

**DIVISION OF SETTLEMENTS, PUBLIC
UTILITIES AND RURAL DEVELOPMENT**

**INVITATION TO TENDER (ITT)
FOR**

**REFURBISHMENT WORKS AT CASTARA
WASTEWATER TREATMENT PLANT**

DSPURD/RFP/2023-0002

DESCRIPTION	DATE & TIME	TIME
SITE VISIT DATE	Tuesday 07 th March, 2023	10:00 a.m.
TENDER ACKNOWLEDGEMENT	Tuesday 07 th March, 2023	3:00 p.m.
ADDITIONAL INFORMATION (RFI)	Friday 10 th March, 2023	10:00 a.m.
TENDER SUBMISSION DEADLINE	Monday 27 th March, 2023	2:00 p.m.
TENDER OPENING DATE	Monday 27 th March, 2023	2:30 p.m.

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TABLE OF CONTENTS

1.0 BACKGROUND INFORMATION	5
2.0 ELEGIBILITY.....	5
3.0 SCOPE OF WORKS	6
4.0 FORMAT OF TENDERS.....	6
5.0 SITE VISIT.....	7
6.0 TENDER ACKNOWLEDGMENT FORM	7
7.0 REQUESTS FOR ADDITIONAL INFORMATION	7
8.0 TENDER SUBMISSION INSTRUCTIONS	8
9.0 COVER PAGE	8
10.0 FORM OF TENDER (MANDATORY)	8
11.0 STATEMENT OF TRUTH (MANDATORY)	8
12.0 EVIDENCE OF BUSINESS REGISTRATION	8
13.0 EVIDENCE OF DOMICILE.....	8
14.0 EVIDENCE OF COMPLIANCE WITH LEGAL TAXES.....	9
15.0 EVIDENCE OF BEING A VALID LISCENSE SANITARY CONTRACTOR.....	9
16.0 EVIDENCE OF PAST EXPERIENCE.....	9
17.0 ABILITY TO FINANCE THE PROJECT	9
18.0 METHODOLOGY	10
19.0 DURATION	10
20.0 TENDER SUBMISSION	10
21.0 TENDER OPENING	11
22.0 EVALUATION OF TENDERS.....	11
23.0 EVALUATION CRITERIA	12
24.0 AWARD CRITERIA	13
25.0 NO CONTRACTUAL OBLIGATION	14
26.0 LATE TENDERS	14
27.0 NO CLAIM FOR COMPENSATION.....	14
28.0 INDEMNITY	14
29.0 CONFLICT OF INTEREST	15

30.0 RIGHTS OF THE DIVISION15

31.0 GOVERNING LAW16

APPENDIX A..... 17

SCOPE OF WORKS 17

APPENDIX B..... 21

BILL OF QUANTITIES..... .21

ADDITIONAL TENDER SUBMISSION DOCUMENTS34

1.0 BACKGROUND INFORMATION

The Tobago House of Assembly (THA) comprises two main arms, the Legislative Arm and the Executive Arm, and ten (10) divisions -nine with particular remits plus the Office of the Chief Secretary (OCS), which oversees the others.

The **Division of Settlements, Public Utilities and Rural Development (DOSPURD)** is charged with the responsibility to provide Safe and Affordable housing solutions primarily to lower and middle income groups through the construction of housing units, the provision of serviced lots and assistance through its Home Improvement Programmes.

In this regard, DOSPURD is seeking competent and reliable contractors to tender for **the Refurbishment Works at the Castara Wastewater Treatment Plant** in accordance with the scope of works provided. The DOSPURD will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

2.0 ELEGIBILITY

Tenderers that are domicile in Tobago and are pre-qualified with the **Procurement Control Office of the THA** within the spend levels **Large: 501,000 – 1,000,000** and also a **Registered Licensed Sanitary Contractor** with the **Water and Sewerage Authority (WASA)** are invited to tender.

If tenderers are not certain of their prequalification status with the THA, please contact the Procurement Control Office to ensure your eligibility to participate in this tender.

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

- 2.1 the bidder has the legal capacity to enter into a contract;
- 2.2 the bidder is not:
 - 2.2.1 insolvent;
 - 2.2.2 in receivership;
 - 2.2.3 bankrupt; or
 - 2.2.4 being wound up, administered by a court or judicial officer
- 2.3 the bidder's business activities have not been suspended;

2.4 the bidder is not the subject of legal proceedings for any of the circumstances in (b);

2.5 the bidder has fulfilled his or her obligations to pay taxes and national
Insurance Contributions;

2.6 the Directors and/or Principal Officers have not been convicted for any criminal offences.

2.7 this tender is open to Tenderers domicile on the island of Tobago.

2.8 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

2.9 the bidder must meet relevant industry standards.

3.0 SCOPE OF WORKS

See “APPENDIX A” for:

- Scope of Works, and
- Bill of Quantities.

4.0 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.

5.0 SITE VISIT

Interested tenderers are invited to attend a **MANDATORY** site visit at the location on

Tuesday 07th March, 2023 which begins at **10:00 a.m.** promptly. Attendees are asked to assemble by the **Homes of Castara Sign.**

6.0 TENDER ACKNOWLEDGMENT FORM

Interested parties must indicate their intent to tender via the attached **TENDER ACKNOWLEDGEMENT FORM. (Appendix B)** This must be completed and emailed to the Procurement Unit – at: dosurpu.procurementunit@gmail.com

The deadline for submission of the Tender Acknowledgement Form is Tuesday 07th March, 2023 at 3:00 p.m.

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

7.0 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: dosurpu.procurementunit@gmail.com by Friday 10th March, 2023 at 10:00 a.m. All queries ~~shall~~ be addressed to:

Ms. Giselle George
Public Procurement Officer
Division of Settlements, Public Utilities and Rural Development

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

8.0 TENDER SUBMISSION INSTRUCTIONS

Tenderers who have participated in the **MANDATORY SITE VISIT** on **Tuesday 07th March, 2023 at 10:00am** and completed the Tender Acknowledgement Form are to submit their tender **in the order stated hereunder.**

9.0 COVER PAGE (MANDATORY)

9.1 The name of the Tenderer

9.2 The Tender Name and Tender ID

9.3 The sum proposed in words and figures as reflected on the Form of Tender (VAT to be written separately)

9.4 Date and signature of person making submission on behalf of the Tenderer

10.0 FORM OF TENDER (MANDATORY)

Contractor shall submit price proposal on the Form of Tender annexed in **Appendix B (Mandatory)**

11.0 STATEMENT OF TRUTH (MANDATORY)

Attached Statement of Truth annexed in **Appendix B (Mandatory)**

12.0 EVIDENCE OF BUSINESS REGISTRATION (MANDATORY)

12.1 Certificate of Incorporation/ Business Registration

12.2 Notice of Incorporation

12.3 Notice of Directors

12.4 Notice of Address

13.0 EVIDENCE OF DOMICILE (BUSINESS ADDRESS) IN TOBAGO (MANDATORY)

13.1 Utility Bill (WASA, T&TEC)

13.2 Telephone/Mobile Bill (TSTT, Bmobile, Digicel)

13.3 Authorized letter from a landlord

14.0 EVIDENCE OF COMPLIANCE WITH LEGAL TAXES (MANDATORY)

14.1 VAT compliance certificate - Where applicable

14.2 NIS compliance certificate – where applicable

14.3 Income Tax/BIR

15.0 EVIDENCE OF BEING A VALID LICENSE SANITARY CONTRACTOR

15.1 Certification/Identification Card/License number with the WASA indicating expiration date.

16.0 EVIDENCE OF PAST EXPERIENCE (EVALUATED)

16.1 **Contract/letters of award.** Tenderers must provide two (2) previously signed contract/letters of award in works of a similar nature or provide letters from clients for whom works of a similar nature was done not exceeding four (4) years. Clients must in their letters state the cost of the works done. Additionally, contractors can provide a signed Statutory Declaration.

OR

16.2 **Reference report.** Tenderers must provide two reference reports completed and signed by past clients. Additionally, contractors can provide a signed (See Appendix B) Affidavit to declare that works were done to support the Reference Report of past experiences presented.

17.0 ABILITY TO FINANCE THE PROJECT (EVALUATED)

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

- 17.1 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.
- 17.2 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.

18.0 METHODOLOGY (EVALUATED)

How the firm intends to undertake the work taking into account risks, HSE, impact on the

environment and residents etc.

19.0 DURATION (EVALUATED)

State the duration of the projects in Days/Weeks etc.

20.0 PRICE SUBMISSION (EVALUATED)

The tenderer shall indicate a cost breakdown inclusive of the unit prices, total tender price, and VAT where applicable. (Bill of Quantities)

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.

21.0 TENDER SUBMISSION

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

**The Administrator
DSPURD/RFP/ 2023-0002
Division of Settlements, Public Utilities and Rural Development
Refurbishment Works at the Castara Wastewater Treatment Plant**

and deposited in the tender box located on Ground Floor of the Division at The Colosseum, Building No. 2, Crown Point, Tobago, on or before **Monday 27th January, 2023 at 2:00 p.m.**

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.

22.0 TENDER OPENING

Tenders shall be opened on **Monday 27th March, 2023**. All tenderers are invited to be present for the opening.

23.0 EVALUATION OF TENDERS

The Division 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 Division 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.

24.0 Evaluation Criteria

Selection criteria

No	Criteria	Score	Evidence
1.	Signed Attendance Register	Pass/Fail	Site Visit Attendance Register
2.	Registered in category With the PCO in the spend level Medium to Large	Pass/Fail	PCO database
3.	Cover Page	Pass/Fail	See Section 8 (a)
4.	Form of Tender	Pass/Fail	See Section 8 (b)
5.	Statement of Truth	Pass/Fail	See Section 8 (c)
6.	Evidence of Business Registration	Pass/Fail	See Section 8 (d)
7.	Evidence of Domicile (Tobago)	Pass/Fail	See Section 8 (e)
8.	Tax Compliance	Pass/Fail	See Section 8 (f)
9.	Evidence of being a valid Licensed Sanitary Contractor with WASA	Pass/Fail	See Section 8 (g)

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 average score of 40 points in the Technical Evaluation in order to qualify for assessment of the Price Proposal. Tenderers must obtain an overall minimum average of 70 points 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 5 pts 10 pts	Points shall be deducted for submitting irrelevant information that was not requested
2.	Assessment of Past Performance	10 pts	See Section 8 (g)
3.	Financial capacity	15 pts	See Section 8 (h)

4.	Methodology	15 pts	See Section 8 (I)
5.	Duration	10 pts	See Section 8 (j)
SUBTOTAL		70 pts	
PRICE SUBMISSION			
1.	Price	30 pts	Price proposed is reasonable and fits within the division's budget
TOTAL		100pts	

25.0 NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between DSPURD and any bidder until and unless DSPURD 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 DSPURD reserves the right to vary and or amend contractual terms, with mutual consent of the DSPURD and the successful tenderer.

26.0 LATE TENDERS

Late tenders will not be accepted under any circumstances. The DSPURD 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.

27.0 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 RFQ, and by submitting a tender each bidder shall be deemed to have agreed that it has no claim.

28.0 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.

29.0 CONFLICT OF INTEREST

The DSPURD 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.

30.0 RIGHTS OF THE DIVISION

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

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

31.0 GOVERNING LAW

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

-End-

APPENDIX A

SCOPE OF WORKS AND SPECIFICATIONS

2.1 SCOPE OF WORKS

2.1.1 GENERAL

The works include the performance of all activities necessary to complete the required temporary safety works at Castara Wastewater Sewer Treatment Plant in Castara Housing Development. Should a conflict exist between the Statement of Work and the Specifications provided, the Contractor shall notify the Department of Settlements, Division of Settlements, Public Utilities and Rural Development (DSPURD) in writing, requesting resolution. The DSPURD's resolution shall be final.

Please note that the works are in close proximity to occupied housing units and as such due care and consideration must be taken.

The use of adequate personal protective equipment in accordance with good industrial practice along with due care and regard to the safety of the public is mandatory.

2.1.2 LOCATION AND SITE ACCESS

- (i) The work site is located on Castara Main Road, Castara Village Street 2, Tobago.
- (ii) on the outskirts of the Castara Housing Development.
- (iii) As identified on the accompanying development cadastral drawing (labelled Appendix A),
- (iv) Access to the work site shall be via Castara Village Street 2.

2.1.3 DESCRIPTION OF THE WORKS

Process Tanks

- Disconnect all pipework, electrical connections and cat walks to facilitate works.
- Pump down, pressure wash and sanitize inside and outside tanks.
- Dismantle welded areas around the tanks which are attached to the steps and other areas.
- Hoist tanks and conduct condition assessment.
- Dismantle existing corroded I-beams under tanks, fabricate new I-beams and install.

- Repair/replace corroded areas on the tanks.
- Repainting of tanks using epoxy paint
- Make good all damaged areas.
- Clean up site and demobilize.

Step and Catwalks

- Repair/Replace frame of step where corroded.
- Replace treaders and platforms using aluminum, stainless steel grating or equally approved.
- Repair/Replace cracked or damaged areas of concrete where required.

Perimeter Wall

- Pressure wash walls to remove all debris and paint flakes
- Remove any flaking paint and prepare surface to receive new paint.
- Apply two coats of **Icy Haze** and **Blue Aqua** paint on walls.

UV

- Supply and install new Ultra Violet System. Brand - SALCOR INC, Model – 3G, Type – Ultra Violet Rays
- Make good all damaged areas.
- Clean up site and demobilize

Operator's Quarters

- Install drop ceiling in Operator's Quarters
- Install blocking between the roof and the ring beam
- Install 1No. Sash window
- Install 1No. single cylinder deadbolt lock to generator room door
- Install 1No. single cylinder deadbolt lock to Operator's Quarters door
- Install 1No. medium padlock to entrance gate.

Electrical Work

- Change existing lighting circuit outlet in control room and operator's quarters to 2-foot excess lighting fixture with diffuser
- Change two (2) external socket outlets 2*4 pvc box and covers to 2*4 weatherproof box and covers and install Ground Fault Circuit Interrupter (G.F.C.I) socket outlet
- Change one (1) 12*12 pvc box in front of irrigation tank 1
- Change socket outlet within the Operator's quarters to Ground Fault Circuit Interrupter (G.F.C.I)
- Remove two (2) existing damaged galvanized electrical poles ONLY. The base meters are to be reused
- Install two (2) bracket to house 200amp meter base on new poles
- Install one (1) electrical enclosure blower switch.
- All electrical outlets that are exposed in and around the premises are to be secured.
- High and low switches to be adjusted in the wet well.
- Pumps from wet well to be extracted for inspection. Model - Z 6123 HD, horse power - 3
- Supply and installation of two (2) new re-generative blowers. Model - VFC600A-5W,5 horse power or equivalent to
- Supply and installation of two (2) symcom 777 motor savers.
- Supply and installation of one (1) 1000cca battery
- Conduct full service on existing Caterpillar Generator, Model - CAT00C22LGBY02229, Type – Caterpillar, Horse power – 66, situated in the facility by: changing battery charger, change engine oil and filter, flush radiator and engine, replace with clean coolant. Change fuel filter, change fan belt and air filter.
- Check stand-by generator voltage system (ac current supply).
- Conduct checks to the generator exciter fields, AVR stability and system output.
- Clean genset and put on load. Automatic Transfer Switch
- Check emergency, normal and load contacts.
- Check connections and relay systems.
- Check control board and programming.
- Update and reprogram system.

2.1.1

ACCEPTANCE CRITERIA

The Specialist Engineer will ensure that the scope of work has been met. Once the work is completed and approved, the project will either be signed-off or the vendor will be notified in writing, advising what tasks must still be accomplished.

Any discrepancies involving completion of project tasks or disagreement between DSURPU and the chosen vendor will be referred to both organizations' contracting offices for review and discussion.

APPENDIX B

BILL OF QUANTITIES

Preliminaries

Part A

Project Particulars	<p>Name of Project: Refurbishment works at the Castara Wastewater Treatment Plant</p> <p>Nature of Project: Repairs to tanks, staircases, electrical works and general construction.</p> <p>Location of Project: Castara Housing Development (Springs at Castara)</p> <p>Length of Project: 15 weeks</p> <p>Names, addresses and points of contact of employer: Tobago House of Assembly, Division of Settlements, Public Utilities and Rural Development. 639- 6800/612-4213 ext. 261/263</p>
The Contract Conditions	<p>FIDIC 1999 Short Form of Contract Green Book</p>

**DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT
BILL OF QUANTITIES FOR REFURBISHMENT WORKS AT THE CASTARA
WASTEWATER TREATMENT PLANT**

Preliminaries

Part B

Item	Components	Included/Notes on pricing	Unit	Total
A	Project-specific management and staff	Project Engineer	time-related charge	
		Administrative staff including secretary and the like	time-related charge	
B	Visiting Management and staff	Health and Safety Manager	time-related charge	
		Environmental Consultant	time-related charge	
C	Temporary Telecommunication systems	Mobile phone charges	item	
D	Temporary Drainage	Disposal Costs		
E	Safety Programme	PPE including for employer and consultant	item	
F	Extraordinary support costs	Personnel transport (i.e. transportation of work operatives to site.)	weeks	
		1/1 to Summary		

Preliminaries
Con't
Part B

Item	Components	Included/Notes on pricing	Unit	Total
A	Site Tidy	Waste management, including rubbish disposal and other disposal	weeks	
B	Employer's (main contractor's) liability insurance	Work Operatives Management and staff, including administrative staff	item item	
		1/2 to Summary		

Item	Components	Included/Notes on pricing	Unit	Total
		<p>SUMMARY</p> <p>Page 1/1</p> <p>Page 1/2</p> <p>1/3 to Main Summary</p>		

DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT
BILL OF QUANTITIES FOR REFURBISHMENT WORKS AT THE CASTARA
WASTEWATER TREATMENT PLANT

Item	Description	Qty	Unit	Rate	\$ c
A	CASTARA TREATMENT PLANT UPGRADE				
	PIPEWORK - PIPES				
	High density polyethylene pipes				
	Nominal bore not exceeding 200mm				
	In trenches, depth not exceeding 1.5m	8	m		
	STRUCTURAL METALWORK				
	Fabrication of members for frames				
	8x8 - #48 I Beams				
	Straight on plan for clarifier tank base to be primed and coated with Sherwin Williams 'All Surface Enamel'	109	kg		
	Allow for repairs and painting to existing 4x4 uprights supporting clarifier as directed by the Engineer.	item			
	On Site surface treatment				
	Isolate, pump down, pressure wash, sanitize, remove and blast cleaning sewer tanks		item		
	MISCELLANEOUS METALWORK				
	General 1				
	Change walkways and platforms from concrete to stainless steel grills	20	m2		
	SIMPLE BUILDING WORKS INCIDENTAL TO CIVIL ENGINEERING WORKS				
	Ducted building services				
	Equipment				
	Remove and replace re-generative blower, model z6123 HD 5HP including all necessary accessories.	2	nr		
	Supply and install new SymCom 777 3-phase motor savers	2	nr		
	Supply and install new Salcor UV system including all the necessary fittings and accessories	1	nr		
				Page 2/1 To Summary \$	

Item	Description	Qty	Unit	Rate	\$ c
	Reinforced Bars; BS 4483, plain round high yield steel bars, including bends, hooks, tying wire, distance blocks and ordinary spacers (provisional) Allow for preparing surface and dowel 12mm HT bars				
A	To beams and existing slab	119	nr		
B	16mm diameter to beams	229	kg		
C	10mm diameter to beams	264	kg		
	Formwork Plain Formwork Sides of foundation and bases				
D	305mm high; 407mm wide	48	m		
	Concrete Works Reinforced In-situ concrete To beams	5	cu m		
				Page 2/2 To Summary \$	

Item	Description	Qty	Unit	Rate	\$ c
	GENERATOR				
	Servicing				
A	Conduct full servicing on existing Caterpillar Generator Serial No. CAT00C22LGBY02229, horsepower - 66. Servicing to include but not limited to changing engine oil, filter, flush radiator and engine, replace belt, coolant. electrical checks and all other necessary works for full servicing of the generator as per scope of works.	1	item		
B	Supply and install new battery for the generator 1,125 cold cranking amps	1	nr		
	GENERAL REPAIRS				
C	Supply and install drop ceiling on metal frame with 0.6m x 0.6m gypsum ceiling tiles.	38	m2		
D	Supply and install blockwork using hollow clay blocks and render on both sides. Paint area to match existing building color	29	m2		
E	Dismantle existing PVC french style window and replace with new aluminium sliding window with tinted glass. Size to match existing.	1	nr		
F	Supply and install new single cylindrical dead bolt lock to generator room and operating quarters (Kwikset or Toledo brand)	2	nr		
G	Supply and install new medium padlock to entrance gate. (Toledo or kwikset brand)	1	nr		
Page 2/3 To Summary					

Item	Description	Qty	Unit	Rate	\$ c
	CABLED BULDING SERVICES				
	Equipment and fittings				
A	Change existing lighting circuit outlet in control room and operator's quarters to 2ft recess lighting fixture with diffuser light outlet in control room and operators quarters	2	nr		
B	Replace existing 2x4 external socket outlets with G.F.C.I socket outlet and weatherproof covers	3	nr		
C	Replace existing 12x12 PVC box in front of irrigation tank.	1	nr		
D	Remove and replace electrical poles including plinths, meter base and brackets (the meter base are to be reused)	2	nr		
E	Install electrical enclosure for blower switch	1	nr		
F	Secure all exposed electrical outlets around the premises	item			
G	Dismantle pumps in the wet well for inspection. Adjust float switches to the correct levels as recommended by the Electrical Engineering Aide.	item			
	PAINTING				
	Emulsion paint				
	Masonry				
H	Cleaning and pressure washing of wall and filling of any cracks and holes	210	m2		
I	Fence wall surfaces inclined at an angle exceeding 60 Deg to the horizontal	210	m2		
J	Epoxy or polyurethane paint (Sherwin Williams Pro Industrial High Performance Epoxy) Metal sewage tanks and gates	288	m2		
K	Clean up site and cart away all debris to THA's approved dumping site	item			
Page 2/4 To Summary					

Summary

Total from Page 2/1			\$	
Total from Page 2/2			\$	
Total from Page 2/3			\$	
Total from Page 2/4			\$	

			Total for Bill (vat exclusive) \$	
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Item	Description	Qty	Unit	Rate	\$ c
	CASTARA WASTEWATER TREATMENT PLANT UPGRADE MAIN SUMMARY				
	Total from Page 1/3				
	Total from Page 2/1			\$	
	Total from Page 2/2			\$	
	Total from Page 2/3			\$	
	Total from Page 2/4			\$	
	PROVISIONAL SUM				186,000.00
	SUB TOTAL				
	Vat @ 12.5%			0.125	
Total Contract Sum \$					

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APPENDIX C

**ADDITIONAL TENDER SUBMISSION
DOCUMENTS**

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TENDER ACKNOWLEDGEMENT FORM

TO: Administrator

**TENDER: Refurbishment Works at Castara Wastewater
Treatment Plant DSPURD/RFP/2023-0002**

☐ (Yes) We _____ have received
(Company Name)

the Invitation to Tender and hereby confirm our intent to submit a tender for the above captioned.
or

☐ (No) We _____ have received
(Company Name)

the Invitation to Tender for the above captioned and hereby respectfully decline to bid for the
following reason(s):

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

.....
Signature

In the capacity of

Company Stamp

Note: To be completed and emailed to the **Procurement Unit** at
dosurpu.procurementunit@gmail.com by **Monday 07th March, 2023 at 3:00pm.**

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 organization’s suitability to be selected for this tender. I also acknowledge that the THA’s authorized 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

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

Cover Page

The Administrator
Division of Settlements, Public Utilities and Rural Development

TOBAGO

Dear Sir,

Having read the contents of the Tender document we hereby make the following submission

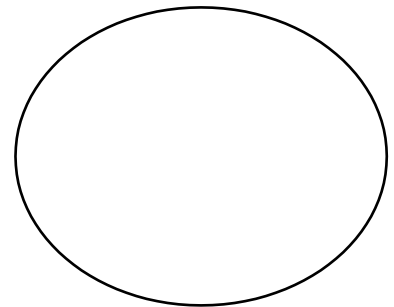
Project	Price (pre –Vat)	Project Duration	Defects Liability Period

In support of the following submission, please find annexed hereto the documents as requested in Section 8 of the Tender documents and specifically the schedule to accompany the duration proposed herein.

Dated this day of2023

PRINT NAME: _____

JOB TITLE: _____



STATUTORY DECLARATION – A (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 situated 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.

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

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 20....

Authorized Representative of Client



VENDOR REPLY – Vendors are provided with the opportunity to reply to this performance appraisal undertaken. Please attach reply if any.

Response _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

FORM OF TENDER

TO: **The Administrator,**

**TENDER: Refurbishment Works at the Castara Wastewater
Treatment Plant DSPURD/RFP/2023-0002**

Having examined the Tender Document issued by Division of Settlements, Public Utilities and Rural Development (DSPURD) 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.....

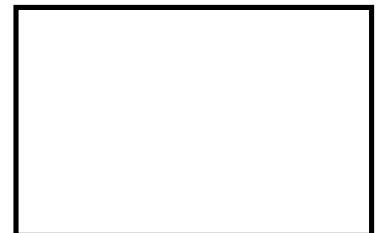
.....Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....



COMPANY STAMP

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