



Ministry of Public Administration and Communications

REQUEST FOR QUOTATION (RFQ)

FOR

**The Installation of Utilities and
Construction Services for the
Ministry of Public Administration
and Communications Car Park**

JULY 2017

This RFQ comprises the following parts:

- Part A: RFQ Overview
- Part B: RFQ Information Table
- Part C: Contract Information Table
- Part D: Glossary of Terms
- Part E: Conditions of Quotation
- Part F: Standard Terms and Conditions of Contract
- Part G: Quotation Form
- Part H: Sample Contract

Part A: RFQ Overview

This RFQ involves the procurement of services for the supply and installation of electricity, lights, water, and construction services at the Ministry of Public Administration and Communications Car Park at No. 17 Abercromby Street Port of Spain.

The Ministry of Public Administration and Communications (the Ministry) of the Government of the Republic of Trinidad and Tobago (GoRTT) invites contractors to quote on the supply, installation and commissioning of Utilities (Water and Electricity), and construction services identified in scope of works in part C herein.

Specifications are provided in the scope of works, but contractors are required to produce the highest industry standard and specifications, which will be inspected before the works are deemed completed. All contractors are required to submit a detailed Project Management Plan along with their quotations, which will be evaluated based on cost.

The nature of the services to be provided is set out in Item 1 and Item 2 of the Contract Information Table.

Details about how to submit a Quotation are set out in Item 3 of the RFQ Information Table.

Conditions of Quotation: Please read the Conditions of Quotation in Part E before submitting a Quotation. The RFQ Information Table in Part B also forms part of the Conditions of Quotation. The Conditions of Quotation are the conditions upon which the GoRTT is prepared to receive and evaluate Quotations. **Failure to strictly observe these conditions may result in a Quotation being rejected without evaluation.**

Conditions of Contract: Please read the Standard Terms and Conditions of Contract in Part F. The Contract Information Table in Part C also forms part of the Conditions of Contract. The Standard Terms and Conditions of Contract set out the terms and conditions that will apply to the contract for the supply of the Goods.

Quotation Form: The Quotation Form in Part G is a required form that must be completed. Do not separate the Quotation Form from this RFQ document. A Quotation is likely to be rejected if the Quotation Form is not used. A Quotation must contain (or be accompanied by) all the information and details required by this RFQ.

Enquires and requests for further information about this RFQ, should be directed ONLY to the Contact Officer as follows:

Contact Officer: Anika Herbert – Riley (Mrs.)

Telephone: 623-4115 extension 2231

Email: HerbertA@mpa.gov.tt

Part B: RFQ Information Table

Item 1:	Closing date and time for submission of a Quotation:	The closing date and time for submission of this Quotation is Friday 04th August 2017 at 4:00 p.m. local time . The Ministry may extend the closing date and time by public advertisement. A MANDATORY site visit is scheduled for Friday 21st July 2017 at 10:00 AM . Interested vendors must assemble in the level 5 lobby, National library building, Port of Spain.
Item 2:	Enquiries and requests for information:	Suppliers must make all enquiries and requests for further information by Tuesday 25th July, 2017, 4:00 p.m. local time . The Ministry will ONLY respond to enquiries and requests from contractors whose name appears on the site visit register no later than Friday 28th July, 2017, 4:00 PM and will send responses to all participating Bidders accordingly.
Item 3:	Place and method of submitting a Quotation:	A Quotation must be submitted by placing it into the Tenders Box located at the Ministry's Head Office on Level 5 of the National Library Building , Corner Hart and Abercromby Streets, Port of Spain. The Tenders Box is marked " Tender for the Installation of Utilities and Construction Services ", and carries the Tender Number MPACSD00001/17 .
Item 4:	Preparation of submission:	<p>The Quotation must be submitted in a sealed, plain envelope marked "Tender for the Installation of Utilities and Construction Services" and addressed to: <u>The Permanent Secretary, Ministry of Public Administration and Communications, National Library Building, Corner Hart and Abercromby Streets Port of Spain – Attention: Dave Alves, Programme Management Division.</u></p> <p>The Ministry reserves the right to reject Quotations which are not correctly addressed, unsigned, are in unsealed envelopes, which bear corrective fluid alterations or which contain alterations not initialed by the Supplier.</p>
Item 5:	Information to be provided by suppliers as part of Quotation:	<p>Suppliers will be disqualified for failure to provide any or all of the information and documentation under Item 5.</p> <p><i>Statutory requirements and Insurance</i></p> <ul style="list-style-type: none">✓ A valid Tax Clearance Certificate✓ A valid Value Added Tax certificate✓ A valid National Insurance Compliance Certificate✓ Copy of valid Workmen's Compensation Insurance✓ Copy of valid Public Liability Insurance <p><i>Supplier Information</i></p> <ul style="list-style-type: none">✓ NR <p><i>Information in Quotation</i></p> <ul style="list-style-type: none">✓ Delivery period✓ Warranty Period✓ Supplier's 24 months' warranty (post-completion)✓ Project Management Plan
Item 6:	Evaluation criteria:	In evaluating this tender, the Ministry will only take price into consideration. However, in order for their submissions to qualify for evaluation, Suppliers must meet the bid compliance requirements under Part B, Item 5 ; as well as conform to the requirements of this RFQ.

Item 7: Notification of outcome:

The successful supplier will be notified in writing of the outcome of the RFQ process.

Unsuccessful suppliers will be notified at the conclusion of the procurement process.

Part C: Contract Information Table

Item 1: Goods to be supplied & applicable specifications:

The following services (**Services**) are to be supplied, in accordance with the minimum specifications identified under each heading:

Supply all utilities, materials, labour, equipment, consumables and transport to carry out the following:

Electrical Connection & Lighting

- Supply and install one (1 off) 4 inch diameter by thirty (30) feet length metal pole to accommodate T&TEC electrical connection.
 - Weld anchors on base of pole at one (1) foot intervals, two (2 off) on opposite sides of pole.
 - Excavate an eight (8) inch diameter hole four (4) feet in depth and plant pole in area identified on site visit.
 - Fill open area around planted pole with a concrete aggregate mix. Concrete must maintain a sloping finish above ground level to facilitate run-off.
 - Supply and install seven (7 off) 4 inch diameter by twenty four (24) feet light poles.
 - Weld anchors on base of poles at one (1) foot intervals, two (2 off) on opposite sides of pole.
 - Excavate seven (7 off) eight (8) inch diameter holes, four (4) feet in depth and plant poles in areas identified on site visit.
 - Fill opening around planted poles with a concrete aggregate mix. Concrete must maintain a sloping finish above ground level to facilitate run-off.
 - Supply and install eight (8 off) 150 watts led photo cell lights at the top of the light poles installed.
 - Contractor to install lights and wiring on/in poles before burying poles.
 - **Note:** All cables/wiring must conform to T&TEC's requirements for light and power.
 - Supply and install one (1 Off) required amps meter base and single breaker panel with a required Amp THQMV main breaker.
 - Fabricate and weld onto main supply pole (30 feet pole) a metal plate to accommodate the meter base and single breaker panel.
 - Supply and install a required amps panel box inside the guard booth to accommodate all associated lighting and outlet breakers.
 - Supply and install the required sized electrical cable to meter base and single breaker panel, as well as panel inside guard booth. All cable and wire installation **MUST** conform to T&TEC's power and light requirements.
 - Breakers **MUST** be sized according to requirements based on the power usage of the system inclusive of: led lights, 220 volts outlets and GFCI outlets.
 - Supply and install electrical outlets.
 - Supply and install three (3 off) GFCI outlets in the areas identified in car park and guard booth.
 - Supply and install two (2 off) 220 outlets in the areas identified in car park and guard booth.
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- All electrical wiring MUST conform to T&TEC's requirements and safety codes.
 - Contractor shall supply and install all electrical cables, wiring and materials to the required statutory and other safety standards to secure an inspection certificate for electrical connection from T&TEC.
 - Bidders are to include in their bids the costs to cover all application and other fees associated with securing inspection and electrical connection from T&TEC.
 - The MPAC will provide the billing name, stamp and letter to conduct business on behalf of the Ministry, for the ONLY.
 - Supply one 30 inch dia 1/3 HP electric pedestal fan for guard booth.
 - Excavate trench as required to install cables and remove all excavated material from site.
 - Excavated areas must be reestablished to its original condition with a layer of clean red, followed by 2 inches of hardcore stone, and covered with 2 inches rolled hot asphaltic mix. Each layer must be independently compacted to the thickness identified.
 - All electrical junction boxes and fixtures must be weather proof.

Water Connection and Supply

- Contractors are to include in their bids, the cost of completing and submitting WASA's application form for connection on the MPAC's behalf, as well as any other costs or fees associated with the installation of this utility.
- Supply and install pipe and fittings.
 - Supply and install 62m $\frac{3}{4}$ inch and 5m $\frac{1}{2}$ inch heavy schedule PVC pipe with tap and fittings (elbows, collars, and check valves, reducers) to complete system identified on site visit.
 - Supply and install by fabricating and welding one (1) metal frame for a sink. All metal surfaces are to be power tool cleaned and covered with an approved primer and top coat.
 - Supply and install one sink in metal frame. The water connection to the sink must made when completed.
 - Contractor must test connection for leaks and ensure that system is safely secured throughout.

Miscellaneous Construction Works

- Supply and install approximately 28 meters of galvanize razor wire onto North and Western perimeter fence in car park.
- Demolish and remove from site approximately 20 meters of concrete from top edge of southern perimeter fence.

Construction of Grilled Ramps

Presently, the camber of the roadway at the entrance to the car park is affecting vehicular access resulting in the underside of vehicles coming into contact with the roadway. As a result ramps must be constructed in accordance with the general principles of the design/drawing provided as well as the following:

- Construct two (2 off) steel ramps at the vehicular entrance and exit respectively. Each ramp must not exceed 3.6 meters in width.
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- A permit to block the footway during the period, which the work is being carried out must be obtained. This is to ensure the safety of the public and to comply with sections 125, 127 and 183 of the Municipal Corporations Act. The cost of a permit is Eight Hundred Dollars (\$800.00) plus V.A.T. per month or part thereof. The contractor is responsible for payment and securing the required permit.
- All concrete used in the construction must be a minimum 150 mm. thick 3500 p.s.i. concrete reinforced with 65ga wire mesh fabric.
- The finish surface of the vehicle entrance must be ramped to the level of the adjacent sidewalk.
- The entrance ramp and its covering must not restrict the underground drain beneath the ramp.
- Design/Drawing will be provided on site visit.

Technical Requirements

- All electrical installations must conform to the required NEC 2017 and the Trinidad and Tobago Electricity Commission lighting and power requirements.
- All electrical and water installations MUST be properly secured and protected and must not present any safety hazard to employees and users of the car park.
- All electrical wires must be installed in the required conduits.
- The contractor is to carry-out all restorative works to return the site to its original condition after all works is completed.
- An electrical schematic diagram of the system MUST be presented to the MPAC together with a close-out report on completion of works. This must include a list of all components and their sizes.
- Light poles seven (7 off) MUST be clearly marked with florescent paint or tape, a minimum of four feet from base of pole.
- Install a suitable electrical ground connection (T&TEC Regulations).
- Electrical works MUST be conducted by licensed electricians.
- Acceptance inspection and certification to be done by an independent third party licensed electrician.

Item 3: Delivery date or dates for the Goods:	The Goods are to be delivered by the following date or dates: Within 45 days of executing contract.
Item 4: Location for delivery of the Goods/Service:	The Goods/service are to be delivered to the following location: Ministry of Public Administration and Communications, 17 Abercromby Street, Port of Spain, Trinidad, West Indies.
Item 5 Warranty Period:	The Supplier's warranty period (Warranty Period) applicable to the Goods is a minimum of twenty-four (24) months post-delivery of the Goods to the MPAC.
Item 6: Insurance:	<ul style="list-style-type: none"> • Workmen's Compensation • Public Liability Insurance
Item 7: Working Times:	The Contractor is required to work in a manner which would not obstruct normal working operations of the car park during the hours of: 6:00am – the 6:00pm Monday to Friday. Working hours would be after close of the car park i.e. 6:00pm weekdays and all day weekends and public holidays.

Work which would interfere with the normal working operations of the car park can be negotiated with the Ministry.

Part D: Glossary of terms

In this RFQ, unless the context otherwise requires:

Business Day means a day on which banks are generally open for business (but does not include a Saturday, Sunday or public holiday generally observed in Trinidad and Tobago).

Contract Information Table means the table in Part C.

Conditions of Contract means the Standard Terms and Conditions of Contract in Part F.

Conditions of Quotation has the meaning in clause 1 of Part E.

Contract means the contract for the supply of the Goods by the Supplier to the GoRTT.

Contract Sum means the amount payable by the GoRTT to the Supplier for the supply of the Goods.

Date for Delivery means the date or dates shown in Item 3 of the Contract Information Table.

Delivery Location means the location shown in Item 4 of the Contract Information Table.

Services has the meaning in Item 1 of the Contract Information Table.

Quotation means an offer to supply the Goods made pursuant to this RFQ.

Quotation Form means the Quotation Form in Part G.

RFQ means this request for quotation document (and includes all of its parts and attachments).

RFQ Information Table means the table at Part B.

GoRTT means the Government of the Republic of Trinidad and Tobago.

Supplier means the supplier of the Goods to the GoRTT, being the person named as the Supplier in the Quotation and includes that person's successors and permitted assigns.

Warranty Period has the meaning in Item 5 of the Contract Information Table.

Part E: Conditions of Quotation

1 Conditions of Quotation

The conditions of quotation (**Conditions of Quotation**) comprise Part B and Part E of this RFQ.

2 Communications

A prospective supplier must direct all communications and enquiries concerning this RFQ to the Contact Officer named in Part A. **The Ministry will not entertain requests from Suppliers for exceptions or exemptions from complying with the requirements of this RFQ.**

Unauthorised communication by a prospective supplier with any other employee or agent of the Ministry will lead to a Quotation being rejected.

3 Addenda

The Ministry may change this RFQ by issuing Addenda in writing. Any Addenda become part of this RFQ. **Addenda issued by the Ministry are the only recognised explanations of, or amendments to, this RFQ.**

4 Agreement to be bound

By submitting a Quotation, a prospective supplier agrees to be bound by the Conditions of Quotation and the Standard Terms and Conditions of Contract, which shall not be negotiable.

5 Use of RFQ and information restricted

This RFQ, and any information provided by the Ministry to a prospective supplier as part of the RFQ process, remain the property of the GoRTT, and may only be used by a prospective supplier to prepare a Quotation in response to this RFQ. Only

persons to whom this RFQ is issued may submit a Quotation.

6 Status of RFQ representation

No representation made by or on behalf of the Ministry during the RFQ process binds the GoRTT unless the representation is subsequently included as part of a formal instrument of agreement.

7 Confidentiality in Government contracts

All personal and commercial information will be processed only for the purpose of this exercise and kept confidential and/or protected from disclosure without prior consent pursuant to the privacy principles of the Data Protection Act. Suppliers are asked to note however that such information may be requested by third-parties under the Freedom of Information Act and that the Ministry may in some cases be required to disclose information pursuant to statutory obligations or by law.

8 Quotations become property of the GoRTT

All Quotations become the property of the GoRTT on submission. The Ministry may reproduce all or any part of a Quotation for any purpose related to evaluation of the Quotation.

9 Reservations

The Ministry reserves the right at its absolute discretion:

- (a) by written notice to prospective suppliers (who have been issued this RFQ) to do any of the following things: to discontinue or suspend the RFQ process; to extend the closing date and time in Item 1 of the RFQ Information Table; and to amend this RFQ;
- (b) to negotiate with any prospective supplier submitting a Quotation;
- (c) to determine the number of organisations with whom it will contract.

The Ministry is not bound to accept the lowest, or any, Quotation submitted.

10 Content and format of Quotations

Quotations must include all the information listed in Item 5 of the RFQ Information Table.

A Quotation must be prepared using the Quotation Form in Part G. Please ensure that in preparing your Quotation, you compile the supplementary documentation in the order listed in the table at Part G.

11 Monetary amounts

All monetary amounts must be expressed in Trinidad and Tobago dollars. Value Added Tax amounts must be stated as a separate figure.

12 Preparation of Quotation

The GoRTT will neither be responsible, nor pay, for any cost, expense or loss, which may be incurred by any person in connection with the preparation or presentation of a Quotation.

13 Exclusion of liability

The GoRTT is not liable for any error or omission in this RFQ.

14 Validity

A Quotation must remain valid and open to be accepted for ninety (90) Business Days from the closing time and date specified in the RFQ Information Table. The period of ninety (90) Business Days may be extended by written agreement between the prospective supplier and the Ministry.

15 Submission of Quotations

A Quotation must be submitted by the closing time and date specified in Item 1 of the RFQ Information Table or as extended under clause 9. A Quotation must be submitted in a manner specified in Item 3 of the RFQ Information Table.

NOTE: For this RFQ, the Ministry does not permit submission of Quotations by email.

16 Late Quotations

Late Quotations will not be considered.

Late Quotations that are not accepted will be marked on the envelope with the time and date of receipt, and be returned to the prospective supplier.

17 How a contract for the supply of the Goods is formed

A contract for the supply of the Goods will be formed when the GoRTT and the successful supplier enter into a **formal instrument of agreement, that is, a contract.**

The Ministry will issue a formal contract to the Supplier, for review and execution.

The standard terms and conditions in Part F will form part of the final contract.

Part F: Standard Terms and Conditions of Contract

1 Governing law and jurisdiction

The Contract is governed by the law of the Republic of Trinidad and Tobago. The parties submit to the jurisdiction of the courts of Trinidad and Tobago.

2 Supply of the Goods

The Supplier must:

- (a) supply the Goods to the GoRTT;
- (b) ensure that the Goods conform to the Specifications;
- (c) ensure that the Goods comply with all applicable laws and applicable;
- (d) if the Goods have been sold by sample, ensure that the Goods conform to the sample;
- (e) at its cost deliver the Goods to the GoRTT at the Delivery Location by the Date for Delivery; and
- (f) if required by the GoRTT, give reasonable notice as to the date and time when the Goods will be delivered.

The Supplier, at its cost, is responsible for unloading the Goods.

Time is of the essence in relation to the delivery of the Goods.

3 Acceptance or rejection of the Goods

The Ministry may test the Goods to determine whether they conform to the Specification and, if applicable, conform to the sample provided by the Supplier.

The GoRTT may, by notice in writing to the Supplier, reject the Goods within the period of 15 Business Days after the actual date of delivery, if the Goods do not conform to the Specifications or, if applicable, the sample provided by the Supplier. If the GoRTT does not reject the Goods within that period, the GoRTT is taken to have accepted the Goods at the expiration of that period.

If the GoRTT rejects the Goods the Supplier must, at its cost, collect and remove the rejected Goods from the GoRTT as soon as practicable. If the Supplier fails to collect the rejected Goods within 5 Business Days of the Goods being rejected, the GoRTT may, at the Supplier's expense, either store the Goods until collected by the Supplier or return the rejected Goods to the Supplier.

If the GoRTT rejects the Goods, the Supplier must also refund to the GoRTT, on demand by the GoRTT in writing, any money paid by the GoRTT to the Supplier for those Goods.

4 Ownership of and risk in the Goods

Ownership and property in the Goods passes to the GoRTT upon acceptance of the Goods by the GoRTT. Risk in the Goods passes after delivery of the Goods to the GoRTT.

5 Warranty Period

The Supplier, at its cost, must promptly (and in any event, no later than 14 calendar days from the date of notification of defect) make good any Defect that appears in the Goods during the Warranty Period (see Part C, Item 5), and which is notified in writing by the Ministry to the Supplier.

Defect means a defect in the Goods that is attributable to defective design, defective materials or defective manufacture.

6 Manufacturer's warranty

The Supplier must obtain for the GoRTT's benefit any manufacturer's warranty in relation to the Goods that is required by the Specification.

7 Contract Sum and payment

The Ministry pays Suppliers in accordance with the terms and conditions set out in the formal contract which will be executed between the Supplier and the Ministry. **A standard contract is attached for your information.**

The Ministry is not required to pay for any Goods until:

- (a) those Goods have been delivered to, and accepted by, the Ministry in accordance with the Contract; and
- (b) the Ministry is satisfied that the Goods are not subject to any Security Interest.

The Ministry is not required to make any payment to the Supplier if the Supplier is in breach of the Contract.

8 Supplier's warranties

The Supplier must warrant to the GoRTT that:

- (a) the Goods conform to the Specification, comply with applicable laws, and comply with applicable standards;
- (b) the Goods are free from defects (including defects in installation if the Supplier is responsible for installation);
- (c) except as required by the Specification, the Goods are new when supplied to the GoRTT;

- (d) the Goods are of merchantable quality;
- (e) the Goods are fit for the purpose stated in the Specification, or if no purpose is stated, the purpose for which the Goods would ordinarily be used;
- (f) the supply of the Goods by the Supplier to the GoRTT, and the use of the Goods by the GoRTT, will not breach any intellectual property rights of any third person (including, copyright, designs, trademarks, patents and trade secrets);
- (g) all information given by the Supplier to the Ministry in connection with its Quotation was, and will remain, true and correct;
- (h) the Supplier has the right to sell and transfer title to the Goods to the GoRTT; and
- (i) at delivery, the Goods will be free from any Security Interest.

9 Insurance

The Supplier must take out and maintain the insurances set out at Item 6 of the Contract Information Table.

10 Indemnity by Supplier

The Supplier is required to indemnify the GoRTT against:

- (a) claims in respect of any injury to, or death of, any person;
- (b) claims in respect of damage to the property of any person; or
- (c) loss of, or damage to, property of the GoRTT,

arising from, or attributable to, the delivery, installation, supply or use of the Goods.

The indemnity is a separate and independent obligation of the Supplier. The indemnity survives the termination of the Contract.

11 Default and termination

The GoRTT may terminate the Contract immediately, by written notice, under the following circumstances:

- (a) If the Supplier fails to perform any of its obligations under the Contract satisfactorily and fails to remedy same within fourteen (14) days (or such longer period as GoRTT may have subsequently approved in writing) after written notification of said failure;
- (b) If the Supplier becomes insolvent or bankrupt or takes advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- (c) If the Supplier, in the judgment of GoRTT, has engaged in corrupt or fraudulent

practices in competing for or in executing the Contract.

- (d) If the Supplier fails to comply with any final decision reached as a result of arbitration proceedings.
- (e) If the Supplier made or is deemed to have made any representation or warranty pursuant to the Contract which has a material effect on the rights, obligations or interests of GoRTT and which is proved to have been untrue or incorrect when made or deemed to be made with reference to the facts and circumstances existing at the time.
- (f) If, as a result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than five (5) days.
- (g) If GoRTT, in the sole exercise of its discretion, decides to terminate the Contract.

12 Amounts payable on termination pursuant to clause 0

Subject to clause 0, on termination of the Contract pursuant to clause 0, the GoRTT must pay for all Goods accepted by the GoRTT prior to termination (and to the extent necessary, the Contract Sum will be apportioned by the GoRTT). No other amounts are payable by the GoRTT to the Supplier in respect of the termination of the Contract pursuant to clause 0.

13 Notices

The addresses of the parties for the receipt of any Notice are:

- (a) in the case of the GoRTT, as set out in Item 7 of the Contract Information Table, or as subsequently notified by the GoRTT to the Supplier; and
- (b) in the case of the Supplier:
 - (i) if there is no formal instrument of agreement, as set out in the Quotation Form, or as subsequently notified by the Supplier to the GoRTT; or
 - (ii) if there is a formal instrument of agreement, as set out in the Details part of that agreement, or as or as subsequently notified by the Supplier to the GoRTT.

A Notice must be in legible writing in the English language.

Notice means a notice or other communication for the purpose of the Contract.

Part G: Quotation Form

Important Note: This Quotation Form must not be separated from this RFQ. If submitting a quotation, you must submit this RFQ in its entirety.

To: The Permanent Secretary, Ministry of Public Administration and Communications

I/We:

(the **Supplier**)

(insert name, USE BLOCK LETTERS)

(insert Company name)

hereby offer to supply to the GoRTT the Goods (specified in this RFQ) in accordance with the Conditions of Contract and the following Addenda (if any) issued by the GoRTT. I/We, having examined all specifications, and other proposed contract documents, and all addenda (if applicable); and being acquainted and fully understanding (a) the extent and character of the equipment to be supplied in this RFQ; (b) the location, arrangement, and specified requirements of the proposed equipment; (c) local conditions relative to labour, transportation, and delivery of facilities; and (d) all other factors and conditions affecting or which may be affected by the services.

hereby offer to furnish all required labour, transport and equipment; to perform all necessary requirements to complete all services stipulated in, required by, and in accordance with this RFQ document, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein.

Addendum No.	Date and description

Total Price:

The price offered is:

excluding VAT

(insert offered price)

(insert Value Added Tax figure)

I/We confirm the following supplementary documentation (as per Part C, Item 5) has been submitted with this offer as required by the RFQ.

Please ensure that in preparing your Quotation, you include the supplementary documentation in the order listed in the table below.

1. Statutory approvals and insurance	
Valid Tax Clearance Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Valid Value Added Tax (VAT) Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
A valid National Insurance Compliance Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of valid Workmen's Compensation and Public liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Information in Quotation	
Delivery period and dates for proposed service (state by item)	Yes <input type="checkbox"/> No <input type="checkbox"/>
NR	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contractor's 24 months' warranty (post-delivery) for proposed service	Yes <input type="checkbox"/> No <input type="checkbox"/>
NR	Yes <input type="checkbox"/> No <input type="checkbox"/>
NR	Yes <input type="checkbox"/> No <input type="checkbox"/>
NR	Yes <input type="checkbox"/> No <input type="checkbox"/>

Itemized Rates:

The price offered is a price calculated in accordance with the following itemized rates:

Item	Activity (Items)	Quantity	Unit	Rate \$TT	Costs \$TT (VAT exclusive)
01	<p><u>Electrical Connection and Lighting</u></p> <ul style="list-style-type: none"> • Supply and install one (1 off) 4 inch diameter by thirty (30) feet length metal pole to accommodate T&TEC electrical connection, as per scope of works • Supply and install seven (7 off) 4 inch diameter by twenty four (24) feet light poles, as per scope of works. • Supply and install eight (8 off) 150 watts led photo cell lights at the top of the light poles installed, as per scope of works. Note: All wiring must conform to T&TEC's requirements for light and power. • Supply and install one (1 Off) meter base and single breaker panel with a THQMV required amp main breaker, as per scope of works. • Supply and install one (1 off) required amps panel box inside the guard booth to accommodate all associated lighting and outlet breakers, as per scope of works. • Supply and install the required size cables and wiring to panel box, as per scope of works. • Supply and install all circuit breakers with the required amperes for the system. • Supply and install two (2 off) GFCI outlets, as per scope of works. • Supply and install two (2 off) 220 outlets, as per scope of works. • Contractor to supply and install all wiring and safety requirements to secure an inspection certificate for 	<p>1</p> <p>7</p> <p>8</p> <p>1</p> <p>1</p> <p>As required</p> <p>As required</p> <p>2</p> <p>2</p> <p>As required</p>	<p>Item</p> <p>Lump sum</p> <p>Lump sum</p> <p>Item</p> <p>Item</p> <p>Lump sum</p> <p>Lump sum</p> <p>Items</p> <p>Items</p> <p>Lump sum</p>		

Item	Activity (Items)	Quantity	Unit	Rate \$TT	Costs \$TT (VAT exclusive)
	an electrical connection from T&TEC, as per scope of works.				
02	<p><u>Water Connection and Supply</u></p> <ul style="list-style-type: none"> • Contractor's bid must include the cost of completing and submitting WASA's application form for connection on the MPAC's behalf, as well as any other costs or fees associated with the installation of this utility. • Supply and install pipe and fittings. <ul style="list-style-type: none"> ○ Supply and install 62m $\frac{3}{4}$ inch and 5m $\frac{1}{2}$ inch heavy schedule PVC pipe with tap and fittings (elbows, collars, and check valves, reducers) to complete system identified on site visit. ○ Supply and install by fabricating and welding one (1) metal frame for a sink. All metal surfaces are to be power tool cleaned and covered with an approved primer and top coat. ○ Supply and install one sink in metal frame. The water connection to the sink must be made when completed. ○ Contractor must test connections for leaks and ensure that system is safely secured throughout. 	As required	Lump sum		
		As required	Lump sum		
		1	Item		
		1	Item		
		1	Lump sum		
03	<p><u>Miscellaneous Construction Works</u></p> <ul style="list-style-type: none"> • Supply and install approximately 28 meters of galvanize razor wire onto North and Western perimeter fence in car park. • Demolish and remove from site approximately 20 meters of concrete on top of the southern perimeter fence. 	1	Lump sum		
		1	Lump sum		
	<p><u>Construction Works</u></p> <ul style="list-style-type: none"> • Payment of fees to secure all permits • Construction of two (2 off) grilled 	As required	Lump sum		

Item	Activity (Items)	Quantity	Unit	Rate \$TT	Costs \$TT (VAT exclusive)
	ramps as per scope works and details provided.	2	Items		
	VAT (12.5%)				\$
	TOTAL COSTS (VAT Inclusive)				\$

For the purposes of the Conditions of Contract, the Supplier's details for the service of Notices will be as follows:

Address:	
Email:	
Contact person or position:	

(insert details, use BLOCK LETTERS)

I/We declare that:

- (a) the Conditions of Quotation are agreed;
- (b) the Standard Terms and Conditions of Contract are agreed; and
- (c) the information and particulars provided as part of this offer are accurate and correct.

Dated:

(insert date)

Signing by Supplier

Signed by the Supplier

<p>Signature: → <input style="width: 300px; height: 50px;" type="text"/></p>	<p>Signature: → <input style="width: 300px; height: 50px;" type="text"/></p>
<p>*Print name and office held: <input style="width: 300px; height: 50px;" type="text"/></p>	<p>*Print name and office held: <input style="width: 300px; height: 50px;" type="text"/></p>

*Use BLOCK LETTERS.

The form below will be separated from the RFQ before issue. It is solely for the purposes of the Evaluation Committee's bid compliance checks upon opening tenders. This list will determine which bids are disqualified for failure to submit MANDATORY information and documents.

BID COMPLIANCE FORM (FOR INTERNAL MINISTRY USE ONLY)	
COMPLIANCE REQUIREMENT	YES/NO
3. Envelope & Tender Box	
Quotation was submitted in correct tender box within the RFQ timeframe	Yes <input type="checkbox"/> No <input type="checkbox"/>
Envelope was sealed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Envelope was properly labelled	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Preparation of Quotation	
Quotation was signed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alterations (if any) were initialled by Supplier	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Statutory approvals and insurance	
Valid Tax Clearance Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Valid Value Added Tax (VAT) Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
A valid National Insurance Compliance Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of valid Workmen's Compensation and public liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Information in Quotation	
Delivery period and dates for proposed service (state by item)	Yes <input type="checkbox"/> No <input type="checkbox"/>
NR	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supplier's 24 months' warranty (post-delivery) for proposed service	Yes <input type="checkbox"/> No <input type="checkbox"/>
NR	Yes <input type="checkbox"/> No <input type="checkbox"/>
Project Management Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
NR	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part H: Sample Contract