



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

**REQUEST FOR PROPOSAL (RFP)
FOR
PERIMETER LIGHTING AT ADVENTURE HOUSING
DEVELOPMENT, PHASE II**

Description	Date	Time
Site Visit (Mandatory)	Tuesday 7th March, 2023	10:30 am
Tender Acknowledgement Deadline	Wednesday 8th March, 2023	2:00 pm
Tender Submission Deadline	Monday 20th March, 2023	1:30 pm
Tender Box Opening	Monday 20th March, 2023	2:00 pm

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1. 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, which oversees the others.

The **Division of Settlements, Public Utilities and Rural Development (DSPURD)** 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, DSPURD is seeking competent and reliable contractors to tender for the **installation of Perimeter Lighting to Adventure Housing Development, Phase II** in accordance with the scope of works provided. The DSPURD will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

2. SCOPE OF WORKS/BILL OF QUANTITIES

See “Appendix A” for full details.

3. ELIGIBILITY

In accordance with 29.1 (a) – (f) of the Public Procurement and Disposal of Public Property Act 2015 (as amended) the Tobago House of Assembly is mandated to ensure contractors and suppliers comply with the following:

- (a) have the legal capacity to enter into the procurement contract;
- (b) are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court or a 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) this tender is open to Tenderers (i.e. Owner / Director) domiciled on the island of **Tobago for a period of no less than three (3) years;**

(e) Tenderers that are pre – qualified within the spend levels of Categories; **SMALL-LARGE (\$101,000 - \$ 250,000)** and **MEDIUM - (\$251,000 - \$500,000)**. If tenderers are not certain of their spend level, please contact the **Procurement Control Office to make certain you are eligible to participate in this tender.**

(f) have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;

(g) 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

(h) meet relevant industry standards.

4. 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 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 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.

5. TENDER ACKNOWLEDGEMENT 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 – Division of Settlements, Public Utilities and Rural Development, D Colosseum Building 2, Crown Point, Tobago at: dosurpu.procurementunit@gmail.com

The deadline for submission of the Tender Acknowledgement Form is **Wednesday 8th March 2023 at 2:00 p.m.**

6. TENDER SUBMISSION REQUIREMENTS

(a) Tenderers who have participated in the **mandatory site visit** and completed the acknowledgement form are to submit their tender **in the order stated hereunder.**

(b) **A Cover Page (Mandatory)**

- Outlining the name of the Tenderer
- The sum proposed in words as reflected on the Bill of Quantities (VAT to be written separately)
- The time proposed (duration of project)
- The warranty proposed (where applicable)
- Date, Name, Job title and signature of person making submission on behalf of the Tenderer. **Appendix B**

(c) **Table of Contents**

Table of Contents to be prepared with page numbers listed

(d) **Statutory documents (Mandatory)**

- Certificate of Incorporation/ Business Registration
- Notice of Incorporation
- Notice of Directors □ Notice of Address

(e) **Evidence of Domicile (living or business address) in Tobago (Mandatory)**

- Utility Bill (WASA, T&TEC)
- Telephone/Mobile Bill (TSTT, Bmobile, Digicel)
- Authorized letter from a landlord

(f) **Evidence of compliance with Statutory Documents (Mandatory)**

- **VAT** compliance certificate - Where applicable

- **NIS compliance certificate** – where applicable
- **Income Tax/BIR**

(g) **Evidence of past experience (Evaluated)**

Tenderers can provide **two (2) previous signed contract/letters of award** with the scope of works **for jobs of a similar nature and** provide **reference letters** from clients for whom works of a similar nature was done. Clients must in their letters state the cost of the works and the nature of the work done. Additionally, contractors can provide a signed Statutory Declaration of Affidavit to declare that works were done to support the reference letters of past experiences presented.

Appendix B

(h) **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 project to at least 40% of the cost proposed in the tender. **Letter must give a range**, e.g. high five digits etc. OR
- Letters from two (2) or more businesses (e.g. Hardware, Equipment owners, Concrete plants etc.) to provide materials for the project. OR
- Provide letters from two (2) or more 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.

All documents provided must not be older than six (6) months.

(i) **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. This plan should be sufficiently detailed utilizing a Gantt chart AND any other illustrative chart. The following will be evaluated:

- i. Detailed **description of the plan of action**.
- ii. **Break down the work** in a tabular form itemizing your approach to complete it from start to finish. **Tell us how long each part of your breakdown will take.**
- iii. Detailed **Gantt chart**.
- iv. Use any additional **illustrative chart** (pie chart, histogram, bar chart) to show us at **a glance the entire project**.

(j) **Key Personnel (Evaluated)**

- Name, Job title and resume of the Project lead
- Name, Job title and resume of the Safety Officer
- Name, Job title and resume of any other key personnel
- An Organization chart (**specific to the project**)

(k) **Defects Liability Period (DLP):**

A period of time following practical completion during which a contractor remains liable under the building contract for dealing with any defects which become apparent. It may also be referred to as a rectification period or defects correction period. The Division requires a minimum warranty on construction of twelve (12) months.

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

(m) **Covid-19 Liability Waiver** – Contractors must sign the Covid-19 Liability Waiver in **Appendix E (Mandatory)**

(n) **No additional information** is to be submitted other than the aforementioned. Failure to provide any of the information requested, or in an illogical manner may lead to rejection of

the Tender as non – compliant. For instance, if the time schedule is not properly aligned to the project duration proposed.

1. The maximum size of the bid package should not exceed two (2) inches in thickness to fit into our tender box.

7. TENDER SUBMISSIONS

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

The Administrator

Division of Settlements, Public Utilities and Rural Development

**Re: Repairs to the Roof of Town House Units at Adventure Housing Development, Phase II
– DSPURD/RFP/2023-004**

And submitted into the tender box situated on the Ground Floor of the Division's Office at the Colosseum Building No.2, Crown Point, Tobago by **Monday 20th March, 2023** by **1.30** p.m.
(Box Opening dimensions are approx.. 13" long x 1" wide)

Tenderers **MUST** submit one (1) original and four (4) copies of their bids. The envelope of the original bid **MUST** be labelled as "**ORIGINAL**" in **BOLD** font and the envelopes containing copies **MUST** be labelled "**COPY**". Envelopes must be properly sealed with the bidder's returning address and contact number at the back of the envelope.

Bidders **MUST** also **affix their company's stamp at the front of the envelope** and also on the Price Schedule Form and duly signed by the Principal or representative responsible for preparing the bid.

8. SITE VISITS

The DSPURD requires that you attend a **mandatory physical** site visit meeting on **Tuesday 7th March, 2023 at 10:30 am.**

9. EVALUATION CRITERIA

Criteria	Reference	Score
Evidence of past experience	5(g)	Meet Criteria – 10 Below Criteria –5
Satisfactory ability to Finance the project	5(h)	Meet Criteria – 20 Below Criteria – 10
Methodology	5(i)	Meet Criteria – 30 Below Criteria – 15
Key Personnel with the requisite experience to lead and complete the job	5(j)	Meet Criteria – 20 Below Criteria – 10
Price		Meet Criteria –20 Below Criteria – 10
MAXIMUM SCORE		100

Contractors receiving below 50 points will not be considered further.

10. TERMS OF PAYMENT

The successful Tenderer shall be paid 45% of the contract sum upon 60% completion of works and the subsequent 45% of the contract sum will be paid upon 100% completion of works with a 10% retention. The Defects Liability Period (DLP) is a minimum of twelve (12) months. The Retention payment of 10% will be paid in two (2) 5% instalments. The first 5% shall be paid when the taking over certificate has been issued for the works and the works have passed all specified tests (including the tests after completion, if any). The second 5% will be paid after the expiry date of the Defects Liability Period (DLP). Tenderers are advised that no mobilization payments shall be made.

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 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.

13. LATE TENDERS

Late tenders will not be accepted under any circumstances. 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.

14. 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.

15. CONFLICT OF INTEREST

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

16. ACKNOWLEDGEMENT

Interested parties must indicate by e-mail: dosurpu.procurementunit@gmail.com

That they have collected the ITT and intends to tender. 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 DSPURD and their organization for correspondence and queries.

17. RIGHTS OF THE OFFICE OF THE DIVISION

- (a) The DSPURD 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 DSPURD 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 DSPURD 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 DSPURD 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 DSPURD does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

18. PRE-QUALIFICATION

If Bidders have not already participated in the THA's pre-qualification of contractors' process, to qualify for inclusion into the Assembly's eligible list of approved contractors, Tenderers **are required to be pre-qualified** before being eligible to participate in this tender. Pre-qualification documentation can be downloaded from the THA's official website at: pco.tha.gov.tt/prequalification/ Packages must be filled out in accordance with the instructions and submitted directly to:

**Procurement Control Office
Spring Garden Office Complex
Off the Orange Hill ext. Road leading to Plymouth**

19. GOVERNING LAW

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

-End-

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APPENDIX A

BILL OF QUANTITIES

BILL OF QUANTITIES FOR REPAIRS TO PERIMETER LIGHTING AT THE ADVENTURE HOUSING DEVELOPMENT PHASE II

Preliminaries

Part A

Project Particulars	<p>Name of Project: Repairs to Perimeter Lighting, Adventure Housing Development Phase II</p> <p>Nature of Project: Repairs to Perimeter Lighting</p> <p>Location of Project: Adventure Housing Development Phase II</p> <p>Length of Project:</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. 263</p>
The Contract Conditions	<p>FIDIC 1999 Short Form of Contract Green Book</p>

**ESTIMATE FOR REPAIRS TO PERIMETER LIGHTING AT THE ADVENTURE
HOUSING DEVELOPMENT II**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
	Preliminaries Part B				
A	Site safety	fixed charge			
B	Insurance	fixed charge			
C	Protection of existing services and repair any damages	fixed charge			
	Barriers and safety scaffolding	item			
D	Clean up site and cart away debris to approved dumping site	fixed charge			
	Site Investigations				
E	Carry out checks on the entire circuit and provide a report on the findings to the Electrical Engineering Aide	item			
	Electrical Upgrades				
F	Dismantle and cart away all existing photocells, spot lights, 4x4 weather box and the like.	item			
G	Clean and repair posts by scraping and sanding according to industry best practices. Apply one coat of etching primer and two coats black industrial oil paint (Sherwin Williams)	nr	14		
H	Supply and install 200w LED spot light on existing poles.	nr	14		
I	Supply and install new 30amp contactors.	nr	4		

	Supply and install GE 30amp isolator, 30amp dusk to dawn photocell, 16mm glans, 4x4 weather proof box, bracket, 12x12 PVC weather proof box, connectors and any other accessories necessary for the proper functioning of the system according to Electrical codes and regulations.				
A		item			
B	Make good any damaged area.	item			
	Sub Total				
	Vat @ 12.5%				
	Total				

APPENDIX B

ADDITIONAL TENDER SUBMISSION DOCUMENTS

TENDER ACKNOWLEDGEMENT FORM

TO: Supervisor, Public Procurement
Division of Settlements, Public Utilities and Rural Development

TENDER: PERIMETER LIGHTING AT ADVENTURE HOUSING DEVELOPMENT,
PHASE II - DSPURD/RFP/2023-004

(Yes) We _____ have received the
Request for
(Company Name)

Proposal and hereby confirm our intent to submit a proposal for the above captioned.

or

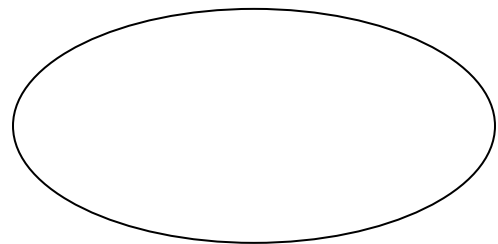
☐ (No) We _____ have received the Request

For (Company Name)
Proposal 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 **Wednesday 8th March, 2023 by 2:00 p.m.**

Cover Page

The Administrator
Division of Settlements, Public Utilities and Rural Development
Crown Point
TOBAGO

Dear Madam,

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

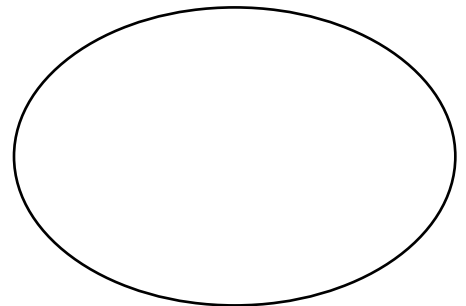
Project	Price (pre –Vat)	Project Duration	Defects Liability Period
			12 Months

In support of the following submission, please find annexed hereto the documents as requested in Section 7 of the Tender documents and specifically the schedule to accompany the duration proposed herein.

Dated thisday of2023

PRINT NAME: _____

JOB TITLE: _____



.....

Authorized Representative

Seal

Statutory Declaration (Private 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 that the signed contracts/letters of award of purchase
orders hereto annexed and that has been submitted by the Bidder in response
to the Division's Tender is a true representation of works the Bidder has

undertaken for this company and that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the contract(s) hereto annexed and marked “A”.

4. I have had my Attorney-at-Law explain 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 2023)

Before me,

COMMISSIONER OF AFFIDAVITS

Statutory Declaration (Private Individual)

REPUBLIC OF TRINIDAD AND TOBAGO

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

I, _____

(Name of person)

(Occupation of person) _____ of

(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 hereto annexed that has been submitted by the Bidder in response to the Division's tender is a true representation of works the Bidder has undertaken for me personally and further that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the signed contract(s) hereto annexed and marked "A".

3. I have had my Attorney-at-Law explain 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 2023)

Before me,

COMMISSIONER OF AFFIDAVITS

FORM OF TENDER

TO: Administrator
Division of Settlements, Public Utilities and Rural Development

TENDER: PERIMETER LIGHTING AT ADVENTURE HOUSING DEVELOPMENT,
PHASE II – DSPURD/RFP/2023-004

Having carefully examined the tender documents of the above-named works, we offer to completely perform all the works in conformity with the said documents for the sum of:

.....
.....

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

PLUS VALUE ADDED TAX.....

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

TOTAL

Completion period of days/weeks/months.

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

.....

Signature

.....

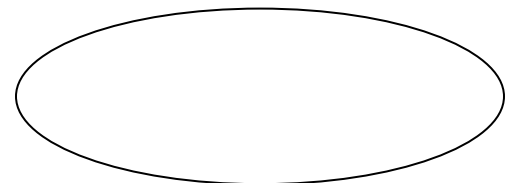
Address

.....

Date

.....

Company



Company Stamp

COVID-19 LIABILITY WAIVER

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the Ministry of Health still recommend practicing social distancing. I further acknowledge that the Division of Settlements, Public Utilities and Rural Development (DSPURD) has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that the Division of Settlements, Public Utilities and Rural Development (DSPURD) cannot guarantee that I will not become infected with the Coronavirus/COVID-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to other staff, customers and visitors to the facilities.

I acknowledge that I must comply with all set procedures as set out by the Ministry of Health to reduce the spread of the Coronavirus/ COVID-19 while my staff is performing works at the facilities.

I hereby declare that:

- I am not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not travelled internationally within the last 14 days.
- I have not travelled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I am following all the Ministry of Health's recommended guidelines as much as possible and limiting my exposure practicing social distancing as far as possible.

I do hereby release and agree to the Division of Settlements, Public Utilities and Rural Development (DSPURD) harmless from, and waive on behalf of myself, my staff and any personal representatives any and all causes of actions, claims, demands, damages, costs, expenses and compensation for damages or loss to myself and/or property that may be caused by any act, or failure to act or that may otherwise arise in any way in connection with any activities at the facilities. I understand that this waiver discharges DSPURD from any liability or claim that I, my staff or any personal representative may have against DSPURD with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any activities at the Centres.

Date: _____

Name of Director: (BLOCK): _____

Signature: _____

STAMP