

**DIVISION OF COMMUNITY DEVELOPMENT,
YOUTH DEVELOPMENT AND SPORT**
#10 Montessori Drive, Glen Road,
Scarborough, Tobago

INVITATION TO TENDER

**REFURBISHMENT OF THE
SIGNAL HILL YOUTH
CENTRE, SIGNAL HILL,
TOBAGO**

DESCRIPTION	DATE & TIME
Site Visit Date and Time	Monday 18 th November, 2024 @ 10:00 a.m.
Clarification Deadline	Monday 25 th November, 2024 @ 10:00 a.m.
Tender Submission/Closing Date and Time	Tuesday 3 rd December, 2024 @ 2:00 p.m. Sharp
Tender Opening Date and Time	Tuesday 3 rd December, 2024 @ 2:30 p.m.

DCDYDS: ITT 2025- 0003

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1. BACKGROUND INFORMATION

The Division of Community Development, Youth Development and Sports (DCDYDS) is seeking a competent and reliable contractor for the Refurbishment of the Bethel Youth Centre

In the domain of youth development, the initiative aligns with the global recognition of youth development as a potent catalyst for social development. As such, the DCDYS has decided to implement an upgrade and repair program for specified youth facilities that are located in vulnerable communities on the island, with the intention that if these facilities are in working condition it offers safe and productive alternatives – through youth development in those areas.

The project shall be done in accordance with the scope of works provided in this document. **The DCDYDS will conduct its procurement process in accordance with the Procurement Rules and Procedures established in the Handbooks and Guidelines issued by the office of Procurement Regulations to achieve compliance with the Public Procurement and Disposal of Public Property Act 2025 as amended, as this act promotes fairness, integrity, accountability, good governance, transparency and value for money.**

2. PROJECT DESCRIPTION

The DCDYS is working closely with stakeholders on the island, whose intention is to see the facilities be improved. This will obviously not only appease the concerns of the relevant youth fraternities, but also benefit casual users as previously stated. Essentially, the repairs will entail:

- 1) Demolition of block wall at entrance of building.
- 2) Removal of windows.
- 3) Removal of plumbing fixtures (WCs, face basins, piping etc).
- 4) Erecting blockwork.
- 5) Supply and Installation of partition walls.
- 6) Supply installation of cabinets.
- 7) Supply and installation of windows and shutters.
- 8) Supply and installation of aluminum emergency exit door.

- 9) Supply and installation of wide cedar panel door and glass door.
- 10) Tiling.
- 11) Painting of internal and external walls.
- 12) Supply and installation of Gypsum Ceilings.
- 13) Replacement of kitchen sink and faucet.
- 14) Installation of pavement / sidewalks.
- 15) Installation of fencing.
- 16) Installation of Gates.
- 17) Supply and installation A/C Units.
- 18) Supply and installation of Extractor Fans.
- 19) Supply and installation of internal and external lights.

3. FORMAT OF BIDS

- (a) Proposals shall comprise a **Single-Envelope System**, this means a single envelope containing both the financial and technical information for evaluation.
- (b) The original and the copies of the tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized 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.

4. ELIGIBILITY

The following criteria shall be met by a bidder and all parties constituting the bidder, to be eligible to participate in public procurement:

- a) This is an Open Tender among contractors/service provider(s).
- b) **Contractors/Service Provider(s) must be registered in the Office of Procurement Regulation (OPR).** Procurement Depository in the Line of 72150000 – **Specialized Trade and Construction and Maintenance Service.**
- c) Qualifying value Category **LEVEL 2 \$100,000.01 - \$2,000,000.00**

- d) The bidder is not:
- i. insolvent;
 2. in receivership;
 3. bankrupt; or
 4. being wound up
- iii. the bidder's business activities have not been suspended;
 - iv. the bidder is not the subject of legal proceedings for any of the circumstances in (d);
 - v. the bidder has fulfilled his or her obligations to pay taxes and National Insurance Contributions;
 - vi. the bidder has the legal capacity to enter into a contract;
 - vii. the Directors and/or Principal Officers have not been convicted for any criminal offences.

e) The bidder must have the necessary professional and technical qualifications and competence, financial resources (required to show available finances), equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and

f) The bidder must meet relevant industry standards.

5. SUBMISSION INSTRUCTIONS

- a. **Contractors/Service Provider(s) who are not registered** with the OPR (Procurement Depository) **will not be eligible** to partake in this Invitation to Tender (ITT).
- b. Contractor/Service Provider(s) envelopes **MUST** be properly labelled at the front in bold font, stamped and signed by the Managing Director/Representative of the Contractor/Service Provider Company. Returning Address of the Contractor/Service Provider **MUST** be indicated at the back of the envelope.
- c. The **SUBMISSION SECTION** must have cover page identifying the name of the Contractor/Service Provider(s) company /Business, address, contact information, email and company logo.

- d. A cover letter introducing the Contractor/Service Provider(s) company, its years in operations, approximate number of employees and its Directors is mandatory.
- e. The **SUBMISSION SECTION** requires you to submit the following information and in the following Order:

Each item should be tabbed.

(1) Evidence of Business Registration (Mandatory)

- Certificate of Incorporation/Business Registration
- Notice of Incorporation
- Notice of Directors if Incorporated
- Notice of Address

(2) Evidence of Compliance with Statutory Requirements (Mandatory)

- VAT Clearance Certificate no older than six (6) months;
- VAT Non-Registered if not eligible for VAT
- BIR Clearance no older than six (6) months;
- NIS compliance certificate;
- Income Tax/BIR

- (3)** The name of the person proposed for administration and execution of the contract together with an accessible telephone contact and an email address.

- (4)** Name and signed resume of Key Personnel- Copies of certificates to be attached.

- (5)** Contract agreement/Letters of Award/Purchase Order – Bidders can provide two (2) previously signed Contract Agreement/Letter of Award/Purchase Orders in works of a similar nature, evidence by the scope of works and bill of quantities. The letters of recommendation should state the period of the contract, the value of the contract and the performance/performance certificates of the Contractor/Service Provider's on each contract.

- (6) A statement certifying that the provider shall comply with the methodology outlined in this tender document.
- (7) Price proposal, VAT must be billed separately.
- (8) Evidence of Financial Capacity –Tenderers must provide a current statement (not older than two (2) months) or letter from a recognized financial institution demonstrating finances available to 60% or more to the sum tendered. Tenderers shall also submit a listing of all ongoing (current) projects/s (if any) See Appendix D.
- (9) Implementation Plan/Methodology – this plan must include the specific tasks for the project. It should identify detailed descriptions of the procedures and methods to complete all tasks in order to satisfy the objectives/needs identified in the required scope.
- (10) Bill of Quantity.
- (11) Attached Statement of Truth annexed in Appendix A
- (12) A statement certifying that the price proposed is valid for a period of at least ninety (90) days in Appendix B.
- (13) Document stating that firms/company are not subject to any investigation for fraud, money laundering, terrorist financing, has its operation wound up or subject to any litigations. (See Appendix C)

Please note all of the above document are MANDATORY

6. METHODOLOGY

A detailed description of the plan of action which outlines the use of all resources within the quoted time to deliver the desired project output. This plan should be sufficiently detailed to guide the project at every stage and to provide the assurance that every necessary aspect to deliver the required output, on time and on budget has been

considered. Contractor/Service Provider(s) are asked to kindly provide a Gantt chart that will identify the **deliverables and or phases of the works to be performed**.

7. REQUESTS FOR ADDITIONAL INFORMATION

Contractor/Service Providers(s) requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by email address: dcdedl.procurement@gov.tt by **Monday 25th November, 2024 @ 10:00 a.m.**

All queries should be addressed to:

Mrs. Kera Gardiner-Huggins
Public Procurement Supervisor

Division of Community Development, Youth Development and Sport

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

8. SUBMISSIONS

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

SECRETARY OF THE TENDERS COMMITTEE

Division of Community Development, Youth Development and Sport

**ITT: REFURBISHMENT OF SIGNAL
HILL YOUTH CENTRE, SIGNAL HILL,
TOBAGO**

DCDYDS: ITT 2025- 0003

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

Tuesday 3rd December, 2024 @ 2:00 p.m. sharp

Contractor/Service Provider(s) **MUST** submit one **(1)** original and five **(5)** 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.

9. SITE VISITS

The DCDYDS will coordinate site visits to the facility.

No.	LOCATION	DATE	TIME
1	Signal Hill Youth Centre, Signal Hill, Tobago	Monday 18th November, 2024	10:00 a.m.

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

Site visits by invited Bidders are mandatory.

10. SCOPE OF WORK/BILL OF QUANTITIES– SEE APPENDIX E

11. EVALUATION OF TENDER

The DCDYDS retains a separate right to waive irregularities in the submission if in the Division’s discretion such irregularities are of minor technical nature or relate to defects. Where documents submitted by the Bidder are of a statutory nature only, and are materially incomplete or inaccurate, the DCDYDS has the discretion to enter into an award with the successful Bidder, subject to the incomplete or inaccurate statutory document being remedied by the Bidder within seven (7) days.

While the DCDYDS reserves the right to waive certain criteria at the selection stage, all Contractor/Service Provider(s) are advised to provide all of the mandatory requirements. The DCDYDS also reserves the right to reject any proposal that fails to provide all of the mandatory requirements. Contractor/Service Provider(s) that goes on to the Award stage of the evaluation **SHOULD** meet **ALL** of the criteria in the Selection Stage of the evaluation.

EVALUATION CRITERIA SELECTION CRITERIA

CRITERIA	SCORE	REMARKS
Legally registered company in compliance with VAT, NIS and Income Tax laws	MANDATORY	
Evidence of Business Registration -Notice of Directors	MANDATORY	
Firms are not subject to any investigation for fraud, money laundering, terrorist financing, has its operation wound up or subject to any litigations.	MANDATORY	
Statement certifying that provider can meet requirements of methodology which incorporates the scope of work	MANDATORY	
Statement certifying that bids are valid for a period of at least ninety (90) days	MANDATORY	
Signed Site Visit Register	MANDATORY	
Statement of Truth	MANDATORY	
Ethical Code of Conduct for Contractors and suppliers	MANDATORY	
Registered under the requested line of business with OPR	MANDATORY	

**11b. AWARD
CRITERIA**

Contractor/Service Provider(s) would be evaluated according to a two-stage evaluation process based on Technical Evaluation criteria as well as Price Proposal. Contractor/Service Provider(s) must submit adequate evidence to support each of the criterion listed below.

TECHNICAL CRITERIA	MAX SCORE	SCORE
Presentation, Layout, Order and Compliance with documents to be submitted	5%	
Assessment of Past Performance (firm has experience in undertaking works of similar nature as in the ITT- two (2) previous contracts/letters or award/purchase orders and must include scope of works and Bill of Quantities within the past eight (8) years.)	5%	
Qualifications and Experience of Key Personnel	5%	
Implementation Plan/Proposal (To demonstrate the ability to execute the job plan, time frame (GANTT CHART), equipment and resources.	25%	
Health and Safety Tenderers are required to show safety policy relevant to this project, risk assessment relevant to this project and identify a safety officer for the duration of this project. Policy shall be in compliant with OSH Act 2003, as amended.	10%	
Evidence of Financial Capacity. Firms must have the ability to meet cash flow requirements of the sum proposed in this ITT. Evidence of access to or availability of credit facility by the Firm's Bank or other recognized financial institution. This letter should reasonably provide a range of the finances available to the Firm. E.g. (upper six (6) digit, lower five (5) digit).	10%	

TECHNICAL CRITERIA TOTAL – 60%

Contractor/Service Provider(s) must obtain an overall minimum average of 50% in order to be considered for Award of Contract.

PRICE SUBMISSION

Price (Price proposed is reasonable for the scope of work outlined)	40%	
TOTAL	100%	

12. TERMS OF PAYMENT

The successful Contractor/Service Provider shall be paid upon the submission of invoices. A mobilization fee of 30% would be paid at the start of works. Payment generally shall be made within thirty (30) days of the submission of the invoice(s) and subsequent issuance of the completion certificate by the Project Manager. A 10% retention shall be held by DCDYDS for six (6) months, for defect liability period.

The DCDYDS reserves the right to query all invoices against the Assembly's own inspection and verification of work.

13. BID VALIDITY PERIOD

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

14. NO CONTRACTUAL OBLIGATIONS

This is a Request for Proposal. No contractual obligations will arise between DCDYDS and any proponent until and unless DCDYDS and a proponent enters into a formal, written contract for the provision of services contemplated in this document. The DCDYDS reserves the right to vary and or amend contractual terms, with mutual consent of the DCDYDS and any successful proponent.

15. LATE TENDERS

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

16. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in this document, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participation in the RFP, and by submitting a proposal/bid each proponent shall be deemed to have agreed that it has no claim.

17. CONFLICT OF INTEREST

The DCDYDS will ensure there is no Conflict of Interest in this tender. As such, any relationship involving proponents and members of DCDYDS'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 participate for the supply of items and or services stated herein. For the purpose of this RFP the term "relative" means father, mother, brother, sister, son, daughter or spouse of a person and includes the spouse of a son or daughter of such person.

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

18. ACKNOWLEDGEMENT

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

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

19. STANDSTILL PERIOD

Once a decision is taken to accept a successful submission and prior to Award of Contract, the DCDYDS will enter into a Standstill period of twelve (12) working days. During this time, the DCDYDS shall notify each supplier or contractor who presented submissions of its decision to accept the successful submission at the end of the period. The notice shall contain the following:

- a) The name and address of the supplier or contractor presenting the successful submission;
- b) The contract price; and
- c) The duration of the standstill period as set out in this solicitation document.

20. SUPPLIER CODE OF CONDUCT

By participating in this ITT, Contractors/Service Providers agree to abide by the Ethical Code of Conduct for Suppliers and Contractors as prescribed by the OPR. For ease of reference this document can be found at the following link:

<https://oprtd.org/wp-content/uploads/2023/08/Ethical-Code-Conduct-for-Suppliers-and-Contractors.pdf>

21. RIGHTS OF THE DIVISION OF COMMUNITY DEVELOPMENT, YOUTH DEVELOPMENT AND SPORT

In addition to the rights expressed herein, the following additional rights accrue:

- a) The DCDYDS reserves the right to reject any or all bids without limiting the generality of the foregoing, a bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced.
- b) The DCDYDS reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.
- c) The DCDYDS reserve 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 ground for the action.
- d) The DCDYDS may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are

substantially higher than the official budget approved by the Division.

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

22. GOVERNING LAW

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

-End-

APPENDIX A

Statement of truth

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

I understand that the DCDYDS 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.

Dated this..... day of.....2024

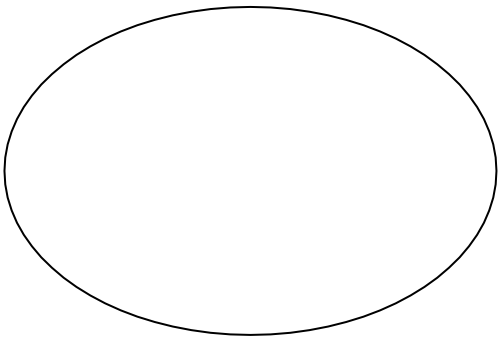
.....

Authorized Representative Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....



SEAL

APPENDIX B
SUBMISSION FORM

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

Dear Sirs/Madam

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

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

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

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

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

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

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

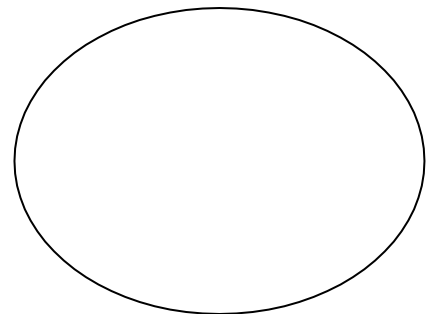
Dated this.....day of..... 20.....

.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....
.....



SEAL

APPENDIX C

SUBMISSION FORM

Instructions: Detach, print back and front and place the necessary attachments under the respectively labelled cover pages. For instance, attachment for certificate of incorporation should be placed under cover page “A”. Attachments must be tabbed for ease of access.

1. I amManaging
Director/ Chief Executive Officer/Director and or authorized representative of
.....
.....
.....
..... (hereinafter referred to as “Contractor/Service Provider”). In so
far as the contents of this application are within my personal knowledge they are
true, otherwise they are true to the best of my knowledge, information and belief.

I make this submission in response to **DCDYDS: ITT 2025 – 0003**
REFURBISHMENT OF SIGNAL HILL YOUTH CENTRE, SIGNAL HILL,
TOBAGO.

☐ Limited Liability ☐ Registered Sole Trader ☐ Unregistered Sole
trader

☐ Unincorporated Association ☐ Partnership

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

2. Address of Tenderer:

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

.....

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

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

.....

.....

.....

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

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

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

~~any analogous situation arising from a similar procedure under the laws and~~
regulations of Trinidad and Tobago or any other jurisdiction.

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

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

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

.....

AUTHORISED PERSONNEL
(Print Name and Signature)

.....
DATE

APPENDIX D

FORM OF TENDER

To: Administrator, Division of Community Development, Youth Development and Sport

TENDER: DCDYDS: 2025 – 0003 REFURBISHMENT OF SIGNAL HILL YOUTH CENTRE, SIGNAL HILL, TOBAGO.

Having examined the Tender Document issued by the DCDYDS and having also visited the site, we do hereby, offer to execute and complete the hole of the said works described and referred to therein for the sums herein proposed:

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

PLUS VALUE ADDED TAX.....
..... (TT\$.....)

TOTAL:.....
.....(TT\$.....)

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

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

Dated this day of 20.....

.....

Authorized Representative Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

COMPANY STAMP

DOCUMENT SUBMISSION CHECKLIST

Proponents are to place a tick in the checkbox for each item that is included in the proposal (ORDER OF SUBMISSION)

DESCRIPTION	PROVIDED ✓ (/X)
1. Cover Page/Letter/Table of Contents	
2. Form of Tender	
3. Statement of Truth	
4. Certificate of Incorporation	
5. Business Registration	
6. Notice of Incorporation	
7. Notice of Directors	
8. Valid VAT Compliance Certificate	
9. Valid NIS Compliance Certificate	
10. Valid Income Tax Clearance Certificate /BIR	
11. Evidence of Domicile (Business Address) in Tobago	
12. Reference Report	
13. Submission Forms (Appendix B & C)	
14. Ethical Code of Conduct for Contractors and suppliers(Evidence to be shown)	
15. Letter from Financial Institution	
16. Methodology	
17. Bill of Quantities	

APPENDIX E

SCOPE OF WORKS

Scope of works – Signal Hill Youth Center, Signal Hill, Tobago.

The Scope of repair works to be completed at the Signal Hill Youth Center are as follows:

- 1) Demolition of block wall at entrance of building (approx. 9 sm).
- 2) Removal of windows - (7)
- 3) Removal of plumbing fixtures (WCs, face basins, piping etc).
- 4) Erecting blockwork (19 sm).
- 5) Installation of partition walls (11 sm of gypsum walls).
- 6) Supply and installation of two (2) cabinets (1 for shelving and 1 for kitchen cabinetry)
- 7) Supply and installation of windows and shutters (7, 6'x4' windows)
- 8) Supply and installation of 3' wide aluminum emergency exit door.
- 9) Supply and Installation of 3' wide cedar panel door – 1 and 1 glass door (1830 mm x 2032mm).
- 10) Tiling - area (11 sm).
- 11) Supply and Installation of laminate floor (82 sm).
- 12) Painting of internal walls (160 sm).
- 13) Painting of external walls (42 sm).
- 14) Supply and installation of Gypsum Ceilings (52 sm).
- 15) Replacement of kitchen sink and faucet.
- 16) Installation of pavement / sidewalks (52 sm.)
- 17) Installation fencing, 1.5m high (66 m).
- 18) Installation of Gates (2 -6' x 5').
- 19) Supply and installation of AC units (3- 12,000BTU and 1- 24,000 BTU).
- 20) Supply and installation of Extractor Fans (1-14" dia and 2 – 12" dia.).
- 21) Supply and install External lights (4- dusk to dawn lights).
- 22) Supply and Internal lights (6-drop lights, 12, 2'x4' panel lights, 6,6" LED down lighters).

BILL OF QUANTITIES FORMAT

**Name of Project: DCDYDS: 2025 – 0003 REFURBISHMENT OF SIGNAL HILL
YOUTH CENTRE, SIGNAL HILL, TOBAGO.**

Contractor: _____

Tender Brief: The Contractor costing for required supplies, expertise, labour, tools, equipment, material and services required to provide and complete this scope of work according to specification and standard set by the authorized agent of the Division. Please note, all unwanted apparatus should be discarded from the project site during and on completion of the project.

					<i>PRELIMINARIES</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	<i>\$ C</i>
1	PRELIMINARIES				
1.1	Main Contract: Part A: Information and requirements				
1.1.1	Project particulars				
1.1.1.1	Name of project				
1.1.1.1.5	Signal Hill Youth Centre Renovation				
1.1.1.2	Nature of project				
1.1.1.2.5	Renovation of Youth Centre Building				
1.1.1.3	Location of project				
1.1.1.3.5	Signal Hill Main Road, Tobago				
				<i>To Collection</i>	<i>0.00</i>
				<i>\$</i>	
					<i>PRELIMINARIES</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	<i>\$ C</i>
	Collection				
	<i>Total from Page 1</i>			<i>\$</i>	<i>0.00</i>
				<i>To Summary</i>	<i>0.00</i>
				<i>\$</i>	
					<i>DEMOLITIONS</i>

		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	<i>\$ C</i>
3	DEMOLITIONS				
3.1	Demolitions				
3.1.3	Parts of structures				
3.1.3.1	down to ground level block wall at the front of the building approximately 9m2.		<i>Item</i>	<i>0.00</i>	<i>0.00</i>
				<i>To Collection</i> <i>\$</i>	<i>0.00</i>
					<i>DEMOLITIONS</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	<i>\$ C</i>
	Collection				
	<i>Total from Page 3</i>			<i>\$</i>	<i>0.00</i>
				<i>To Summary</i> <i>\$</i>	<i>0.00</i>
					<i>ALTERATIONS, REPAIRS AND CONSERVATION</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	<i>\$ C</i>
4	ALTERATIONS, REPAIRS AND CONSERVATION				
4.1	Alteration work to existing buildings				
4.1.2	Removing				
4.1.2.1	Fittings and fixtures				
4.1.2.1.1	Seven (7) windows as per drawing.		<i>Item</i>	<i>0.00</i>	<i>0.00</i>
4.1.2.1.2	Two (2) external doors entrance and exit inclusive of frame.		<i>Item</i>	<i>0.00</i>	<i>0.00</i>
4.1.2.2	Plumbing items or installations.				
4.1.2.2.1	WC suites as per drawings		<i>Item</i>	<i>0.00</i>	<i>0.00</i>

4.1.2.2.2	Face basin		Item	0.00	0.00
				To Collection \$	0.00
					ALTERATIONS, REPAIRS AND CONSERVATION
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 5			\$	0.00
				To Summary \$	0.00
					MASONRY
		Qty	Unit	Rate	\$ C
14	MASONRY				
14.1	Brick/Block walling				
14.1.2	Hollow Clay Blockwork				
14.1.2.1	Walls				
14.1.2.1.1	100 mm thick blockwork	19	m2	0.00	0.00
				To Collection \$	0.00
					MASONRY
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 7			\$	0.00
				To Summary \$	0.00
					PROPRIETARY LININGS & PARTITIONS
		Qty	Unit	Rate	\$ C

20	PROPRIETARY LININGS & PARTITIONS				
20.1	Metal framed systems to walls and ceilings				
20.1.0	Drylining and partitioning systems to walls and ceilings				
20.1.0.1	Proprietary metal framed system to form walls				
20.1.0.1.1	Finished thickness 100mm	11	m2	0.00	0.00
				To Collection \$	0.00
					PROPRIETARY LININGS & PARTITIONS
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 9			\$	0.00
				To Summary \$	0.00
					CLADDING AND COVERING
		Qty	Unit	Rate	\$ C
21	CLADDING AND COVERING				
21.6	Sheet claddings or coverings				
21.6.1	Walls				
21.6.1.1	Not exceeding 600 wide.	9	m	0.00	0.00
				To Collection \$	0.00
					CLADDING AND COVERING
		Qty	Unit	Rate	\$ C

	Collection				
	<i>Total from Page 11</i>			\$	0.00
				<i>To Summary</i> \$	0.00
					<i>GENERAL JOINERY</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
22	GENERAL JOINERY				
22.1	Unframed isolated trims, skirtings and sundry items				
22.1.4	Isolated shelves and worktops				
22.1.4.1	Supplying and installing reception desk as 1830mm long as per specs	1	nr	0.00	0.00
22.1.4	Kitchen cabinets				
22.1.4.1	Construct upper and lower level kitchen cabinet using cedar 2440mm long as per specifications	1	nr	0.00	0.00
				<i>To Collection</i> \$	0.00
					<i>GENERAL JOINERY</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
	Collection				
	<i>Total from Page 13</i>			\$	0.00
				<i>To Summary</i> \$	0.00
					<i>WINDOWS, SCREENS & LIGHTS</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
23	WINDOWS, SCREENS & LIGHTS				

23.1	Windows				
23.1.1	Installation Windows and window frames				
23.1.1.1	1830mm x 1220mm windows	7	nr	0.00	0.00
23.1.2	Window shutters				
23.1.2.1	Dimensioned 1900mm x 1300mm	7	nr	0.00	0.00
				To Collection \$	0.00
					WINDOWS, SCREENS & LIGHTS
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 15			\$	0.00
				To Summary \$	0.00
					DOORS, SHUTTERS AND HATCHES
		Qty	Unit	Rate	\$ C
24	DOORS, SHUTTERS AND HATCHES				
24.1	Doors & frames				
24.1.1	Door sets				
24.1.1.1	supply and install emergency exit door inclusive of frame 915mm x 2032mm	1	nr	0.00	0.00
24.1.1.2	1830mm x 2032mm double door glass door in aliminum frame.	1	nr	0.00	0.00

24.1.1.3	915mm x 2032mm cedar panel door in aluminium frame	1	nr	0.00	0.00
				To Collection \$	0.00
					DOORS, SHUTTERS AND HATCHES
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 17			\$	0.00
				To Summary \$	0.00
					FLOOR, WALL, CEILING & ROOF FINISHINGS
		Qty	Unit	Rate	\$ C
28	FLOOR, WALL, CEILING & ROOF FINISHINGS				
28.2	Tiled finishes				
28.2.2	Floors, 600mm x 600mm porcelain tiles				
28.2.2.1	> 600mm wide.	11	m2	0.00	0.00
28.5	Sheet finishes				
28.5.2	SPC Flooring 183mm x 1220mm x 6mm				
28.5.2.1	> 600mm wide.	82	m2	0.00	0.00
28.6	Applied liquid finishes				
28.6.7	Finish to walls, two coats of emulsion paint and weather				

	guard or similar quality on exterior.				
28.6.7.1	> 600mm wide (interior)	160	m2	0.00	0.00
28.6.7.2	> 600mm wide. [Exterior]	42	m2	0.00	0.00
28.6.9	Ceilings, Coated with two coats of Aqua Gloss				
28.6.9.1	> 600mm wide.	52	m2	0.00	0.00
				To Collection \$	0.00
					FLOOR, WALL, CEILING & ROOF FINISHINGS
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 19			\$	0.00
				To Summary \$	0.00
					SUSPENDED CEILINGS
		Qty	Unit	Rate	\$ C
30	SUSPENDED CEILINGS				
30.2	Solid suspended ceilings				
30.2.1	Ceilings framed with metal grid and sheeted with gypsum, sanded, mudded and painted to finish.				

30.2.1.1	Depth of suspension 150- 500mm.	60	m2	0.00	0.00
				To Collection \$	0.00
					SUSPENDED CEILINGS
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 21			\$	0.00
				To Summary \$	0.00
					FURNITURE, FITTINGS AND EQUIPMENT
		Qty	Unit	Rate	\$ C
32	FURNITURE, FITTINGS AND EQUIPMENT				
32.2	Kitchen fittings				
32.2.2	Fixtures, fittings or equipment with services				
32.2.2.1	Double bowl stainless steel kitchen sink inclusive of faucet.	1	nr	0.00	0.00
32.4	Sanitary appliances & fittings				
32.4.2	Fixtures, fittings or equipment with services				
32.4.2.1	supply and install armitage shanks face basin with delta chrome tap inclusive of all associate fittings to make functional. i.e angle valve, P- trap,etc.	1	nr	0.00	0.00

				<i>To Collection</i> \$	<i>0.00</i>
					<i>FURNITURE, FITTINGS AND EQUIPMENT</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
	Collection				
	<i>Total from Page 23</i>			\$	<i>0.00</i>
				<i>To Summary</i> \$	<i>0.00</i>
					<i>SITE WORKS</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
35	SITE WORKS				
35.1	Road & path pavings				
35.1	Apron				
35.1	Construct 1220mm wide, 100mm thick concrete slab with 12mm bars and 5x5x8 gauge	52	m2	0.00	0.00
				<i>To Collection</i> \$	<i>0.00</i>
					<i>SITE WORKS</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
	Collection				
	<i>Total from Page 25</i>			\$	<i>0.00</i>
				<i>To Summary</i> \$	<i>0.00</i>
					<i>FENCING</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C

36	FENCING				
36.1	10 guage coated chain link fence with 50mm post 3.04m appart 25mm for top and bottom rail.				
36.1.1	1.5m high	66	m	0.00	0.00
36.5	Gates				
36.5.1	1830mm high x 1525mm made with R.H.S 25mm and 12mm.	2	nr	0.00	0.00
				To Collection \$	0.00
					FENCING
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 27			\$	0.00
				To Summary \$	0.00
					MECHANICAL SERVICES
		Qty	Unit	Rate	\$ C
38	MECHANICAL SERVICES				
38.1	Primary equipment				
38.1	Air Conditioning units				
38.1	Supply and install inverter air conditioning units.				
38.1	24000 BTU	1	nr	0.00	0.00
38.2	12000 BTU	3	nr	0.00	0.00
38.1	Extractor Fans				
38.1	supply and install 14" extractor fan	1	nr	0.00	0.00

	inclusive of all associated electricals (kitchen).				
38.2	Supply and install 12" extractor fans inclusive of all associated electricals. (Toilets)	2	nr.	0.00	0.00
				To Collection \$	0.00
					MECHANICAL SERVICES
		Qty	Unit	Rate	\$ C
	Collection				
	Total from Page 29			\$	0.00
				To Summary \$	0.00
					ELECTRICAL SERVICES
		Qty	Unit	Rate	\$ C
39	ELECTRICAL SERVICES				
39	Lighting				
39	Supply and installation of drop lights with sockets.	6	nr	0.00	0.00
39	600mm x 1220mm L.E.D panel lights	12	nr	0.00	0.00
39	150mm L.E.D square downlighters	6	nr	0.00	0.00
39	supply and install dusk to dawn lights	4	nr	0.00	0.00

				<i>To Collection</i>	<i>0.00</i>
				\$	
					<i>ELECTRICAL SERVICES</i>
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
	Collection				
	<i>Total from Page 31</i>			\$	<i>0.00</i>
				<i>To Summary</i>	<i>0.00</i>
				\$	
		<i>Qty</i>	<i>Unit</i>	<i>Rate</i>	\$ C
	Summary				
	<i>PRELIMINARIES Page 2</i>			\$	<i>0.00</i>
	<i>DEMOLITIONS Page 4</i>			\$	<i>0.00</i>
	<i>ALTERATIONS, REPAIRS AND CONSERVATION Page 6</i>			\$	<i>0.00</i>
	<i>MASONRY Page 8</i>			\$	<i>0.00</i>
	<i>PROPRIETARY LININGS & PARTITIONS Page 10</i>			\$	<i>0.00</i>

	<i>CLADDING AND COVERING Page 12</i>			\$	<i>0.00</i>
	<i>GENERAL JOINERY Page 14</i>			\$	<i>0.00</i>
	<i>WINDOWS, SCREENS & LIGHTS Page 16</i>			\$	<i>0.00</i>
	<i>DOORS, SHUTTERS AND HATCHES Page 18</i>			\$	<i>0.00</i>
	<i>FLOOR, WALL, CEILING & ROOF FINISHINGS Page 20</i>			\$	<i>0.00</i>
	<i>SUSPENDED CEILINGS Page 22</i>			\$	<i>0.00</i>
	<i>FURNITURE, FITTINGS AND EQUIPMENT Page 24</i>			\$	<i>0.00</i>
	<i>SITE WORKS Page 26</i>			\$	<i>0.00</i>
	<i>FENCING Page 28</i>			\$	<i>0.00</i>
	<i>MECHANICAL SERVICES Page 30</i>			\$	<i>0.00</i>
	<i>ELECTRICAL SERVICES Page 32</i>			\$	<i>0.00</i>
				<i>Total for Bill</i> \$	<i>0.00</i>

