



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

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**MINISTRY OF AGRICULTURE,  
LAND & FISHERIES**

**Technical Information Package  
for  
Desilting Projects**

April 2023

# TABLE OF CONTENTS

	<i>Page No.</i>
<b>1.0 INSTRUCTIONS TO TENDERERS</b>	<b>3</b>
1.1 Introduction	3
1.2 Submission of Prequalification Documents	3
1.3 Income Tax/Value Added Tax/NIB Certificate of Compliance	4
1.4 Other Instructions	4
1.5 Evaluation Criteria	5
<b>2.0 TENDERER'S INFORMATION</b>	<b>6</b>
<b>3.0 MANDATORY DOCUMENTS</b>	<b>7</b>
3.1 Item 1 – Value Added Tax Clearance Certificate	8
3.2 Item 2 – Income Tax Clearance Certificate	9
3.3 Item 3 – N.I.B Certificate of Compliance	10
3.4 Item 4 – Firm's Certificate of Incorporation /Certificate of Registration	11
3.5 Item 5 – Firm's Notice of Directors/ List of Partners	12
<b>4.0 CAPABILITY REQUIREMENTS</b>	<b>13</b>
4.1 Human Resource Capacity	14
i. Engineer	14
ii. Foreman	15
iii. Heavy Equipment Operator	16
iv. Heavy Equipment Operator	17
4.2(A) Company's/Firm's Organizational Structure	18
4.2(B) Health, Safety and Environment (HSE)	19
4.3 Experience of Company/Firm	20
4.4 Plant and Equipment	21
i. Backhoe	21
ii. Excavator	22
iii. 6-Wheel Dump Truck	23
4.5 Financial Capability	24
4.5(A) Statement of Financial Capability	24
4.6(A) Statement of Litigation	25
4.6(B) Statement of Bankruptcy	26

# MINISTRY OF AGRICULTURE, LAND AND FISHERIES

## 1.0 INSTRUCTIONS TO TENDERERS

**Tenderers are advised to read all instructions carefully, since failure to comply will result in the rejection of their submissions**

### 1.1 Introduction

The Ministry of Agriculture, Land and Fisheries is desirous of inviting tenders for Desilting projects for the fiscal year 2022/2023.

The Scope of Works will include the supply of labour, materials, tools, equipment, and machinery etc. for the following:-

- i. Vegetation control
- ii. Desilting of water courses and channels
- iii. Removal of debris from channel banks and road shoulders
- iv. Drain/Culvert/bridge clearing and cleaning

Tenderers are expected to have the practical skill and experience acquired as a contractor in the execution of works of a similar or analogous nature and to be equipped with an ample quantity of manpower, suitable plant and appliances, financial capability and in every respect, fully competent to undertake the execution of all agricultural infrastructure contracts.

### 1.2 Submission of Technical Information Documents

Tenderers must provide the following in their technical submission:-

- a) The full name, signature, office and business address;
- b) The signature of the person making the submission, 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.
- c) The *initials* of the person making the submission, must be inserted next to any alterations or erasures made or in the case of a company, partnership or business firm, by a duly authorized officer or employee of such company, partnership or business firm; and
- d) All information requested in this document should be submitted in the format requested.  
**Additional information not requested in this questionnaire shall not be considered.**

### 1.3 Income Tax / Value Added Tax / NIB Certificate of Compliance

- a) Submissions **must** be accompanied by Income Tax Certificate and Value Added Tax Clearance Certificate issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender; and
- b) An NIS Certificate of Compliance issued in accordance with the National Insurance Act dated not more than six (6) months prior to the closing date of the tender.

### 1.4 Other Instructions

- a) Any submission received after the deadline prescribed in the Tender Notice will be **rejected** and returned to the Tenderer.
- b) The Ministry may reject any submission that does not comply with any of the mandatory requirements listed at page 8.
- c) During the evaluation process the Ministry reserves the right to request any clarification from any Tenderer without modifying the contents of the submission.
- d) The Ministry of Agriculture, Land and Fisheries reserves the right to reject any or all submissions without limiting the generality of the foregoing. Any submission which is incomplete, obscure, or irregular, having erasures or corrections, may be rejected.
- e) Documents are not transferable. They shall be completed, signed and submitted by the person, company or firm in whose favour they have been issued. In case of a company or firm, the person who is authorised by its Board of Directors, or governing body, shall sign the submissions on behalf of the Company or Firm. In such a case, an extract of the relevant minutes or resolution of the Board of Directors, authorising the person to sign the submissions on behalf of the company or firm, signed and attested by the chairman of the company or firm and duly notarized, shall be enclosed in the sealed tender submission.
- f) The completed Technical Information Package must be scanned and submitted in PDF format as a separate file on the Flash Drive. The file shall be called “Technical Information Package” and submitted on the same Flash Drive with the Tender Bid documents. As the requirement is for the submission of two (2) copies of the tender bids, each on a separate flash drive, so to on each of the flash drives, a file containing the Technical Information Package must be on each of the flash drives.
- g) Tenderers are required to attach their responses to the specific ***Itemized pages*** provided throughout the document. For detailed consideration of the submissions, the Tenderer shall ensure the following information is submitted:
  - i) Details of the organizational structure proposed for each member of management and supervisory staff who will be committed to Desilting contracts. **The detailed curriculum vitae of the Engineer/s and the Foreman/foremen MUST be submitted.**
  - ii) Evidence of similar works completed. Experience as prime contractor in desilting works of a nature and complexity equivalent to the proposed works over the last 7

years. To comply with this requirement, works cited should be at least 70 percent complete.

iii) Details of the following:

- Firm's Certificate of Incorporation/ Certification of Registration (see page 12).
- Notice of Directors/ List of Partners (see page 13).
- List of equipment to be made available for use on desilting projects: Make registration number, date of purchase and specification (see pages 20 - 27).
- Financial Information showing evidence of the Tenderer's capabilities to finance the works (see page 28).
  
- Any litigation affecting completion of any project pending against the applicant (see pages 30 and 31). A consistent history of litigation or arbitration awards against the applicant or any partner of a joint venture may result in disqualification. **Failure to disclose information requested or submission of false information may result in disqualification.**

## 1.5 Evaluation Criteria

To qualify for an Agricultural Infrastructure Contract, tenderers shall meet all the following criteria:

- a) Submission of Mandatory Documents. All submissions omitting **mandatory documents** will be disqualified. Tenderers should therefore pay particular attention to submitting the following:-
- **Valid** Income Tax **and** Value Added Tax Clearance Certificates
  - NIB Certificate of Compliance issued in accordance with the National Insurance Act dated not more than six (6) months prior to the closing date of the tender
  - Firm's Certificate of Registration/ Certificate of Incorporation
  - Notice of Directors/ List of Partners
- b) Submissions will then be assessed according to the following criteria:-
- |                         |             |
|-------------------------|-------------|
| Human Resource Capacity | - 20 points |
| Experience of firm      | - 30 points |
| Equipment               | - 25 points |
| Financial Capability    | - 25 points |
- c) Tenderers **must** attain a minimum of 60 points in order to pre-qualify, with a minimum of 50% for each criterion.
- d) No tenderer shall be awarded more than a total of two (2) contracts from within all Groups (A, B and C).

**Failure to submit one or more of the documents listed at (a) above will result in the disqualification of the Tenderer.**

**2.0 TENDERER'S INFORMATION**

**Company/Firm Name:** .....  
.....

**Business Address:**.....  
.....  
.....

**Director/Owner Name:** .....  
.....  
.....  
.....

**Telephone No.:** .....

**Cell Phone No.:** .....

**Fax No. :** .....

**Email Address:** .....

### 3.0 MANDATORY DOCUMENTS

The following table lists the mandatory requirements to be submitted by the tenderer.

<b>ITEM</b>	<b>PARTICULAR OF MANDATORY DOCUMENTS</b>	<b>YES/NO</b>
1	Valid Value Added Tax Clearance Certificate	
2	Valid Income Tax Clearance Certificate	
3	NIB Certificate of Compliance dated not more than six (6) months prior to tender closing date	
4	Firm's Certificate of Registration/Certificate of Incorporation	
5	Firm's Notice of Directors/ List of Partners	

### 3.1 Item 1 – Value Added Tax Clearance Certificate

Please provide a Value Added Tax Clearance Certificate issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.

Staple certificate unto this page

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**



### **3.2 Item 2 – Income Tax Clearance Certificate**

Please provide an Income Tax Clearance Certificate issued by the B.I.R and dated not more than six (6) months prior to the closing date of the tender

Staple certificate unto this page

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

### 3.3 Item 3 – N.I.B Certificate of Compliance

Please provide a Certificate of Compliance issued in accordance with the National Insurance Act and dated not more than six (6) months prior to the closing date of the tender

Staple certificate unto this page

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

**3.4 Item 4 – Firm’s Certificate of Incorporation /  
Certificate of Registration**

Please attach a copy of your company or firm’s certificate of registration / certificate of incorporation. This must state who are the owners/ directors and secretary of the firm/company.

Staple registration / incorporation letter/certificate unto this page

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer’s Stamp**

### **3.5 Item 5 – Firm’s Notice of Directors/ List of Partners**

Please attach a copy of your company or firm’s Notice of Directors/ List of Partners.

Staple Notice of Directors unto this page

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer’s Stamp**

## 4.0 CAPABILITY REQUIREMENTS

The following table lists the capability requirements to be submitted by the Tenderer.

ITEM	PARTICULAR OF REQUIREMENTS	YES/NO
4.1	<b>HUMAN RESOURCE CAPACITY</b> <b>Personnel Qualification and Experience</b> I. Engineer II. Foreman III. Heavy Equipment Operator IV. Heavy Equipment Operator	
4.2(A) 4.2(B)	<b>COMPANY'S/FIRM'S ORGANIZATIONAL STRUCTURE</b> <b>HEALTH, SAFETY AND ENVIRONMENT (HSE)</b>	
4.3	<b>EXPERIENCE OF COMPANY/FIRM</b>	
4.4	<b>PLANT AND EQUIPMENT</b> I. Backhoe II. Excavator III. 6-Wheel Dump Trucks	
4.5	<b>FINANCIAL CAPABILITY</b>	
4.5(A)	<b>Statement of Financial Capability</b>	
4.6(A) 4.6(B)	<b>STATEMENT OF LITIGATION</b> <b>STATEMENT OF BANKRUPTCY</b>	

**4.1 HUMAN RESOURCE CAPACITY**

**Personnel Qualification & Experience**

**I - ENGINEER (Civil, Mechanical or Agricultural)**

Engineer's Name .....

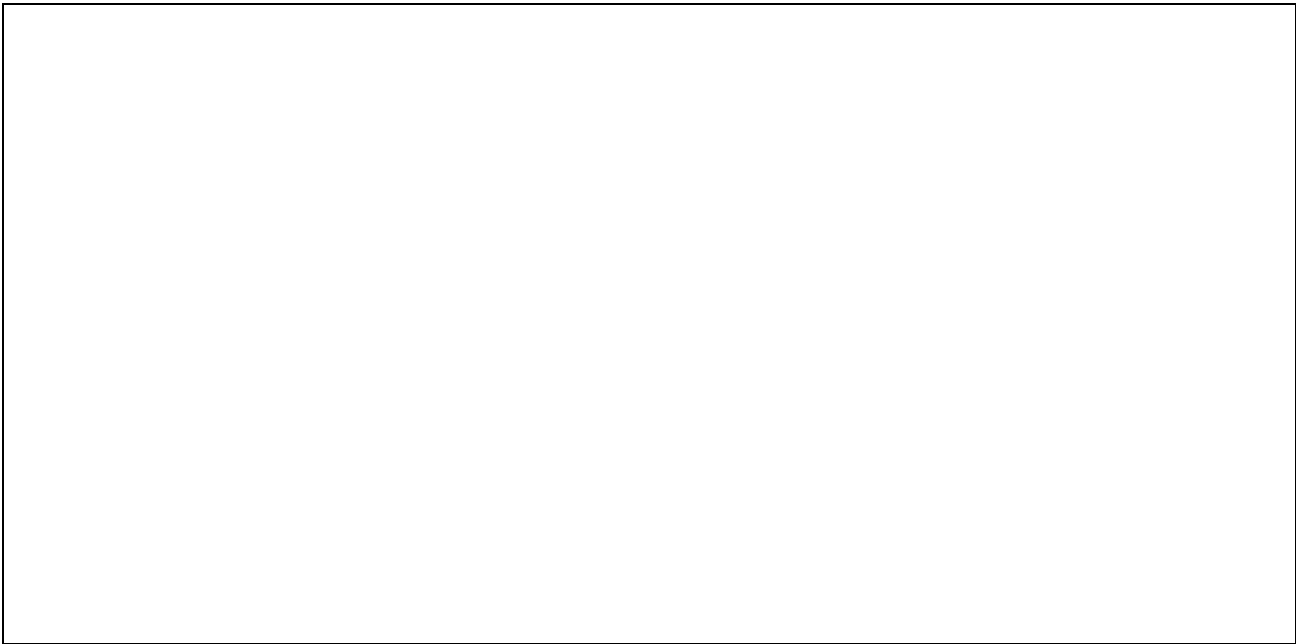
Contact # .....

Qualification/Academic .....

.....

.....

**Please attach a copy of the Engineer's Curriculum Vitae**



.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

## II – FOREMAN

Foreman's Name .....

Contact # .....

Qualification/Academic .....

.....

**Please attach a copy of the Foreman's Curriculum Vitae**

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

### **III – HEAVY EQUIPMENT OPERATOR**

Name .....

Contact # .....

Qualification/Academic .....

.....

**Please attach a copy of the Heavy Equipment Operator’s Curriculum Vitae**

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer’s Stamp**



**IV – HEAVY EQUIPMENT OPERATOR**


Name .....

Contact # .....

Qualification/Academic .....

.....

**Please attach a copy of the Heavy Equipment Operator’s Curriculum Vitae**



.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer’s Stamp**

## **4.2 (A) - COMPANY'S/FIRM'S ORGANIZATIONAL STRUCTURE**

Please insert a diagram of the structure of the organization which will be employed for the project indicating names as well as positions.



.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

## **4.2 (B) – HEALTH, SAFETY AND ENVIRONMENT (HSE)**

Please insert in two (2) pages or less how your firm addresses risk, safety and environmental issues at the work site.



.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

### 4.3 EXPERIENCE OF FIRM/COMPANY

**PROVIDE DETAILS ON PROJECTS COMPLETED DURING THE LAST 7 YEARS (2015 – 2022)  
(if necessary continue on a separate attachment with the same format)**

Information found to be inaccurate will lead to automatic disqualification.

Project Name	Project Type	Client Name/ Address	Client's Phone #	Project Location	Description of Project	Period		Project Cost \$
						From	To	
1.								
2.								
3.								
4.								

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

## 4.4 PLANT AND EQUIPMENT

List of Functional Plant and Equipment to be used on the Contract

### I. BACKHOE

Quantity owned.....

Registration Number	Make	Model	Age of Equipment	Current Location	Owned or Rented/Leased

Information found to be inaccurate will lead to automatic disqualification of the Tenderer

For owned equipment, please provide copies of **certificates of ownership, certified copies or proof of ownership.**

For rented/leased equipment, please provide a statement of ownership from the owner of the equipment together with a written commitment that the equipment will be made available if the Tenderer is awarded a contract. The statement is to contain the owner's name, phone contact and address.

All equipment listed above are subject to be viewed by the Ministry of Agriculture, Land and Fisheries.

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

## 4.4 PLANT AND EQUIPMENT

List of Functional Plant and Equipment to be used on the Contract

### II. EXCAVATOR

Quantity owned.....

Registration Number	Make	Model	Age of Equipment	Current Location	Owned or Rented/Leased

Information found to be inaccurate will lead to automatic disqualification of the Tenderer

For owned equipment, please provide copies of **certificates of ownership, certified copies or proof of ownership.**

For rented/leased equipment, please provide a statement of ownership from the owner of the equipment together with a written commitment that the equipment will be made available if the Tenderer is awarded a contract. The statement is to contain the owner's name, phone contact and address.

All equipment listed above are subject to be viewed by the Ministry of Agriculture, Land and Fisheries.

.....  
Signature of Tenderer

.....  
Date

.....  
Tenderer's Stamp

## 4.4 PLANT AND EQUIPMENT

List of Functional Plant and Equipment to be used on the Contract

### III. 6 –WHEEL DUMP TRUCK

Quantity owned.....

Registration Number	Make	Model	Age of Equipment	Current Location	Owned or Rented/Leased

Information found to be inaccurate will lead to automatic disqualification of the Tenderer

For owned equipment, please provide copies of **certificates of ownership, certified copies or proof of ownership.**

For rented/leased equipment, please provide a statement of ownership from the owner of the equipment together with a written commitment that the equipment will be made available if the Tenderer is awarded a contract. The statement is to contain the owner’s name, phone contact and address.

All equipment listed above are subject to be viewed by the Ministry of Agriculture, Land and Fisheries.

.....  
Signature of Tenderer

.....  
Date

.....  
Tenderer’s Stamp

## 4.5 FINANCIAL STABILITY

### Item 4.5(A) Statement of Financial Capability

Please Provide:

**A) A financial statement from a bank or registered institution. (Original only)**

The financial statement must not be older than one month from the closing date of the tender. It must provide information of your ability to finance a contract if awarded to you, giving an indication of the amount of funds that could be made available.

Staple financial/statement unto this page  
**(Original Only)**

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**



## 4.6(A) STATEMENT OF LITIGATION

A statement advising whether there is any litigation affecting completion of any project pending against the applicant, and if there is such litigation, name(s) of court(s), and incumbent(s). Put on separate attachment with signature of Tenderer.

Staple statement unto this page  
**(Original only)**

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**

**4.6(B) STATEMENT OF BANKRUPTCY**

A statement advising whether or not the proponent and/or any Joint Venture participants or any of their principals, officers, or directors have been involved in any bankruptcy proceeding in the past seven (7) years. Put on separate attachment with signature of Tenderer.

Staple statement unto this page  
**(Original only)**

.....  
**Signature of Tenderer**

.....  
**Date**

.....  
**Tenderer's Stamp**