



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

**INVITATION TO TENDER
FOR
CONSTRUCTION OF THE MONTGOMERY FIELD
WALK AROUND**

DESCRIPTION	DATE & TIME
Site Visit Date	Thursday 8 th December, 2022
Tender Submission/Closing Date and Time	Monday 19 th December, 2022 at 2:00 p.m. SHARP
Tender Opening Date and Time	Monday 19 th December, 2022 at 2:30 p.m.

DCDYDS: 2022 - 0005

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TABLE OF CONTENTS

1. Background Information	4
2. Format of Tenders	5
3. ELIGIBILITY	6
4. Instructions for Tender Submission	7
5. Methodology	10
6. Request for Additional Information	10
7. Tender Submissions	10
8. Site Visits	11
9. Scope of Work/Drawings/ Bill of Quantities	11
10. Evaluation of Tenders	11
11. Terms of Payment	14
12. Bid Validity Period	14
13. No Contractual Obligations	14
14. Late Tenders	14
15. No Claim of Compensation	14
16. Conflict of Interest	15
17. Acknowledgement	15
18. Rights of the office of the DCDYDS	15
 Appendix A – Form of Tender	 17
Appendix B – Tender Submission Section	19
Attachment A – K	21
Appendix C – Price Submission	32
Appendix D – Reference Report	34

Appendix E – Tender Submission Form	35
Index of Annexures	39
Appendix F – Scope of Work	40
Appendix G – Drawings	48
Appendix H – Bill of Quantities	49

1. BACKGROUND INFORMATION

The Division of Community Development, Youth Development and Sports (DCDYDS) is seeking competent and reliable contractor for the Construction of the Montgomery Recreation Field Walk Around within the Bethel/New Grange District. The DCDYDS will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

STATEMENT OF THE REASONS AND CIRCUMSTANCES TO LIMIT THE PARTICIPATION OF CONTRACTORS

The participation of contractors is limited, pursuant of Section 28 of the Public-Procurement and Disposal of Public Property Act No. 1 of 2015, for the following reasons and circumstances:

- In furtherance of socio economic development of the island, in particular
 - (a) the creation of local employment in the communities, central to and adjacent to the project site, and
 - (b) the transfer of knowledge to ‘community’ project participants.
- Optimizing quality assurance throughout project execution. The notion implied here is that a local contractor, procured through a process of ‘limited participation,’ will be more disposed to deliver outputs at the highest quality.
- Enhancement of the sense of ‘community involvement and belongingness’ and consequently the care and maintenance of the project deliverable(s).

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT 2015

Section 5.

(1) The objects of this Act are to promote-

- (c) local industry development, sustainable procurement and sustainable development, in public procurement and disposal of public property.***

Section 28.

- (1) A procuring entity may limit participation in procurement proceedings to promote local industry development and local content.***
- (2) A procuring entity, when first soliciting the participation of suppliers or contractors, shall declare whether the participation of suppliers or contractors is limited pursuant to this section and the nature of, and reason for the limitation.***
- (3) A declaration made under subsection (2) shall not be altered.***
- (4) A procuring entity that decides to limit the participation of suppliers or contractors pursuant to this section shall include in the record of the 5***

- (5) *procurement proceedings a statement of the reasons and circumstances on which it relied.*

2. 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.

3. ELIGIBILITY

- a) **This tender is among general contractors domicile in the jurisdiction of Tobago and are within the District of Bethel/New Grange ONLY 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.

4. 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. Name and signed resume of Key Personnel- Copies of certificates to be attached.
11. Contract agreement/Letters of Award/purchase Order –Tenderers can provide two (2) previously signed Contract Agreement/Letter of Award/Purchase Orders in works of an exact or of a similar nature. The letters of recommendation should state the **period of the contract**, the **value of the contract** and the **performance/performance certificates 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
20. Health and Safety Policy

The following documents are required for submission as part of the tendering process to be awarded a contract. These are:

- ✓ Health and Safety Policy (Signed by Contractor/Management)
- ✓ Risk Assessment/Job Safety Analysis
- ✓ Site Safety Plan
- ✓ Emergency Response Plan
- ✓ Worker certification to show competence for specific job (e.g. operating heavy equipment)
- ✓ Equipment Maintenance Records

5. 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.**

6. 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 **Tuesday 13th December, 2022 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.

7. 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: CONSTRUCTION OF THE MONTGOMERY
RECREATIONAL FIELD WALK AROUND
DCDYDS: 2022 - 0005**

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

Monday 19th December, 2022 at 2:00pm. 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.

8. SITE VISITS

The DCDYDS will coordinate site visits to the facility.

No.	LOCATION	DATE	TIME
1	Montgomery Recreational Field/Ground	Thursday 8th 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.

9. SCOPE OF WORK – SEE APPENDIX F

SEE DRAWINGS –APPENDIX G

SEE BILL OF QUANTITIES -APPENDIX H

10. EVALUATION OF TENDERS

The DCDYDS retains a separate right to waive irregularities in the tender submission if in the Division’s discretion such irregularities are of minor technical nature or relate to defects.

Where documents submitted by the tendered are if a statutory nature only, and are materially incomplete or in accurate, the DCDYDS has the discretion to enter into an award with the successful tenderer, subject to the incomplete or inaccurate statutory document being remedied by the tenderer within seven (7) days.

EVALUATION CRITERIA

SELECTION CRITERIA

CRITERIA	SCORE	EVIDENCE
Legally registered company in compliance with VAT, NIS and Income Tax laws	Pass/Fail	See Section 3(h)
Evidence of Business Registration -Notice of Directors	Pass/Fail	See Section 3(h)
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	APPENDIX E
Statement certifying that provider can meet requirements of methodology which incorporates the scope of work	Pass/Fail	See Section 3(h)
Completed Tender Submission Section	Pass/Fail	See Section h
Statement certifying that bids are valid for a period of at least ninety (90) days	Pass/Fail	See Section 3(h)
Evidence of domicile (Tobago)	Pass/Fail	See Section 3(h)
Firm presents evidence of successfully pre-qualifying with the Procurement Control Office – OCS (Successful Pre-qualification Notification Letter)	Pass/Fail	See Section 3(h)
Signed Site Visit Register	Pass/Fail	Site Visit Attendance Register

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 criterias in the Selection Stage of the evaluation.

10b. AWARD CRITERIA

Tenderers would be evaluated according to a two-stage evaluation process based on Technical evaluation criteria as well as Price Proposal. Tenderers must submit adequate evidence to support each of the criterion listed below and must attain a minimum score of 55% in the Technical Evaluation in order to qualify for assessment of the Price Proposal.

Tenderers must obtain an overall minimum average of 70% in order to be considered for Award of Contract.

TECHNICAL CRITERIA	MAX SCORE	EVIDENCE
Presentation, Layout, Order and Compliance with documents to be submitted	5 pts	Points shall be deducted for submitting irrelevant information that was not requested.
Assessment of Past Performance	10 pts	Section 3 (h)
Qualifications and Experience of Key Personnel	10 pts	Section 3 (h)
Implementation Plan- Methodology Plan (To demonstrate the ability to execute the job plan, time frame(GANTT CHART), equipment and resources.	20 pts	Section 4
Evidence of Financial Capacity. Firms must have the ability to meet cash flow 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).	20 pts	Section 3 (h)
Health and Safety Policy	15 pts	Section 3 (h)

PRICE SUBMISSION

Price	20pts	Price proposed is reasonable for the scope of work outlined
TOTAL	100pts	

11. 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.

12. BID VALIDITY PERIOD

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

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

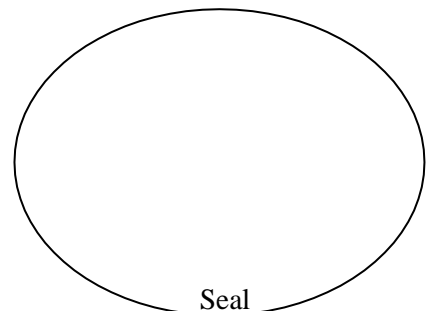
Dated this.....day of..... 20.....

.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....
.....



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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:

**CONSTRUCTION MONTGOMERY
RECREATIONAL FIELD WALK AROUND**

No	NAME OF FACILITIES	ADDRESS
1	MONTGOMERY RECREATIONAL FIELD	#Montgomery, 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" – Health and Safety 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 MONTGOMERY
RECREATIONAL FIELD WALK AROUND***

ATTACHMENT "K" – Bid Completion Checklist

**CONSTRUCTION OF MONTGOMERY RECREATIONAL
FIELD WALK AROUND**

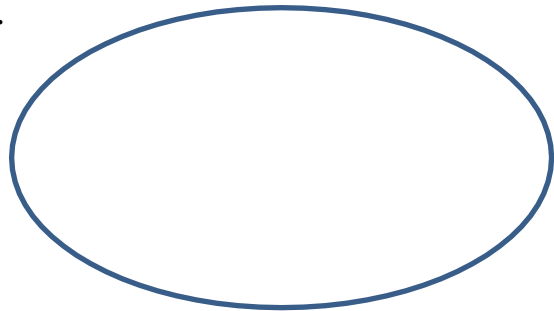
CHECKLIST

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: CONSTRUCTION OF MONTGOMERY
RECREATIONAL FIELD WALK AROUND**

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: MONTGOMERY RECREATIONAL FIELD

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

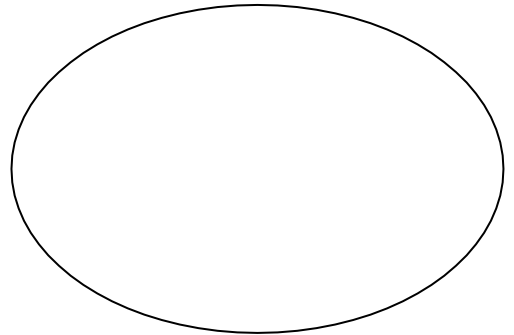
.....

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:	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 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]

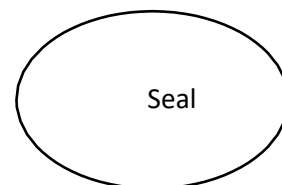
OVERALL PERFORMANCE - ☐ **Excellent** ☐ **Satisfactory** ☐ **Unsatisfactory**

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 – 0005 –The Construction of the Montgomery Recreational Field Walk Around.**

☐ 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.

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

.....

.....

.....



SCOPE OF WORK

CONSTRUCTION MONTGOMERY RECREATIONAL FIELD WALK AROUND

1. SCOPE OF WORK

This work shall consist of construction a 475m concrete walking and running track made from concrete on a prepared subgrade 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:

- ✓ Setting out the site in accordance with the construction drawings
- ✓ Preparing subgrade by excavating, filling and compacting trenches,
- ✓ Construction of surface and subsurface drainage,
- ✓ Casting of concrete into forms; with expansion joints, applying non-skid acrylic coating 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 Material

- 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 Material

- 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, 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 handle so to avoid segregation, pollution, or loss of the ingredient and shall be place 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 exposed surface are 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 drawings.

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 joints.
- T. The vertical propping to all formwork shall be carried down sufficiently far to provide the necessary support without damages 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.

Concrete Polyurethane Joint Sealant

BB. Where concrete polyurethane joint sealants are required, the Contractor shall provide in a specification sheet providing information about the product description, basic usage, coverage rate, colours available, storage guidance, applicable standards, limitations, site preparation, application guidance cure time, and warranty information. The product brought forward will be approved by the Project Officer before these finishes are put in the works.

CC. The approved specification and guidelines established by the manufacturer specifications will be deemed to represent the minimum acceptable standard in work.

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

DD. 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

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

DRAWINGS

PRELIMINARIES / GENERAL CONDITIONS					
		Qty	Unit	Rate	\$ c
	<p>A PRELIMINARIES/GENERAL CONDITIONS</p> <p>A10 Project particulars</p> <p>Title of Project and Postal address</p> <p>Montgomery Field Walk Around Track, Montgomery, Tobago</p> <p>Name and Addresses of:</p> <p>Employer: Division of Sport and Youth Affairs, #10 Montessori Drive, Glen Road, Scarborough, Tobago</p> <p>A13 Description of the work</p> <p>The work includes constructing a concrete walking and running track around Montgomery Recreational Grounds. The path is 475m in length by 2.13m in width.</p> <p>A34 Employer's requirements:</p> <p>Security/Safety/Protection</p> <p>The Contractor shall comply with the requirements of all safety regulations of Trinidad and Tobago in force and ensure that his work- force, those of the sub-contractors and any other persons engaged on the works also comply with their requirements.</p> <p>The Contractor shall allow for all necessary watching for the security of the works and the protection of the public. The Contractor shall provide all warning signs, barricades, screens, lamps, safety helmets, jackets, boots... etc. in adequate quantities as necessary.</p> <p>A42 Contractor's general cost items: Services and facilities</p> <p>Provide the following services and facilities</p> <p>Rubbish disposal</p> <p>Removal of rubbish or debris as it accumulates and at the completion of the works and remove all plants and equipment upon completion.</p> <p>A54 Provisional Work</p> <p>Allow sum to facilitate repairs to field after construction is completed</p>				
a			item		
b			item		
			PS		
To Collection \$					

PRELIMINARIES / GENERAL CONDITIONS					
		Qty	Unit	Rate	\$ c
Collection					
Total from Page 1				\$	
To Summary \$					

GROUNDWORK					
		Qty	Unit	Rate	\$ c
	D GROUNDWORK				
	D20 Excavating and filling				
	Site preparation				
a	Clearing site vegetation	1017	m2		
	Excavating by machine				
b	Trenches, width exceeding 0.30 m, maximum depth not exceeding	157	m3		
	Disposal				
c	Excavated material; off site to tip average 15 km from site; bulking factor - 1.25 loaded by hand from spoil heaps in to skips	157	m3		
	Surface treatments				
d	Compacting surface of excavated bed to 95% proctor Density	1017	m2		
	Drainage				
e	allow for placing 100mm schedule 40 P.V.C perforated Pipe	950	m		
f	37.5mm Sch40 P.V.C Pipe at 4m centres	255	m		
	Filling				
g	Filling with 19.5mm wash gravel as per drawing	15	m3		
				To Collection \$	

GROUNDWORK					
		Qty	Unit	Rate	\$ c
Collection					
Total from Page 3				\$	
To Summary \$					

IN SITU CONCRETE / LARGE PRECAST CONCRETE					
		Qty	Unit	Rate	\$ c
	E IN SITU CONCRETE/LARGE PRECAST CONCRETE				
	E10 Mixing/casting/curing in-situ concrete				
	Ready mixed concrete				
a	Plain in situ concrete 1:3:6 - 40 mm aggregate	157	m3		
b	Plain in situ concrete 1:3:6 - 40 mm aggregate box drain cover	5	m3		
	E20 Formwork for in situ concrete				
	Sawn softwood, basic finish				
c	Sides of foundations, (four uses), height not exceeding 250 mm	950	m		
	E30 Reinforcement for in situ concrete				
	Fabric				
	Fabric reinforcement to BS 4483				
d	A142 - 2.22 kg/m2	1017	m2		
	High tensile Reinforcement				
e	12mm	3.7	tonne		
f	10mm	0.27	tonne		
g	Allow for supply and installing geotextile fabric as per drawings	503	m2		
h	Fabricating and installing metal grill 300mm x 600mm as per drawing	25	nr		
	E40 Designed joint in situ concrete				
	Formed				
	Impregnated fibreboard 12 mm thick, width or depth, including formwork (four uses)				
i	not exceeding 150 mm	1396	m		
	Sealants				
	Prime and seal top of expansion joint with bituminous compound				
j	width 12.5 mm, depth of joint 25 mm	389	m		
	Surface Finish				
	supply and install acrylic surface finish to track as per manufacturers Instruction.	1017	m2		
				To Collection \$	

IN SITU CONCRETE / LARGE PRECAST CONCRETE					
		Qty	Unit	Rate	\$ c
Collection					
Total from Page 5				\$	
To Summary \$					

		Qty	Unit	Rate	\$ c
Summary					
PRELIMINARIES / GENERAL CONDITIONS Page 2				\$	
GROUNDWORK Page 4				\$	
IN SITU CONCRETE / LARGE PRECAST ... Page 6				\$	
Total for Bill \$					