



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

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**MINISTRY OF AGRICULTURE,
LAND & FISHERIES**

**Technical Information Package for
Building Construction/
Refurbishment Projects**

April 2023

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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 Building Construction/Refurbishment 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. Clearing of the building site and excavation works
- ii. Construction of reinforced concrete foundation and flooring
- iii. Construction/fabrication of reinforced concrete/or structural steel beams and columns
- iv. Construction of block masonry walls
- v. Construction of structural steel roof
- vi. Supply and installation of windows and doors
- vii. Supply and installation of floor and wall tiles
- viii. Supply and installation of internal and external soffit ceiling
- ix. Electrical work
- x. Plumbing works
- xi. Reinforced concrete drainage works

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 a building construction/refurbishment contract.

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 Tenderers shall ensure the following information is submitted:
- i) Details of the organizational structure proposed with signed curriculum vitae for each member of management and vital staff who will be committed to Building Construction/Refurbishment contracts. **The detailed signed curriculum vitae of the Engineer/s, the Foreman/foremen and other vital staff MUST be submitted.**
 - ii) Evidence of similar works completed. Experience as prime contractor in agricultural infrastructure 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 agricultural infrastructure projects: Make registration number, date of purchase and specification (see pages 26 - 33).
 - Financial Information showing evidence of the Tenderer's capabilities to finance the works (see page 34).
 - Audited Financial Report for at least one year within the last three (3) year period (see page 35).
 - Any litigation affecting completion of any project pending against the applicant (see pages 36 and 37). 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 a Building Construction/Refurbishment 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
 - Audited financial statement for at least one (1) year within the last three (3) year period

b) Submissions will then be assessed according to the following criteria:-

Human Resource Capacity - 25 points

Experience of firm - 30 points

Equipment - 20 points

Financial Stability - 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.

ITEM	PARTICULAR OF MANDATORY DOCUMENTS	YES/NO
1	Valid Value Added Tax Clearance Certificate	
2	Valid Income Tax Clearance Certificate	
3	Valid 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	
6	Audited financial statement for at least one (1) year within the last three (3) year period	

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 thirty (30) days 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

3.6 Item 6 – Audited Financial Statements

Please attach a copy of one of your company or firm's Audited Financial Statements obtained within the last three (3) year period

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	HUMAN RESOURCE CAPACITY Personnel Qualification and Experience I. Engineer II. Foreman III. Skilled Workers (Carpenters, Masons, Welders etc.)	
4.2(A) 4.2(B)	COMPANY'S/FIRM'S ORGANIZATIONAL STRUCTURE HEALTH, SAFETY AND ENVIRONMENT (HSE)	
4.3	EXPERIENCE OF COMPANY/FIRM	
4.4	PLANT AND EQUIPMENT I. Backhoe II. Flat tray truck III. Excavator IV. 6-Wheel Dump Truck V. Welding plants VI. Tamper VII. Power generator/ Compressor VIII Power tools (Drills, Saws, and Jack- Hammers etc.)	
4.5	FINANCIAL CAPABILITY	
4.5(A)	Statement of Financial Capability	
4.6(A) 4.6(B)	STATEMENT OF LITIGATION STATEMENT OF BANKRUPTCY	

4.1 HUMAN RESOURCE CAPACITY

Personnel Qualification & Experience

I - ENGINEER (Civil, Mechanical or Agricultural)

Engineer's Name

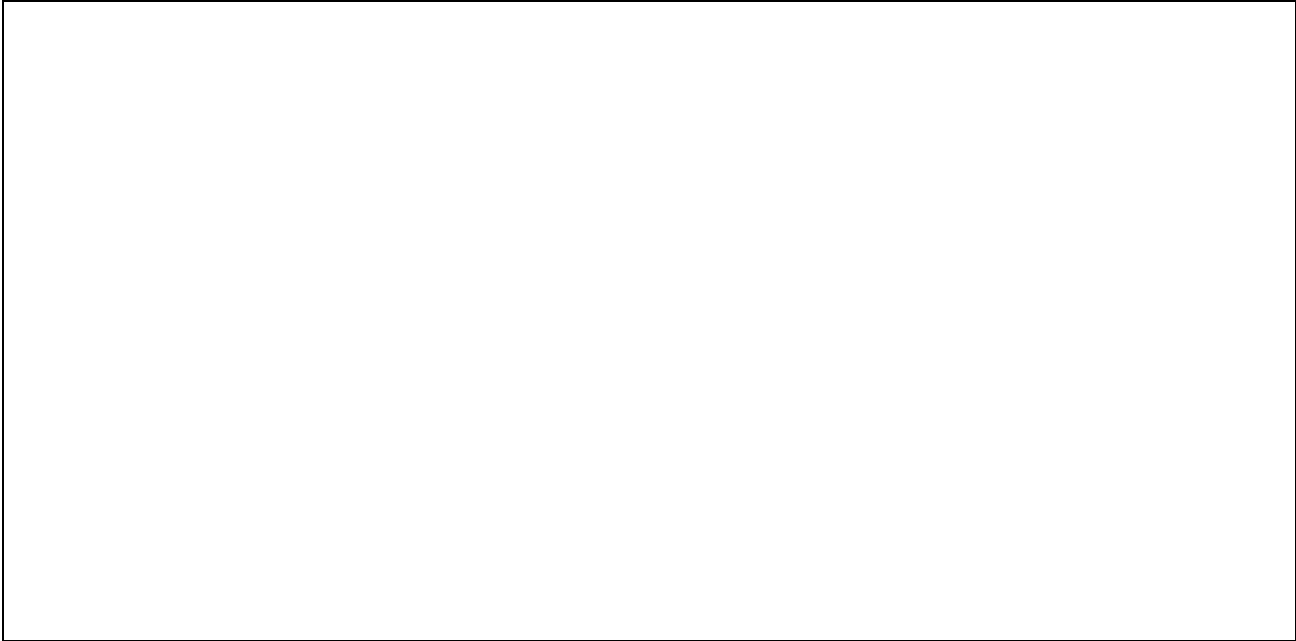
Contact #

Qualification/Academic

.....

.....

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



.....
Signature of Tenderer

.....
Date

.....
Tenderer's Stamp

II – FOREMAN

Responsible for the construction/refurbishment of buildings

Foreman's Name

Contact #

Qualification/Academic

.....

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

.....
Signature of Tenderer

.....
Date

.....
Tenderer's Stamp

III – KEY SKILLS

Carpenter

Skilled in the construction/refurbishment of buildings

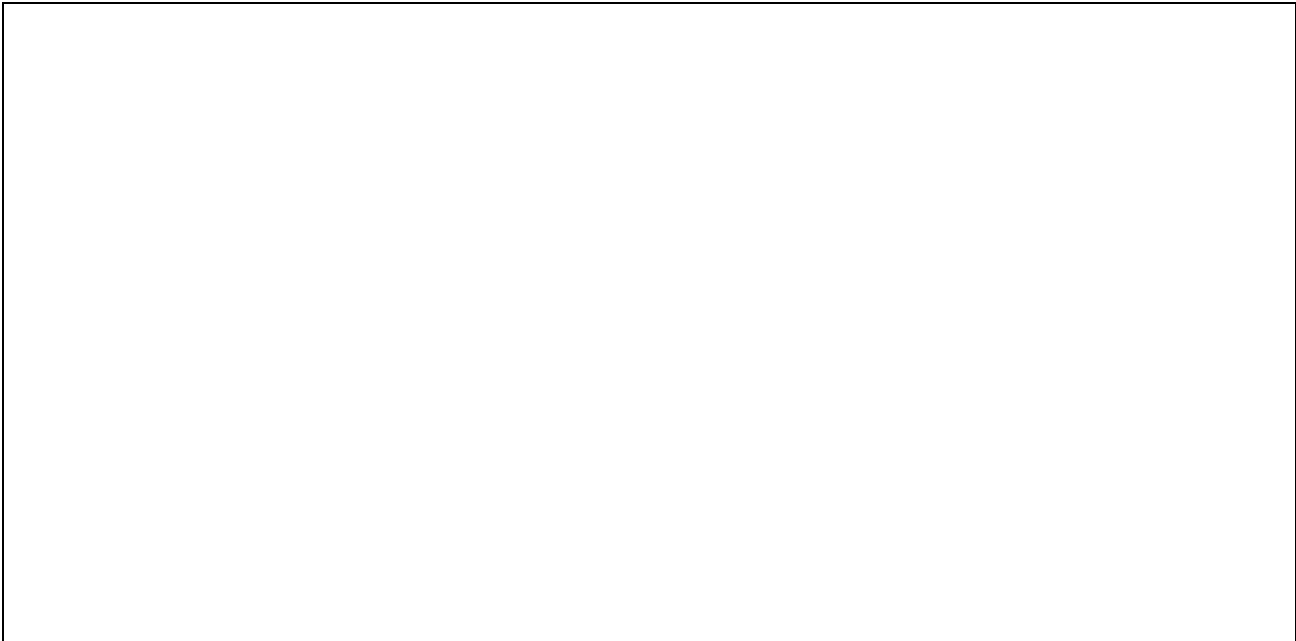
Name

Contact #

Qualification/Academic

.....

Please attach a copy of the Carpenter’s signed Curriculum Vitae



.....
Signature of Tenderer

.....
Date

.....
Tenderer’s Stamp

III – KEY SKILLS

Mason

Skilled in the construction/refurbishment of buildings

Name

Contact #

Qualification/Academic

.....

Please attach a copy of the Mason's signed Curriculum Vitae

.....
Signature of Tenderer

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Date

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Tenderer's Stamp

III – KEY SKILLS

Welder

Skilled in the construction/refurbishment of buildings

Name

Contact #

Qualification/Academic

.....

Please attach a copy of the Welder’s signed Curriculum Vitae



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Signature of Tenderer

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Date

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Tenderer’s Stamp

III – KEY SKILLS

Electrician

Skilled in the construction/refurbishment of buildings

Name

Contact #

Qualification/Academic

Please attach a copy of the Electrician’s signed Curriculum Vitae



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Signature of Tenderer

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Date

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Tenderer’s Stamp

III – KEY SKILLS

Plumber

Skilled in the construction/refurbishment of buildings

Name

Contact #

Qualification/Academic

.....

Please attach a copy of the Plumber’s signed Curriculum Vitae



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Signature of Tenderer

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Date

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Tenderer’s Stamp

III – KEY SKILLS

Other Skills -

Skilled in the construction/refurbishment of buildings

Name

Contact #

Qualification/Academic

.....

Please attach a copy of the individual’s signed Curriculum Vitae

Note: Use a separate page for each Individual.

.....
Signature of Tenderer

.....
Date

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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

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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)
Include Building Construction, Refurbishment and other Civil Works)
(if necessary continue on a separate attachment with the same format)

Project Name	Project Type (Building Construction/ Refurbishment or Other Works)	Client Name/ Address	Client's Phone #	Project Location	Description of Project	Construction Period		Project Cost \$
						From	To	
1.								
2.								
3.								
4.								
5.								

Information found to be inaccurate will lead to automatic disqualification.

.....
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. 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

4.4 PLANT AND EQUIPMENT

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

III. WELDING PLANT

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.

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Signature of Tenderer

.....
Date

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Tenderer’s Stamp

4.4 PLANT AND EQUIPMENT

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

IV. POWER GENERATOR/COMPRESSOR

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

VIII. OTHER POWER TOOLS (Drills, Saws, Jackhammers etc.)

Quantity owned.....

Tool Type	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