



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

**INVITATION TO TENDER  
FOR**

**UPGRADE OF THE PLAYING FIELD AT THE MT.  
PLEASANT RECREATIONAL FACILITY, MT.  
PLEASANT, TOBAGO.**

DESCRIPTION	DATE & TIME
Site Visit Date	Thursday 8th December 2022 at 1:00 pm
Tender Submission/Closing Date and Time	Monday 19th December 2022 at 2:00 pm SHARP
Tender Opening Date and Time	Monday 19th December 2022 at 2:30 pm

**DCDYDS: 2022 - 0008**

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## **1. BACKGROUND INFORMATION**

As part of the Tobago House of Assembly Economic Development Plan, the Division of Community Development, Youth Development and Sport (DCDYDS) takes pride in meeting its mandate of providing public facilities that will enhance the development of community, sport and youth development on the island. Providing public convenience that will increase the usage at this recreation ground on a daily basis. Currently, the recreational ground is used for sporting activities such as football, cricket, annual goat race and athletics, which mainly houses Tobago Football Association (TFA) games. The service adds to the Division's mandate of providing safe and secure facilities for public use. Hence, to continue to effectively provide good service to the public, DCDYDS is in the process of upgrading the field.

The Division of Community Development, Youth Development and Sports (DCDYDS) is seeking competent and reliable contractor for the Upgrade of the Playing Field at the Mt. Pleasant Recreational Facility. The DCDYDS will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

## **2. GENERAL INFORMATION**

As a minimum, the performance of all the works shall be governed by the requirements of the latest edition of the following codes and standards, the Division of Infrastructure, Quarries and Urban Development (DIQUD) and the Tobago House of Assembly requirements.

Should a conflict exist between the above documents, the Tenderer shall notify DCDYDS in writing, requesting resolution. DCDYDS's resolution shall be final.

In the event the contractor recognizes discrepancies, errors or inconsistencies in the contract documents, the contractor shall request clarification and instructions from DCDYDS before proceeding with the works. Under no circumstances shall the contractor

proceed with the works in uncertainty. If the contractor should fail to make such a request, no excuse will be entertained for failure to carry out the works in a manner satisfactory to DCDYDS. Re-works required to remedy such unsatisfactory works shall be for the Contractor's account.

The contractor shall be responsible for maintaining, on legible condition, all necessary permits and this Scope of Work on the job site for access by DCDYDS.

### The Works

These works shall include, but not be limited to. (The contractor shall be responsible for the provision of), the following:

- a) Allowance for all cost not provided for in complying with the general conditions of contract. The contractor shall state such items against clauses in the General Conditions of Contract and shall price each item separately.
- b) Allowance for cost not provided for under items in Bill of Quantities in complying with the specifications. The contractor shall state such items against the relevant clause members of the specifications and shall price item separately.
- c) Allowance for insurances.
- d) Mobilization to the site.
- e) Clean up the site, dispose of all debris and demobilize.

Repair all damages to utility services incurred during the execution of the works. N.B. This shall be done at the contractor's expense.

### Project Brief

The DCDYDS intends to upgrade the playing field at Mt. Pleasant Recreation Facility.

- Preliminaries/General Conditions
- Setting out levels
- Rolling of feel as required
- Supply and install soil and sand for top dressing of field approx. 4825 m<sup>2</sup>
- Manicure, remove weeds, fertilize, and mow grass approx. 4825 m<sup>2</sup>
- Plant grass or re-grass in areas as necessary.

**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 initialled by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

## 2. ELIGIBILITY

- a) This tender is among **contractors in the range of \$500,000.00 - \$1,000,000.00 (TURF INSTALLATION AND MAINTENANCE 15 PCO-108)** domicile in the jurisdiction of Tobago and are registered/prequalified with the Procurement Control Office ONLY. If tenderers are not certain of their prequalification status, please contact the procurement Control Office to ensure your eligibility to participate in this tender,
- b) Tenderers with common directors or shareholders bidding shall be disqualified.
- c) A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
  - i. the bidder has the legal capacity to enter into a contract;
  - ii. the bidder is not:
    - 1. insolvent;
    - 2. in receivership;
    - 3. bankrupt; or
    - 4. being wound up
  - iii. the bidder's business activities have not been suspended;
  - iv. the bidder is not the subject of legal proceedings for any of the circumstances in (c);
  - v. the bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions.
  - vi. the Directors and/or Principal Officers have not been convicted for any criminal offences.



### 3. INSTRUCTIONS FOR TENDER SUBMISSION

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

**Each item should be tabbed.**

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

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

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

#### **4. METHODOLOGY**

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

## 5. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by email address: [dcdedl.procurement@gov.tt](mailto:dcdedl.procurement@gov.tt) by Tuesday 13th 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 TENDERS COMMITTEE**

Division of Community Development, Youth Development and Sport

**INVITATION TO TENDER: UPGRADE OF PLAYING FACILITY AT  
THE MT. PLEASANT RECREATIONAL FACILITY  
DCDYDS: 2022 - 0008**

and deposited in the tender box located on the ground floor of the DCDYDS, 310 Montessori Drive, Glen Road, Scarborough, Tobago on or before

**Monday 19th December 2022 @ 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.

All tenderers are invited to be present for the opening.

## 7. SITE VISITS

The DCDYDS will coordinate site visits to the facility.

No.	LOCATION	DATE	TIME
1	<b>Mt. Pleasant Recreational Ground</b>	<b>Thursday 8th December 2022</b>	1:00 PM

**Access to the site will be via the Mt. Pleasant Main Road, Tobago.**

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

**Site visits by invited tenderers are mandatory.**

## 8. SEE BILL OF QUANTITIES -APPENDIX G

## 9. EVALUATION CRITERIA

### 9a . SELECTION CRITERIA

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

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

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

**9b. AWARD CRITERIA**

CRITERIA	MAX SCORE
Company has operated on the Island of Tobago providing similar services. Firms must provide the names, contact numbers and addresses of three clients for whom similar Services were rendered.	5 pts
Assessment of Past Performance	15 pts
Qualifications and Experience of Key Personnel	15 pts
Implementation Plan- Methodology Plan (To demonstrate the ability to execute the job	35 pts

plan, time frame(GANTT CHART), equipment and resources.	
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).	15 pts
Occupational Safety and Health Manual	15 pts
<b>TOTAL</b>	<b>100</b>

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

#### **10. TERMS OF PAYMENT**

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

#### **11. BID VALIDITY PERIOD**

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

#### **12. NO CONTRACTUAL OBLIGATIONS**

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

## **12. LATE TENDERS**

Late tenders will not be accepted under any circumstances. DCDYDS reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

## **13. NO CLAIM FOR COMPENSATION**

Except as expressly and specifically permitted in this Tender document, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participation in the ITT, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

## **14. CONFLICT OF INTEREST**

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

## **15. ACKNOWLEDGEMENT**

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

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

## **16. RIGHTS OF THE OFFICE OF THE DCDYDS**

- (a) The DCDYDS reserves the right to reject any or all bids without limiting the generality of the foregoing, a Bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced.
- (b) The DCDYDS reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.
- (c) The DCDYDS reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- (d) The DCDYDS may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division.
- (e) The DCDYDS does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.



**APPENDIX A**  
**FORM OF TENDER**

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

Dear Sirs/Madam

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall not constitute a binding Contract between us.

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

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

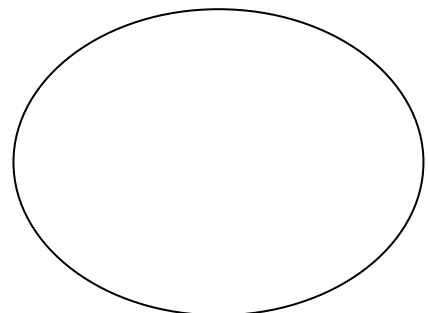
Dated this.....day of..... 20.....

.....  
Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of

.....



.....

Seal

**This page is left intentionally blank**

## 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:**

**UPGRADE OF PLAYING FACILITY AT THE  
MT. PLEASANT RECREATIONAL FACILITY**

No	NAME OF FACILITIES	ADDRESS
1	<b>MT.PLEASANT RECREATIONAL FIELD</b>	#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" – 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*  
**UPGRADE OF PLAYING FACILITY AT THE  
MT. PLEASANT RECREATIONAL FACILITY**

**ATTACHMENT "K" – Bid Completion Checklist**

**UPGRADE OF PLAYING FACILITY AT THE  
MT. PLEASANT RECREATIONAL FACILITY**

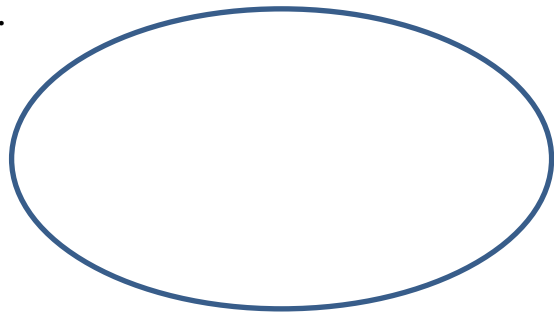
**CHECKLIST**

<b>NO</b>	<b>DESCRIPTION</b>	<b>REMARK Yes/No?</b>
	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: UPGRADE OF PLAYING FACILITY AT THE  
MT. PLEASANT RECREATIONAL FACILITY**

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: MT.PLEASANT RECREATIONAL FACILITY**

**Proposed Price**

**(Words)**.....

.....

.....

..... Trinidad and Tobago Dollars.

(TT\$.....(Figures)) exclusive of VAT.

**VAT:**

(Words).....

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



## 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*

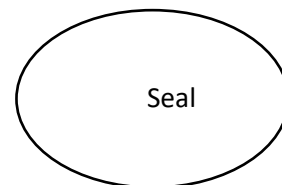
Description	Performance Rating						Comments (attach as necessary)
	E	S	U	N	I		
Work performed in compliance with contract terms and specs							
Materials, supplies and equipment provided as required							
Staff availability							
Timeliness of work							
Staff professionalism							
Customer Service							
Quality of Work							
Communication and Accessibility							
Prompt and effective correction of situations							
Proper documentation and records							
<b>Would you recommend using this Firm again</b>	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 Upgrade of the  
Playing Field at the Mt. Pleasant Recreational Facility.**

- ☐ Limited Liability ☐ Registered Sole Trader ☐ Unregistered Sole  
trader  
☐ Unincorporated Association ☐ Partnership

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

2. Address of Tenderer:  
.....  
.....

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

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

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

4. The Tenderer **[is/is not]** in compliance with all applicable statutory laws relating to Value Added Tax, Income Tax and NIS Compliance. True copies of its **VALID** VAT Clearance Certificate (where applicable), BIR Tax Clearance Certificate and a NIS compliance certificate, are hereto annexed in a bundle and marked “C”.

5. I **[certify/cannot certify]** that the Directors and or Officers of the Tenderer have not been the subject of any fraud, money laundering, terrorist financing, corruption or participation in criminal affairs investigations. I further certify that the said persons have not been convicted for any criminal offences and can produce police certificates of good character within fourteen (14) days if required to do so.

6. I certify that the Tenderer **[is/is not]** Bankrupt or is the subject of insolvency or winding-up proceedings, where the organization’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a

similar procedure under the laws and regulations of Trinidad and Tobago or any other jurisdiction.

7. The Tenderer **[has/does not have]** two (2) letters of award/signed contracts/purchase orders from past and or current clients (within the last three (3) years) demonstrating the Tenderer's experience in supplying services of a similar nature and of **at least "20% less than the cost proposed"** in this tender. True copies of the documentation are hereto annexed in a bundle and marked **"D"**.
8. The Tenderer **[has/does not have]** two (2) letters of reference from the same two (2) clients referred to in paragraph 9 hereof, on its performance, specifically addressing its performance on past or current contracts. True copies of the letters are hereto annexed and marked **"E"**.
9. The firm has access to, or has available, liquid assets, lines of credit, and or other financial means to meet its estimated cost of at **least "20% less than the cost proposed"** in this offer of TT\$.....  
(VAT Inclusive) and as recited in paragraph 13 hereof, net of the applicant's commitments for other contracts. A true copy of bank letters/references is hereto annexed and marked **"G"**.
10. The Tenderer having understood the requirements of this tender and the recitals hereinbefore stated makes an offer in accordance with this invitation in the sum of  
.....  
.....  
.....

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

11. The Tenderer [**makes/does not make**] this offer in accordance with the terms, stipulations, conditions, warranties, representations and or obligations recited in the Invitation to Tender document together with the site visit undertaken and further provided in this tender submission form.
12. The Tenderer abides to adhere to the contents of this Tender Submission and its annexures thereto.
13. The Company undertakes to provide the original certificates for the copies submitted, if requested to do so by the DCDYDS within seven (7) days of a request being made.
14. The Company warrants that if any statutory document is defective, inaccurate and incomplete it can remedy same within seven (7) days of being provided notice by the DCDYDS.
15. The Company acknowledges that until a formal contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall **not** constitute a binding contract between the Division and the Firm.

## **STATEMENT OF TRUTH**

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection and award process to assess my organisation's suitability to be selected for this tender. I also acknowledge that the THA's authorised representative shall make any enquiries concerning the particulars of my submissions, if necessary.

I understand that the THA may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification now and for future tender opportunities from the THA.

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

.....

**Authorized representative on behalf of the Firm**

**Name of Firm - .....**

.....

**Seal**

## INDEX OF ANNEXURES SUBMITTED ON BEHALF OF FIRM

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

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

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Authorized Representative

For and on behalf of

.....

.....

.....

# Bill of Quantities







		Qty	Unit	Rate	\$	C
	<b>EARTHWORKS</b>					
	<b>General excavation</b>					
	<b>Filling</b>					
	General					
E631	Excavated topsoil to be leveled and compacted include for removing weeds	724	m <sup>3</sup>			
	<b>Landscaping</b>					
E81	Turfing	4825	m <sup>2</sup>			

Qty	Unit	Rate	\$	C
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Collection

Total from Page 3

\$

