



**MINISTRY OF SPORT AND YOUTH AFFAIRS
(PROJECT MANAGEMENT UNIT)**

TENDER DOCUMENT

FOR

PROPOSED SEWER UPGRADES

AT

CALIFORNIA YOUTH FACILITY, PT. LISAS

FOR

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

PROJECT MANAGER:

PROJECT MANAGEMENT UNIT
MINISTRY OF SPORT AND YOUTH AFFAIRS
#2 ELIZABETH STREET, ST CLAIR
PORT-OF-SPAIN

April, 2019

PUBLIC PROCUREMENT ADVERTISEMENT

The Ministry of Sport and Youth Affairs invites tenders for the following Project:

#	Project Facility	Name of Tender	Mandatory Pre-Submission Briefing/Site Visit	Closing Date/Time
1	California Youth Facility	Sewer Upgrades	Friday 3rd May, 2019 3:00 p.m.	Wednesday 15th May, 2019 3:00 p.m.

ELIGIBILITY

Submission of tenders is open to all contractors registered in Trinidad and Tobago who possess the expertise, experience and financial resources to undertake selected project(s).

Only Proponents signing the Attendance Register at the respective Mandatory Pre-Submission Briefing/Site Visit and submitting valid Mandatory Statutory Certificates (Income Tax Certificate, VAT Certificate and National Insurance Board Compliance Certificate) will qualify to be evaluated.

EVALUATION CRITERIA (TECHNICAL/FINANCIAL)

Tender submissions will be evaluated according to the following basic criteria:

- i. Proposed Implementation Time (10 pts. Max)
- ii. General Background of the Firm (5 pts. Max)
- iii. Performance History (10 pts. Max)
- iv. Work Experience of the Firm in performing services for projects of similar nature (10 pts. Max)
- v. Methodology and Work Plan (10 pts. Max)
- vi. Curricula Vitae of Proposed Key Professional Staff (5 pts. Max)
- vii. Fee (30 pts. Max)
- viii. Financial Capability of the Firm (20 pts. Max.)

Proponents are advised that Tender Documents will be available from Friday 26th April, 2019:

- From the Ministry of Sport and Youth Affairs' website at www.sport.gov.tt

Contractors are required to submit One (1) printed Original of the Proposal comprising a Technical Proposal and a Financial Proposal, in a sealed envelope properly labelled with the Name of Tender.

Complete Proposals must be addressed to:

Permanent Secretary
Ministry of Sport and Youth Affairs
#2 Elizabeth Street, St. Clair, Port-of-Spain

Sealed packages must be placed in the appropriately marked tender box, located in the Procurement Unit, 3rd Floor of the Ministry of Sport and Youth Affairs, #2 Elizabeth Street, St. Clair, Port-of-Spain. Late submissions will not be considered. Tender submissions will not be accepted electronically.

It shall be noted that:

- i. The Ministry of Sport and Youth Affairs reserves the right to cancel the present tender process in its entirety or partially, without defraying all costs associated with the preparation and submission of the Proposal;
- ii. The Ministry of Sport and Youth Affairs does not bind itself to accept the lowest price of any Proposal submitted.

Further information or clarification can be obtained from the Procurement Unit, at the Ministry of Sport and Youth Affairs Telephone 1 868 – 628 - MSYA (6792) Extensions 5101, 5102 or 5103.

Permanent Secretary
Ministry of Sport and Youth Affairs
26th April, 2019

CALIFORNIA YOUTH FACILITY – PROPOSED SEWER UPGRADES

MSYA/PMU

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2.0 MATERIALS AND WORKMANSHIP

3.0 WORK TO BE DONE

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5.0 TECHNICAL AND FINANCIAL SPECIMEN FORMS*

Form 1: Appendix to Tender

Form 2: Form of Tender

Form 3: Applicant Information Sheet

Form 4: Work Experience of Firm

Form 5: Similar Type of Works

Form 6: General Background and Organization

Form 7: Methodology and Work Plan

Form 8: Curricula Vitae for Proposed Key Professional Staff

***ALL FORMS ARE TO BE FILLED OUT AND RETURNED IN THE PROPOSAL**

1.0 PRELIMINARIES AND GENERAL CONDITIONS



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Youth Affairs

NAME OF PROJECT: Proposed Sewer Upgrades, at the California Youth Facility

EMPLOYER: Permanent Secretary
Ministry of Sport and Youth Affairs
#2 Elizabeth Street
St Clair

PROJECT MANAGER: Project Management Unit
Ministry of Sport and Youth Affairs
#2 Elizabeth Street, St Clair
Port-of-Spain
Tel. No. 628-6792

Or any other person/s authorized to
act on their behalf

PRELIMINARIES AND GENERAL CONDITIONS

Description of Works

The works entails carpentry/Joinery works along with upgrades to the sewer system

Scope of Works

The works comprise the following:

Sewer System

1. Empty septic tank
2. Clear waste lines
3. Clear septic tank out flow line
4. Seal septic tank cover

Location of Site

The site of the proposed works is located at the California Youth training Facility, Pt. Lisas.

Preliminary Investigation

The Contractor is advised to visit the site and satisfy himself as to the full extent and nature of the works, means of access, conditions of the existing property and generally any conditions which may influence his tender.

Possession of site

To be agreed upon the Award of Contract. The works shall be executed in a manner to cause the least disturbance to the other operations on the site. An area for the storage of material would be identified in consultation with the Facility Manager or his representative.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS

A. (Tenderers are advised to read all instructions carefully. Failure to follow these instructions may result in rejection of your offer).

1. Tenders must be accompanied by a valid up-to-date Income Tax Clearance Certificate issued by the Board of Inland Revenue.
2. Tenderers who are registered for Value Added Tax must:
 - a. Provide a valid up-to-date Value Added Tax Clearance Certificate.
 - b. Show the tax separately below the tender price.
3. Tenderers are advised to note:
 - a. Where a person or firm imports goods that are exempt from payment of Customs Duty, Under Item 20 of the 2nd Schedule of the Customs Ordinance, Value Added Tax shall not be charged upon the entry of the goods so imported or taken out of bond, by or on behalf of the Central Government for its own use;
 - b. The treatment of Value Added Tax on the supply of goods ex-stock and, as well services in Trinidad and Tobago to the Central Government will remain the same, subject to the rate of tax appropriate to such supplies.
4. Tenderers must provide the following in their tender:
 - a. An assurance that prices would remain valid for an initial minimum period of ninety (90) days from the closing date of tender.
 - b. A firm delivery period.
 - c. Guaranteed offer.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS

- A. **Text to be definitive**
Do not alter, add to or modify the text of the specifications as this will not be recognized or taken into account and could lead to a disqualification of the tender. If the Tenderer wishes to make an observation as to the printed text in connection with the rates or prices he had inserted, such observation shall form the subject of a separate letter to accompany his tender.
- B. **Pricing**
Price in ink each item in the specification which is considered to have a money value. If the Tenderer omits to price any item, it will be deemed that either he will perform the services described free of charge or that the cost of such services has been included against items appearing elsewhere in the specification.
- C. Prices inserted unless otherwise stated, shall be deemed to include for all duties, taxes, materials, plant and tools, transportation, labour and supervision and all other costs necessary for the timely execution of the works.
- D. Prices are to be submitted in Trinidad and Tobago Dollars (TT \$) and exclusive of Value Added Tax. This is to be stated along with tender submission to ensure clarity in interpretation of prices.
- E. **Fluctuations**
No adjustment will be made for cost increases/decreases which take place during the period stipulated for carrying out the works except the same are as a consequence of the introduction of or changes to statutory regulations.
- F. **Queries**
The Tenderer shall refer all queries arising out of this tender to the Project Coordinator or his representative whose decision for the purpose of tendering shall be final.
- G. Queries shall be raised not later than five (5) days before the closing date of tenders, so as to permit the circularizing of the replies to all tenderers, if this is considered necessary.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS (Cont'd.)

- A. **Time**
Time is of the essence in this contract so that the agreed date of completion must be adhered to.
- B. **Submission**
Tenderers must submit the Tender Document duly priced with the completed Form of Tender in a sealed envelope all in accordance with the instructions as outlined in the invitation to tender and including the following.
- C. The full name, signature, office and business address of the Tenderer.
- D. Signature of the person making the offer, or in the case of a Company, partnership or business firm, by a duly authorized officer or employee of such company, partnership or the business firm.
- E. The initials of the person making any offer must be inserted next to any alterations to include clause for correction or erasures made or in the case of a company, discount offered (if any).
- F. **Errors**
The Tender will be checked for arithmetical errors and corrected and the Tender sum adjusted accordingly and with the concurrence of the Tenderer shall be considered to be binding on the Tenderer. If the Tenderer shall not accept the corrected amount, his tender will be rejected and the next lowest Tenderer will be offered the same opportunity. The foregoing is subject to the Employer's right not to accept the lowest or any tender.

Where errors are discovered after acceptance of the Tender, the Tenderer would be deemed to have stood by his accepted corrected tender sum. For the purposes of administering the contract and for interim payments and settlement of accounts, all rates or prices (excluding preliminary items, prime cost and provisional sums) inserted therein by the Tenderer will be reduced or increased in the same proportion as the corrected total of priced items exceeds or falls short of the original total of such items. Alternatively, by agreement with the Tenderer, the total net error shall be added to or deducted from the total shown against Preliminaries, so that the tendered sum remains the same.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS (Cont'd)

- A. **Acceptance/Rejection of Tenders**
The Employer reserves the right to reject any Tender which does not provide satisfactory evidence that the Tenderers has the technical, physical and financial resources to complete the works within the specified contract period.
- B. The Employer may declare the Tendering void when none of the Tenderers meet the intent of the specification or when it is evident that there has been collusion. In addition, all Tenderers may be rejected if they are substantially higher than the official budget approved by the Employer.
- C. **Cost of Bidding**
The Tenderer shall bear all costs associated with the preparation and submission of his bid and the Employer will in no case be responsible or liable for these costs regardless of the conduct or outcome of the tendering.
- D. **Works Programme**
- (i) The Tenderer shall prepare and submit with his Tender a Draft Programme of the works for approval by the Project Engineering Technician.
 - (ii) The works shall be executed in a manner to cause the least disturbance to users of the Facilities.
 - (iii) Tenderer to submit a Method Statement for the Works.
- E. **Contents of Tender Documents**
The set of tender documents issued for the purpose of soliciting tenders includes:
- a. Scope of Works
 - b. Instructions to Tenderers
 - c. Conditions of Contract
 - d. Specifications
 - e. Form of Tender
- F. The Tender is expected to examine carefully all instructions, conditions, forms and terms. Failure to comply with the requirements of bid submission will be at the Tenderer's own risk.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

CONTRACT PARTICULARS

- A. **Form of Agreement and Conditions of Contract**
The Articles of Agreement and General Conditions of Contract will be the FIDIC Short Form of Contract, a copy of which is available at the Project Unit, Ministry of Sport.
- B. A copy of the Form of Contract may be inspected at the Project Coordinator's office by appointment during normal working hours.
- C. **Terms and Conditions for Labour and Materials**
Works are to be executed between the hours of 8:00 a.m. and 4:00 p.m. unless further agreed to with the Ministry of Sport and Youth Affairs and in a manner not to hinder the movement of local pedestrian and vehicular traffic. That the Ministry of Sport and Youth Affairs will in no way be liable for any damages which may be caused to utility lines, premises etc, and it will be your responsibility to repair/replace same without any inconvenience to the person/persons concerned.
- D. The price quoted shall be deemed to be in Trinidad and Tobago currency. Prices quoted shall be deemed to include for the provision of all labour, plant for transport for deliveries to site, for temporary storage of materials and plant for transport, for the erection, maintenance and removal of scaffolding, temporary stagings, protection etc. and for all things necessary for the completion of the works in accordance to the reasonable satisfaction of the Employer
- E. That you adhere to the minimum wages bill and fair wage clause.

Contingency Sum

- F. Contingency sum is required as per the General Summary. This sum is to be expended at the sole discretion of the Project Coordinator.
- G. Contingency items to be agreed with the Ministry of Sport and Youth Affairs before implementation.

Insurance

- H. The Contractor shall provide all necessary insurance or indemnify against:-
1. Injury to persons or property
 2. Workmen compensation.
 3. Fire.
 4. Theft.

To Collection _____

PRELIMINARIES AND GENERAL CONDITIONS

SITE PARTICULARS

- A. **Site Visit**
The Contractor is advised to visit the site and ascertain the nature of work to be done, means of access and egress, the availability and positions of essentials services, viz, electricity, water etc., condition of the site, working space and storage of materials and allowance is to be made in the tender for all such factors which may affect execution of the works.
- B. The Contractor is to note that electricity and water are available for use during the works.
- C. **Protection of Public and Private Services**
The Contractor is to protect, uphold, temporarily divert and maintain all pipes, ducts, drains sewer, service mains, overhead cables and the like during the execution of the works. The Contractor is to make good any damage due to any cause within his control at his own expense or pay any costs and charges in connection therewith. Approval shall be obtained at least at two weeks in advance if any services have to be interrupted.
- D. **Siting of Temporary Works and of Permanent Spoil Disposal**
Obtain the approval of the employer to the siting of permanent spoil disposal and of the proposed siting of materials, of temporary spoil and rubbish deposits and of temporary buildings, temporary roads and the like.
- E. **Temporary Road**
The Contractor shall provide, maintain and alter as necessary all temporary roads, tracks, paths, hard standings, pavement crossings, temporary works and the like. Reinstate the ground and all the work disturbed.
- F. **Temporary Water Disposal**
Provide and maintain temporary gutters, channels, drains and the like from the disposal of surface and other water. Alter, shift and adapt from time to time as necessary.
- G. **Safety, Health and Welfare of Work People**
The Contractor is to provide a safe environment for his work people and other users of the compound and members of the public and appropriate personnel protective equipment for his employees. The Contractor is to comply with all the requirements of the Occupational Safety and Health Act No. 1 of 2004 as amended and as pertaining to these works.

To Collection \$ _____

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP

- A. **Best Quality**
Materials and workmanship are to be of the best quality of their respective kinds, for which there is a British Standard or Code of Practice are to conform thereto unless otherwise stated. Workmanship is to conform to sound building practice unless otherwise described or shown.

- B. **Defective Work**
Any defective materials or substandard workmanship not in accordance with this contract shall be removed and replaced at the Contractor's own expense.

- C. **Apply Throughout**
Descriptions of materials and workmanship given in any one Section are to apply throughout the Specification unless otherwise described.

- D. **Brand Names**
Where materials are described by brand or trade names, such names are given as indication of type, quality etc., allow in tendering for these particular materials but alternative may be used with the Employer's approval. If approval is not given the materials described herein must be provided.

- E. All branded materials shall be used strictly in accordance with the respective manufacturer's recommendations and instructions. The Contractor shall be responsible for obtaining from manufacturers all relevant details regarding the use of their products. The Contractor shall bring immediately to the attention of the Employer any difference between the manufacturer's recommendation and the Specification given herein for a decision on which is to take precedence.

- F. **Provide as Necessary**
Provide as necessary all materials required for the proper execution and completion of the works.

- G. Ensure that all materials will be available from stock and if this is not the case, make arrangements for deliveries so that no delay is occasioned due to the non-availability of materials.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

- A. **Samples**
Samples of materials, colours, panels or sections of finished work, etc., shall be provided without charge, to the Employer for approval, if required. Keep approved samples on site in an approved position for use as a reference by craftsmen. No material or workmanship which in the opinion of the employer is of a lower quality than the approved sample will be accepted by the Employer.
- B. **Tests**
The Contractor's attention is drawn particularly to the requirements described in the Materials and Workmanship Section of the Bills of Quantities. Provide materials for and carry out tests as and when directed by the Employer. If the results of any tests are unsatisfactory bear the cost of any resulting reconstruction which may be ordered by the Employer.
- C. **Rejected Material**
Materials required to be incorporated into the permanent and finished construction works shall on no account be used for temporary works.
- D. Materials or goods rejected by the Ministry's Representative as unsuitable for incorporation into the works shall immediately be removed from the site.

LABOUR

- E. **Provide as Necessary**
Provide as necessary, all skilled, semi-skilled and unskilled labour required for the execution and completion of the works. Workmanship is to be of the best quality throughout, to the reasonable satisfaction of the Employer.
- F. **Availability**
Ensure that all labour will be available for the works and allow in tender for the additional cost of any importation of labour from other districts that may be deemed necessary.

To Collection \$ _____

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

- A. **Fringe Benefits**
Allow for all costs in respect of National Insurance, Vacation and Public Holiday Leave, Sick Leave, Cost of Living Allowance, Subsistence Allowances, traveling time and expenses and all other emoluments and expenses payable to or in connection with the employment of persons for the works.
- B. Comply with local regulations in force relating to the welfare of work-people on the site or in places where work is being prepared for incorporation into the works and keep and maintain, at all times, an adequate First Aid Kit on the site.
- C. **Overtime**
No work is to be executed outside normal working hours without the prior consent of the Employer. Include in the tender for any overtime work which may be considered necessary in order to complete the Works by the agreed date.
- D. **Supervision**
Provide a competent foreman-in-charge and all other site staff, necessary of the proper supervision of the works. Any instructions given by the Ministry's Representative to the foremen-in-charge shall be deemed to be given to the Contractor.

TRANSPORT

- E. Provide all necessary transport for labour and plant.

PLANT, TOOLS AND VEHICLE

- F. Provide all mechanical and non-mechanical plant necessary for the proper execution of the works.
- G. Provide and install all necessary hoists, ladders, tools and other plant and vehicle and allow for altering, adapting and maintaining them as necessary and remove when no longer required.
- H. Provide all surveying instruments, temporary benchmarks and labour for setting-out and leveling.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

- A. **General scaffolding**
Provide all necessary temporary scaffolding for the proper execution and completion of the contract and alter, shift and adapt from time to time as necessary. Re-erect, at own expense, if so required, any scaffolding which has been struck before ascertaining whether it is required by any sub-contractor nominated or otherwise.
- B. **Watching and Protection**
The site of the proposed Works, except for areas within the existing building, shall be under the Contractor's sole charge from the date of possession to the date of completion of the Contract.
- C. Provide all necessary day and night watching (including Security Guards, if necessary) to effectually protect the Works and materials stored on site, including those of sub-contractors and workpeople and visitors and accept all risks for damage or loss.
- D. Provide all necessary temporary hoarding, fencing, gates, barricades, fans, planked footways, gantries, screens, etc. in accordance with the Employer's details for the protection of the work people, occupants, access roadways, adjoining property and the public and alter, adapt and maintain them as necessary and clear away on completion and reinstate all work disturbed to the satisfaction of the competent authorities. Gantries shall be construed with ramps to allow unimpeded passage to physically handicapped persons and children.
- E. **Trespass**
Prevent any trespass by unauthorized persons on the site of the Works and any trespass on the adjoining property by own employees or those of sub-contractors and indemnify the Employer against any claims, costs or proceedings whatsoever arising out of any trespass or alleged trespass.
- F. **Attendance**
Provide attendance upon, cut away for and make good after all trades and in all trades performed by own workmen and own sub-contractors and leave perfect on completion.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

A. **Protection of Works**

Case up and protect all work from any kind of injury and damage. Provide all necessary temporary roofs, tarpaulins, screens, planking and general protection that may be required and clear away when no longer needed and reinstate any work which has become damaged or stained.

B. **Laws, Bye Laws, Etc.**

Allow for compliance with all Laws, Bye laws, orders, rules and regulations otherwise passed by the Government of The Republic of Trinidad and Tobago, or any department thereof, insofar as is not provided for elsewhere in the Specification.

C.

Allow for compliance with any regulation made by the police for the temporary parking of vehicles and the loading and unloading of persons or goods.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

GENERAL MATTERS

TEMPORARY SITE ACCOMMODATION

A. **Generally**

The Contractor in concurrence with the Project Engineering Technician shall select areas for all temporary buildings, office accommodation and mess rooms for staff and workmen and remove on completion as may be necessary. The ground on which temporary buildings are sited shall be made good after removal of these buildings.

B. **Toilets**

The contractor may use the toilet facilities available on site free of charge for the use of the workmen, provided that he takes care to cause the least disturbance to the operations of the facilities and makes good any damages arising out of his use of the toilet facilities. However, this concession in no way releases the contractor of his obligation to provide toilet facilities for his workmen.

C. **Water for the Works**

The contractor may use the water supply on the site free of charge provided that he takes care to cause the least disturbance to the operations of the facilities and makes good any damages arising out of his use of the water supply. However, this concession in no way releases the contractor of his obligation to provide clean water for the works.

D. **Lighting and power for the works**

The contractor may use the electric power supply on the site free of charge provided that he takes care to cause the least disturbance to the operations of the facilities and makes good any damages arising out of his use of the electric supply. However, this concession in no way releases the contractor of his obligation to provide temporary lighting and electric power for the works.

To Collection

PRELIMINARIES AND GENERAL CONDITIONS

GENERAL MATTERS

TEMPORARY SITE ACCOMMODATION (Cont'd)

- A. **Inclement Weather**
During inclement weather the contractor shall suspend all operations which may adversely be affected for such time as the Project Coordinator may direct, and effectually cover up and protect the works from injury by weather.

- B. **Making Good**
The contractor is to make good at his own expense all damage to the structure, fittings and decorations resulting from the operations.

- C. **Clear Away and Clean Down**
Clear away all plant and temporary work unless otherwise described or directed and make good. Clear away all existing rubbish, debris and surplus materials as they accumulate and at completion. Clean floors, paving's and all external surfaces and leave the Works clean and perfect at completion.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

COLLECTION

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PRELIMINARIES AND GENERAL CONDITIONS TO GENERAL SUMMARY

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2.0 MATERIALS AND WORKMANSHIP

MATERIAL & WORKMANSHIP

Carpentry and Joinery

Timber

Timber shall be sound with reasonable straight grain and free from warp or other deformation and from sign of fungus, rot, termite, worm and beetle and shall not contain large loose or dead knots, sapwood, shakes or other insufficiencies in strength or stiffness for the work to be done.

Timber which is in the opinion of the Engineer is inferior in quality or condition, or is not suitable for requirements of this work shall be used. No piece of exceptionally light wood shall be permitted. Sample of materials shall be submitted to the Engineer for his approval before the start of the operations.

Unwrought timber shall be sawn full to the dimensions stated, except that occasional variations in sawing are permitted. No variations in sawing shall be more than 4.8 mm under the stated dimension when this is more than 200 mm.

Timber specified wrought on one, or both opposite sides, shall not be more than 12 mm less than the nominal dimension, unless stated to be the “actual” dimensions. Timber shall be held to be wrought by machines dressing, unless otherwise stated.

Standards

The following British Standards shall apply in so far as they refer:

B.S.W. black bolts and nuts	BS 916
Wire nails and cut nails	BS 202
Wood screws	BS 210
Workmanship and Maintenance	CP 112
Preservative Treatment for Structural Timber	CP 98

Pitch Pine

Pitch Pine shall be best quality of mature growth, free from gross defects, air seasoned and having a minimum density of 721 kg/m³ (45 lb/cubic foot) at 25% moisture content.

Plywood

Plywood shall conform to B.S. 1455: 1963 Grade 2 Veneer bounded with “weather and boil proof” synthetic resin adhesive unless otherwise described.

Hardwood

Hardwood, unless otherwise described shall be as specified or other equal and approved.

Chipboard

Chipboard is to be standard grade to comply with B.S. 2604.

Treated Timber

Treat soft wood against termite attack by pressure/vacuum impregnation with an approved preservative in order to obtain a minimum net dry salt retention of 8 kg/m³ (0.5 lb per cubic foot) of timber in accordance with the manufacturer's instructions and to the satisfaction of the Engineer.

Where cross-cutting or boring of treated timber is unavoidable, liberally swab or dip treat all exposed faces with approved preservative.

Natural Finish

When natural finish or finish for staining, clear polish or varnishing is specified, the timber in adjacent pieces shall be matched, or uniformed, or symmetrical in colour and grain.

Shrinkage

Arrange, joint and fix all joinery work in such a manner that shrinkage in any part and in any direction shall not impair the strength and appearance of the finished work and shall not damage adjoining materials or structure.

Moisture Content

The moisture content of timber as delivered for the work shall not be more than 15 percent for Joiner's work, nor shall this content be allowed to increase whilst work is in progress.

The timber may be either air seasoned or kiln seasoned and must be free from seasoning defects when delivered on the job.

Joints

The contractor shall perform all necessary tenoning, grooving, matching, tonguing, housing, rebating and all other works necessary for the correct jointing. He shall provide all metal plates, screws, nails and other fittings that they may be ordered by the Engineer or that may be necessary for the proper execution of the Works, unless otherwise stated on drawings.

All joints are to be the type specified or as is most appropriate in the circumstances. The joints shall be designed and secured so that the stresses to which they are subjected may be either resisted or compensated. Loose joints are to be made where provision must be made for shrinkage or other movements acting other than in the direction of the stresses of fixing or loading.

Glued joints are to be used where provision need not be made for shrinkage or other movements in the connections, and where seal joints are required. All glued joints shall be cross tongued or otherwise reinforced.

Bolt holes should be large enough to permit easy access for the bolt, but may not exceed $D + D/16$ or W.D. * 4.2 mm which ever is the larger. Where D is the bolt diameter.

MATERIAL & WORKMANSHIP

TECHNICAL SPECIFICATIONS Cont'd.

Sewerage Works

All installations are to meet the standards of the Water and Sewerage Authority Standards for Sewerage Installations,

No line extension shall be made from an existing line when the existing line does not meet the minimum requirements outlined in this section.

No pressurized discharge to the gravity sewer system shall be allowed unless specifically approved in writing by the client.

A WASA licensed plumber is required to be on site at all times following commencement of any work governed by this scope of works.

The plumber must have his/her license or registration, personal identification, and all permits available for inspection at the work site at all times.

The contractor must protect stockpiles of excavated material and must keep sidewalks and public access ways clean at all times, in particular at the end of each work day.

It is the responsibility of the contractor to dig with care and verify all utility location information.

If contractor causes or discovers any damage to public or private infrastructure or property during the execution of works, the plumber must notify the client and relevant authorities immediately. Note the Utility company, upon being notified of such damage caused by the plumber, may order the contractor to make any emergency repairs to public or private infrastructure at the contractor's expense. This includes the damage to any infrastructure owned by the Regional Corporation or adjacent properties.

If it is subsequently determined that the any other public or private infrastructure or property was damaged by a plumber's operation, then the time and materials required by the City to repair such damage and other clean-up costs will be invoiced to the contractor.

SAFETY:

All Company's safety rules and regulations must be observed for the duration of this contract. Contractor to arrange for work to be done on (weekends or as otherwise arranged.)

The Contractor's personnel to wear the necessary protective equipment for carrying out the works in a safe manner.

3.0 WORKS TO BE DONE

BILL OF QUANTITIES

Quantities stated below are approximated. Tenderers are to visit the site to verify all dimensions and quantities and allow for all works necessary for the proper execution of the works. Prices should include for these.

Tenderers should note that the material shall withstand the conditions of the environment to which it will be subjected.

NOTES:

- (i) Dimensions and quantities stated are approximate. Tenderers are to visit the site and verify all dimensions and quantities, existing conditions and prices should include for these.
- (ii) The descriptions below are to be read in conjunction with the relevant specifications in the materials and workmanship section
- (iii) The contractor may include in the price of the measured work Nr. any considerations arising from said specifications

WORKS TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
	<p>SEWERAGE WORKS</p> <p>A. Allow for emptying Septic Tank, Inspection Boxes, clearing all waste lines and dispose at an approved WASA installation and applying disinfectant where required and making good all disturbed surfaces.</p> <p>B. Include lump sum for septic tank investigation and repair.</p> <p>C. Clean-up work site and surroundings on completion of the specified works</p>		<p>Item</p> <p>Item</p> <p>Item</p>		
	<p>TO SUMMARY \$</p>				

4.0 GENERAL SUMMARY

GENERAL SUMMARY

\$ C

Preliminaries - Page 1/16

Material and Workmanship -

Work to be Done - Page 3/2

Sub-total A

Contingency Sum (see 1/7F.) -

Allow for furnishing a Performance Bond ONLY where the Tender Sum value Added Tax exclusive is above \$400,000.00

Sub-total B

Value Added Tax (12.5%)

TOTAL TO FORM OF TENDER

Contractor:Duration.....weeks
Block Letters

Contractor's Signature:

Date:

5.0 TECHNICAL AND FINANCIAL SPECIMEN FORMS*

Form 1: Appendix to Tender

Form 2: Form of Tender

Form 3: Applicant Information Sheet

Form 4: Work Experience of Firm

Form 5: Similar Type of Works

Form 6: General Background and Organization

Form 7: Methodology and Work Plan

Form 8: Curricula Vitae for Proposed Key Professional Staff

***ALL FORMS ARE TO BE FILLED OUT AND RETURNED IN THE PROPOSAL**

FORM 1: APPENDIX TO TENDER

This Appendix forms part of the Agreement.

[Note: with the exception of the Items for which the Employers requirements have been inserted, the Contractor shall complete the following information before submitting his offer]

Nr.	Sub-Clause	Data
Documents forming the Contract listed in the order of priority	1.1.1	
Document		Document Identification
(a) Letter of Invitation		_____
(b) The Agreement		_____
(c) Particular Conditions		_____
(d) General Conditions		_____
(e) The Specification		_____
(f) The Bill of Quantities		_____
(g) Form of Tender		_____
(h) Performance Bond		_____
Time for Completion	1.1.9	_____ weeks
Law of the Contract	1.4	Laws of the Republic of Trinidad and Tobago
Language	1.5	English
Provision of Site	2.1	To be Agreed
Authorised Person	3.1	The Ministry of Sport and Youth Affairs or its Nominated Representative
Name and Address of Employer's Representative (if known)	3.2	#2 Elizabeth St., St. Clair
Performance Security (if any)	4.4	N/A

FORM 1 (Continued)

Nr.	Sub-Clause	Data
Requirements for Contractor's Design (if any)	5.1	NA
<i>Programme</i>		
Time for Submission	7.2	Within Five (5) working days of Commencement Date
Form of Programme	7.2	Bar Chart
Late Completion	7.4	\$300.00 per day up to a maximum of 20% of Sum stated in Agreement
Remedying Defects	9.1 & 11.5	Six (6) months calculated from The date stated in the Notice under Sub-Clause 8.2
Variation and Claims		
Valuation of Variations	10.2	(a) to (d)
Contract Price at Payment		_____ _____ (details)
<i>Valuation of the Works</i>		
Lump Sum Price	11.2	N/A
Lump Sum Price with Schedules of Rates	11.3	N/A
Lump Sum Price with Bill of Quantities	11.1	As per tender
Measurement with Tender Bills of Quantities	11.1	N/A

FORM 1 (Continued)

Nr.	Sub-Clause	Data
<i>Valuation of the Works (Continued)</i>		
Cost Reimbursable	11.1	N/A
Percentage of Value of Materials and Plant	11.2	Materials - 80% Plant - N/A
Percentage of Retention	11.3	10% with 5% after Practical Completion
Currency of Payment	11.7	T&T Currency
Rate of Interest	11.8	N/A
Insurances	14.1	
Type of Cover	Amount of Cover	Exclusions
The Works, Materials, and Plant	The Sum stated in the Agreement plus 15%	_____
Contractor's Equipment	Full Replacement Cost	N/A
Third Party Injury to Persons and Damage to Property	1,000,000.00	_____
Workmen's Compensation	500,000.00	_____
Fire/Theft	500,000.00	_____
Arbitration Rules	15.3	Arbitration Rules of T&T
Appointing Authority	15.3	President of the Board of Engineering of Trinidad and Tobago
Place of Arbitration	15.3	Trinidad

FORM 2: FORM OF TENDER

Date:

Permanent Secretary
Ministry of Sport
#2 Elizabeth Street
Port of Spain

Dear Sir/Madam,

RE: For the Works – Proposed Sewer Upgrades at the California Youth Facility

I/We having visited the site and taken note of the services issued in connection with these Works and having made due allowance for Addenda Nos. , do hereby offer to furnish all labor, equipment and materials in providing the proposed Sewer Upgrades at the California Youth Facility, for the fixed price ofpayable in Trinidad and Tobago Currency or such other sum as may be determinable by the Conditions of Contract VAT Inclusive.

I/We agree to hand over the work duly completed to your entire satisfaction within (inclusive of Sundays and Public Holidays) calculated from the date on which contract is signed. This Tender is submitted without any collusion, conflict of interest, corrupt and fraudulent practice with any other officer, employee or person acting for the Proponent.

It is understood that this offer shall remain open for acceptance for a period of Ninety (90) days and that you do not bind yourself to accept any tender nor to be responsible for any expenses incurred in estimating any tender received.

Signature in the capacity of
..... duly authorized

to sign tenders for and on behalf of

(IN BLOCK LETTERS)

Address

Date

Company Stamp.....

FORM 3: APPLICANT INFORMATION SHEET

(To be filled out and returned in the Proposal)

Date: _____

Page _____ of _____ pages

Proponent's Legal Name:
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture or Consortium <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Year of constitution:
Legal address in country of constitution:
Authorized representative information: Name: Address: Telephone/Fax numbers: E-mail Address:
Attached are copies of original documents of: 1. Articles of Incorporation or Documents of Constitution of legal entity named above, 2. Letter of authorization to represent the legal entity named above. 3. If "Joint Venture or Consortium" is selected, documentation to prove or intention to form a Joint Venture or Consortium should be provided.

FORM 4: WORK EXPERIENCE OF THE FIRM
(To be filled out and returned in the Proposal)

Name of Proponent: _____ Date: _____

Page _____ of _____ pages

Contract Identification	Starting Month / Year	Ending Month / Year	Planned Construction Duration	Actual Construction Duration	Role of Applicant	Original Contract Value \$	Final Contract Value \$
Contract name: Brief Description of the Works performed by the Applicant: Name of Contracting Entity: Address: Contact Person Contact Number							
Contract name: Brief Description of the Works performed by the Applicant: Name of Contracting Entity: Address: Contact Person Contact Number							

FORM 5: SIMILAR TYPE OF WORKS
(To be filled out and returned in the Proposal)

Name of Proponent: _____ Date: _____

Page 1 of 2 pages

Project Name: ____ of ____ required.	Information
Description of the similarity in accordance with the Scope of Services	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	

(To be filled out and returned in the Proposal)

Name of Proponent: _____ Date: _____

Page 2 of 2 pages

Project Name: _____ of _____ required.	Information		
Contract Identification	_____		
Award date	_____		
Initial Completion date	_____		
Actual Completion date	_____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Original contract amount	_____		TT\$ _____
Final contract amount	_____		
Variance	_____		
If party in a JVCA or subcontractor, specify participation of total contract amount	_____ %	_____	TT\$ _____
Contracting Entity's Name:	_____		
Contact Person	_____		
Address:	_____		

Telephone/fax number:	_____		
E-mail:	_____		

FORM 6: GENERAL BACKGROUND AND ORGANIZATION

(To be filled out and returned in the Proposal)

Name of Proponent: _____

Date: _____

Page _____ of _____ pages

Contract Fulfillment History - Non-Performing Contracts			
Has the Firm (or any constituent part) been liable for failing to comply with the fulfillment of a contract at any time during the last five years?			
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, give below, or if necessary on a separate attachment details regarding any contract non-performance issues current or during the last five (5) years.</i>			
Pending Litigation			
Has the firm (or any constituent part) been named party to any litigation proceedings during the last five (5) years?			
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, give below, or if necessary on a separate attachment details regarding any litigation current or during the last five (5) years in which you were a named party.</i>			
Year	Outcome as percent of total assets	Contract Identification	Total Contract Amount (current value, TT\$ equivalent)
_____	_____	Contract Identification: Name of Contracting Entity: Address of Contracting Entity: Matter in dispute:	_____
OSHA violations, Workers Compensation claims or Safety claims			

Has the firm (or any constituent part) been named party to any OSHA violations, workers' claims or safety claims during the last five (5) years?

No

Yes

If yes, give below, or if necessary on a separate attachment details regarding any OSHA violations, Workers Compensation claims or Safety claims current or during the last five (5) years in which you were a named party.

Year	Outcome as percent of total assets	Contract Identification	Total Contract Amount (current value, TT\$ equivalent)
_____	_____	Contract Identification: Name of Contracting Entity: Address of Contracting Entity: Matter in dispute:	_____

Statutory Approval Violations

Has the firm (or any constituent part) been named party to any Statutory Approval violations during the last five (5) years?

No

Yes

If yes, give below, or if necessary on a separate attachment details regarding any Statutory Violations current or during the last five (5) years in which you were a named party.

Year	Outcome	Contract Identification	Total Contract Amount (current value, TT\$ equivalent)
_____	_____	Contract Identification: Name of Contracting Entity: Address of Contracting Entity: Matter in dispute:	_____

FORM 7: METHODOLOGY AND WORK PLAN

(To be filled out and returned in the Proposal)

[Technical approach, methodology and work plan are key components of the Technical Proposal. It is recommended that you present your Technical Proposal divided into the following two chapters:

- a) Technical Approach and Methodology*
- b) Work Plan*

*a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) **Work Plan.** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery date. Detailed Gantt chart indicating key tasks and time frame.*

**FORM 8: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED
KEY PROFESSIONAL STAFF**

(To be filled out and returned in the Proposal)

Page 1 of 2

Name of Proponent: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/entity: _____ National: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and location. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of school, dates attended and degrees obtained. Use about half a page.]

FORM 8: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

(To be filled out and returned in the Proposal)

Page 2 of 2

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of position held, and locations of assignments. For experience in the last ten years, also give types of activities performed and client references, where appropriate. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ *Date:* _____
[Signature of staff member and authorized representative of the Firm]

Full Name of staff member: _____

Full Name of authorized representative: _____