



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

**TENDER DOCUMENT**

**FOR THE**

**PROPOSED UPGRADES TO KITCHEN, CLASSROOMS AND HARD  
COURTS,**

**AT**

**LOS BAJOS YOUTH FACILITY, BENNET VILLAGE, LOS BAJOS**

**FOR**

**THE GOVERNMENT OF THE REPUBLIC OF  
TRINIDAD AND TOBAGO**

## 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	Los Bajos Youth Facility	Upgrades to Classrooms, Workshops and Play Courts	Wednesday 1 <sup>st</sup> May, 2019 3:00 p.m.	Monday 13th 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 26<sup>th</sup> April, 2019:

- From the Ministry of Sport and Youth Affairs' website at [www.sport.gov.tt](http://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, 3<sup>rd</sup> 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  
26<sup>th</sup> April, 2019

# **PROPOSED UPGRADES TO KITCHEN, CLASSROOMS AND HARD COURTS AT LOS BAJOS YOUTH FACILITY, BENNET VILLAGE, LOS BAJOS**

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### **2.0 MATERIALS AND WORKMANSHIP**

### **3.0 WORK TO BE DONE**

### **4.0 GENERAL SUMMARY**

### **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 UPGRADES TO FACILITIES AT LOS BAJOS YOUTH FACILITY, LOS BAJOS

**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

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

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**To Collection \$**

# **PRELIMINARIES AND GENERAL CONDITIONS**

## **Description of Works**

The work entails a multitude of upgrades to the facilities on the compound of Los Bajos Youth Facility. These include painting, plumbing, electrical, metal and carpentry works, as well as upgrades to both hard courts on the compound.

## **Scope of Works**

The works comprise the following:

1. Removal and Replacement of damaged cupboards and floor tiles.
2. Fabrication of metal doors and awnings.
3. Installation of galvanize chain link fencing.
4. Replacement of metal window hinges.
5. Upgrade to Plumbing and Electrical Installations.
6. Painting of both masonry and metal surfaces.
7. Upgrades to hard courts.
8. Minor ancillary works
9. Installation of new floodlights and dusk-to-dawn lighting

## **Location of Site**

The site of the proposed works is located at Los Bajos Youth Facility, Bennet Village, Los Bajos.

## **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.

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# 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.

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# 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 Procurement Unit's 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## INSTRUCTIONS TO TENDERERS (Continued)

- 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## INSTRUCTIONS TO TENDERERS (Continued)

- 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 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.

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# 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 Legal Unit of the Ministry of Sport and Youth Affairs.
- B. A copy of the Form of Contract may be inspected at the Legal Unit 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 Co-ordinator.
- 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.

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# 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. Reinststate 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.

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# 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## MATERIALS AND WORKMANSHIP (Continued)

- 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## MATERIALS AND WORKMANSHIP (Continued)

- 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## MATERIALS AND WORKMANSHIP (Continued)

- 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## MATERIALS AND WORKMANSHIP (Continued)

- 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## GENERAL MATTERS

### TEMPORARY SITE ACCOMMODATION

A. **Generally**

The Contractor in concurrence with the 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.

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# PRELIMINARIES AND GENERAL CONDITIONS

## GENERAL MATTERS

### TEMPORARY SITE ACCOMMODATION (Continued)

- A. **Inclement Weather**  
During inclement weather the contractor shall suspend all operations which may adversely be affected for such time as the Engineering Technician 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.

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# 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**

## MATERIALS AND WORKMANSHIP (Cont'd)

### WOODWORKING

#### Materials

##### Softwood

- A. Softwood shall comply with BS 1186 Part 1 with the exception that pitch shall not be permitted on the external faces of external joinery. Softwood to receive clear finish shall be cedar wood.

##### Plywood

- B. Plywood shall comply with BS 6566: Grade II moisture resistant grade for interior uses, and weather and boiled proof grade for exterior use and work in damp situations.

##### Laminated Plastic

- C. Laminated plastic shall be "Melanine" 2 mm thick and shall be of the type, colour and quality approved by the Superintending Officer.

The adhesives for fixing laminated plastic shall be the type recommended by the manufacturer and shall be used strictly in accordance with their printed instructions.

##### Adhesives

- D. Adhesives for:-  
a. External use shall be synthetic resin type to BS 1204 Part 1 Type "WBP."  
b. Internal use shall be synthetic type to BS 1204 Part 1 type MR.

##### Nails and Screws

- E. Nails and screws shall comply with BS 1202 for nails and BS 1210 for screws.

##### Metalwork

- F. All metal straps, tie rods, bolts, hangers etc. shall comply with the relevant preamble clauses in the 'Metalwork' section.

##### Brush Applied Preservative

- G. Preservatives for brush application shall be obtained from "Rentokil" or other similar approved suppliers.
- H. All cut, holed and exposed ends and faces to be dipped or brush applied with preservatives as described.
- I. Preservation of all external joinery where described, shall be by controlled immersion for a minimum period of three (3) minutes. All joinery shall be treated with preservative of type O.S. (Organic Solvent) or type T.O. (Tar Oil), if cut or machined, and before assembly.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **WOODWORKING (Cont'd)**

#### Priming

- A. All joinery shall be primed at the site. Before priming commences, the contractor shall give the Superintending Officer at least seven (7) days clear notice in order that he may inspect the joinery, for material, workmanship, jointing and preparation of surfaces for priming. The bottom edges of doors and the backs of external door frames to be primed and painted one (1) coat just before fixing.

#### Dimensions

- B. The sizes of wrought softwood, thickness of plywood and similar made-up boards are finished size and thickness, unless otherwise described.

#### Workmanship

##### Generally

- C. The quality of workmanship shall comply with the provisions of BS 1186 Part 2.

##### Storage

- D. All joinery shall be protected from weather during transit and shall be stored under cover, clear of the ground in a clean, dry, well ventilated place before and after priming.
- E. Softwood, Plywood and Laminated Plastic shall be delivered site at the beginning of the contract, stored under cover, clear of the ground and protected from rain and dampness. All woods to be cut to required scantlings at the commencement of works. All frames shall be worked, laid aside and not glued up until required for fixing.

##### Framing

- F. Joinery shall be constructed as soon after the signing of the contract as possible, joints shall be as indicated or of the type recognized for that particular position by the trade. Frames shall be laid aside and not wedged, glued or primed until ready for fixing. Joinery shall be approved by the Superintending Officer before being primed, glued together and wedged up.

##### Tolerances

- G. Provide reasonable tolerance at all connections between joinery work and the building carcass so that any irregularities, settlements or other movements shall be compensated for.

##### Joinery to be Painted

- H. All joinery to be painted shall be knotted and primed with the primer before being fixed.

##### Arrises

- I. Arrises of all finished exposed work shall be slightly rounded.

## MATERIALS AND WORKMANSHIP (Cont'd)

### WOODWORKING (Cont'd)

#### Fixing

- A. Blockwork and concrete work are to be plugged where required for fixing joinery. The use of an approved system of fixing to blockwork or concrete with special nails, screws or bolts inserted with spring, cartridge or power tools will be permitted in lieu of plugging and if approved by the Employer.

#### Pellating

- B. Pellating where so described shall mean that the work to be performed shall consist of covering the heads of screws, bolts, nails, etc., with grain blocks of similar timber to that used therein and glued.

#### Machine Planing

- C. All joinery work where machine planed shall be finished off smooth by hand.

#### Fixing Accessories

- D. Fixing inserts for casting into concrete shall be rawlplugs or Philplug Nr. 97.
- E. Plugs for screws in external position shall be performed metal plugs as "Rawlplugs" 38 mm long and used in conjunction with Nr. 12 gauge screws.
- F. Plugs for screws in internal position shall be fibre plugs "Rawlplugs" 38 mm long for Nr. 12 gauge screws.

#### Ironmongery

- G. The contractor shall submit samples of ironmongery he intends to use, to the Superintending Officer for approval before incorporation into the works.
- H. All ironmongery used in the works must correspond in every way to the sample approved by the Superintending Officer.
- I. The contractor shall remove and replace at his own expense any ironmongery rejected by the Superintending Officer.
- J. All butts, hinges, bolts and chains, locks, etc. shall be in steel unless otherwise described.
- K. All ironmongery shall be suitably fixed with screws of similar metal and finished as the ironmongery fitting which they fix.
- L. The prices for ironmongery shall include for taking off and refixing as required for painting and decoration.



## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **WOODWORKING (Cont'd)**

#### Protection

- A. All materials and assembled units shall be stored in such a way as to prevent attack by fungus, decay and/or insects.
  
- B. Facilities are to be given for the employer to inspect all work in progress in shops and on site.

## MATERIALS AND WORKMANSHIP (Cont'd)

### METALWORK

#### Generally

- A. All metalwork shall be fabricated by a specialist firm(s) approved by the Engineering Technician. Before any order is placed, the contractor/sub-contractor shall obtain the approval of the Engineering Technician of the firm(s) they intend to use for the fabrication of metalwork.

#### Materials

##### Steel

- B. Mild steel, hot rolled sections, hot rolled hollow section, tubes and circular hot rolled sections shall be of the accepted standard and quality used in the trade. Samples may be required by the Engineering Technician for approval before fabrication.

Mild steel shall conform to BS 4360: 1986. The surfaces of steel shall be smooth, clean and free from rust, loose scale which shall be removed from the steel prior to the dispatch of works. Any subsequent accumulation of dirt, oil or grease shall be cleaned off immediately prior to erection.

##### Galvanized Works

- C. Iron and steel where galvanized shall be entirely coated with Zinc after fabrication by complete immersion in a Zinc bath in one (1) operation and all excess carefully removed. The finished surface shall be smooth, clean and uniform.

##### Aluminium

- D. All aluminium frames, mullions and transoms shall be anodised extruded sections as described.

##### Bolts and Nuts

- E. Bolts and nuts shall be of the type, size and quality shall comply with B.S. 4190.

##### Workmanship

- F. Smithing and bending shall be soundly and neatly executed, care being taken not to overheat the metal.

##### Forging

- G. All straps, bolts and similar work shall be forged neat and clean from the anvil.

##### Welding

- H. All welds shall penetrate the full depth of the metal using metal-arc process.

Where hollow sections are used, the welds shall continue completely around the sections to be jointed.

Where gates are to be welded, these shall be inspected by the Engineering Technician before welding begins.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **METALWORK (Cont'd)**

#### Welding (Cont'd)

- A. All soldered, or welded joints, etc., to be securely anchored to the structure and make good the surfaces to which they are fixed.

#### Painting at Works

- B. Where work is described as primed after fabrication, the contractor/sub-contractor shall give the Engineering Technician at least forty-eight (48) hours notice, so that he may, if he so wishes, inspect and approve the work before priming commences. No work shall be primed before the Engineering Technician's approval is obtained.

Where described as primed at works, metalwork shall be freed of rust, mill scale, welding flux residue and shall be dry immediately prior to painting with primer.

The primer shall be touched up with a similar primer if damaged by subsequent handling at the expense of the contractor/sub-contractor.

#### Leave Clean

- C. Clean all exposed metal surfaces on completion with water or an approved petroleum product such as methylated spirit or kerosene. Make good any damage caused by the use of an improper cleaning material.

#### Pricing

- D. Prices to include for all considerations arising from the specification.

## **MATERIALS AND WORKMANSHIP**

### **PLUMBING INSTALLATION**

#### General Conditions

- A. The General Conditions shall apply to all work in this section and shall be carefully read and adhered to by the Contractor and Sub-Contractor.
- B. Ascertain the requirements of the Water and Sewerage Authority's (W.A.S.A.) regulations and all relevant Bye-laws and conform thereto.
- C. The whole of the Plumbing Installations shall be carried out by a licensed craftsmen to the entire satisfaction of the W.A.S.A. and the Engineering Technician. All pipe lengths and fittings shall be properly stored and protected and left clean and in perfect working condition.
- D. All locations and measurements are approximately correct but are understood to be subject to modifications as may be found necessary in order to meet conditions and requirements for installations prior to and/or the time of installation.
- E. Every reasonable effort shall be made by the contractor to assist other sub-contractors in the installation of their work by finishing his work at such a time so as not to interfere with other work for this project.

#### Codes, Permits, Etc.

- F. All materials furnished and work done shall comply with the Trinidad & Tobago Plumbing Code. The recommendation for the design of buildings, Plumbing and Drainage System TTS 16 90 400 Part 4: 1985 and the relevant British or Trinidad & Tobago Standard. The contractor/sub-contractor shall give all necessary notices, file all plans. Obtain all permits and pay all fees or other costs in connection with this work, and shall obtain all Certificates of Inspection, which he shall deliver to the employer.

#### Tests

- G. The entire sanitary system including all drainage, vent and leader lines shall be tested as follows and before all such work is concealed and fixtures have been set.
- H. It may be tested in its entirety or in sections with at least three (3) metre head of water. If the test shows defects or leaks they shall be corrected and the test repeated until the system is water tight.
- I. The entire water supply system shall be tested to the satisfaction of the Engineering Technician and the W.A.S.A. before all such work is concealed and fixtures have been set. It shall be tested with air and proved tight with a constant pressure of 150 PSI maintained for 30 minutes without further addition of air.
- J. After all fixtures are completely set and connected, the contractor/sub-contractor shall adjust the various supply valves, fixtures, fittings, etc. so that the proper delivery of water is obtained at all fixtures. Before work is finally completed, the contractor and/or sub-contractor shall make such additional adjustments as may be found necessary to leave the job in proper working conditions.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **PLUMBING INSTALLATION (Cont'd)**

#### Tests (Cont'd)

- A. At this time, all fixtures, escutcheons, fittings and nameplates, pipe coverings and finishings in general shall be completely gone over by the contractor and/or sub-contractor and left in a finished and neat condition.
- B. All other tests required by the owner or authorities having jurisdiction shall be made in a manner required by them.
- C. The contractor shall at his own expense supply such equipment, appliances and apparatus to enable all tests to be effectively carried out.

#### Cleansing

- D. On completion of the works and immediately before handing over the contractor shall thoroughly cleanse the whole of the system and prove that it is functioning freely, to the satisfaction of the Engineering Technician.

#### Cutting, Patching, Repairs, Etc.

- E. Cutting of structural members shall not be done without the approval of the Engineering Technician.
- F. All patching will be done by the Contractor. The contractor shall be responsible for making good any work of other trades which is disturbed or damaged by the execution of plumbing installation.
- G. Any cutting or patching required in connection with the installation of this work, due to errors on the part of the Plumbing Contractor shall be paid for by the Plumbing Contractor.
- H. The Contractor and/or Sub-Contractor shall guarantee that all work and materials which show defects within one (1) year from the date of acceptance shall be promptly removed and replaced by him without additional cost to employer.
- I. Where such defects occur, the contractor and/or sub-contractor shall be held responsible for all costs incurred in making the defective work good and all injuries to plaster, wood or other finish caused by such replacement and repairs of defective work shall be replaced and repaired in first class condition by the contractor and/or sub-contractor at his own expense.
- J. The contractor and/or sub-contractor shall furnish certificates of guarantee from the manufacturer of specialties furnished under this contract to the effect that they will furnish new parts of apparatus where defects occur due to faulty manufacture, for a period of one (1) year from date of final acceptance.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **PLUMBING INSTALLATION (Cont'd)**

#### Taps and Cocks

- A. Bib and pillar taps and stop cocks shall conform to BS 1010: 1959

#### PVC Pipes and Fittings

- B. Pipes and fittings for cold water installation shall be PVC-U pressure pipes equivalent to BS 3505: 1986. Care must be taken that no cold water pipes are fixed adjacent to pipes or in circumstances which will subject them to a temperature in excess of 60°C.
- C. Pipes and fittings for soil, vent and waste installations shall be unplasticised PVC equivalent to BS 4514: 1983.
- D. All PVC pipes shall be joined with solvent cement and fixed in accordance with the manufacturer's instructions. Where PVC pipes are to be connected to pipes and fittings of a different material, the correct connector shall be used as specified.
- E. All fittings shall be suitable for use with working pressures equal to or greater than those applicable to the pipe on which they are installed.

#### Pipe Supports

- F. For pipes fixed vertically, fixing shall be with approved clips not exceeding 800mm apart and secured at the base of each storey height.
- G. For above ground installation of horizontal runs of PVC pipes, there shall be at least one support hanger located adjacent to the joint. The maximum spacing between hangers shall be 3m.

#### Sanitary Fittings

- H. Sanitary Fittings shall be approved by the Engineering Technician. The contractor shall be responsible for checking that the finishes on fittings are without faults, well finished and without cracks, chips or other defects which may render them unsuitable for incorporation into the work. The contractor shall properly store and protect all fittings and use great care during fixing not to cause damage.
- I. Unless otherwise agreed, a W.A.S.A. licensed and approved plumber shall be in attendance at all times during execution of the plumbing works. The contractor will be responsible for obtaining W.A.S.A.'s approval. The contractor will be responsible for obtaining W.A.S.A.'s approval, periodic inspections and final connections.
- J. The contractor shall give all necessary notices, obtain all permits and pay all fees or other costs in connection therewith. The contractor shall obtain all certificates of inspection which must be passed on to the Engineering Technician.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **PLUMBING INSTALLATION (Cont'd)**

#### Defects

- A. Each pipe shall be carefully examined on arrival, and any defective pipe shall not be used and shall be set aside and clearly marked.

#### Make Good

- B. Include in tender for fixing all pipes, fittings, sanitary appliances, etc. and for making good the surfaces to which they are affixed including forming all holes, chases, etc.

#### Builder's Work in Connection

- C. The materials and workmanship, required for general builder's work in connection with these installations shall be, in so far as they are applicable, all as described under the various section headings.

#### Maintenance

- D. The contractor shall be responsible for maintenance of the complete installation up until the end of the defects liability period. Maintenance shall include:
- i. Cleaning, lubrication and adjustment, etc. of the equipment and accessories in accordance with the manufacturer's recommendation.
  - ii. Repair and/or replacement of any part(s) of the installation which may malfunction or prove to be defective whether under the manufacturer's guarantee or not. Repairs are to be made with a minimum of downtime for the equipment.
  - iii. No charges whatsoever arising out of the maintenance will be accepted by the employer. Duties, transport and all other costs shall be at the contractor's expense.

#### Pricing

- E. Prices for Plumbing Installations shall include:-
- i. Fixing pipes complete in all locations including the provision and fixing of all clips, pipe-hooks, holderbats and brackets and making good the background to which they are fixed.
  - ii. Cutting pipes and for short lengths.
  - iii. Couplers or joints in the running lengths of pipes.
  - iv. Cutting pipes and making joints to fittings.
  - v. All considerations arising from specification.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **ELECTRICAL INSTALLATIONS**

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.

Defective Work

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

Apply Throughout

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

Brand Names

- D. 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.

Provide as Necessary

- F. 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.



## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **ELECTRICAL INSTALLATIONS (Cont'd)**

#### Samples

- A. 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.

#### Tests

- B. 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.

#### Rejected Material

- C. 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**

#### Provide as Necessary

- E. 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.

#### Availability

- F. 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.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **ELECTRICAL INSTALLATIONS (Cont'd)**

#### Fringe Benefits

- A. 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.

#### Overtime

- C. 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.

#### Supervision

- D. 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/ACCOMODATION**

- E. Provide all necessary transport/accommodation for all personnel, 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.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **ELECTRICAL INSTALLATIONS (Cont'd)**

#### General scaffolding

- A. 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.

#### Watching and Protection

- B. 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.

#### Trespass

- E. 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.

#### Attendance

- F. 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.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **ELECTRICAL INSTALLATIONS (Cont'd)**

#### **Protection of Works**

- A. 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.

#### **Government and Local Ordinances, Etc.**

- B. Allow for compliance with all Government and Local Ordinances, orders, rules and regulations insofar as is not provided for elsewhere in the Specification.

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.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **PLASTERWORK, WALLS, FLOORS AND OTHER FINISHES**

#### Generally

- A. All brand materials shall be delivered to the site in their original packages, bearing the made names of the materials concerned.

#### Plasticisers

- B. Plasticiser shall be used strictly in accordance with the manufacturer's instructions.

#### Dividing Strips

- C. Dividing strips shall be black plastic or other colour approved by the Engineering Technician.

#### Rendering

- D. The mix for rendering shall contain 2L of plasticiser to every bag of cement. The proportion of materials must be measured in approved measuring boxes.
- E. Mortar mixes shall be in a 1:4 ratio of cement to sand. The platform and mechanical mixer shall be thoroughly washed at the end of each day and as necessary during working hours. Mix only quantities required and which can be used at once. Materials which have begun to set shall be rejected.
- F. The work shall be carefully floated and surfaces are to stand a flat edge each way perfectly and kept wetted to avoid cracking from too rapid drying out.
- G. Wherever possible, complete each section of walling in one operation. But where this is not possible, existing edge shall be well hacked, brushed clean and well wetted before re-starting the operation.

#### Dubbing

- H. The prices for rendering and screeding new and existing walls and floors shall include for dubbing out as necessary and for working around and behind pipes, their fittings and connections.

#### Wall Tiling

- I. The walls shall be prepared for tiling and tiles fixed in accordance with the recommendation of BS 5385: Part 1. Tiles shall be fixed to prepared wall with certified thin-set mortar and laid square to form a level surface.
- J. Tiles shall be well soaked in clean water immediately prior to laying. Joints shall be pointed in white cement. On no account will any tile out of the line with its neighbour be accepted.
- K. Wall tiles shall be glazed ceramic tiles manufactured in accordance with appropriate section of BS 6431. Tiles shall be true to shape and free from all blemishes and crazing.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **PLASTERWORK, WALLS, FLOORS AND OTHER FINISHES**

#### Floor Tiling

- A. The Floor shall be prepared for tiling and tiles fixed in accordance with the recommendation of BS 5385: Part 5. Tiles shall be fixed to prepared wall with certified thin-set mortar for porcelain tiles and laid square to form a level surface.
- B. The tiles shall be non- skid porcelain tiles, of a type for heavy to medium traffic floors able to withstand heat in kitchen and oven areas, high abrasion resistant, high scratch resistant, high friction resistant, low breaking strength threshold
- C. Tiles shall be clean water immediately prior to laying. Joints shall be pointed in appropriate cement. On no account will any tile out of the line with its neighbour be accepted.

## MATERIALS AND WORKMANSHIP (Cont'd)

### PAINTING AND DECORATION

#### Materials

- A. All paints, undercoats, primers, varnishes, stains, polyurethane lacquers and emulsion paint must be obtained from local manufacturers – Berger Paints Trinidad Ltd., Sissons Paints (West Indies) Ltd., Penta Paints Ltd., or I.C.I. Paints (West Indies) Ltd. Except where otherwise instructed.  
All paints must be used strictly in accordance with the manufacturer's printed instructions.

#### Exterior Masonry Surfaces (Asbestos Cement, Concrete Cement Render, Brickwork) Surface Preparation

#### New Masonry Surfaces

- B. Surfaces Should be dry & clean, free from fungi, algae growth and other contamination. Allow average of four (4) weeks for cement-rendered surfaces and cement-mortar to cure. Allow eight (8) weeks average for poured-concrete. Remove nibs and loose surface material by sanding and scraping. Stop up all cracks & other imperfections with appropriate filler. Prime and finish as per relevant product data sheet.

#### Previously Painted

- C. a. Good Condition  
Clean surface with detergent solution. Rinse with clean water and allow to dry. Fill all imperfections with appropriate plaster filling. Allow to dry. Then rub down new filling and spot prime. Spot in any bare areas & finish as per relevant data sheet.
- b. Poor Condition  
Remove all flaking materials by scraping or with wire brush. Remove powdery materials with a stiff bristle brush (scrubbing brush) – wash down when necessary. Apply one (1) coat penetrating liquid to seal and rebound the coating to substrate.

Fill imperfections, etc. Finish as per relevant product data sheet.

Finish with cover exterior emulsion, flat emulsion, satin emulsion, gloss paint (six (6) months dried), satin finish (six (6) months dried), textured coating, roof compound.

#### Exterior Iron and Steel – Surface Preparation

- D. Remove all traces of rust, mill scale, dirt and grease by wire brushing, mechanical sanding, sand blasting or oxy-acetylene flame cleaning and de-scaling (power tool). Alternatively – de-rusting with a cold-phosphating solution is suitable for light rusting.

#### Priming

- E. Primer should be well brushed out to an even thickness. As free of brush marks as possible – thus avoiding sources of weakness in the paint film.

Ensure all bolt heads, nuts, rivets, edges and corners etc. are adequately coated.

## MATERIALS AND WORKMANSHIP (Cont'd)

### PAINTING AND DECORATION (Cont'd)

#### Priming (Cont'd)

- A. Protect primer from the weather by over coating with a suitable undercoat and finishing coat pocketing a high degree of flexibility and resistance to weather conditions.  
NOTE: The formation of rust is due to highly complex electrochemical action arising from contact with air and moisture. Accelerated by presence of other contaminants like soluble acids and salts as found in rainwater in build-up areas.

Finish with satin finish, aluminium paint.

#### Previously Painted Iron and Steel Surfaces

- B. a. Good Condition  
Clean surfaces with detergent solution to remove all traces of dirt, grease, etc. Rinse with clean water – whilst wet light rub with water emery grade 320. Wash off residues and wipe dry.  
Bare or exposed metal should be spot primed with appropriate primer – allow to dry. Then proceed to painting.
- b. Poor Condition  
Remove all defects by burning off or using paint remover. Wash off residue with warm water. Scrapers and wire brush to remove all rust, scale and loose material. Prime all prepared areas as soon as possible with appropriate metal primer.

Finish with gloss paint, satin finish.

#### Workmanship

##### Prepare

- C. The term “Prepare” shall be deemed to mean all preparatory work stated in the foregoing items.

##### Stirring

- D. The content of all cans and containers of all materials must be properly and thoroughly stirred before and during use and shall be suitably strained as and when necessary.

All materials shall be used strictly in accordance with the manufacturer’s instructions.

##### Coating to Dry

- E. All coatings shall be allowed to dry thoroughly before the succeeding coats are applied.

##### Colour Tint

- F. Each coat of primer, undercoat and paint (except white) shall be of distinct tint from the previous one so as to be readily distinguishable. Sample shall be submitted to the Engineering Technician for approval.

All colours and tints will be selected by the Engineering Technician and such selection shall be recorded on a specimen colour board, which shall be kept on site and maintained until the completion of works.



## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **PAINTING AND DECORATION (Cont'd)**

#### Colour Tint (Cont'd)

- A. All surfaces shall, except where required by the paint manufacturer's instructions, be dry before decorative materials are applied and all coats must be dry before subsequent coats are applied. All coats, except cement paints, shall be rubbed down with glass-paper and brushed clean before the application of subsequent coats. No external painting shall be carried out while rain is falling or in rainy weather. No thinning or other dilution shall be carried out except in strict accordance with the paint manufacturer's instructions.

#### Damaged Surfaces

- B. All damaged painted or other surfaces shall be touched up before hand over.

#### Brush Work

- C. Unless otherwise described, all applications shall be by brush. Permission must be obtained for application by spray or roller from the Engineering Technician. If permission is granted such application shall be at the sole expense of the contractor.

#### Protection of Wet Surfaces

- D. Adequate care must be taken to protect surfaces while still wet by the use of screens and "wet paint" signs where necessary.

#### Cleanliness

- E. All brushes, equipment tools, etc. shall be kept in a clean condition and surfaces shall be clean and free from dirt and dust during painting. Painting shall not be carried out in the vicinity of other operations which might cause dust.

On no account shall paints, thinners, etc., be thrown down gulleys, manholes, sinks, lavatories, wash basins, W.C.'s or any other sanitary fittings. All solid refuse, paint tins, inflammable residues, etc. must be removed from site.

#### Ironmongery

- F. All surfaces fixed, ironmongery fittings and accessories, except hinges and butts must be removed before painting and refixed on completion.

#### Cleaning on Completion

- G. All floors shall be twice washed, all marks on paint touched up or sponged off, all paint marks and splashes cleaned off glass, ironmongery, floors, walls and ceilings and the whole must be left to the satisfaction of the Engineering Technician.

#### Pricing

- H. Prices are to include for:
- a. All considerations arising from specification.
  - b. Varying colours in individual rooms or areas in accordance with the Employer's colour scheme.
  - c. Preparing fairly large sample panels of finishing colours as and when directed by the Employer.
  - d. All preparatory work to the surfaces to be painted.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **EXTERNAL WORKS FOR HARD COURTS**

#### Delivery, Storage and Handling

- A. Deliver materials to site in manufacturer's original, unopened containers and packaging, with labels clearly identifying product name and manufacturer.

#### Storage and Handling

- B. Store and handle materials in accordance with manufacturer's instructions.
- C. Keep materials in manufacturer's original, unopened containers and packaging until application.
- D. Store materials in clean, dry area indoors.
- E. Store materials out of direct sunlight.
- F. Keep materials from freezing.
- G. Protect materials during storage, handling, and application to prevent contamination or damage.
- H. Close containers securely when not in use.

#### Ambient Conditions.

- I. Do not apply asphalt basketball surface colour coating system when rain is expected during application or within 24 hours after application.

#### Execution

#### Examination

- J. Examine asphalt basketball court surfaces to receive colour coating system.
- K. Verify asphalt basketball courts meet proper and recognized international standards and requirements.
- L. Notify Project Manager or his representative of conditions that would adversely affect application or subsequent use.
- M. Do not begin surface preparation or application until acceptable conditions are corrected.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **EXTERNAL WORKS FOR HARD COURTS (Cont'd)**

#### Execution (Cont'd)

##### Surface Preparation

- A. Protection of In-Place Conditions: Protect adjacent surfaces and landscaping from contact with asphalt tennis court surface color coating system.
- B. Prepare surfaces in accordance with manufacturer's instructions.
- C. Cure new asphalt surfaces a minimum of 14 to 30 days before application of asphalt tennis court surface color coating system.
- D. Remove dirt, dust, debris, oil, grease, vegetation, loose materials, and other surface contaminants which could adversely affect application of asphalt tennis court surface color coating system. Pressure wash entire surface.
- E. Repair cracks, depressions, and surface defects in accordance with manufacturer's instructions before application of filler course and color coating.
- F. Level depressions 1/8 inch and deeper with patch binder in accordance with manufacturer's instructions.
- G. Apply 1 or 2 coats of filler course as required by surface roughness and porosity to provide smooth underlayment for application of color coating.
- H. Ensure surface repairs are flush and smooth to adjoining surfaces.

#### Application

- I. Apply asphalt tennis court surface color coating system in accordance with manufacturer's instructions at locations indicated on the Drawings.
- J. Mix materials in accordance with manufacturer's instructions.
- K. Apply Filler Course and Color Coating with a 50-60 durometer, soft rubber squeegee.

#### Filler Course and Colour Coating

- L. Apply two (2) coats on new asphalt or existing acrylic surfaces with extensive cracks or low spot repair.
- M. Apply one (1) coat on existing acrylic surfaces with minimal repairs.
- N. Apply a minimum of two (2) coats of color coating to prepared surfaces in accordance with manufacturer's instructions.
- O. Allow material drying times in accordance with manufacturer's instructions before applying other materials or opening completed surface to foot traffic.

## **MATERIALS AND WORKMANSHIP (Cont'd)**

### **EXTERNAL WORKS FOR HARD COURTS (Cont'd)**

#### Line Markings

- A. Lay out tennis court line markings in accordance with USTA Rules of Tennis.
- B. Apply line markings primer, after masking tape has been laid, to seal voids between masking tape and tennis court surface to prevent bleed-under when line paint is applied.
- C. Apply a minimum of 1 coat of line paint in accordance with manufacturer's instructions.

#### Protection

- D. Allow a minimum of 24 hours curing time before opening tennis courts for play.
- E. Protect applied asphalt tennis court surface color coating system to ensure that, except for normal weathering, coating system will be without damage or deterioration at time of Substantial Completion.

### **3.0 WORKS TO BE DONE**

## **WORKS TO BE DONE**

### **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

**WORK TO BE DONE Cont'd.**

Item	Description	Qty.	Unit	Rate	Amount
	DEMOLITION				
A.	Carefully demolish timber cupboards and dispose in approved manner.		Item		
B.	Carefully take out timber shelving and dispose in approved manner.		Item		
C.	Carefully remove flooring tiles and disposed offsite in an approved manner.		Item		
D.	Protection of all work in this section		Item		
<b>TO SUMMARY \$</b>					

**WORK TO BE DONE Cont'd.**

<b>Item</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
	<b>CARPENTRY AND JOINERY</b>				
	<b>Kitchen</b>				
A.	Remove High level wall mounted cupboard and replace with 144" wide x 16" deep x 24" high melamine moisture resistant material, secured and fasten appropriately to block wall, comprising of shelves of appropriate thickness and cedar wood doors measuring 18" high x 16" wide.	2	Nr.		
B.	Replace existing low bay cupboard face framing 15'-0" long to receive cupboard doors with cedar wood fasten appropriately to concrete built cupboards	1	Nr.		
C.	Replace low bay cupboard doors with 17" wide x 32" high cedar wood cupboard doors total.		Item		
D.	Fit all cupboard works with appropriate ironmongery.		Item		
	<b>Store Room</b>				
E.	Replace all ply wood shelving in store room with termite treated moisture resistant ¾" ply wood boards:				
	i.    24" x 137"	5	Nr.		
	ii.   24" x 84"	5	Nr.		
	iii.  24" x 115"	5	Nr.		
F.	Allow a Provisional Sum of \$10,000.00 for metal shelving.		Allow		\$10,000.00
G.	Allow a provisional sum of \$1,000.00 for the replacement to all metal window hinges.		Allow		\$1,000.00
H.	Protection for all work in this section.		Item		
	<b>TO SUMMARY \$</b>				



**WORK TO BE DONE Cont'd.**

Item	Description	Qty.	Unit	Rate	Amount
	<b>METAL WORK</b>				
A.	Steel double panel door with dimensions 2'-4" x 6'-8" high x 2" thick in metal frame overall dimensions 5'-2" x 6'-10", including all necessary ironmongery.	1	Nr.		
B.	Steel panel door with dimensions 3'-0" x 6'-8" x 2" thk. in metal frame overall dimensions 3'-3" x 6'-10", including all necessary ironmongery.	1	Nr.		
C.	Awnings fabricated with 1 ½" Square hollow section steel and covered with prepainted alu-zinc roof sheeting over window overall dimensions long 6'-0" x 4'-0" high, fixed to concrete block wall using 1/8" thk. x 3" wide wall plate welded to frame and attached to wall with 3.5" long expandable anchor bolts.	4	Nr		
D.	Remove and replace 12.5 galvanize. metal chain link fencing behind Classroom 2.	180	Ft.		
E.	Allow a Provisional Sum of \$10,000.00 for metal shelving.		Allow		\$10,000.00
F.	Allow a provisional sum of \$5,000.00 for the replacement to all metal window hinges.		Allow		\$5,000.00
G.	Protection for all work in this section.		Item		
<b>TO SUMMARY \$</b>					

**WORK TO BE DONE Cont'd.**

Item	Description	Qty.	Unit	Rate	Amount
	PLUMBING AND ENGINEERING INSTALLATIONS				
A.	Allow a Provisional Sum of \$15,000.00 for plumbing installations.		Allow		\$15,000.00
B.	Include a Provisional Sum of \$5,000.00 for builder's work in connection with all plumbing and engineering installation.		Allow		\$5,000.00
C.	Supply and install ¾ HP water pump with all added fixtures	1	Nr.		
D.	Protection of all work in this section		Item		
TO SUMMARY \$					

**WORK TO BE DONE Cont'd.**

<b>Item</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
	<b>ELECTRICAL INSTALLATION</b>				
A.	Allow a Provisional Sum of \$15,000.00 for electrical installations.		Allow		\$15,000.00
B.	Include a Provisional Sum of \$10,000.00 for builder's work in connection with electrical installation.		Allow		\$10,000.00
	<u>Lighting Installations</u>				
C.	Service external dusk to dawn lighting fixtures, including replacing bulbs, ballasts, and photo cell as necessary.	5	Nr.		
D.	Replace 8' – 0" fluorescent bulbs in the following areas:		Nr.		
	i.    Kitchen	3	Nr.		
	ii.   Male bathroom outside Classroom 2	2			
E.	Replace emergency lights in all areas as directed.		Item		
	<u>Air Conditioning</u>				
F.	Allow Provisional Sum of \$25,000.00 for installation of new air conditioning units.		Allow		\$25,000.00
G.	Include a Provisional Sum of \$5,000.00 for builder's work in connection with air conditioning installation.		Allow		\$5,000.00
H.	Protection of all work in this section.		Item		
	<b>TO SUMMARY \$</b>				

**WORK TO BE DONE Cont'd.**

Item	Description	Qty.	Unit	Rate	Amount
	FLOOR, WALL & CEILING FINISHES				
	<b><u>Tiled Finishes</u></b>				
A.	Remove and replace existing 11 3/4" x 11 3/4" with 18" x 18" non-skid porcelain floor tiles fixed with porcelain approved thin set to existing bed neatly pointed and spaced with matching grout in accordance with manufacturers' instructions for the following areas:				
	i. Classroom 3 Storage Area	195	S.F.		
	ii. Classroom 3 Main Area	868	S.F.		
	iii. Male Bathroom outside Classroom 3	242	S.F.		
	iv. Classroom 2 Main Area	868	S.F.		
	WALL				
	<b><u>Tiled Finishes</u></b>				
B.	Glazed ceramic wall tiles fixed with thin set or other approved adhesive to concrete or block wall, with joints pointed with matching grout.	96	S.F.		
C.	Protection of all works in this section.		Item		
	TO SUMMARY \$				

**WORK TO BE DONE Cont'd.**

Item	Description	Qty.	Unit	Rate	Amount
	PAINTING AND DECORATING				
	<b><u>Internal Work</u></b>				
A.	Prepare and apply one (1) undercoat and two (2) finishing coats emulsion paint to masonry surfaces.	191	S.Y.		
B.	Knot prime, stop and apply one (1) undercoat and two (2) finishing coats oil paint to general surfaces of ceiling sloping.	75	S.Y.		
C.	Prepare and apply one (1) under coat and two (2) finishing coats oil paint to steel trusses (6 Nr.)	6	Nv.		
D.	Prepare and apply one (1) coat zinc primer, one (1) undercoat and two (2) finishing coats oil paint to metal door and frames.	137	S.F.		
E.	Protection of all work in this section		Item		
	TO SUMMARY \$				

**WORK TO BE DONE Cont'd.**

Item	Description	Qty.	Unit	Rate	Amount
	EXTERNAL WORKS				
	<b><u>Hard Courts</u></b>				
A.	To remove asphalt paving to base course and replace with an appropriate paving standard for court surfaces. Approx.5500 sq ft.		Item		
B.	Remove and Basketball backboards and replace with ¼” plexiglass framed with 2” wide aluminium and install ring with appropriate bolts fixed to backdrops in accordance with specifications and manufacturers’ instructions.	2	Nr.		
C.	Tennis Court net, installed in accordance with specifications and manufacturer’s instructions.	1	Nr.		
D.	Wash tennis court appropriately to leave free of all mould, fungi dirt and debris.		Item		
E.	Supply and install 1000W metal halide floodlights complete with 1000W lamps and all necessary fittings to mount on existing poles.	16	Nr.		
F.	Protection of all work in this section.		Item		
	TO SUMMARY \$				

**WORK TO BE DONE Cont'd.**

Item	Description		
	SUMMARY	\$	c
	Demolition	Page 3/2	
	Carpentry and Joinery	Page 3/3	
	Metal Work	Page 3/4	
	Plumbing and Engineering Installations	Page 3/5	
	Electrical Installation	Page 3/6	
	Floor, Wall & Ceiling Finishes	Page 3/7	
	Painting and Decoration	Page 3/8	
	External Works	Page 3/9	
	<b>WORK TO BE DONE CARRIED TO GENERAL SUMMARY</b>		

## **4.0 GENERAL SUMMARY**





## **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
<b><i>Programme</i></b>		
Time for Submission	7.2	Within Five (5) working days of Commencement Date
Form of Programme	7.2	Bar Chart
Late Completion	7.4	<b>\$300.00</b> per day up to a maximum of 20% of Sum stated in Agreement
Remedying Defects	9.1 & 11.5	<b>Six (6) months</b> 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)
<b><i>Valuation of the Works</i></b>		
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 UPGRADES TO KITCHEN, CLASSROOMS AND HARD COURTS AT LOS BAJOS YOUTH FACILITY, BENNET VILLAGE, LOS BAJOS**

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 Upgrades to Kitchen, Classrooms and Hard Courts at the Los Bajos Youth Facility, for the fixed price of .....payable 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 4: WORK EXPERIENCE OF THE FIRM**  
*(To be filled out and returned in the Proposal)*

Name of Proponent: \_\_\_\_\_ Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

<b>Contract Identification</b>	<b>Starting Month / Year</b>	<b>Ending Month / Year</b>	<b>Planned Construction Duration</b>	<b>Actual Construction Duration</b>	<b>Role of Applicant</b>	<b>Original Contract Value \$</b>	<b>Final Contract Value \$</b>
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

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

## FORM 5: SIMILAR TYPE OF WORKS CONTINUED

*(To be filled out and returned in the Proposal)*

Name of Proponent: \_\_\_\_\_ Date: \_\_\_\_\_

Page   2   of   2   pages

<b>Project Name:</b> _____ of _____ required.	<b>Information</b>		
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

<b>Contract Fulfillment History - Non-Performing Contracts</b>			
<b>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?</b>			
<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <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>			
<b>Pending Litigation</b>			
<b>Has the firm (or any constituent part) been named party to any litigation proceedings during the last five (5) years?</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <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.]*

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**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:* \_\_\_\_\_