



TENDER NOTICE

POINT FORTIN BOROUGH CORPORATION

CHIEF EXECUTIVE OFFICER AWARDS

The Point Fortin Borough Corporation (PFBC) extends an open invitation to Tenderers to bid on the following Project:

153 LOCAL GOVERNMENT TOURISM PROGRAMME

- 1) Chin Kit Park – Point Fortin Main Road
(Construction of Public Convenience and Refurbishment of Park)

INSTRUCTIONS TO TENDERERS:

As we continue to observe public health safety measures to mitigate the spread of the Covid-19 Pandemic, the Point Fortin Borough Corporation will be maintaining its use of electronic platforms for the distribution of Tender Documents. As a consequence, you are required to adhere to the undermentioned instructions:

1) Selection of Projects

It is mandatory that Tenderers attend the **Virtual Pre-Tender meeting** which will be held on **Wednesday 4th August from 9:00 a.m.** The meeting link will be found under 'Tender Procedure' on the Corporation's website. Those joining the meeting should do so with the company name. At this meeting, photographs/ videos for each project site will be shared and you will be provided with location maps and the phone contacts for assigned supervisors who can be contacted for assistance. You are required to visit your selected project sites for verification of information, before you submit your tender.

2) Purchase of Tender Documents

Tenderers are required to make their payment via cash or Linx at the Cashier situated at the Town Hall **or** via Direct Transfer to the Corporation's bank account. Tenderers are also required to fill out a **Tender Document Purchase Form**. These forms with the relevant Corporation's bank account information will be provided by the Cashier or can be found on the Point Fortin Borough Corporation Website homepage under 'Press Releases and Updates, attached to link with the title 'Tender Procedure'. The cost per package is **\$300.00 (TT)**. **All receipts are to be retained.**

3) Collection of Tender Documents

Tenderers MUST email a scanned copy of the original receipt and the filled out Tender Purchasing Form to the Tenders Clerk at **pfbtendersclerk@gmail.com**. Upon receiving and after verification, the Tenders Clerk would then email a soft copy of the Tender documents as identified on the scanned copy of the Tender

Purchasing Form. The final date for the purchase of tender documents is **13th August 2021 at 11:55 am**.

4) Acknowledgement of Emailed Documents

Once you receive the soft copy of the tender documents as purchased and evidenced on your receipt, you are asked to confirm receiving such by replying to the Tenders Clerk's email.

5) Critical Requirements for Tender Submission

NOTE - An original and two (2) copies of the following must be submitted:

- **Form of Tender**
(provided within the purchased Tender Documents)
- **Bill of Quantities**

One original of all other documents will be required for each tender. Tenderers who fail to submit mandatory documents (*Valid Income Tax and Value Added Tax Clearance Certificate*) will be automatically disqualified. Other requested documents are relevant for the Evaluation Process where scores contribute significantly in deciding the Awardee. Please label your submissions clearly as instructed.

6) Tender Submission

Tenders must be dropped in the box provided at Town Hall **before 10:00 am on 17th August, 2021**. Late Tenders will not be accepted under any circumstance.

7) Opening of Tenders

The Opening of Tenders will be done via a virtual meetings on **18th August, 2021 at 9:00 am**. The information required to virtually attend the meeting will be emailed to Tenderers.

8) Awardee

The successful tenderer will be informed via email or contacted by phone.

The Point Fortin Borough Corporation does not bind itself to accept the lowest or any other tender and reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

For more information please contact either the Town Engineer - Ms. Nikeish Graham at 648-2124 Ext 345 or 678-7469 or the Tenders Clerk - Mrs. Ria Thackurdeen-Hosein at 648-2124 ext. 223.

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