



TENDER NOTICE

**POINT FORTIN
BOROUGH CORPORATION**

CHIEF EXECUTIVE OFFICER AWARDS

The Point Fortin Borough Corporation extends an invitation to **Registered Tenderers** to purchase and submit tenders for the following Public Sector Investment Programme (PSIP) 2021-2022 Projects within the Borough of Point Fortin:

153 - LOCAL GOVERNMENT TOURISM PROGRAMME

1. Clifton Hill Beach – Car Park Refurbishment
2. Clifton Hill Beach – Car Park Extension
3. Clifton Hill Sea View Facility – To Refurbish and Upgrade Public Convenience

INSTRUCTIONS TO TENDERERS:

Prospective Tenderers are required to attend a mandatory **virtual pre-tender meeting** on **Friday 2nd September 2022 at 10:00 am**. The virtual meeting link can be found on the Point Fortin Borough Corporation's website, www.pointfortinborough.com via the link '**Tender Procedure**' which is located on the home page. The representative for the Tenderer **MUST** sign in to virtual meeting using their company's name. Only Tenderers who attend the virtual meeting would be assigned a date for mandatory physical site visits. Each Project Site would be visited and a brief description of the project scope given.

1) Tender documents will be available from **Monday 5th September 2022**. A non-refundable payment of **Three Hundred Dollars (\$300.00)** is to be made for each Tender Document.

2) Tender documents will be provided in soft copy and can only be obtained by emailing the Tenders Clerk, at pfbtendersclerk@gmail.com, a **copy of the receipt** as proof of purchase for the Tender Documents and the '**Tender Purchasing Form**' which would identify the Projects that are being purchased.

3) The options for purchasing Tender Documents include:

- Purchase from the Cashier during working hours (between 8:00 am and 2:00 pm) at the Corporation's Office, 26-30 George Road, Mahaica, Point Fortin.
- Direct Deposit at First Citizens Bank into the Point Fortin Borough Corporation bank account
- Via online transfer to the Point Fortin Borough Corporation's bank account. The Bank information can be acquired by requesting it from the Tenders Clerk via email at pfbtendersclerk@gmail.com or at the cashier's counter at Point Fortin Borough Corporation, Town Hall.

4) Tenders must be **submitted in hard copy** and accompanied by:

(i) The **original tender receipt**

(ii) **Valid Income Tax and Value Added Tax Clearance Certificates** issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing of the tender.

(iii) **Valid Certificate of Compliance** issued in accordance with the National Insurance Act.

(iv) One (1) **original** and one (1) **copy** of the completed **Form of Tender, Bill of Quantities and the Summary Sheet** along with all other requested documents for evaluation purposes. Please see 'Instructions to Tenderers' provided in your Tender Document.

Documents for each project must be submitted in a sealed envelope and addressed to:

"The Chief Executive Officer
Point Fortin Borough Corporation
26-30 George Road, Mahaica, Point Fortin."

5) The envelope must be clearly marked with the Project Head and Name, for example "**Clifton Hill Beach – Car Park Refurbishment**." The envelope must bear no markings to identify the Tenderer. The envelope must be deposited in the designated Tender Box, located at the Town Hall lobby, at the above address no later than **Wednesday 14th September 2022 at 9:00 am at Town Hall**.

6) Tender submissions will be **opened publicly** thereafter via a virtual platform on **Wednesday 14th September 2022 at 10:00 am**. The link for 'Tender Opening' would be emailed to all Tenderers before said date.

Tenderers please note:

- Late Submissions of Tender Documents will not be considered under any circumstances.
- Failure to fully complete the Bill of Quantities and Form of Tender may result in your Tender not being considered.
- Failure to comply with any of these instructions may result in the Bid Document not being considered.
- The Point Fortin Borough Corporation does not bind itself to accept the lowest of any bid, but as guided by the Central Tenders' Board Ordinance that which will give the greatest value.
- For further information, please contact the Point Fortin Borough Corporation **Town Engineer on Mobile Number 678-7469, or Tenders Clerk at 709-8430.**

**DONNAMAY TAYLOR,
CHIEF EXECUTIVE OFFICER
POINT FORTIN BOROUGH CORPORATION**