



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

TENDER DOCUMENT

FOR THE

PROPOSED SUPPLY AND INSTALLATION OF AIR CONDITIONING UNITS,

AT THE SOUTH REGIONAL INDOOR SPORTING ARENA,

PLEASANTVILLE, SAN FERNANDO

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	Southern Regional Indoor Sporting Arena (Pleasantville)	Installation of Air Conditioning Units in Main Hall	Monday 6 th May, 2019 11:00 a.m.	Thursday 16 th May, 2019 1:00 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

PROPOSED SUPPLY AND INSTALLATION OF AIR CONDITIONING UNITS AT THE SOUTH REGIONAL INDOOR SPORTING AREA, PLEASANTVILLE, SAN FERNANDO.

CONTENT

1.0 PRELIMINARIES AND GENERAL CONDITIONS

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 SUPPLY AND INSTALLATION OF AIR CONDITIONING
UNITS AT THE SOUTH REGIONAL INDOOR SPORTING AREA,
PLEASANTVILLE, SAN FERNANDO.

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

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

Description of Works

The replacement of non-functioning split-type air conditioning units from offices and rooms; upgrades to electrical installations and minor upgrades to plumbing installations.

Scope of Works

The works comprise the following:

1. Removal of split-type air conditioning units
2. Service/repair air conditioning units on compound
3. Service Repair indoor lighting
4. Upgrade all electrical works according to standard code as directed.
5. Minor ancillary works.

Location of Site

The site of the proposed works is located at the Southern Regional Indoor Sporting Arena, off Prince Albert Street, Pleasantville.

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.
- Contents of Tender Documents**
- E. 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 Assistant 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. 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.

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 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.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

COLLECTION

From Page	Nr.	
		1/1
”	”	1/2
”	”	1/3
”	”	1/4
”	”	1/5
”	”	1/6
”	”	1/7
”	”	1/8
”	”	1/9
”	”	1/10
”	”	1/11
”	”	1/12
”	”	1/13
”	”	1/14
”	”	1/15

PRELIMINARIES AND GENERAL CONDITIONS TO GENERAL SUMMARY

\$

2.0 MATERIALS AND WORKMANSHIP

MATERIAL AND WORKMANSHIP

The work under this Division consist of furnishing all materials, equipment tools, labor and all other services necessary to complete and make ready for operation the Electrical Power and Lighting System described below indicated. In accordance with the latest edition of the Electrical Code.

TECHNICAL SPECIFICATIONS

Codes and Standards

The contractor is required to do a complete installation in compliance with the latest edition of the National Electrical Code (NEC), Occupational Safety and Health Standards (OSHA), the Electricity and Telephone Utilities, and other Government agencies' requirements, except where specified otherwise.

Government Agencies - Permits and Fees

Submit to Electrical Inspectorate, Factory Inspectorate, etc., requisite number of drawings and specifications for examination and approval prior to commencement of work. Pay associated fees.

Product Data and Samples

Where appropriate, manufacturers' standard catalogue sheets, drawings, or other descriptive data may be submitted in lieu of samples.

The above will be accepted if they conform to the following:

- Delete information that is not applicable.
- Provide all additional information applicable.

Contractor's responsibility for errors, omissions and deviations in submissions from requirements of Contract Documents is not relieved by the Engineer's review of submission.

Until the Engineer gives written acceptance of specified deviations, work involving relevant products may not proceed.

MATERIAL AND WORKMANSHIP Cont'd.

Builders' Work

Builders' work which is considered normal for the trade is included in this contract.

Builders' work shall mean:

- Cutting and forming of holes, chases and recesses for service through walls, floors, ceilings, partitions, roofs, etc. and making good.
- Building-in of brackets, rag bolts or other form of services suspension, or plant fixing.
- Formation of concrete bases, plinths, etc.
- Building of concrete manholes, trenches, etc. for covered distribution.
- Excavation of trenches for buried services and filling-in of same after services are laid.

Builders work drawings shall be prepared by the Contractor to show all builders work requirements. The drawings shall show overall weight of items of equipment where necessary.

Openings in structural concrete shall be incorporated during the design. The Contractor shall check that services can be installed in the openings provided.

Supervising of all required builders' work by the Contractor is to meet the requirements of the Contract Programme.

No holes shall be cut in any steelwork, reinforced concrete or precast concrete without express permission in writing from the Engineer.

Holes shall not be cut in precast pre-stressed concrete under any circumstances.

Any holes in steelwork that are approved must be drilled. Burning holes by means of welding equipment shall not be permitted unless by the Engineer's special written approval.

Operating and Maintenance Instructions

The Contractor shall include for editing, printing, binding and producing three (3) copies of operation and maintenance manuals to the approval of the Engineer.

Prior to printing, two (2) draft copies of each booklet shall be submitted for the Engineer's approval, one (1) month prior to the contract completion. The Engineer reserves the right to modify the draft copies prior to printing without incurring additional cost to the tender price. The manuals shall be completed in sufficient detail to enable the employer's or building user's trained staff to maintain, dismantle, reassemble and adjust all parts of the works.

Completed manuals shall be of a standard equal to this specification with durable binders and properly printed covers. The manuals shall have a comprehensive index and be compiled in sections for each system of the installation.

Certificates from Government Agencies

Furnish certificates of acceptance from the relevant Government Agencies on completion of works.

Environmental Conditions

Equipment located outdoors shall generally be considered located in a tropical area subject to severe weather conditions. In addition, hazardous area or other special conditions will be specified in such cases. The equipment shall be capable of operating in specified conditions without damage.

Finishes

Finish all equipment to specifications.

Equipment Identification

Identify electrical equipment with nameplates and labels to specifications.

MATERIAL AND WORKMANSHIP Cont'd.

Builders' Work cont'd.

Wiring Identification

Identify wiring with permanent identifying markings, either by number or colored plastic tape on both ends of phase conductors and other circuit wiring.

Maintain phase sequence and color-coding throughout.

Use color-coded or numbered wires in control and communication cables, matched throughout the system.

Conduit and Cable Identification

Color code conduits and metallic sheathed cable to specifications.

Wire Terminations

To be suitable for copper conductors.

Manufacturer's Labels

To be visible and legible after equipment is installed.

Protection

Protect exposed live equipment during construction for personnel safety.

Shield and mark all live parts "LIVE 240 VOLTS" or with appropriate voltage in English.

Inspection and testing during Manufacture.

Where required, obtain permission for the Engineer to inspect and test on the manufacturer's premises, any plant to be supplied under the contract.

In the case of tests on the premises, the Contractor or any Sub-Contractor, provide such assistance, apparatus, etc., as may be reasonably demanded to conduct such tests efficiently.

Where applicable, furnish to the Engineer duly certified copies of tests during manufacture.

Such inspections and tests if made shall not release the Contractor from any obligation under the contract.

Defects

Correct as soon as possible any defects arising from defective design (other than a design furnished by the Engineer, and for which the Contractor has disclaimed responsibility in writing within a reasonable time after the receipt of the Engineer's instructions), materials or workmanship that may develop at any time up to the expiry of the Defects Liability Period.

If required by the Engineer, search for the cause of any defect or fault under the direction of the Engineer.

MATERIAL AND WORKMANSHIP Cont'd.

Builders' Work cont'd.

Tests on Completion

Before the works are taken over by the employer, conduct and pay for all tests specified including testing of:

- All grounding systems
- Equipment insulation
- Polarity
- Phase sequence
- Protective devices
- Lighting
- Loading
- Signal circuits and systems

Carry out tests in the presence of the Engineer.

Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project.

Submit test results.

Give to the Engineer in writing 14 days notice of the date after which tests on completion will commence. Unless otherwise agreed, the tests shall take place within 10 days of the said date on such day, as the Engineer shall notify the Contractor in writing.

Repeat within a reasonable time, the appropriate tests of any portion of the works which had failed to pass the said tests and bear all reasonable expenses to which the Employer may be put by the repetition of the tests.

Except where otherwise specified, provide such materials as may be requisite and reasonably demanded to carry out such tests efficiently.

MATERIAL AND WORKMANSHIP Cont'd.

Builders' Work cont'd.

Carry out the tests in the following sequence:

- visual inspection
- continuity of branch circuit conductor so continuity of protective (grounding) conductors, including main and supplementary equipotential bonding
- earth electrode resistance
- insulation resistance:
 - use 500V megger for equipment up to 350V rating
 - use 1,000V megger for equipment of 350-660V rating
- insulation of site-built and factory-built assemblies
- protection by electrical operation
- insulation of non-conducting floors and walls
- polarity
- earth fault impedance
- earth leakage protective devices
- phase sequence
- prospective short circuit current to terminal and intermediate equipment
- load balance:

Submit, at completion of work, a report listing all phases and neutral currents on relevant panel boards operating under normal load. State hour and date on which each load was measured and voltage at time of test.

Operations and Temporary Service

Power or service cannot be interrupted without the Engineer's written approval. Any power interruption necessary for change-over must be reported to the Engineer at least 48 hours ahead of time.

Warning Signs

Provide warning signs as specified or to meet requirements of Inspection Department and Engineer.

Utility Connections

Obtain connections from Utilities when all work is completed, tested and accepted.

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

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

WORKS TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
	HVAC WORKS				
	Supply/ install/ Make good and Maintain 12000 BTU split type air conditioning unit in the following areas:				
A.	Office Lobby	1	No.		
B.	Kitchen area	1	No.		
C.	Manager's office	1	No.		
D.	Allow for COMPLETE removal and environmentally safe disposal of existing 12000BTU units. Include for removing wiring, electrical and piping infrastructure, and make good all areas.	4	No.		
	Provide qualified electrician and HVAC team to Troubleshoot, diagnose, repair or replace split type air conditioning unit in the following areas:				
E.	60,000 BTU split type air conditioning unit in conference room.	1	?		
F.	36,000 BTU split type air conditioning unit in District office	1	?		
G.	12000 BTU split type air conditioning unit in First-Aid room.	1	?		
H.	12000 BTU split type air conditioning unit in First-Aid room.	1	?		
J.	Protection of all works in this Section		Item		
	TO SUMMARY \$				

WORKS TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
	<p>ANCILLARY WORKS</p> <p>A. Supply and install 42"x80" commercial grade metal double doors and frames on all entrances.</p> <p>B. Remove and replace 2"x2" mild steel angle gate track, 20ft wide. Include for cleaning and servicing gate wheels and locking mechanisms.</p> <p>C. Provide qualified electrician to Troubleshoot, diagnose, service, repair or replace entrance barrier motor assembly</p> <p>D. Provide qualified plumber to fully service, repair or replace, and present to client in good working order the following:</p> <p>All toilets & urinals (6 total)</p> <p>taps, and basins (6 total)</p> <p>Investigate and repair plumbing leaks on tank storage area</p>	3	No.		
	TO SUMMARY \$				

WORKS TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
	SUMMARY				
	HVAC Works Page 3/2				
	Ancillary Works Page 3/3				
	TO GENERAL SUMMARY \$				

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
<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 Installation of Air Conditioning Units at the South Regional Indoor Sporting Arena

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 Installation of Air Conditioning Units at the Southern Regional Indoor Sporting Arena, 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 <div style="display: flex; justify-content: space-around; width: 100%;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>
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: <ol style="list-style-type: none">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. _____	

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

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: _____