

OFFICE OF THE CHIEF SECRETARY



INVITATION TO TENDER (ITT)

FOR

**THE SUPPLY, INSTALLATION AND
MAINTENANCE OF WATER PUMPS AT
BUCCOO INTEGRATED FACILITY**

OCS-BIF-012

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KEY DATES

DESCRIPTION	DATE	TIME
Site Visit	Friday 03 rd March, 2023	10:00am
Tender Acknowledgement	Friday 17 th March, 2023	10:00am
Request for Additional Information Deadline	Friday 17 th March, 2023	10:00am
Tender Submission Deadline	Tuesday 28th March, 2023	2:00pm
Tender Opening	Tuesday 28 th March, 2023	2:15pm

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1. BACKGROUND INFORMATION

The Buccoo Integrated Facility was built and dedicated to the vibrancy of the village of Buccoo by being dual purposed, offering affordable commercial rental spaces in order to assist Buccoo's entrepreneurs, as well as being home to a variety of rental spaces for the hosting of events. The maintenance, both ongoing and preventive, as well as developmental projects, are at the forefront to continually develop the Buccoo Village.

2. PURPOSE OF THE INVITATION TO TENDER (ITT)

The Buccoo Integrated Facility provides services to varied groups of individuals inclusive of the general public. Plumbing issues that arise usually affect tenants, staff, clients and the general public. It is critical therefore that the facility be able to treat with these issues when they arise in the shortest possible timeframe to restore functionality to the facility. It is also important that the facility is afforded access to regular plumbing services as the facility is heavily even oriented. As such, the purpose of this ITT is to solicit responses from contractors registered with the Tobago House of Assembly to provide

- Monthly general maintenance of the plumbing, sewerage, fire suppression and irrigation systems;
- Monthly pump maintenance; and
- Supply and install one (1) fire pump.

3. ELIGIBILITY

Tenderers that are domicile in Tobago and pre-qualified in the category **“PLUMBING AND ELECTRICAL SUPPLIES & SERVICES - 15-PCO-078”** are invited to tender. If tenderers are not certain of their prequalification status, please contact the Procurement Control Office to ensure your eligibility to participate in this tender.

4. DUE DILIGENCE

Additionally, a bidder, and all parties constituting the bidder, shall meet the following criteria to be eligible to participate in public procurement:

- a) the bidder has the legal capacity to enter into a contract;
- b) the bidder is not:
 - a. insolvent;
 - b. in receivership;
 - c. bankrupt; or
 - d. being wound up, administered by a court or judicial officer
- c) the bidder's business activities have not been suspended;
- d) the bidder is not the subject of legal proceedings for any of the circumstances in (b);
- e) the bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions;
- f) the Directors and/or Principal Officers have not been convicted for any criminal offences.
- g) this tender is open to Tenderers domicile on the island of Tobago.
- h) the bidder must 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
- i) the bidder must meet relevant industry standards.

5. SCOPE OF WORKS

See Appendix for full scope of works.

6. FORMAT OF TENDERS

- (a) Tenders shall comprise a Single-Envelope System, this means a single envelope containing both the financial and technical/quality 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 authorized to sign on behalf of the Tenderer.

- (c) Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

7. TENDER ACKNOWLEDGMENT FORM

Interested parties must indicate their intent to tender via the attached **Tender Acknowledgement Form (See Appendix B)**. This must be completed and emailed to the Procurement Unit – Office of the Chief Secretary, Spring Garden Facility, Spring Garden Trace, Tobago at: latoyah.smith@tha.gov.tt.

**The deadline for submission of the Tender Acknowledgement Form is
Friday 17th March, 2023 at 10:00am**

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

8. TENDER SUBMISSION INSTRUCTIONS

Tenderers who have participated in the **MANDATORY SITE VISIT** on **Friday 03rd March, 2023 at 10:00am** and completed the acknowledgement form are to submit their tender **in the order stated hereunder.**

a) FORM OF TENDER (MANDATORY)

- Contractors shall submit their price proposal on the **Form of Tender** annexed in **Appendix C (Mandatory)**
- This figure shall represent the **FULL** contract sum.

b) STATEMENT OF TRUTH (MANDATORY)

Contractors shall complete the attached **Statement of Truth** annexed in **Appendix D (Mandatory)**

c) SUCCESSFUL PREQUALIFICATION LETTER (MANDATORY)

- Contractors shall include in their submission, a successful pre-qualification notification letter issued by the Procurement Control Office (PCO) which confirms that the contractor meets the eligibility requirements as outlined in section 3.

d) EVIDENCE OF BUSINESS REGISTRATION (MANDATORY)

- Certificate of Incorporation/ Business Registration
- Notice of Incorporation (*Where Applicable*)
- Notice of Directors (*Where Applicable*)
- Notice of Address (*Where Applicable*)

e) EVIDENCE OF COMPLIANCE WITH LEGAL TAXES (MANDATORY)

- VAT compliance certificate
- NIS compliance certificate
- Income Tax/BIR

f) EVIDENCE OF PAST EXPERIENCE (EVALUATED)

- **Contract/Letters of Award.** Tenderers shall provide two (2) previously signed contracts/letters of award in works of a similar nature; or
- **Reference Report.** Tenderers shall provide two reference reports signed and completed by past clients for whom works of a similar nature was done **NOT EXCEEDING** four (4) years. A signed Statutory Declaration must accompany each Reference Report presented (See Appendix E & F).

g) ABILITY TO FINANCE THE PROJECT (EVALUATED)

Tenderers must demonstrate that they have the financial/other capacity to start and finish the project and are asked to provide financial/other evidence from:

- a recognized financial institution (Financial institution, financier) demonstrating the ability to finance the cost proposed in the tender. Letter must give a range, e.g. high five digits etc.
- Contractors that provide letters from businesses agreeing to finance the project must ensure the following:
 - i. Letters **MUST** be done on the business letterhead
 - ii. Letters must state the amount (in dollars) the business is affording the contractor
 - iii. Letters must be signed and stamped by a principal of the business
 - iv. The contractor's signature must also be on the agreement letter from the business
 - v. Copies of the Certificate of Incorporation and the Notice of Directors **MUST** be provided to support the legitimacy of the business.

h) METHODOLOGY TO UNDERTAKE WORKS (EVALUATED)

- 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.

i) HEALTH & SAFETY POLICY (EVALUATED)

- **Health & Safety Policy:**
 - 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 job
 - Equipment Maintenance Records

j) KEY PERSONNEL (EVALUATED)

- Name and signed resume of key personnel

- Copies of certificates

k) QUOTATION

- a. Contractors shall submit a detailed quotation reflecting a breakdown of the cost proposed on the form of tender inclusive of the unit prices, total tender price, and VAT where applicable.
- b. Supply and installation shall be **CLEARLY** identified.
- c. Monthly maintenance costs shall be **CLEARLY** identified
- d. Quotations must be signed and stamped.

No additional information is to be submitted other than that requested above. Any additional information not requested shall not be taken into account or may result in disqualification. **All submissions must be neatly bound, numbered and company stamp MUST be affixed to each page.** The Division reserves the right to reject tender documents that are poorly assembled or tabbed and not in keeping with the specific order.

9. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending an email to the following email address: latoyah.smith@tha.gov.tt by **Friday 17th March, 2023 at 10:00am**. All queries should be addressed to:

**Ms. Latoyah Smith
Public Procurement Officer
Office of the Chief Secretary**

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

10. TENDER SUBMISSION

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

**Secretary of the Tenders Committee
Office of the Chief Secretary
Invitation to Tender: The Supply, Installation and Maintenance of Water Pumps at the
Buccoo Integrated Facility
OCS-BIF-012**

and deposited in the tender box located on Ground Floor of the Spring Garden Office Facility, Spring Garden Ext. Road, Scarborough, Tobago on or before **Tuesday 28th March, 2023 at 2:00pm**. (Box Opening dimensions are approx. 13" long x 1" wide). There will be a public opening immediately after.

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.

Tenderers **MUST** also affix their company's seal at the front of the Envelope, Moreover, the company's seal must be affixed to all pages of the bid submission and duly signed by the Tenderer.

11. TENDER OPENING

Tenders shall be opened at the Procurement Control Office, Spring Garden Office Facility, Spring Garden Trace, Tobago on **Tuesday 28th March, 2023 at 2:15pm**. All tenderers are invited to be present for the opening.

12. EVALUATION OF TENDERS

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

Where documents submitted by the tenderer are of a **statutory nature only**, and are materially incomplete or inaccurate, the OCS 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.

Where the successful tenderer has a price that is in the opinion of the tender evaluation committee deemed to be abnormally low, the tenderer shall be required to provide additional information to substantiate their bid. This may include a detailed price breakdown structure, failing which, the tender shall be rejected by the Committee as an abnormally low submission.

EVALUATION CRITERIA

Selection criteria

No	Criteria	Score	Evidence
1.	Signed Attendance Register	Pass/Fail	Site Visit Attendance Register
2.	Registered in category "Plumbing and Electrical Supplies & Services – 15-PCO-078"	Pass/Fail	PCO database
3.	Form of Tender	Pass/Fail	See Section 8 (a)
4.	Statement of Truth	Pass/Fail	See Section 8 (b)
5.	Successful Prequalification Letter		See Section 8 (c)
6.	Evidence of Business Registration	Pass/Fail	See Section 8 (d)
7.	Evidence of Tax Compliance	Pass/Fail	See Section 8 (e)

NB: Tenderers that have not passed any one of the above requirements **SHALL NOT** be considered further in the application of the 'Award Criteria'.

AWARD CRITERIA

Tenders 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.

NO	TECHNICAL CRITERIA	MAX SCORE	EVIDENCE
1.	Presentation, layout, order and compliance with documents to be submitted	5 pts	Points shall be deducted for submitting irrelevant information that was not requested
2.	Assessment of Past Performance	15 pts	See Section 8 (f)
3.	Financial capacity	5 pts	See Section 8 (g)
4.	Methodology	20 pts	See Section 8 (h)
5.	Health and Safety Policy	15 pts	See Section 8 (i)
6.	Qualifications and Experience of Key Personnel	20 pts	See Section 8 (j)
TOTAL		80 pts	
PRICE SUBMISSION			
1.	Quotation	20 pts	Price proposed is reasonable for the scope of works outlined
TOTAL		100 pts	

13. NO CONTRACTUAL OBLIGATIONS

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

The Tenderer agrees that while the offer is made in accordance with the provisions of this invitation to treat, the OCS reserves the right to vary and or amend contractual terms, with mutual consent of the OCS and the successful tenderer.

14. LATE TENDERS

Late tenders will not be accepted under any circumstances. The OCS 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. INDEMNITY

Tenderers in submitting a tender, commits to indemnify the THA, its employees, agents and or servants, or other lawful invitees on the THA premises of any loss, bodily injury and damage to property due to any act of neglect or default of the successful bidder, its agents, employees and or servants. Tenderers shall be engaged as independent contractors and hence are wholly liable for any bodily injury or damage to plant and equipment.

17. CONFLICT OF INTEREST

The OCS will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of the Division's Management and Staff must be fully disclosed. A member and/or officer of the Division or the relative of any such person shall not tender for the supply of items and or services stated herein. For the purposes of this tender the term "relative" means the father, mother, brother, sister, son, daughter or spouse of a person and includes the spouse of a son or a daughter of such person.

Failure to disclose may result in the disqualification of your tender submission.

18. RIGHTS OF THE OFFICE OF THE CHIEF SECRETARY

In addition to the rights expressly hereinbefore referred to, the following additional rights accrue:-

- (a) The OCS 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 OCS 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 OCS 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 OCS 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 OCS does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.
- (f) The OCS reserves the right to cancel this tender at any time and has no obligation to provide any reasons for such cancellation.

19. GOVERNING LAW

All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement.

-End-

APPENDICES

Appendix A: Scope of Works

SCOPE OF WORKS

THE SUPPLY, INSTALLATION AND MAINTENANCE OF WATER PUMPS AT BUCCOO INTEGRATED FACILITY

a) THE SUPPLY AND INSTALLATION OF ONE (1) WATER PUPMP

The successful contractor shall supply and install one (1) single stage impellar centrifugal Fire Pump that meets or exceeds the following specifications:

Voltage: 230/460 Volts

Phase: 3

Frequency: 60H

Speed: 3600 RPM

b) THE MAINTENANCE OF FOUR (4) WATER PUMPS

The successful contractor shall provide monthly maintenance services for the following four (4) pumps located at the Buccoo Integrated Facility for a period of one (1) year:

Type	Location	Quantity
Gould's 5 H.P Centrifugal pumps (Fire pump)	East Asphalt	1
Gould's 5 H.P Centrifugal Pump	Administrative Building	1
Fire Pump (Brand unknown)	Administrative Building	1
Gould's Centrifugal Pump (Irrigation System)	Uncovered Stands	1

General performance criteria shall include but not be limited to providing the following:

Routine Maintenance to Centrifugal water pumps which includes but is not limited to:

1. Checking and servicing the pump bearings and shaft
2. Checking bearing oil for water and discoloration
3. Checking pump for overheating and irregularities
4. Inspecting bearings and oil rings through filling ports and wiping bearing covers clean
5. Checking for oil leaks at the gaskets
6. Determining if mechanical seal conditions are normal

7. Checking the operability of heat tracing
8. Checking for leaks at pressure casing and gaskets. Determining if steam traps are operating properly- no continuous blow & water in casing or drain
9. Applying oil and/or gear to the bearing reservoirs, if required
10. Cleaning oiler bulbs and level windows as required
11. Changing oil in hydraulic governors
12. Checking for proper oil level and leaks at hydraulic governor. Checking for oil leaks at lines, fitting and power piston
13. Replacing guards, repairing if required.
14. Applying a light coat of rust preventative product to exposed machined surfaces to prevent rust and corrosion
15. Cleaning and oiling governor linkages and valve stems
16. Using a dial indicator to check the coupling alignment with the equipment coupled. Using special coupling indicator clamps where possible. Ensuring that thermal growth allowance is correct.
17. Using an indicator to check axial float of the pump & the driver shaft in similar manner
18. Removing mechanical the governor cover & inspect flyball seat, spring, bearing & plunger for wear
19. Uncoupl from pump & overspeed turbine. Ensure that trip valve will stop turbine with steam supply valve (throttle valve) fully open. Compare tripping speed with previous records. Adjust trip mechanism & repeat procedure. Follow manufacturer s instructions when making adjustments
20. Where the process will allow it, test run the turbine coupled to the pump. When not possible, run the turbine uncoupled. With a tachometer – verify proper governor operation & control. Determine if hand (booster) valves are completely closed when required to carry load.
21. Call outs to rectify emergency issues particularly during large scale events which can occur on weekends, public holidays and nights.

Routine Maintenance to Fire Pumps which includes but is not limited to:

1. Check pump suction, discharge and bypass valves to ensure they are open and piping is free of leaks
2. Test the automatic start by opening test line to reduce system pressure
3. Check that controller is in automatic start mode
4. Verify receipt of remote-monitoring alarms during automatic start test
5. Verify that pressure relief valves operate properly.
6. Check water flow out of the shaft seal packing in the stuffing box. Also check the pump casing and bearings for overheating and signs of excess vibration
7. Call outs to rectify emergency issues particularly during large scale events which can occur on weekends, public holidays and nights.

The contractor will also be responsible for undertaking the following:

Repairs to Fire Pump Located at the Administrative Building:

- Evaluation of pump
- Complete servicing
- Contactor overload installation for control panel

Appendix B: Tender Acknowledgement Form

Note: To be completed and emailed to the **Procurement Unit** at latoyah.smith@tha.gov.tt by **Friday 17th March, 2023 at 10:00am.**

Appendix C: Form of Tender

FORM OF TENDER

TO: The Chief Administrator, Tobago House of Assembly

TENDER: The Supply, Installation and Maintenance of Water Pumps at the Buccoo Integrated Facility OCS-BIF-012

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

.....

..... (TT\$)

PLUS VALUE ADDED TAX

..... (TT\$.....)

.....

..... (TT\$)

TOTAL

This Tender is submitted without collusion with any other Bidder, and we undertake to complete and deliver the whole of the works comprised in the Contract.

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

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

.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....

Company Stamp

Appendix D: Statement of Truth

STATEMENT OF TRUTH

I declare that to the best of my knowledge that all of the documents submitted 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.....20.....

.....

Authorized Representative



Company Stamp

For and on behalf of

.....

.....

.....

Appendix E: Statutory Declaration (Company)

STATUTORY DECLARATION (COMPANY)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I, _____, Director and
(Name of director)
authorized representative of _____
(Name of company)

_____ a company duly incorporated and continued under the Companies Act 1995, with its registered
office situate at _____
(Address of company)

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. I am the authorized representative of _____
(Name of Company)
_____ and duly authorized to give this declaration on its behalf.
2. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
3. I hereby certify that any signed contracts/letters of award of purchase orders that has been submitted pursuant to **this tender** is a true representation of works the Tenderer have undertaken for the Company and that the Tenderer was not terminated for any reason related to and or ancillary to material non – performance.

4. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
5. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
6. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment.

Declared at _____)
 this _____ day _____)
 of _____ 20.....)

Before me,

COMMISSIONER OF AFFIDAVITS

Appendix F: Statutory Declaration (Personal)

STATUTORY DECLARATION (PERSONAL)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I, _____
(Name of person)
_____ of
(Occupation)

(Address of person)

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
2. I hereby certify that any signed contracts/letters of award of purchase orders that has been submitted pursuant to **this tender** is a true representation of works the Tenderer has undertaken for me and that he was not terminated for any reason related to and or ancillary to material non – performance.
3. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
4. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.

5. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at)
this day)
of 20....)

Before me,

COMMISSIONER OF AFFIDAVITS