

REQUEST FOR PROPOSAL (RFP)

TENDER FOR THE PROVISION FOR INSPECTION AND REPAIRS OF GAS LINES IN THE SCIENCE LABORATORIES AT ALL SECONDARY SCHOOLS IN TOBAGO

Tender Closing Date	13 August 2020
Tender Closing Time	1.00 pm
Tender Opening Date	13 August 2020
Tender Opening Time	1:15 pm

PLEASE NOTE THAT ALL QUERIES MUST BE RECEIVED NOT LATER THAN 14 CALENDAR DAYS PRIOR TO THE CLOSING DATE AND RESPONSES WILL BE PROVIDED AT LEAST 7 CALENDAR DAYS BEFORE THE CLOSING DATE OF THE TENDER

DEIE-2020-02

TABLE OF CONTENTS

1.0	Introduction	3
1.1	Purpose of the RFP	3
2.0	No Contractual Obligation	4
3.0	No Claim for Compensation	4
4.0	No Conflict of Interest	4
5.0	Tender Restrictions	4
6.0	Due Diligence	5
7.0	Acknowledgement	5
8.0	Rights of the Office of the Chief Secretary	6
9.0	Request for Additional Information	6
10.0	Format of Tenders	7
11.0	Pre-Qualifications	7
12.0	Tender Submissions	8
13.0	RFP Schedule	9
14.0	Late Tenders	10
15.0	Site Visits	10
16.0	Selection Criteria	10
17.0	Award Criteria	11
18.0	Additional Submission	11
	Schedule 1 - Scope of Works	12
	Schedule 2 - Form of Tender	13
	Schedule 2- List of Schools	14
	Statement of Truth	15

1.0 INTRODUCTION:

The Tobago House of Assembly (**THA**) comprises two main arms, the **Legislative Arm** and the **Executive Arm**, and **ten (10) divisions** with particular remits plus the Office of the Chief Secretary, which oversees the others. The Assembly was created by Act 37 of 1980 for “making better provision for the administration of Tobago and for matters therein.”

The Division of Education, Innovation and Energy is mandated to provide access to educational institutions and programs in Tobago, including quality Early Childhood, Primary and Secondary Education, to achieve the holistic development of the child. The Department of Education is responsible for the management of all schools in Tobago in areas such as curriculum implementation, school supervision, school nutrition, special education, student support services and education extension services.

1.1 PURPOSE OF THE RFP

The purpose of this RFP is to identify a competent provider who shall inspect, repair and certify gas lines in the Science laboratory of all Secondary Schools in Tobago.

PART 1 INSTRUCTION TO BIDDERS

Service Providers participating in this Tender are asked to please **READ THE INSTRUCTIONS CAREFULLY.**

2.0 No Contractual Obligations

This is a Request for Proposal (RFP). No contractual obligations will arise between DEIE and any bidder until and unless DEIE and a bidder enter a formal, written contract for the bidder to provide the services contemplated in this Instructions to Bidders (ITB).

DEIE reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

3.0 No Claim for Compensation

Except as expressly and specifically permitted in these instructions to the Bidder, no Service Provider shall have any claim for any compensation of any kind whatsoever, as a result of participation in the ITB, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

4.0 Conflict Of Interest

DEIE will ensure there is no Conflict of Interest in this tender. As such, any relationship involving Service Providers and Members of DEIE's Management and Staff must be fully disclosed.

5.0 Tender Restrictions

This tender is open to all Service Providers registered with the Registrar General in the Republic of Trinidad and Tobago. Additionally, Service Providers desiring to participate in this tender are encouraged to register with the Procurement Control Office, Office of the Chief Secretary, Tobago House of Assembly.

6.0 Due Diligence

The Division of Education, Innovation and Energy (DEIE) in its responsibility to perform due diligence, will ensure the following:

- a. Service Providers have the legal capacity to enter the procurement contract;
- b. Service Providers are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
- c. Service Providers have not, and their directors or officers have not, been convicted of any criminal offence;
- d. Service Providers have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- e. Service Providers have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- f. Service Providers meet relevant industry standards.

7.0 Acknowledgement:

- a. Interested parties must indicate by e-mail: Procurementunit@thadeie.gov.tt that they have downloaded the ITB and intends to tender. Proposals must be signed by the person making the offer. With this acknowledgement, bidders must also indicate the **name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between DEIE and their organization for correspondence and queries.

8.0 Rights of the Division of Education Innovation and Energy (DEIE)

- a. DEIE reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work satisfactorily and completely
- b. DEIE may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division. Extremely low bids may also be voided.
- c. DEIE does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

9.0 Requests for Additional Information:

Service Providers requiring a clarification of the bid documents **MUST** do so by contacting DEIE **ONLY**. Please send email to the following email address: procurementunit@thadeie.gov.tt. All queries should be addressed to:

PROCUREMENT UNIT
Supervisor, Public Procurement
Division of Education, Innovation and Energy
Phone: 639-3421 Ext.3149

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

10.0 Format of Tenders:

- a. Tenders shall comprise a Single-Envelope System, this means a single envelope containing both the financial and technical information required by the DEIE for evaluation. Price **must be submitted** using the “**FORM OF TENDER**” template in **Schedule 2 of this RFP**
- b. Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

11.0 Pre-qualification

Pre-qualification documents can be downloaded from the PCO’s official website at: <http://pco.tha.gov.tt/pre-qualification/>. Contractors that have followed the PCO’s instruction for prequalification can submit their documents to:

**Procurement Control Office
Spring Gardens Office Complex
Of the Orange Hill ext. Road leading to Plymouth**

All communication with THA with regards to this Pre-Qualification shall be initiated through:

Mr. Paul Duncan
Assistant Manager, Public Procurement
Procurement Control Office
Tobago House of Assembly
Office of the Chief Secretary
E-mail: paul.duncan@tha.gov.tt
Phone: 639-3421 ext. 1021

12.0 Tender Submissions

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

**Administrator-Division of Education, Innovation and Energy; Dutch Fort
Plaza Scarborough**

**TENDER FOR THE PROVISION FOR INSPECTION AND REPAIRS OF GAS
LINES WHERE NECESSARY IN THE SCIENCE LABORATORIES AT ALL
SECONDARY SCHOOLS
IN TOBAGO**

And deposited at the following location:

**Procurement Unit
2nd. Floor, Division of Education, Innovation and Energy; Dutch Fort Plaza
Scarborough**

- a. Service Providers **MUST** submit one (1) original and four (4) copies of their bids. Bid **must** comprise a price schedule using the “**Form of Tender**” sheet (*Schedule 2*). The envelope of the original bid **MUST** be labeled as “**ORIGINAL**” in **BOLD** font and the envelopes containing copies **MUST** be labeled “**COPY**”
- b. Envelopes must be properly sealed with the Service Provider’s returning address and contact number at the back of the envelope.
- c. Tender Box Opening dimensions is approx. 14” long x ¾” wide.
- d. Service Providers **MUST** also affix their company’s stamp at the front of the Envelope and also on the Price Schedule Form (**FORM OF CONTRACT**). The form must be signed, dated and stamped by the Principal or representative responsible for preparing the bid.
- e. Failure to comply with these instructions (a-c above) will result in rejection of tender packages.

Tenderers are again reminded to pay close attention to the instructions outlined in this tender.

13.0 Request for Proposal (RFP) Schedule:

DETAILS	DATE & TIME
RFP Enquiry Deadline	3 August 2020
Site Visit date	All Secondary Schools. See Schedule “3”
Information Request	Contractors should call Supervisor Public Procurement at the following numbers to :- <ul style="list-style-type: none"> • 299-0781 ext. 3149 • 393-9357
Site Visit Time	13-14 July 2020 9.00 am
Tender Closing Date	13 August 2020
Tender Closing Time	1.00 p.m.
Tender Opening Date	13 August 2020
Tender Opening Time	1:15 p.m.

Tenderers are publicly invited to be part of the Tender Opening to be held at:

The Division of Education, Innovation and Energy
Procurement Unit 2nd. Floor
Dutch Fort
Scarborough, Tobago

14.0 LATE TENDERS:

- a. **Late tenders will not be accepted under any circumstances.**

15.0 SITE VISITS

One site visit will be held with all interested and eligible tenderers on the date identified in the table numbered 13.0 in this RFP. No Service Provider shall visit the site without authorization.

16.0 SELECTION CRITERIA

- a. Service Providers whose bids shall move forward to the evaluation stage **MUST** comply with the mandatory requirements.

	CRITERIA	RELEVANCE	PROVIDED	
1	Tender must be neat, labeled, organized and easy to navigate	Mandatory	Yes	No
2	Certificate of Incorporation/Business Registration	Mandatory		
3	NIS Registration/Compliance Certificate	Mandatory		
4	Valid BIR /Income Tax	Mandatory		
5	VAT registration – where applicable	Mandatory		
6	Notice of Directors	Mandatory		
7	Notice of Address	Mandatory		
8	Audited financial statements for the last 3 years	Mandatory		
9	Two resumes of Key personnel	Mandatory		
10	Technical data on proposed solution	Mandatory		
	TOTAL POINTS			

- b. DEIE reserves the rights to waive any of the criteria above.
c. DEIE reserves the right to negotiate with the successful Service Provider.

17.0 AWARD CRITERIA

Please pay attention to the criteria by which tender submissions shall be scored.

EVALUATION CRITERIA	MAX Score
Cost Best Competitive price and warranty considering all other factors	30
Evidence of Financial Capacity Valid letter from a recognized financial institution demonstrating the contractors' financial capability to meet his/her obligations if entered into a contract with the THA arising out of this tender.	40
Experience Contractor with the most experience in the supply and installation of solutions. Contractor must demonstrate same by providing two references and copies of two contracts of similar nature. The references must be from the same source as the contracts/PO. Contractor may also provide a short list of the schools/workplaces they have installed similar solutions.	10
Testing & Certification Contractor is authorized to conduct testing and issue certification	20
TOTAL SCORE	100

18.0 ADDITIONAL SUBMISSION

- a. Bidders must include in their proposals the warranty period for Fume Hoods
- b. Bidders must also submit the unit cost per fume hood and shower station inclusive of installation, inspection and certification cost, if applicable
- c. Bidders after the site visit should recommend the most appropriate solutions
- d. Bidders should also provide a sample Service Level Agreement (SLA) for periodic testing and servicing of the solution after the warranty period expires.

SCHEDULE 1

SCOPE OF WORKS TO BE PERFORMED

Task Description	Qty	
<i>Inspection and repairs to Gas Lines in the science Laboratories by testing and certification</i>	9	All Secondary Schools Recommend the best fix, taking into consideration student population, usage

SCHEDULE 2
FORM OF TENDER

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

**TENDER FOR THE PROVISION for INSPECTION AND REPAIRS OF GAS LINES IN
THE SCIENCE LABORATORIES AT ALL SECONDARY SCHOOLS
IN TOBAGO**

To:

“The Administrator”
Division of Education, Innovation and Energy
Singh’s Building, Dutch Fort Plaza
Scarborough

Sir/Madam,

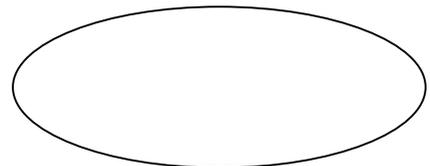
Having examined the Tender Document issued by Office of the Chief Secretary (DEIE) and having also visited the sites, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

NAME OF FACILITY: Secondary Schools Tobago

Proposed Price (Figures).....
(Words).....
.....
..... Trinidad and Tobago Dollars (TT\$.....) exclusive of VAT

VAT:
.....
..... Trinidad and Tobago Dollars (TT\$.....)

Stamp



SCHEDULE 3

LIST OF SCHOOLS

NO	NAME OF SCHOOLS	STARTING TIME	SITE VISIT	
1	Scarborough Secondary	9.00 AM	13 th	July 2020
2	Harmon Seventh Day Adventist School		13 th	July 2020
3	Bishops High School		13 th	July 2020
4	Pentecostal Light and Life		13 th	July 2020
5	Signal Hill Secondary		13 th	July 2020
6	Mason Hall Secondary		13 th	July 2020
7	Goodwood Secondary	10.00AM	14 th	July 2020
8	Speyside High School		14 th	July 2020
9	Roxborough Secondary		14 th	July 2020

Note:

The start of each day, approximately an hour would be spent at one school and proceeds to others.

Site Visit: Tenderers are required to assemble at Scarborough Secondary School, Shaw Park Scarborough Main Car Park, on the 13 July 2020 at 9.00 am. Tenderers who are more than ten minutes late for the pre-bid briefing will not be allowed to join the site visit. All must sign the register. Tenderers failure to attend the site visit deem the Bidder ineligible to submit a Bid,

STATEMENT OF TRUTH

I declare that to the best of my knowledge the answers submitted to these question are correct. I understand that the information will be used in the selection process to assess my organization’s suitability to be selected for this tender. I also acknowledge that the THA’s Authorized Representative shall make any enquiries concerning the particulars of my submissions.

I understand that the THA may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification.

Dated this day of2020

.....

Authorized Representative Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

..... SEAL

