community Development, Youth Development, and Sport (DCDYDS) in accordance to the requirements outline in the Scope of Works.

Renovation of the premises as required by DCDYDS in this scope of works includes but is not limited to:

- Preliminaries
- Existing Site/Building/Services- Demolition and Alteration Works
- In Situ Concrete
- Masonry
- Cladding and Covering
- Dry Partitioning
- Windows and Doors
- Surface Finishes
- Furniture and Equipment
- Air conditioning systems
- Electrical Supply

WORK

The term “Work” includes all labour, materials, equipment and services required of the contractor, as shown, described or inferred in the Contract Documents. The contractor is only to use its own forces and/or Construction Manager approved sub-trades to undertake the Work. The contractor may not sub out further work without the prior written consent of DCYS.

WORK INSPECTION AND APPROVALS

The contractor agrees to do all work in accordance with the specifications, performance standards and good building practice. Any and all civic and national codes pertaining thereto and to the satisfaction of the DCYS.

SCHEDULE MEETINGS AND SITE INSPECTION

From commencement to final completion, the contractor will attend weekly status update meetings at a location and time specified by DCYS representative. Also, assigned DCYS representatives will have full access to site during the execution of the project; with notice provided to the contractor prior to the inspections.

GENERAL SITE MAINTENANCE

The contractor shall clean up, remove, and dispose of all debris associated with the work site and maintain cleanliness of the property at all times.

The contractor is responsible for protecting the work of other trades from any damage caused by his own work forces.

GENERAL RESPONSIBILITIES

The CONTRACTOR is responsible to familiarize himself with the site and point out any potential problems before starting the job.

The awarding of this Contract shall be based on the assurance that adequate, qualified manpower will be provided to carry out this scope of work, and work will be commenced and completed as per the Project Schedule, as revised from time to time based on approval presented by TFCL Project representative.

The CONTRACTOR shall cooperate with other trades to ensure a smooth and safe flow of work. Provide a plan detailing sequencing of work to TFCL Project representative.

The CONTRACTOR shall comply with all requirements for safety procedures in accordance with applicable regulations.

The CONTRACTOR agrees that TFCL is not responsible for fire, theft, loss and/or vandalism of any of the CONTRACTOR's tools, equipment, materials, supplies and/or work in progress.

TECHNICAL SPECIFICATION FOR DEMOLITION

Services

- A. The Contractor shall provide specified equipment, with operators and labourers, for debris removal. The Contractor shall provide all labour and materials necessary to fully operate and maintain all equipment necessary to provide debris clearing and removal services. The Contractor shall provide the crews for the timely execution of the service contract. All hourly manpower rates include the cost of protective clothing, hand tools, supervision, transportation and any other costs should be considered. All hourly equipment rates include the cost of the operator, supervision, maintenance, fuel, repairs, overhead, profit, insurance, and any other costs associated with the equipment and personnel should be considered. The Contractor shall conduct the work so as not to interfere with any public utilities or any public right of ways. The Contractor shall comply with local safety and health requirements.

Definition of Debris on Site

The delivery of the of services section differentiate eligible debris from ineligible debris.

On the site eligible debris and non-eligible debris are defined as:

Eligible Debris

- B. Debris which is within the scope of this quotation falls under these possible classifications: Brush, Bulk Trash, Construction Waste, Containable Trash, and Weeds.

Bulk Trash: Means wooden and cardboard boxes, crates, appliances, furniture, parts and all other matter, which by reason of size and/or shape are not readily containable.

Construction Waste: Includes but is not limited to concrete, plaster, tile, lumber, blocks, electrical cables and accessories, air conditioning ducting and accessories,

plumbing fixtures and accessories, or any other materials commonly used construction material on site. All waste building materials, rubble and spoils resulting from remodelling, repair and demolition operations on any building or structure.

Containable Trash: Means all putrid and non-putrid solid wastes, including, but not limited to, wrapped garbage, wrapped small dead animals, wrapped or boxed ashes, wastepaper, excelsior (shavings used for packaging), rags, bottles, crockery, bedding, clothing, carpets, leather, tin cans, metal scraps, small mechanical parts, shavings, floor sweepings, grass and weed clippings, twigs, tree limbs not exceeding three feet in length, and other similar waste and debris.

Trash: All non-putrid wastes consisting of both combustible and non-combustible solid waste materials.

Non-Eligible Debris

- C. Debris that is classified as Hazardous Waste, Medical Wastes and Contaminated Materials are not to be transported by this contract.

Contaminated Material: Any materials which, when prepared for one of the acceptable forms of collection described in this chapter, contain materials which are not acceptable under that particular form of collection.

Hazardous Material: Any chemical, compound, mixture, substance or article which is designated by the Occupation Safety and Health Agency or any appropriate agency of the State to be deemed hazardous, as that term is gradefined by or pursuant by law. Hazardous material includes but is not limited to medical wastes, herbicides, pesticides, explosives, and radioactive, toxic, flammable or corrosive materials.

Definition of Salvageable Materials

- D. Ownership of demolished materials will be the Division of Community Development, Youth Development, and Sport (DCYS) and as such the contractor must coordinate with DCYS to define the material that will be deemed debris and the materials that will be salvaged. Salvage: Recover without damage materials to be salvaged and stored in save place nominated by the Project Officer. Any material or item that is deemed salvageable on site by the Project Officer will be treated as such. All material or item deemed salvageable will be set aside at a designated location of site and arrangement will be made for the removal by DCYS in a manner as to not affect the progress of works by the contractor.

Dumpsite

- E. The Contractor shall use an eligible dumpsite designated and approved by the Government of Trinidad and Tobago to dump debris from the worksite. The only approved dumpsite for Tobago is:

Studley Park Landfill
Studley Park
Tobago

The contractor shall maintain compliance with the dumpsite operators and their instructions at the landfill.

Equipment

- F. All trucks and other equipment must be in compliance with all applicable laws and regulations of Trinidad and Tobago. Any truck used to haul debris must be equipped with a tailgate that will effectively contain the debris during transport. Sideboards or other extensions to the bed are allowable, provided they meet all applicable laws and regulations, cover the front and sides, and are constructed in a manner to withstand severe operating conditions. All debris or salvageable items must be covered during the transportation from site to the designated location.

Other Considerations

- G. The Contractor shall supervise and direct the work, using qualified labour and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. The Contractor shall be responsible for taking corrective action for any notices of violations issued as a result of the Contractors or any subcontractors' actions or operations during the performance of this contract. Corrections for any such violations shall be at no additional expense to DCYS.

TECHNICAL SPECIFICATION FOR CONSTRUCTION CONCRETE WORKS

Storage

- A. On arrival on the site, cement is at once to be stored in a dry shed with a raised floor and water-proof walls and roof, the cement is to be stored so that consignments are used in the order in which they are received.
- B. Cement which has become damp or which has deteriorated is not to be used and must be removed from the site.
- C. The fine and coarse aggregates shall be stored at the site on a hard impervious surface such as a bed of weak concrete or a timber or sheet metal platform laid to a fall and in such a manner as to ensure protection from all extraneous matter.

Water

- D. The water used in the concrete is to be clean, drinkable, free from impurities and from a source approved by the Project Officer.

Batching

- E. Mixing of the concrete shall be done in an approved mechanical mixer until there is a uniform distribution of materials and the mass is uniform in colour and consistency, but in no case should the mixing continue for less than 2 minutes.

Pouring

- F. Concrete shall be handled so to avoid segregation, pollution, or loss of the ingredient and shall be placed in less than 30 minutes from the time of adding the water to the mix, and not subsequently disturbed.

Compaction

- G. All concrete shall be vibrated with heavy duty high frequency poker vibrators and be additionally tamped and rammed so as to thoroughly fill the shuttering and form a dense homogeneous mass.

Finish

- H. The surface of all concrete works is to be floated to a uniform smooth surface unless otherwise specified.

Formwork

- I. Formwork and its supporting members shall be sufficiently strong to carry the works and all incidental loading. The props and lateral supports shall be sufficiently closely spaced to prevent displacement or visible deflection of the shutters under the weight or hydraulic pressure of the wet concrete. All joints in the formwork and joints between the formwork and previous work shall be sufficiently tight to prevent loss of liquid from the concrete through these joints.
- J. Structural props shall be retained in position until new construction is sufficiently strong to support its own weight and any loads to be placed on it during the Contract period.
- K. The internal faces of the formwork may be coated with an approved preparation to prevent adhesion of the concrete to the forms, provided that this preparation shall not be allowed to touch the reinforcement.
- L. Immediately before the concrete is placed in any section of the formwork, the interior of that section shall be completely cleared of all extraneous materials.
- M. Each section of the formwork to structural members shall be inspected and passed by the Project Officer's representative immediately before the concrete is placed in that section.
- N. The structure shall not be distorted, damaged or overloaded in any way by the removal of the formwork from concrete members.
- O. The responsibility for the safe removal of any part of the formwork or strutting shall rest with the Contractor.
- P. Before the formwork is removed from any structural member, the Contractor shall ensure that the concrete in the member has attained sufficient strength for striking to proceed.

BLOCKWORK

Cement and Water

- A. Cement and water shall be as described under "CONCRETE WORK".

Sand

- B. Sand shall be clean fine plastering sand, free from salt, organic matter, clay, loam, dirt or other deleterious matter.

Mortar

- C. Mix mortar for blockwork of cement and sand (1:3) mixed on site in a similar manner to concrete including a plasticiser additive at the rate of quarter pint of plasticiser to every bag of cement and use within one hour of mixing. Mortar which has commenced to set is not to be knocked up again for re-use.
- D. Mortar for load bearing masonry shall have a minimum compressive strength of 14N/mm² at 28 days.

Clay Blocks

- E. Hollow clay blocks shall conform to B.S. 3921:1974 of first quality, good, sound, hard and well burnt, true to shape and size, ribbed and scored for plaster, unless otherwise described.

Laying blocks

- F. At the time of laying all masonry units shall be free of excessive dirt and dust. Proper masonry units shall be used to provide a minimum of cutting. Where cutting is necessary, cuts shall be neat and true. Where masonry is to be bonded to a concrete beam or footing, the concrete surface shall be clean with laitance removed. Unless shown otherwise, blocks are to be laid in uniform courses with regular running bond.
- G. Mortar joints shall be straight, clean and uniform in thickness and shall be tooled as shown on the plans. Joints shall be tooled in a manner which compacts the mortar, pressuring the excess mortar out of the joint rather than dragging it out. The mortar shall be well bonded to the block at the edges.

GYPSUM WALL PARTITION

Metal Frame Installation

- A. Framing will be completed using ASTM C645, "C" shaped, 25 gauge.
- B. Provide 25 gauge studs, except as otherwise indicated or specified. Provide heavier gauge if required.
- C. Maximum stud spacing for single layer application of 13mm (1/2") gypsum board is 24" o.c.
- D. At door frames, provide two (2) 25 gauge minimum studs at each jamb. Verify all openings are level and plumb. Maximum deviation is 1.5mm (1/16"). Openings of walls need to be framed as such that a specified door will fit in each place as specified. Door studs should also include treated cedar stud inside or along the aluminum stud for added support.
- E. Metal channel will be fix to floor and ceiling using hitit anchor 1/4x2" at 24" intervals

Gypsum Board Installation

- F. Submittals- Product Data: Submit manufacturer's specifications and installation instructions with project conditions and materials clearly identified or detailed for each required system.
- G. Delivery- Deliver material to site promptly without undue exposure to weather. Deliver in manufacturer's unopened containers or bundles, fully identified with name, brand, type and grade.
- H. Storage- Store above ground in dry, ventilated space. Protect materials from soiling and damage.
- I. Install gypsum board in accordance with applicable requirements and recommendations of Gypsum Association GA 216, "Recommended Specifications for the Application and Finishing of Gypsum Board" except for more stringent requirements of manufacturer.
- J. Gypsum board will be fixed to metal studs using fine tip 38mm (1.5") drywall screws at .6m (24") intervals
- K. 6' Gypsum Walls to be capped off with 2"x6" dressed treated cedar plank; wood filler to screws, sanded smooth with vanish finish.
- L. Application of Join Compound to Partition
- M. Plaster basecoat joint: using ready mixed material, mill-prepared, high strength gypsum joint compound for two coat application with gypsum tape. Acceptable product: Equivalent to Easy Finish Ready Mix.

FIXED GLASS PARTITION AND DOORS INSTALLATION

Submittals-

- A. Product Data: For each glass panel partition and door component specified, including:
 - a. Glass panels
 - b. Frame and sill tracks
 - c. Door hardware and accessories
- B. Shop Drawings: For fixed glass panel partitions. Include plans, elevations, sections, and details. Provide numbered panel installation sequence.
- C. Show locations and requirements for tracks, bracing, blocking, and attachments to other work.

Fixed Glass Panel Partitions

- D. 3/8" Framed glass panel partition with aluminum perimeter channel frames, framed joints between panels, equipped with swinging doors where indicated.

CARPENTRY AND JOINERY

Timber Generally

- A. The timber for Carpentry and Joinery shall be as specified and obtained from an approved sawmill. The timber for the carpentry shall be Second or Select Grade. The timber shall be reasonably straight grained and free from knots.
- B. Timber for carpentry work shall be well seasoned, free from sap, large, loose or deal knots, waney edges, excessive moisture, disease, insect attack or other defects, in as long commercial lengths as possible.
- C. The timber may be:-
 - 1. Best quality kiln seasoned hardwood.
 - 2. Timber properly aired or kiln seasoned and free from warp, twist or rot. Timber with the following defects will be acceptable provided the defect does not extend beyond the limits specified.
 - 3. Splits and cracks shall not extend for more than one third the width of thickness, or for more than one tenth of the length of the timber.
 - 4. Wane shall not extend for more than one fifth of the length of the timber and be on one edge only.
 - 5. The diameter of a knot shall not exceed one third of the width of the face of the timber on which it occurs.
 - 6. All timber for carpentry shall be deemed to be sawn unless otherwise described.

Insect Damage / Pre-Treatment

- C. All timber shall be treated against insect attack as set out in paragraphs D and E below before use in the Works.

- D. All timber shall be free of insect attack when brought upon the Site. The Contractor shall be responsible up to the end of the maintenance period for executing at his own cost all work necessary to eradicate insect attack on timber which becomes evident including the replacement of timber attack or suspected of being attack notwithstanding the fact that the timber concerned may already been inspected and passed as fit for use.

Pressure impregnation treatment

- E. All carpentry timber, sawn joinery and grounds for fixing joinery etc., is to be either :-
1. vacuum pressure impregnated with Tanalith C preservative to a dry salt net retention of 0.65lbs Tanalith C per cubic foot of timber, or
 2. Immersed for not less than 10 minutes in organic solvent preservative containing persistent insecticide to the Project Officer's approval and stacked until the moisture content returns to 18% or 15% as above described. Cut ends and faces of timber sawn after treatment are to be swabbed liberally with ensile and grain preservative, allowed to dry then applied in a similar manner a second time. The Contractor's price for such timber must allow for this treatment.
- F. All timber including softwoods, hardwoods and/or plywood shall be treated against infestation by the powder post beetle by kiln sterilization at 40-50 degree centigrade for approved preservation treatment consisting of chrome, copper and arsenic and in accordance with all manufacturer's instructions.

Inspection and testing

- G. The Project Officer shall be given facilities for inspection of all works in progress whether in workshops or on site. All timber as it arrives on the site may be inspected by the Project Officer and any timber brought on to the site and not approved by him must be removed forthwith, failing which he may arrange for the removal of the rejected material and dispose of it as he considers advisable at the Contractor's expense.
- H. Notwithstanding approval having been given as above, any timber incorporated in the works found to be in any way defective before the expiry of the maintenance period of shall be removed and renewed at the Contractor's expense. The Contractor is to allow for testing of prototype of special construction units and the Project Officer shall be at liberty to select any samples he may require for the purpose of testing, i.e. for moisture, or identification of species, strength, etc.
- I. Timber built into or against a wall shall be treated with an approved wood preservative, in addition to preservative treatment as already described above, and as much clear air space maintained around the timber where it adjoins the wall as possible.

Tolerances

- J. All structural timbers shall be sawn timbers to the sections given on drawings. Permissible tolerance on cross section dimensions will be 6mm and -3mm with no allowance for wane.

Exposed faces

- K. Timber which is to be exposed in the finished work shall be “dressed” unless otherwise described.

Natural finish

- L. When natural finish or finish for staining, clear polish or varnishing is specified, the timber in adjacent pieces shall be matched, or uniform, or symmetrical in colour and grain.

Shrinkage

- M. Arrange joint and fix all joinery work in such a manner that shrinkage in any part, and in any direction shall not impair the strength and appearance of the finished work and shall not cause damage to adjoining materials or structure.

Joints

- N. Construct joinery exactly as shown on the Project Officer’s details. Where joints are not specifically indicated they shall be the recognised forms of joints for each position. All glued joints shall be cross-tongued.

Tolerance

- O. Provide reasonable tolerance at all connections between joinery work and the building carcass so that any irregularities, settlements or other movements shall be adequately compensated for.

Fabrication

- P. Put in hand all joinery work immediately on commencement of the Work and store in a dry place and put together without wedging up for the inspection and approval of the Project Officer. Care should be taken in fabrication to avoid excessive wetting or drying of the timber.

Nails

- Q. All nails used shall be galvanised wire nails driven into pre-bored holes not exceeding 4/5 of the nail diameter.

Doors

- R. The standard of workmanship and finish is required to be of a high standard acceptable to the Project Officer. A sample of a door and frame shall be presented to the Project Officer for approval before full production commences.
- S. The order to proceed will be given to the Contractor only after the sample has been approved by the Project Officer. Consequently, manufactured doors must be of the equivalent standard to the approved sample. Failure satisfy these criteria will lead to the rejection of the doors and windows.

Ironmongery

- T. All ironmongery shall be fixed with matching screws. Before the woodwork is painted, handles shall be removed, carefully stored and refixed after completion of painting and locks oiled and left in perfect working order. All lays shall be labelled with door references marked on approved labels before handing over to the Project Officer on completion.

FLOOR, WALL & CEILING FINISHINGS

FLOORS

Screeds

- A. Screeds to be composed of cement and sand 1:4. Surfaces of site slab shall be thoroughly brushed clean of all foreign matter and well soaked prior to laying of screeds together with the use of an appropriate bonding agent in accordance with the manufacturer's instructions. Minimum thickness of screed shall be 25mm; otherwise, an approved bonding / reinforcing additive is to be utilized in the mixture in strict accordance with the manufacturer's instructions.

Levels Generally

- B. Ensure that the levels of the floor within one area and between adjoining areas are constant unless specifically described or shown to be otherwise. Make up for any variations in the thickness of precast or pre-moulded floor finishings and irregularities in the surface of the structural base by adjusting the thickness of the screed as necessary.

WALLS

Rendering

- C. Mix rendering composed of cement and sand (1:5)
- D. .
- E. Proportion materials by measure and not by estimation and proper approved measuring boxes must be provided for this purpose. Make up mix on site in a close boarded wood platform with upstand edges and thrice turn over mix while water is being added through a rose director and use immediately thereafter.
- F. Where approved mechanical batch mixers are employed rotate each batch in the drum at least two minutes and use immediately thereafter.
- G. Thoroughly wash out all platforms and mixers at the cessation of work each day and as necessary during the working hours.
- H. Mix only quantities which can be used at once and reject rendering which has begun to set before being required.
- I. Carefully float all work and finish to a minimum thickness of 12mm with surfaces perfectly flat to stand the straight edge every way, free from all cracks and leave perfectly clean.
- J. "Throw" all rendering and plaster on the wall and give the minimum of "working" to ensure a plumb and even finish.
- K. Wherever possible complete each section of walling in one operation, but where this is not possible the existing edge shall be well hacked and wetted before recommencing operations. Throughout the whole of the Works order suffice sand to prevent any discrepancy between the quality and colour of different rendering.

- L. Allow for preparing and wetting all surfaces prior to commencement of all operations, for any additional thickness required in dubbing out and for working around and behind pipes with their connections and fixtures.

Wall Tiles

- M. Fix with an approved waterproof adhesive in accordance with the manufacturer's instructions to form a true level surface. On no account will any tile out of line with its neighbours be accepted. Point joints of tiles in cement of a colour to match tile and clean down on completion.

CEILINGS

Gypsum Plasterboard for ceilings

- N. Gypsum plasterboard shall be wall boarding of best imported quality and finished smooth for painting.
- O. Joints shall be taped and plastered with gypsum paste to achieve a smooth finish. Gypsum plasterboards shall be supported with aluminum frame and/or on an approved suspension system which shall support the ceiling assembly with a maximum deflection of 1:360 of the span.

PAINTING AND DECORATING

Generally

- A. All materials used, unless otherwise stated shall be anti-fungus and approved by the Project Officer.
- B. Supply paints on site in sealed cans and all primers, mixing etc., shall be in accordance with the manufacturer's instructions.
- C. Produce vouchers as and when required by the Project Officer to prove to his satisfaction that all materials supplied are genuine and as specified herein.
- D. Any paint system used must be met with the approval of the Project Officer. The same applies to the colour scheme. Thinning of paints will not be permitted.

Preparation and application

- E. Thoroughly dust and clean down all surfaces to be painted, cut out cracks, stop holes and clean steelwork rust in accordance with approved practice.
- F. Apply paint by brush, roller or spray with the minimum of dilution.
- G. Strain the prepared paint free from skins and similar impurities immediately before application.

- H. Allow to dry and well rub down each coat of paint before the next is applied and no two successive coats shall be to the same tint.
- I. No paint shall be applied to a damp surface, and no external painting shall be carried out during wet weather.
- J. On no account allow employees to empty washings or painting materials into sanitary fittings or drainage systems so provide a suitable receptacle outside the building to receive same.
- K. All surfaces should be prepared for painting in accordance with the printed directions and recommendations of the approved manufacturer. Where required, a copy of the manufacturer's written instructions for each type of paint used is to be provided. The importance and necessity of proper surface preparation cannot be overstated and the Contractor is to strictly follow specifications. For masonry surfaces, where flaking has occurred, unsound areas are to be removed by wire brushing, and the surface bind-coated with masonry sealer. Regular adhesion tests should be carried out on the remaining old paint to ensure sufficient adhesion. Where the old paint lifts off on a layer, it is to be removed until a firm edge is obtained. Thick edges must be feathered for a good finish. Cracks and other imperfections are to be repaired with approved filler. For metal, loose and flaking material is to be removed, the surface cleaned and rubbed down before painting, and patch-primed with the appropriate primer.
- L. All surfaces to be painted must be cleaned, smooth, dry and free of foreign materials and rust. Surface is to be cleaned, using a mild detergent solution. Surfaces showing fungus must be treated using an approved fungicide.

SOLD SURFACE COUNTERTOP

- A. Definition- solid surface is defined as nonporous, homogenous material maintaining the same composition throughout the part with a composition of acrylic polymer and pigment. Surface should be a minimum of 12.5mm (½") thick with fillet edges in accordance to dimensions outlined in the bill of quantities (BOQ)
- B. Product Data:
 - a. Submit product data for each specified solid surface countertop, adhesive and sealants. Include manufacturer's technical specification.
 - b. Submit Material Safety Data Sheets (MSDS) for adhesives and sealants.
- C. Samples- submit selection and verification samples for each colour, pattern, and finish required.
 - a. Approved samples will be retained as a standard for work.

TOILET PARTITIONS

- A. Definition- Toilet panel partitions are to be made from a 20mm laminated moisture resistant medium density fibreboard; with the door and panel 11524mm (60") high, with 254 mm (10") clearance from the floor to the bottom of the panels and doors. Framing and fasteners for the partition will be centred around the aluminum frame; secured to the wall and floors using threaded rods and expansion anchors. Handle, locks and hinges must be stainless steel.

- B. Mounting Style: Floor and Wall Mounted with a minimum of 76mm (3") anchoring required.
- C. Product Data- submit product data for the selected partition system. Inclusive of the manufacturer's technical specification.

APPENDIX H
BILL OF QUANTITIES

	Qty	Unit	Rate	\$	C
A PRELIMINARIES/GENERAL CONDITIONS					
A10 Project particulars					
TITLE OF PROJECT AND POSTAL ADDRESS					
Renovation of Pembroke Youth Centre					
NAMES AND ADDRESSES OF:					
Employer : The Division Of Community Development, Youth Development and Sport					
#10 Montessori Drive Glen Road Scarborough, Tobago					
A13 Description of the work					
Renovation of the youth space at pembroke youth space.					
A20 The contract/sub-contract					
Form of contract : Fidic Green Book					
employers insurance responsibility, workmen Compensations					
A34 Employer's requirements: Security/Safety/Protection					
Safety health and welfare safety, health and welfare, fixed charge, as necessary to ensure protection to employees while working.					
a		item		0.00	
A42 Contractor's general cost items: Services and facilities					
Provide the following services and facilities					
Rubbish disposal cleaning up and carting away to approved dump					
b		item		0.00	
site waste arising from the work.					
A44 Contractor's general cost items: Temporary works					
Scaffolding up to 10m high					
Independent scaffolding					
c		item		0.00	
Erect and subsequently dismantle					

				To Collecti on \$	0.00
		Qty	Unit	Rate	\$ C
Collection					
Total from Page 1				\$	0.00

PRELIMINARIES /
GENERAL CONDITIONS

				To Summa ry \$	0.00
					EXISTING SITE / BUILDINGS / SERVICES
		Qt y	Unit	Rate	\$ C
	C EXISTING SITE/BUILDINGS/SERVICES				
	C20 Demolition				
	Pulling down - including removal of debris				
	Demolish internal brick/blockwork in cement mortar; disposal of debris off-site				
a	102.5 mm thick brickwork	40	m2		0.00
b	Demolish counter top not exceeding 300mm width	2	nr		0.00
c	Demolishing existing ceramic tiling	39	m2		0.00
d	Demolishing existing vinyl tiles	10			
e	Demolish Groove ply partition	7	m2		0.00
f	Demolish of groove ply ceiling and wood frame	9	m2		0.00
g	Removal of wood skirting	14			
		5	m2		0.00
			item		0.00
	C90 Alterations - spot items				
	Take out and later refix in position in order to effect repairs				
h	white writing board	2	nr		0.00
	Removing fittings and fixtures				
	Shelving				
i	not exceeding 300 mm deep	5	m2		0.00
	Desk				
j	removing all wooden Desk at cabinet	12	m		0.00
k	removing ceramic sinks and faucet	1	nr		0.00
l	removing toilets	3	nr		0.00
	Removing Airconditioning,				
m	Evaporator, and all connective lines	3	nr		0.00
n	removing all surface mounted switches	7	nr		0.00
o	removing surface mounted receptacle	16	nr		0.00
p	Removig ceiling mounted Floescent lamp.	10	nr		0.00
q	Removing steel gate	3	nr		0.00

				To Collecti on \$	0.00
					EXISTING SITE / BUILDINGS / SERVICES
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 3			\$	0.00

				To Summa ry \$	0.00
					IN SITU CONCRET E / LARGE PRECAST CONCRET E
		Qty	Unit	Rate	\$ C
	E IN SITU CONCRETE/LARGE PRECAST CONCRETE				
	E10 Mixing/casting/curing in-situ concrete				
	Site mixed in-situ concrete				
	Plain in situ concrete 1:1 1/2:3 - 10 mm				
a	isolated beams 100mm x 200mm	1	m3		0.00
b	insitu concrete for leveling floor	4	m3		0.00
	E20 Formwork for in situ concrete				
	Sawn softwood, basic finish				
	Openings in walls; plain				
c	width not exceeding 250mm	33	m		0.00
	E30 Reinforcement for in situ concrete				
	Bar, straight				
	Deformed high yield steel bar reinforcement to BS 4449				
d	12 mm	0.02	tonne		0.00
	Fabric				
	Fabric reinforcement to BS 4483				
e	153mm x 153mm x 8 BRC	23	m2		0.00

				To Collecti on \$	0.00
					IN SITU CONCRET E / LARGE PRECAST CONCRET E
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 5			\$	0.00

To Summa ry \$					0.00
MASONRY					
		Qt y	Unit	Rate	\$ C
F MASONRY					
F10 Brick/Block walling					
Common bricks in gauged mortar 1:1:6					
Walls					
a	102.5 mm	7	m2		0.00

				To Collecti on \$	0.00
					MASONRY
	Collection	Qty	Unit	Rate	\$ C
	Total from Page 7			\$	0.00

				To Summa ry \$	0.00
					CLADDING / COVERING
		Qt y	Unit	Rate	\$ C
	H CLADDING/COVERING				
	H11 Curtain walling				
a	Supply and fix in place glazing in alluminum frame	14	m2		0.00

				To Collecti on \$	0.00
				CLADDING / COVERING	
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 9			\$	0.00

				To Summa ry \$	0.00
					LININGS / SHEATHIN G / DRY PARTITION ING
	K LININGS/SHEATHING/DRY PARTITIONING K10 Plasterboard drylining/partitions/ceilings	Qty	Unit	Rate	\$ C

	Linings, gypsum plasterboard to BS 1230				
a	Fixing with screws to ceilings 12.5 mm Plain Wallboard over 300 mm wide Gypframe proprietary metal stud partitions 48 mm studs and channel; Gypframe C studs at 600 mm centres; two layers of 15 mm Soundbloc plasterboard to two side	14 5	m2		0.00
b	height 2.70 m - 3.00 m	12	m		0.00
c	Extra over for corners or intersections	8	nr		0.00
d	Partitions Supply and install laminated M.R M.D.F partitions in bathrooms as per drawing	7	m		0.00
To Collecti on \$					0.00
					LININGS / SHEATHIN G / DRY PARTITION ING
		Qty	Unit	Rate	\$ C

Collection

Total from Page 11

\$

0.00

To
Summa
ry \$

0.00

WINDOWS
/ DOORS /
STAIRSQt
y

Unit

Rate

\$ C

L WINDOWS/DOORS/STAIRS

L10					
Windows/rooflights/screens/louvres					
uPVC Windows					
French Style windows					
repairing 1220 x 1220mm alluminum					
sliding					
a	windows	2	nr		0.00
b	610 x 458mm aluminum windows	4	nr		0.00
L20 Doors/shutters/hatches					
Softwood cedar panel doors painted					
with two coats of					
gloss white paint.					
c	915 x 2032mm	7	nr		0.00
d	813mm x 2032mm	1	nr		0.00
Glass door					
Installation of Glass Double door in					
alluminum					
e	frame and handles 1829 x 2032mm	1	nr		0.00
1169mm x 2032 single door					
aluminum frame glass					
f	door	1	nr		0.00
Gates					
g	Reinstall gate set aside	1	nr		0.00
To Collecti on \$					0.00
WINDOWS / DOORS / STAIRS					
		Qty	Unit	Rate	\$ C
Collection					

Total from Page 13				\$	0.00
To Summa ry \$					0.00
					SURFACE FINISHES
M SURFACE FINISHES M10 Cement sand/Concrete screeds/toppings	Qty	Unit	Rate	\$	C

	Cement and sand 1:3, work to floors Screeded beds, level and to falls not exceeding 15 degrees from horizontal, over 300 mm wide	14 5	m2		0.00
a	19 mm M40 Stone/Concrete/Quarry/Ceramic tiling/Mosaic Floor Tiles Fixing with adhesive over 300 mm wide; PC Supply rate for porcelian				
b	tiles \$216/m2 over 300 mm wide; PC Supply rate for ceramic	13	m2		0.00
c	tiles \$95/m2 over 300 mm wide; PC Supply rate for mosaic/	15	m2		0.00
d	wall tiles \$861/m2 M50 Rubber/Plastics/Cork/Lino/Carpet tiling/sheeting Vinyl floor plank; PC Supply rate for sheet \$263/m2 minimum of 4mm thick.	6	m2		0.00
e	width exceeding 300 mm wide Skirtings,fixing with adhesive	13 2	m2		0.00
f	100 mm high M60 Painting/Clear finishing General surfaces internally Primer and two coats of eggshell paint over 300 mm girth	76	m		0.00
g	smooth plaster	29 5	m2		0.00
To Collecti on \$					0.00
					SURFACE FINISHES

		Qty	Unit	Rate	\$ C
Collection					
Total from Page 15				\$	0.00
				To Summa ry \$	0.00
				FURNITUR E / EQUIPMEN T	

		Qty	Unit	Rate	\$	C
N FURNITURE/EQUIPMENT						
N10 General						
Fixtures/furniture/equipment						
	Cabinets					
	Construct in place upper level and lower level kitchen cabinets using cedar wood as per design inclusive of					
a	granite counter tops		item		0.00	
	supply and install cedar vanity with solid surface					
b	counter top approximately 1220 x 610mm	2	nr		0.00	
N11 Kitchen fittings						
	Kitchen fittings and fixtures					
c	Supply and install Kitchen sink faucet		item		0.00	
	Installation of stainless steel double bowl under					
d	mount kitchen sink.	1	nr		0.00	
N13 Sanitary appliances/fittings						
	Supply & fix equipment					
	WC's					
	supply and install Armitage Shanks closed couplin					
e	toilets	3	nr		0.00	
	Urinals					
f	American standard urinal	1	nr		0.00	
	Sinks					
g	Supply and install Armitage Shank	2	nr		0.00	
h	allow sum to install stop valve	2	nr		0.00	
To Collecti on \$					0.00	

FURNITUR
E /
EQUIPMEN
T

		Qty	Unit	Rate	\$ C
Collection					
Total from Page 17				\$	0.00
To Summa ry \$					0.00

					VENTILATION / AIR CONDITIONING
		Qty	Unit	Rate	\$ C
U VENTILATION/AIR CONDITIONING SYSTEMS					
U60 Air conditioning units					
Supply and install Peakes or any approved brand					
a	split units 12,000btu Air conditioning.	4	nr		0.00
Supply and install 36,000 btu Peakes or any					
b	approved brand cassette units	2	nr		0.00
				To Collecti on \$	0.00

VENTILATI
ON / AIR
CONDITIO
NING

		Qty	Unit	Rate	\$ C
Collection					
Total from Page 19				\$	0.00
				To Summa ry \$	0.00

ELECTRIC
AL SUPPLY
/ POWER /
LIGHTING
SYSTEMS

		Qty	Unit	Rate	\$	C
	V ELECTRICAL SUPPLY/POWER LIGHTING SYSTEMS					
	V21 General lighting					
	Light switches					
a	2-Gang, 2-Way: Light switch: White	4	nr		0.00	
b	3-Gang, 2-Way: Light switch: White	2	nr		0.00	
	Luminaries					
c	LCD panel lights 1220 x 610mm	28	nr		0.00	
d	LCD panel lights 610 x 610mm	4	nr		0.00	
e	LED dust to dawn external lights	4	nr		0.00	
f	Allow sum to for cutting wall for plugs		item		0.00	
	V31 DC supply					
g	220v plugs for Ac	2	nr		0.00	
h	servicing 220v pulgs	3	nr		0.00	
i	supply and install 110v plugs flush type plugs	8	nr		0.00	

				To Collecti on \$	0.00
				ELECTRIC AL SUPPLY / POWER / LIGHTING SYSTEMS	
	Collection	Qty	Unit	Rate	\$ C
	Total from Page 21			\$	0.00

				To Summa ry \$	0.00
		Qt y	Unit	Rate	\$ C
Summary					
PRELIMINARIES / GENERAL CONDITIONS Page 2					
				\$	0.00
EXISTING SITE / BUILDINGS / SERVICES Page 4					
				\$	0.00
IN SITU CONCRETE / LARGE PRECAST ... Page 6					
				\$	0.00
MASONRY Page 8					
				\$	0.00
CLADDING / COVERING Page 10					
				\$	0.00
LININGS / SHEATHING / DRY PARTITIONING Page 12					
				\$	0.00
WINDOWS / DOORS / STAIRS Page 14					
				\$	0.00
SURFACE FINISHES Page 16					
				\$	0.00
FURNITURE / EQUIPMENT Page 18					
				\$	0.00
VENTILATION / AIR CONDITIONING Page 20					
				\$	0.00
ELECTRICAL SUPPLY / POWER / ... Page 22					
				\$	0.00

Total for Bill \$					0.00