

DIVISION OF COMMUNITY DEVELOPMENT, YOUTH DEVELOPMENT AND SPORT

INVITATION TO TENDER FOR

CONSTRUCTION OF CANAAN/BON ACCORD RECREATIONAL GROUND PERIMETER FENCING

DESCRIPTION	DATE & TIME
Cita Wait Data	12th Daniel 2022
Site Visit Date	12 th December 2022
Tender	9 th January 2023 @ 2:00 pm Sharp
Submission/Closing Date	
and Time	
Tender Opening Date and	9 th January 2023 @ 2:30 pm Sharp
Time	

DCDYDS: 2022 - 0007

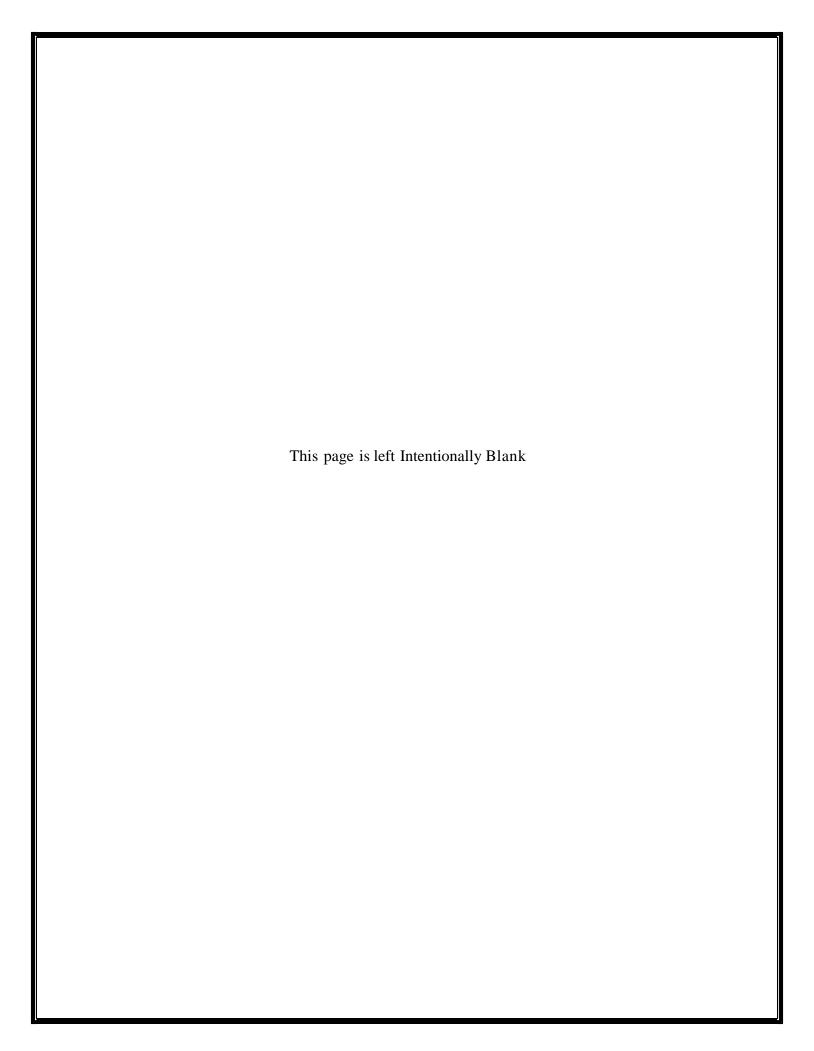


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1. BACKGROUND INFORMATION

The Division of Community Development, Youth Development and Sports (DCDYDS) is a seeking competent and reliable contractor for the Construction of the Canaan/Bon Accord Recreational Ground Perimeter Fencing. 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 authourized on behalf of the Tenderer.
- (c) Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

2. ELIGIBILTY

- 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 <u>paid of the contract</u>, the value of the <u>contract</u> and the <u>performance of the tenderer</u> 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

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 TENDER COMMITTEE

Division of Community Development, Youth Development and Sport

INVITATION TO TENDER: CONSTRUCTION OF THE CANAAN/BONACCORD RECREATIONAL GROUND PERIMETER FENCING

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

Monday 9th January 2023 @ 2:00 pm 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		Monday December 12 th	10:00 a.m
		2022	

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 DRAWINGS –APPENDIX G SEE BILL OF QUANTITIES -APPENDIX H

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,	Pass/Fail	Mandatory

has its operation wound up or subject to any litigations.		
Statement certifying that provider can meet requirements of methodology which	Pass/Fail	Mandatory
incorporates the scope of work		
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 prequalifying 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	5 pts
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.	
Assessment of Past Performance	10 pts
Qualifications and Experience of Key	10 pts
Personnel	
Implementation Plan- Methodology Plan (To	35 pts
demonstrate the ability to execute the job	

plan, time frame (GANTT CHART), equipment and resources.	
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.

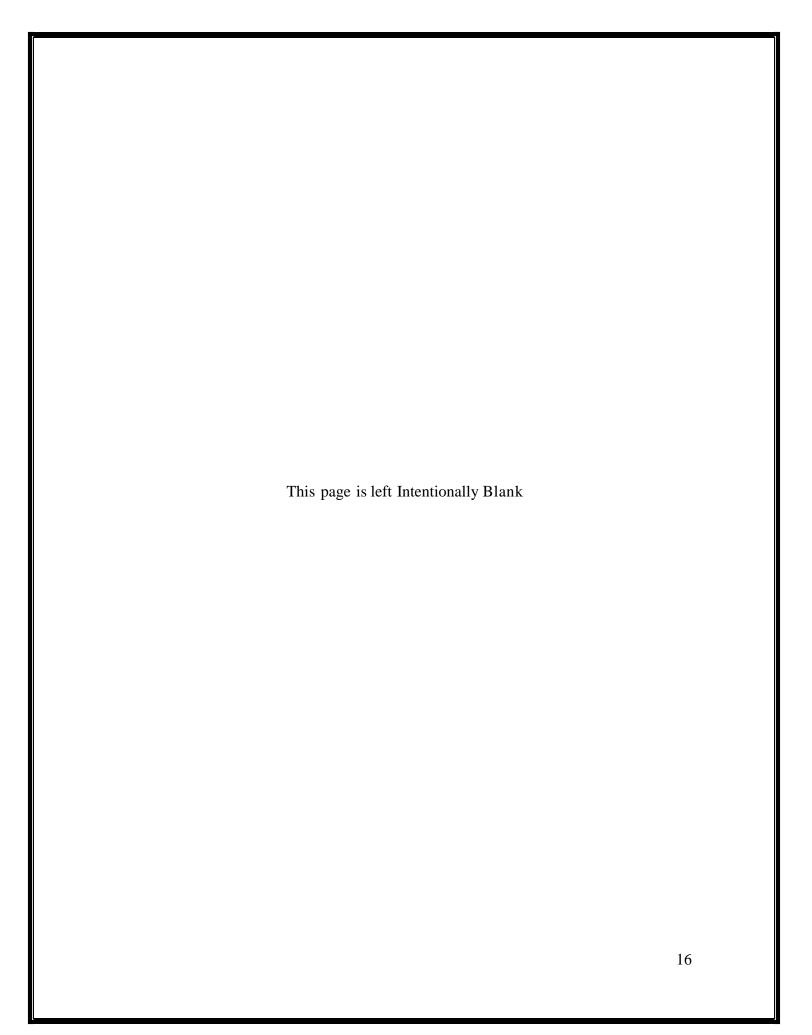
16. RIGHTS OF THE OFFICE OF THE DCDYDS

- (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 thisday of
Signature
In the capacity of
Duly authorized to sign Tender for and on behalf of
SEAL



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:	
	CONSTRUCTION OF CANAAN/E RECREATIONAL GROUND PI FENCING	
No	NAME OF FACILITIES	ADDRESS
1	CANAAN/BON ACCORD RECREATIONAL GROUND	, 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 <u>MUST</u> 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 CONSTRUCTION OF CANAAN/BON ACCORD RECREATIONAL GROUND PERIMETER FENCING

$ATTACHMENT\ "K"-Bid\ Completion\ Checklist$

CONSTRUCTION OF CANAAN/BON ACCORD RECREATIONAL GROUND PERIMETER FENCING

CHECKLIST

	CILCREIST	
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: CONSTRUCTION OF CANAAN/BON ACCORD RECREATIONAL GROUND PERIMETER FENCING

"SECRETARY OF THE TENDERS COMMITTEE"

To:

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: CANAAN/BONACCORD RECREATIONAL GROUND
Proposed Price (Words)
Twinided and Takesa Dellans
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 thisday of2022	
Authorized Representative Signature	
In the capacity of	ı
Duly authorized to sign Tender for and on behalf of	1

APPENDIX D - Reference Report

Reference Report Contact Person: Name of Entity: Email: Address: Phone: Scope of Works: Name of Vendor: Address: Estimated Start date: Actual Start date: Est contract sum: Estimated End date: Actual End date: Act contract Sum: KEY – E: Excellent S: Satisfactory U: Unsatisfactory N: N/A I: Insufficient info to rate Description Performance Comments (attach as Rating 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 NAME (PRINT) NAME (Signature) Authorized representative of Client Authorized representative of Client 33

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.
	ke this submission in response to DCDYDS 2022 – 0006 –The Construction of the aan/Bon Accord Recreational Ground Perimeter Fencing.
	☐ Limited Liability ☐ Registered Sole Trader ☐ Unregistered Sole
	trader
	Unincorporated Association Partnership
	A true copy of the <u>firm's incorporation/registration</u> document and <u>Notice of</u>
	<u>Directors/Registered owner</u> 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".
- 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 mt constitute a binding contract between the Division and the Firm.

INDEX OF ANNEXURES SUBMITTED ON BEHALF OF FIRM

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

Dated thisday of	202
Authorized Representative	
For and on behalf of	



CONSTRUCTION OF THE CANAAN/BON ACCORD PERIMETER FENCING

1. SCOPE OF WORK

This work shall consist of construction of approximately 354 feet (108 m) by 10 feet (305 m) High of Concrete Block Work Perimeter Fencing on the Eastern Side of the Canaan Bon Accord Recreational Ground in accordance with the specifications, in reasonably close conformity with the lines and grades established in the construction drawings and the quantities of work established in the bill of quantities (BOQ).

The work entails:

- Demolish existing Columns
- setting out the site in accordance with the construction drawings,
- Preparing subgrade by excavating,
- Casting of concrete into forms,
- Erecting of Beams, Columns and Block Work,
- Plastering and Painting, and
- Restoration of site by the removal of all accumulated debris.

2. TECHNICAL SPECIFICATION FOR CONSTRUCTION EXCAVATION AND EARTHWORK

Levels

A. Immediately before any work or any section of the Works is commenced, all necessary levels shall be taken and agreed with the Project Officer. All excavation shall be carried out to the lines and levels shown on the drawings or to such lines and levels as the Project Officer may direct.

Excavation beyond Line and Levels

B. If for any cause whatsoever excavations are carried out beyond their true line and level other than at the direction of the Project Officer, the Contractor shall at his own expense make good to the required line and level with approved material and in such a manner as the Project Officer may direct.

Clearance of Materials and Obstructions

C. The area of the Works shall be cleared of any material or obstructions, which, in the opinion of the Project Officer, would adversely affect the uniformity or stability of the fills or foundations. All topsoil and other clayey materials shall be removed to expose sound formations as determined by the Project Officer.

Unsuitable

D. After the clearance provided for above, the Project Officer may order the excavation and removal of any material deemed unsuitable for supporting the fills or foundations to be placed thereon, and subsequent replacement by suitable approved fill material. Payment will be made for all work so directed at the applicable rates.

Mechanical Excavation

- E. Where mechanical excavation is used, the Contractor shall ensure that the subsoil is capable of taking any additional loads imposed by such equipment. The Contractor shall take adequate precautions to prevent earth slips in trenches and shall be fully responsible for damages to any services or property which might be disturbed or damaged.
- F. Any rocks encountered are to be removed with wedges, levers or rock drills. The use of explosives is prohibited.

Over-excavation

G. Formation level shall be the surface level of the ground obtained after completion of the earthworks, i.e., the underside of the sub-base. Any excess depth unnecessarily excavated below formation level shall be backfilled with approved materials and compacted as before specified. No payment will be made for the materials and workmanship in making good over-excavation.

Areas to be filled

- H. Where unsuitable materials are encountered in the sub-grade below formation level it shall be excavated to such depths and over such areas as the Project Officer or his representative shall direct, and removed or disposed of. The resultant excavation shall be backfilled with other approved material and compacted as before specified. This item shall be paid for as a variation.
- I. Where base course material is disturbed, it is to be reinstated to a standard equivalent to that achieved under the relevant Clause above dealing with compaction and by a means approved by the Project Officer or his representative.

Excavation

J. All soil, turf, gravel, stone, timber or other material obtained in the excavation and clearing of the site shall belong to the Employer and must not be removed from the Works without the consent of the Project Officer. The Contractor may, however, use for the construction of the Works, any of the materials excavated which the Project Officer may determine to be fit for such use.

Re-use of Material

K. Excavated material from the Works selected by the Project Officer for re-use shall be placed directly in its final position or may be stacked on site as directed by the Project Officer.

Material unfit for use

L. Spoil unfit for re-use shall be removed from the site. The Contractor shall trim and regulate the spoil tips to profiles and levels as directed by the Project Officer. He shall also maintain without interruption the flow of water-courses affected by the tips and he shall observe any agreement concerning the site, existing between the Employer and the persons or authorities concerned.

Compaction

M. The Contractor shall submit to the Project Officer in advance of filling and compaction the proposed method of construction and the type of equipment for carrying out such works and the contractor shall not commence construction until the Project Officer's approval has been given. Compaction of fill materials is to be done by the approved method in layers not exceeding 6 inches compacted thickness. The fill must be compacted at each lift to the satisfaction of the Project Officer.

Inspection of Excavation Bottoms

N. The excavations for all foundations shall be inspected by the Project Officer. At least 24 hours' notice that such an inspection will be required.

Restoration of Roads, etc.

O. The Contractor shall make good any damage that may be occasioned to any property, by reason of the execution of the Works, or by the conveying or removal of materials or plant thereto or therefrom.

Pricing

- P. A Prices for Excavation and Earthwork shall include: -
 - 1. All considerations arising from the specification, noted from the design drawings and reasonably inferred from the site conditions.
 - 2. Hand and/or mechanical excavation and disposal in whatever types of soil or fill encountered excluding concrete and rock, roots, drain pipes and other obstructions and the Contractor shall judge for himself the nature of the conditions.
 - 3. The Contractor must give notification to the Project Officer of his representative when concrete or rock is encountered and its extent must be agreed with the Project Officer or Quantity Surveyor, or their authorised representatives before the work is carried out. No allowance will be made for concrete work or rock excavation unless the foregoing procedure has been allowed.
 - 4. Extra difficulties of getting out, disposal and extra bulking of concrete and rock.

CONCRETE WORK

Ready Mixed Concrete

- A. Ready-mixed concrete shall be permitted provided the following additional requirements are complied with:-
 - 1. The water used in the concrete is to be clean, drinkable, and free from impurities and from a sourced approved by the Project Officer.
 - 2. Discharge of concrete shall be completed within 1/2 hour of adding the mixing water to the cement and aggregates
 - 3. The Contractor shall obtain certificates showing batch records of the quantities by weight of all the solid materials, of the total amount of water used in mixing and of the results of all tests. He shall produce these certificates for the Project Officer as requested.

Pouring

B. Concrete shall be handled so as 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.

Wet weather concreting

- C. Concreting during periods of constant rain shall not be permitted unless aggregate stockpiles, mixers and transporting equipment and the areas to be concreted are adequately covered.
- D. Adequate covering shall be provided to protect newly placed concrete from the rain.

Compaction

E. 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.

Curing

- F. Concrete, after being placed, shall be protected from the effect of sunshine and rain. Concrete is to be kept moist by well watering for at least 3 days after placing and the exposed surface is to be covered with hessian or other approved material to effectively retain the water.
- G. Proprietary curing compounds may be used with the permission of the Project Officer.

Construction Joints

- H. Positions of construction joints where not shown on the drawings are to be approved by the Project Officer.
- I. All construction joints details are as shown on the drawings. They shall be hacked to remove all laitance or loose material and thoroughly washed down.

Finish

J. The surface of all concrete slabs is to be floated to a uniform smooth surface unless otherwise specified on the drawi

Reinforcement

- K. Reinforcement described as fabric reinforcement is welded steel fabric complying with B.S. 4483. Attention is to be paid, in the placing of such mesh reinforcement.
- L. All reinforcement shall be thoroughly cleaned and free from scale. Reinforcement shall be wire brushed if required by the Project Officer.
- M. Reinforcement is to be fixed firmly in position before concreting and the Contractor is to allow in his rates for all additional reinforcement, chairs, spacers or other items necessary to achieve this.
- N. All reinforcement shall be accurately placed, securely fixed and adequately maintained in the positions shown on the drawings and the Contractor shall allow in his price for all additional reinforcement, spacer bars and other items necessary to achieve this.
- O. The concrete cover to the reinforcement detailed on the drawings shall be maintained by use of approved methods.
- P. The placing and fixing of all reinforcement between successive construction joints shall be completed, inspected and approved by the Project Officer before the concreting of that section of structure begins. The Contractor shall give the Project Officer 24 hours' notice of the times for these inspections.
- Q. Welding of steel reinforcement is not required. No welding of reinforcement shall be put in hand without the written permission of the Project Officer.
- R. No metal part of any device used for connection bars or for maintaining reinforcement in the correct position shall remain permanently within the specified minimum concrete cover to the reinforcement.

Formwork

S. 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 joi

- T. The vertical propping to all formwork shall be carried down sufficiently far to provide the necessary support without damaging overstress or displacement of any part of the construction.
- U. 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.
- V. 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.
- W. 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.
- X. 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.
- Y. The structure shall not be distorted, damaged or overloaded in any way by the removal of the formwork from concrete members.
- Z. The responsibility for the safe removal of any part of the formwork or strutting shall rest with the Contractor.
- AA. 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.

Plasticiser

C. Plasticiser shall be "Endoplasm" or other equal and approved and used in accordance with the manufacturer's instructions.

Mortar

- D. 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 a 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.
- E. Mortar for load bearing masonry shall have a minimum compressive strength of 14N/mm2 at 28 days.

Clay Blocks

F. 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.

Concrete blocks

- G. Concrete blocks shall conform to B.S. 2028, 1364:1968 of first quality, sound, hard, well cured and true to shape and size of the types described. Where plaster finish is required on concrete blocks, rough textured type blocks shall be supplied; where "fair face" finish is required all blocks shall be smooth textured with clean unbroken edges.
- H. Load bearing blocks shall have an average crushing strength (average of 5 units) of not less than 7N/mm2 measured over the gross area. Concrete masonry units shall be tested in accordance with ASTM C-140. The Contractor shall allow for testing 5 random units, prior to commencement of the job.
- I. No dimension shall differ by more than 3mm from the specified standard dimension "Standard Dimensions" refer to the manufacturer's designated dimensions and are not to be confused with "nominal dimensions" or modular size units which are equal to the standard dimensions plus 10mm the thickness of one standard mortar joint.

Concrete blocks

A. Minimum face-shell thickness and web thickness shall be as specified below:-

Nominal Unit Width Minimum Face-Shell Web Thickness

150mm 25mm 25mm

200mm 30mm 25mm

Measurements shall be the average of 5 units taken at the thinnest p

Laving blocks

- B. 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.
- C. Units shall be laid to preserve the un-obstructed vertical continuity of the cells to be filled. Such cells shall be not less than 50mm x 75mm clear.
- D. Grouted cells are to be kept clear of all overhangs, mortar droppings and other material. Clean out holes shall be provided for each pour by leaving out every other unit in the bottom course of this section being poured. These cleanouts shall be sealed after inspection.
- E. 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.
- F. Tooling shall be done when the mortar is partially set but still sufficiently plastic to bond. Where walls are to receive plaster, the joints shall be struck flush. Joints which are not tight at the time of tooling shall be raked out, pointed and then tooled. If it is necessary to move a unit after it has once been set in place, the unit shall be removed from the wall, cleaned and set in fresh mortar. Joints shall be 10mm thick unless specified otherwise and shall have full coverage on faces, webs and vertical ends.
- G. Where reinforcement is used in horizontal mortar joints, the thickness of the joint shall be at least twice the thickness of the diameter of the reinforcement.
- H. When hot, dry weather exists, units shall be wetted with a light fog spray, but not immersed into any vessel. The work shall be carried up course by course and no one portion shall be raised more than four courses at any time. All perpends and quoins shall be kept strictly true and square and carefully levelled through every second course.

WALLS

Rendering

A. Mix rendering composed of one part cement and five parts sand with a plasticiser additive at the rate of .14 litter of plasticiser to every bag of cement.

- B. 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.
- C. Where approved mechanical batch mixers are employed, rotate each batch in the drum at least two minutes and use immediately thereafter.

WALLS

Rendering

- D. Thoroughly wash out all platforms and mixers at the cessation of work each day and as necessary during the working hours.
- E. Mix only quantities which can be used at once and reject rendering which has begun to set before being required.
- F. 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.
- G. "Throw" all rendering and plaster on the wall and give the minimum of "working" to ensure a plumb and even finish.

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 thinning, 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.

Preparation and application

A. 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.

Brand names

B. The paints which are acceptable in these Works are those available from local suppliers and approved by the Project Officer. Prepare surfaces and apply paints in strict accordance with the specification of the manufacturer of the brand approved.

Pricing

- C. Prices of Painting and Decorating are to include for the following: -
 - 1. All considerations arising from the specification, noted from the design drawings and reasonably inferred from the site conditions.
 - 2. Varying colours in areas in accordance with the Project Officer's colour schemes.
 - 3. Preparing fairly large sample panels (exceeding 16 square feet) of finishing colours as and when directed by the Project Officer.

A Prices for Concrete Work shall include: -

- 1. All considerations arising from the specification, noted from the design drawings and reasonably inferred from the site conditions.
- 2. Cutting, bends, hooks, tying wire, distance blocks and ordinary spacers for reinforcement. The total weights of reinforcement given have been calculated at the weights given in the relevant British Standard.
- 3. All cleaning and oiling of forms and making good of exposed concrete surfaces after removal of formwork e.g. cutting off projecting fins, filling out small voids and brushing to exposed aggregate.

Backfilling

B. After removing the side forms, the space along the edges of the walk around shall be filled with suitable material. This material shall be placed in layer not exceeding 4" in loose thickness, and compacted until firm and stable.

Clean Up and Cart Away

C. Final cleaning up shall be performed in accordance with the requirements of the General Conditions.

	PRELIMINARIES / GENERAL				
	Qty	Unit	Rate	\$	C
A PRELIMINARIES/GENERAL					
CONDITIONS A10 Project					
particulars					
Canaan/ Bon Accord Fencing					
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					
Erecting 150mm Block Wall Fence					
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		item			
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 site waste arising from		item			
A44 Contractor's general cost items: Temporary works					
Scaffolding up to 10m high					
Independent scaffolding		item			
Erect and subsequently dismantle					
•		т. С	Collection \$		

	PRE	PRELIMINARIES / GENERAL				
	Qty	Unit	Rate	\$	(
Collection						
Total from Page 1			\$			
		То	Summary \$			

	GROUNDWORK						
		Qty	Unit	Rate	\$	С	
	D GROUNDWORK						
	D20 Excavating and filling						
a	Excavating by machine Pits, maximum depth not exceeding	23	m3				
	1.00 m						
b	Trenches, width not exceeding 0.30 m, maximum depth not exceeding	6	m3				
	1.00 m						
	<u> </u>	1	То	Collection \$			

GROUNDWORI						
	Qty	Unit	Rate	\$	С	
Collection						
			¢			
Total from Page 3			\$			
To Summary \$						

	IN SITU CO	SITU CONCRETE / LARGE PRECAST			
	Qty	Unit	Rate	\$ C	
E IN SITU CONCRETE/LARGE PRECAST					
CONCRETE E10 Mixing/casting/curing in-					
situ concrete					
Ready mixed concrete					
Plain in situ concrete 1:2:4 - 20 mm					
a aggregate pad foundations		8 m3			
b ground beams		7 m3			
c isolated beams		9 m3			
d columns	,	9 m3			
E20 Formwork for in situ concrete					
Sawn softwood, basic finish					
Sides of ground beams and edges of slabs, (four uses), height	216	m			
250 - 500 mm					
Beams, height to soffit not exceeding 1.50 m, (four uses)	130	m2			
g attached to walls	115	m2			
Columns, (four uses), regular shape,					
rectangular attached to walls					
E30 Reinforcement for in situ concrete					
Bar, straight					
Deformed high yield steel bar reinforcement BS	t to				
4449					
h 12 mm Ground Beam	432.00	kg			
i 12 mm Columns	492.00	kg			
j 12 mm beams k 12 mm ground beams	864.00 655.00	kg kg			
12 mm ground beams	033.00	kg			
Bar, bent	, c				
Plain round mild steel bar reinforcement to I 4449	38				
1 8 mm ground beams	239.76	kg			
m 8 mm columns	273.06	kg			
n 8 mm beams	414.72	kg			
		То С	Collection \$		

	IN SIT	N SITU CONCRETE / LARGE PRECAST				
		Qty	Unit	Rate	\$	(
Collection						
Total from Page 5				\$		

				MAS	ONR'
	Qty	Unit	Rate	\$	С
F MASONRY F10 Brick/Block walling Common bricks in gauged mortar 1:1:6 Walls a 150 mm	267	m2			
		То	Collection \$		

				MAS	ONR
	Qty	Unit	Rate	\$	С
Collection					
T . 16 D . 7			¢		
Total from Page 7			\$		
			Summary \$		

				SURFAC	E FINI	SHES
		Qty	Unit	Rate	\$	С
	M SURFACE FINISHES					
	M20 Plastered/Rendered/Roughcast coatings					
	Cement and sand 1:3, work to walls					
a	13 mm screeded backings on brick or	659	m2			
	block walls over 300 mm wide					
	M60 Painting/Clear finishing					
	General surfaces, externally					
b	Primer and two coats of weather guard paint over 300 mm girth	659	m2			
	rendering, fair face or similar textured surfaces					
		1				
			То	Collection \$		

SURFACE FINISHE							
	Qty	Unit	Rate	\$	С		
Collection							
Total from Dago O			\$				
Total from Page 9			Φ				
		То	Summary \$				

	Qty	Unit	Rate	\$
Summary				
PRELIMINARIES / GENERAL CONDITIONS Page 2	2		\$	
GROUNDWORK Page 4			\$	
IN SITU CONCRETE / LARGE PRECAST Page			\$	
6			\$	
MASONRY Page 8			\$	
SURFACE FINISHES Page 10				