



REQUEST FOR PROPOSAL
FOR RENOVATIONS TO ANGOSTURA PROPERTIES
BELAIRE & FAIRVIEW AT GASPAREE ISLAND

REFERENCE #: CS01-2019: RENOVATIONS TO ANGOSTURA PROPERTIES, GASPAREE ISLAND

RELEASE DATE: THURSDAY 17TH JANUARY, 2019

PROPOSALS DUE: THURSDAY 31ST JANUARY, 2019



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1. **PREAMBLE**

1.1 **COPYRIGHT**

The contents of this document belong to the copyright owner Angostura Holdings Limited (AHL) and is being issued in confidence only for the purpose for which it is supplied. It must not be reproduced in whole or part or used for tendering purposes except under an agreement or with consent in writing from AHL. No information relating to the contents or subject matter of this document shall be given orally or in writing or communicated in any manner to any third party being an individual, firm or employee without the prior consent in writing of AHL.

1.2 **CONFIDENTIALITY**

This document constitutes confidential and proprietary information of AHL, and shall not be disclosed in whole or in part by the bidder to any third party, or to any employees of the bidder other than those who have a need to access such information. The information contained therein shall not be duplicated, or used by the bidder for any other purpose than to supply a response to this RFP. This restriction does not limit the bidder's right to use the information contained therein to obtain information or requirements from another source such as governmental agencies, insurance entities, subcontractors etc. which may be necessary for the submission of comprehensive proposal to AHL. The bidder however shall exercise a duty of care when exposing such information and ensure that confidentiality is communicated and maintained.

1.3 **ETHICS**

Angostura Holdings Limited requires all participants in this bidding process adhere to the highest ethical standards, both during the procurement process and throughout the execution of the resulting contract. The engagement in or encouragement of corrupt practices including bribery, extortion, fraud or collusion are deemed unacceptable to AHL. If, at any time, it is demonstrated or identified that a bidder in the procurement process, an AHL employee acting on his/her behalf or supplier/contractor during the execution of the resultant contract committed or encouraged corrupt practices in connection with this or any project the Company will take appropriate measure including but not limited to the cancellation of the awarded contract, cessation of relations with the relevant company and/or termination of the employment of the employee(s) involved.

1.4 **TERMS & CONDITIONS**

For purposes of these clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations.

- i. **Terms of Issue:** The issue of this document by AHL does not constitute an offer to trade and the Company is not bound to conduct business based on any responses to the document. Any subsequent commercial arrangements are subject to contract negotiation and award and such contracts must be issued and agreed upon prior to commencement of business. All commitments are therefore subject to written confirmation from AHL by a duly authorized person.
- ii. **Content of Proposals:** In response to this document, AHL expects all bidders to provide relevant responses to the specific requirements in a concise and comprehensive manner. Any proposal which does not fully address this RFP may affect the evaluation of the proposal and may be rejected.
- iii. **Cost of Proposal:** The bidder shall bear all costs associated with the preparation and submission of the proposal; AHL will in no case be responsible or liable for those costs, regardless of the outcome of the solicitation.
- iv. **Period of Validity of Proposals:** Proposals shall remain valid for ninety (90) days following the tender closing date. In exceptional circumstances, AHL may solicit an extension of the period of validity which shall be made in writing. A bidder in granting the request will not be allowed to modify the proposal.
- v. **Modification and Withdrawal of Proposals:** The bidder may withdraw its proposal after its submission, provided that written notice of the withdrawal is received by AHL prior to the deadline prescribed for submission.
- vi. **Request for Clarification of Proposals:** To assist in the evaluation and comparison of proposals, AHL may at its discretion, issue a request for clarification in writing which shall also be responded to in writing. No change in price or content of the proposal shall be sought, offered or permitted.
- vii. **Amendment of Solicitation Documents:** At any time prior to the deadline for submission of proposals, AHL may, at its own initiative or in response to a query by a prospective bidder, modify the solicitation documents by amendment. Any amendment will be issued to all persons who received the original RFP. To afford prospective bidders reasonable time in which to take the amendments into account in preparing their proposals, AHL may at its discretion, extend the deadline for the submission of proposals.
- viii. **Late Proposals:** Any proposal received by AHL after the deadline date and time for submission will be rejected and not be considered as part of the evaluation process.

- ix. **Proposal Rejection:** AHL reserves the right to reject any or all proposals after evaluation. The rejection of proposals will mean that the company has determined that it is in its best interest not to pursue the acquisition of the services.
- x. **Notification of Award:** Bidders of successful proposals will receive written notification of award of the contract and unsuccessful bidders shall also receive written notification of the non-acceptance of their proposals.
- xi. **Contract Negotiation:** The supplier must be prepared to immediately begin contract negotiations upon notification of the award. If the supplier is not able to begin contract negotiations, AHL reserves the right to begin negotiations with other suppliers who submitted bids as a part of the process. AHL also reserves the right to negotiate the contract to include any portion or portions of the scope of work as it deems necessary to meet the current requirements of the business. Should the supplier for any reason be unable to finalize or perform the contract, AHL reserves the right to enter into contract with another supplier for the provision of the goods or service.
- xii. **Contract Participation:** The supplier of the winning proposal will be offered the opportunity to enter into an agreement with AHL, which shall be in substantial conformance with:
- AHL's standard contract terms and conditions
 - The scope of work and specifications described in this RFP
 - The proposal submitted by the supplier
 - Agreed key performance indicators or service level agreements
- xiii. **Proposal currency:** All prices shall be quoted in Trinidad and Tobago Dollars (TTD) with applicable Value Added Tax (VAT) clearly identified.
- xiv. **Adherence to Policy:** Employees of the selected supplier/s will be required to adhere to AHL's HSE, Security, Procurement and other policies during the period of their engagement.

2. OVERVIEW

The Angostura Group of Companies is currently seeking to renovate two of its properties located at Gasparee Island. The purpose of this Request for Proposal (RFP) is for Angostura Limited to enter into an agreement with professional service providers skilled in construction and renovation works, and who will submit a proposal in response to this RFP. This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until 4.00pm on Thursday 31st January, 2019.** Any proposal received after this date and time will be returned to the sender. All proposals must be signed by an authorized official representative or agent of the firm.

A fixed price contract will be awarded to the winning bidder for this RFP. All contractual terms and conditions required by the bidder will be reviewed by Angostura's Legal Department and will include scope, budget, schedule and other necessary items pertaining to this service.

Every effort must be made to ensure new materials match up with existing materials. Full use of electrical power will be provided during the construction phase. The awarded Contractor will be responsible for transportation of all construction materials to the property. The awarded Contractor will ensure the houses and properties shall be cleaned to move-in condition at completion, and free of all construction materials and debris. The awarded Contractor will refrain from assigning, transferring, conveying or sub-letting construction works to any other person, firm or company unless approved by AHL.

3. SCOPE

Angostura Limited is interested in receiving proposals for the following renovation works:

3.1 BELAIRE HOUSE

1. All entrance doors to main lower/living area house to be changed to bi-fold glass tinted doors
 - Remove existing wooden doors from entrance area to house
 - Check openings for square and plumb
 - Install new laminated glass bi-fold glass doors with aluminium frames
 - Glass should be no less than 3/8 inch thick
2. Installation of new Upper house bedroom doors:
 - Remove four wooden doors on bedrooms above Jetty
 - Reinstall new solid wooden doors with additional dead bolt locks
3. Window to be installed in bedroom #1
 - Cut opening in concrete wall
 - Install new window in opening
4. Remove old vanities and replace with new vanities in two main bedrooms above Jetty
5. Installation of new vanities in powder rooms on Jetty level

6. Kitchen cupboards – repair kitchen cupboards and replace counter tops
7. Install new Handrail to upper bedroom houses
8. Pump Room – Repair flooring, door and frame
9. Install lighting on perimeter of Jetty
10. Repair fenders on Jetty
11. Install a Jetty Ladder
12. Painting of interior and exterior areas
13. Exploratory works to solve water seepage from the exterior wall of the upper floor into the bathroom area

3.2 FAIRVIEW HOUSE

Master Bathroom

1. Repair master bathroom floor and rebuild bathroom
 - Execute exploratory works to identify cause of collapsing master bathroom area
 - Gut out bathroom including tiles, fixtures and fittings
 - Recast bathroom shower stall floor
 - Retile bathroom floors and required walls
 - Reinstall new fixtures and toilet
 - Replace vanity
2. Two upstairs Bathrooms at the Eastern Corner of Building at the back of the house
 - Replace all toilet sets and vanities in two bathrooms
 - Re-tile two bathroom areas
3. Repair and replace where necessary all doors in house including but not limited to the iron gates and doors at ground level of house
 - Remove existing wooden door from back corridor and replace with a new door
 - Reinstall new wrought iron gate at top of steps
 - Reinstall three new wrought iron fix panels in back corridor area
 - Remove main entrance doors to house and replace with new identical doors
 - Remove bi-fold doors next to kitchen and replace with new identical doors
4. Remove laminated floor from bedrooms, corridor and open porch area
 - Re-tile floors in bedrooms, corridor and open porch area with 24”x24” porcelain tile or equally approved
5. Painting of interior and exterior areas
6. Remove and replace guttering on both floor levels
7. Install Lighting on perimeter of Jetty
8. Repair fenders on Jetty
9. Install a Jetty ladder
10. Repair kitchen sink and replace faucet
11. Repair kitchen cupboards
12. Replace where necessary ceiling fans on lower level of house
13. Re-tile walkway from Jetty to the house with non-skid tiles
14. Ensure that lighting in all areas of the Jetty are functional and replace where necessary

4. PROPOSAL REQUIREMENTS

All Service Providers must provide the following information under the appropriate heading, in the order in which they are listed below. Failure to submit will result in your bid being excluded from the evaluation process.

1. A detailed Company Profile
2. An outline of your experience in providing similar services
3. Your company's Organizational Chart (if relevant)
4. A list of all company directors
5. Certificate of Incorporation or other documentation related to the Business/Company registration inclusive of Notice of Directors or Change of Directors
6. Recent VAT & Income Tax Clearance Certificates, no less than 6 months old
7. A bank reference letter indicating tenure, financial standing and credit rating
8. Three (3) Letters of Reference from past clients, in which similar construction and renovation works were provided
9. Listing of recent or existing construction contracts (last 2 years)
10. Evidence of valid, relevant insurances and coverage (Workmen's Compensation etc) for operation & proposed works.
11. Completed Angostura Supplier/Contractor Registration form
12. A detailed Cost Proposal and Project Schedule for the works, for each property, based on the requirements outlined in Scope.
13. Pricing is required for each item within the Scope of Works.

5. PRICING AND PAYMENT

Prices submitted should be valid for a period of at least ninety (90) days after the closing date of the tender, to allow for the evaluation of bids and the selection of the contract awardee. No bids will be considered or accepted which, in the opinion of AHL contains inadequate or unreasonable pricing. Each item must carry its own proportion of the cost as nearly as is practicable.

All prices quoted in the bid shall include all fees for materials, arrangement, supplies, tools and equipment, manpower and services required to perform and complete the construction work described herein.



Payments shall be made via Automatic Clearing House (ACH) for local suppliers, and via wire transfer for foreign suppliers. All bidders must ensure Section C of the Supplier/Contractor Information form is completed properly, reflecting the correct banking details, to ensure timely settlement of invoices.

6. SITE VISIT

Contractors or their designated representatives are required to visit the properties to fully acquaint themselves with existing conditions and the requirements indicated in the Scope of Works. Such visit shall take place in the presence of a designated representative of AHL on Tuesday 22nd January, 2019 at 9am. All confirmation of site visits shall be sent only via email to tenders_al@angostura.com with the subject name: **“Site Visit – CS01-2019: RENOVATIONS TO ANGOSTURA PROPERTIES, GASPAREE ISLAND”**. You would then be advised of the site visit procedures and meeting location. Please allow at least one (1) working day for responses.

7. SUBMISSION OF PROPOSAL INSTRUCTIONS

- Proposals shall be submitted on 8½” by 11” paper with normal margins and spacing, properly bound and submitted in a sealed envelope indicating Proposer’s name, address contact information and the RFP reference number.
- An electronic version of the RFP response is recommended
- Responses to the RFP must be signed in ink by the Proposer or an authorized representative of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer.
- Proposals must be submitted in a sealed envelope, addressed to:

Chief Financial Officer
Angostura Holdings Limited
Corner Trinity Avenue and Eastern Main Road
Laventille

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- All packages must be deposited in the respective marked box on or before Thursday 31st January, 2019 between the hours of 8.00am - 4.00pm. Late submissions will not be considered.
- The dimensions of the tender box slot are **11” wide by 3” thick**; respondents are advised to package their submissions appropriately.



- The AHL Group of Companies reserves the right to request any additional information that it may deem necessary to make an informed decision on any proposal.
- Any queries related to the RFP document, should be made only via email to tenders_al@angostura.com with the subject name: **“Query – CS01-2019: RENOVATIONS TO ANGOSTURA PROPERTIES, GASPAREE ISLAND”**. Queries will not be facilitated via telephone call or any other form of discussion. Please allow at least one (1) working day for responses to queries.

8. EVALUATION CRITERIA

Angostura Limited will evaluate all proposals based on set criteria. To ensure consideration for this Request for Proposal, all proposals must be complete and include all the following criteria:

- A. Providers will be evaluated on their expertise as it pertains to the scope of works.
- B. Ability of service providers to fill requirements and needs as outlined in the RFP.
- C. Competitive Pricing.
- D. Anticipated resources you will assign to the project (staff: roles, titles and experience)
- E. Timeframe for implementation and completion of services.

9. RFP TIMELINE

Action	Date	Time
RFP Release date	Thursday 17 th January, 2019	8.00am
Site Visit	Tuesday 22 nd January, 2019	9.00am
Deadline for questions	Thursday 24 th January, 2019	4.00pm
Deadline for submissions	Thursday 31 st January, 2019	4.00pm
Acknowledgement of submissions	Friday 1 st February, 2019	4.00pm
Evaluation period	February 1 st – 8 th , 2019	4.00pm
Notification to unsuccessful bidders	Friday 8 th February, 2019	4.00pm
Notification to successful bidder	Friday 8 th February, 2019	4.00pm
Commencement of Contract	Friday 15 th February, 2019	

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