



## DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT

# EXPRESSION OF INTEREST

DSPURD-EOI-02-2023

## DESIGN-BUILD-FINANCE SERVICES FOR ADVENTURE HOUSING DEVELOPMENT

### INVITATION

The Division of Settlements, Public Utilities and Rural Development (DSPURD), Tobago House of Assembly (THA), hereby invites eligible contractors who are interested in participating in its Design-Build-Finance services for infrastructure works and single and multi-family housing construction for the remaining phases of the Adventure Housing Development (approximately 9 acres).

### DUE DILIGENCE

***Interested contractors MUST meet the following requirements:***

- a. Having the legal capacity to enter into a procurement contract;
- b. Are not insolvent, in receivership, bankrupt or being wound up, their affairs and are not being administered by a court of judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
- c. Have not, and their directors or officers have not, been convicted of any criminal offence;
- d. have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- e. Have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- f. Meet relevant industry standards.

### EXPECTATION

The Division is desirous of providing affordable and resilient housing solutions for low and middle-income households on greenfield land. The Division expects participation by highly experienced, qualified, and competent contractors with technical, financial and engineering capabilities in Design-Build-Finance services in infrastructural works and the construction of single and multi-family housing units.

## MINIMUM SERVICES PROVISION

The minimum services to be provided includes but are not limited to:

1. Design Services
2. Water and wastewater facilities
3. Electricity
4. Telecommunication,
5. Drainage and access roads
6. Utilization of green technologies that incorporate eco-innovation and resource efficiency will be an asset.

Interested Contractors **MUST** be able to sustain this project over the term of the agreement.

Project documentation can be accessed at [www.pco.tha.gov.tt](http://www.pco.tha.gov.tt)

## SUBMISSION REQUIREMENTS

Interested participants **MUST**:

- a. Be prequalified with the Tobago House of Assembly's Procurement Control Office (PCO).  
Prequalification documents can be downloaded from [www.pco.tha.gov.tt/pre-qualification/](http://www.pco.tha.gov.tt/pre-qualification/) and submitted to the Procurement Control Office located at:

Ground Floor, Spring Garden Office Facility

Spring Garden Trace

Tobago

Telephone: 639-3421 Ext. 1021

OR

- b. Be listed in the Office of Procurement Regulation (OPR) Contractors Depository.

AND

- c. Be a legally registered entity with the Registrar General of Trinidad and Tobago.

### ***Submissions MUST include:***

1. ***Respondent(s) information*** – Name, Address, Mobile/Telephone contact, Email Address. The name and contact number of a representative **MUST** also be provided.
2. ***Company Profile*** – Details of the entity and/or all members, directors, shareholders, management and organization's structure, primary focus of business, project portfolio and major clients etc.
3. ***Project Briefs on similar projects*** – Projects valued over TTD \$50M undertaken by the entity or its members within the last five (5) years, including approximate value component of the services provided. Three (3) reference letters (from listed clients) **MUST** also be provided.
4. ***Qualifications of key personnel*** – Entities **MUST** provide evidence of key personnel's financial, legal, architectural, engineering and safety qualifications.
5. ***Evidence of Company Incorporation*** or capacity to conduct business in Trinidad and Tobago.
6. ***A minimum of three (3) years certified Audited Financial Statements*** dating from the last accounting period.
7. ***All Statutory Tax Compliances (BIR, Income Tax, VAT, NIS)*** to be valid as at date of opening.

8. *Letter of Financial Capacity* – Statement/Letter from a recognized financial institution. Letter must provide a range, e.g. high nine digits etc.
9. Project Methodology
10. *Statement of current litigation status of organisation or consortium or joint venture*. In the case of a joint venture, each entity is to provide an individual statement.  
See Checklist for Additional Submissions

### **INSTRUCTIONS FOR SUBMISSION**

Submissions should contain the following:

- a. A cover page showing company name, address, logo, email address, the title of the Expression of Interest (EOI) “Expression of Interest (EOI) Design-Build-Finance Services for Adventure Housing Development: DSPURD-EOI-02-2023”
- b. Table of Contents.

FIRMS SHOULD FILL THE CHECKLIST ATTACHED IN APPENDIX A AND INCLUDE IN THE SUBMISSION OF THIS EOI. ALL DOCUMENTS IDENTIFIED IN THE CHECKLIST MUST BE SUBMITTED WHETHER OR NOT THEY ARE MENTIONED IN THE BODY OF THIS EOI.

#### **1.0 Electronic Submissions**

One (1) electronic copy of the completed EOI Package **MUST** be submitted to [dspurd@gov.tt](mailto:dspurd@gov.tt) no later than **March 7<sup>th</sup> 2023 at 3:00 pm.**  
**AND**

#### **2.0 Hard Copy Submissions**

Four (4) hard copies of the relevant documents - one (1) marked “ORIGINAL” and three (3) marked “COPY” are to be submitted in sealed brown 10” x 15” envelopes labelled:

Expression of Interest (EOI) Design-Build-Finance Services  
for  
Adventure Housing Development  
DSPURD-EOI-02-2023

Submissions **MUST** be deposited in the box labelled “Expression of Interest (EOI) Design-Build-Finance Services for Adventure Housing Development: DSPURD-EOI-02-2023” located on the

Ground Floor of the Division’s Office,  
D Colosseum Building 2, Corner Bypass and Milford Roads, Crown Point, Tobago.  
The name of the Respondent and return address should be clearly marked on the envelopes.  
All certificates to be submitted as itemized must be valid as at the date of opening.

#### **3.0 Submission Deadline**

**March 7<sup>th</sup> 2023 at 3:00 pm.**

Late and/or incomplete submissions will not be accepted. Note further that the costs of preparing an Expression of Interest for the captioned project is not reimbursable.

#### **4.0 Evaluation Criteria**

Evaluation Criteria	Max Score
Organisational Structure of Entity to undertake the proposed work	5
Financial Capacity	10
Experience in Infrastructure Works & Housing Construction	35
Methodology	20
Qualification / Experience of Personnel	25
Completeness of Tender	5
<b>Total</b>	<b>100</b>

#### **RESPONSIBILITIES OF THE RESPONDENT**

It is the responsibility of the Respondent before submitting to:

- i. Examine thoroughly this Invitation;
- ii. Pursue Pre-qualification with the Procurement Control Office
- iii. Ensure that it can meet all conditions that may affect cost, progress and performance; and
- iv. Consider local laws and regulations that may affect cost, progress and performance and implementation of the project.

#### **RESPONDENT'S REPRESENTATION**

By submitting an Expression of Interest, each respondent represents and warrants that the information submitted is accurate and complete, and by submitting a response respondents have agreed that they have read and understood this Expressions of Interest and have complied with the instructions therein.

#### **RIGHT OF THE DIVISION**

The Division reserves the right to cancel this Expression of Interest at any time by Addendum issued to the respondent without any liability for any loss, damage, cost or expense incurred or suffered by any respondent as a result of cancellation.

#### **NO CONTRACTUAL OBLIGATION**

This is an Expression of Interest, not an Invitation to Tender. No contractual obligations will arise between the Division and any bidder until and unless the Division enters into a formal written contract with a respondent to provide the services contemplated in this Expression of Interest.

For further information please call 612-4213 ext. 300 | 263 or email inquiries to [dsurd@gov.tt](mailto:dsurd@gov.tt)

The THA reserves the right to generate a shortlist of respondents based on evaluation of the submissions received.

## APPENDIX “A”

### EOI CHECKLIST

Please Tick (✓)

NO.	DOCUMENT	YES	NO
1	Cover Page		
2	Table of Contents		
3	Stamped Introduction Letter		
4	Company Profile		
5	Projects Brief of Similar Projects and Project Cost		
6	Qualification of Key Personnel (Resumes)		
7	Proof of Company Incorporation		
8	Three (3) Years Certified Audited Financial Statement		
9	Statutory Tax Compliances (VAT, NIB, BIR)		
10	Letter/Statement of Financial Capacity		
11	List of Past Clients		
12	Three (3) Reference Letters		
13	List of Equipment		
14	Quality Control Policy		
15	Safety Policy		
16	Name/Resume of Safety Officer		
17	Name and Resume of Project Lead		
18	Project Methodology		
19	Signed Declaration of Truth		
20	Document bound and labelled		

## APPENDIX “B”

### DECLARATION OF TRUTH

### NON-CONFLICT OF INTEREST STATEMENT

I \_\_\_\_\_ certify that neither I nor any member of my Company has a material, personal or financial relationship with any Official of the Division putting out this EOI, nor with any top ranking official of the Tobago House of Assembly. I further certify that no other relationship, bias or ethical conflict exists which will prevent me from submitting my package in accordance with this Expression of Interest (EOI).

Furthermore, I agree to notify the Chairman of the Tender Evaluation Committee or any other committee so set up to evaluate my submission if my personal or financial relationship with any of the officials of the Division/THA is altered at any time during the evaluation process. I hereby declare that all of the information presented in my submission is true and present no conflict of interest whatsoever.

Signed .....

Witness .....

Date .....

EOI .....

## APPENDIX "C": MAJOR PROJECTS IN PROGRESS

Company Stamp .....

No.	Location	Client	Consultant	Source of Project Funding	Value of Contract TT\$(OOO)		Expected Completion Date	Personnel Assigned
					Total	Balance		
TOTAL VALUE OF OUTSTANDING WORKS IN PROGRESS								

Please include all major similar projects (over TT\$50M) which are in progress.

Include projects for which the company has received a letter of Intent. Documentary evidence is required to verify the date given above (e.g. letters of award of contracts, completion certificates) Include employee numbers as listed In Appendix "D". The total balance outstanding for each project should be given. Copies of this form may be attached to the submission if required. However, the information required in the above table will not be extracted from any profile submitted.

APPENDIX "D": TRACK RECORD

Company Stamp .....

	Project	Location	Client	Duration of Contract	Date Completed	Final Contract Value	Project Lead
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Please include all major similar projects (over TT\$50M) completed in the last three (3) years.  
Documentary evidence is required to verify the data given above (e.g. Letters of award of contracts, completion certificates, etc.)



## APPENDIX "E": LIST OF KEY PERMANENT PERSONNEL/PARTNER FIRMS TO BE UTILISED ON PROJECT

Company Stamp.....

	Name	Age	Years of Experience			Position	Academic Qualification	Nationality	Signature
			With Company	Housing Construction	Bridge Construction				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Copies of this form may be attached to the questionnaire if required.

Respondents are warned that information required in the above table will not be extracted from any profile submitted.

1. Key Personnel include Accountant, Project Manager, Supervisor/Foreman, Technician / Draftsman etc. Do not include tradesmen and labourers.  
A certified copy of the NIS Contribution listing must be submitted with the questionnaire as evidence that any of the above named personnel are permanently employed with your company.
2. Consultants, Project Managers, Engineers and other technical personnel hired on contract are to be listed separately on a copy of this form and marked KEY CONTRACT PERSONNEL. Signed and dated CV's of all key permanent staff and contract personnel are to be attached.
3. Partner firm(s) that may be engaged in this exercise should be identified on a separate sheet and pertinent information captured as outlined above

## APPENDIX "F": LIST OF EQUIPMENT, TOOLS AND TECHNOLOGY

Company Stamp .....

Item No.	Description	Nature of Use	Make and Model	Purchase Date (II)		Purchase Price
				New	Used	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

- I. We declare that we are the sole owners of the tools and equipment as declared in Appendix F and that we have the right to determine the disposition of our property. We declare that upon request, all tools and equipment, relevant documents, certified copies etc. will be made available
- II. You may include tools and equipment that you have already ordered, but not yet received. Copies of this may be attached to the questionnaire.

Copies of this form may be attached to the questionnaire if required.

Respondents are warned that information required in the table below will not be extracted from any profile submitted.