



INVITATION TO TENDER
FOR: THE PROVISION OF PROFESSIONAL GROUNDS
MAINTENANCE AND CLEANING SERVICES
FOR THE PERIOD: JULY 2019 TO JUNE 2022

REFERENCE #: MTCE02-2019: GROUNDS MAINTENANCE & CLEANING SERVICES

RELEASE DATE: MONDAY 29 APRIL 2019

PROPOSALS DUE: FRIDAY 31 MAY 2019 at 4:00pm

Table of Contents

1.0 PREAMBLE	3
2.0 OVERVIEW	6
3.0 SCOPE	7
4.0 PROPOSAL REQUIREMENTS	17
5.0 SITE VISITS	17
6.0 PRICING AND PAYMENT	18
7.0 EVALUATION CRITERIA	18
8.0 SUBMISSION INSTRUCTIONS	19
9.0 TENDER/RFP TIMELINE	20
APPENDICIES	21

1.0 PREAMBLE

1.1 COPYRIGHT

The contents of this document belong to the copyright owner Angostura Holdings Limited and its subsidiaries (AHL) and are 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 ITT. 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 a 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 and its subsidiaries, require 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 ITT 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 ITT 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 ITT. 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. Failure to furnish the required information or to follow the instructions may lead to the Bid being deemed incomplete. Under such circumstances the Bid may be rejected. AHL will not be liable to affected

Respondents for any cost incurred as a result of this decision. AHL will also have no obligations to affected Respondents to disclose the grounds for any decisions of this nature.

- 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 ITT
 - 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 (TTD) Dollars with applicable Tax (VAT etc.) 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.

2.0 OVERVIEW

Trinidad Distillers Limited (TDL), a subsidiary of Angostura Holdings Limited, is one of the Caribbean's leading rum producers with a superb collection of rum brands and is the world's market leader for bitters. These include rum brands like Angostura 1824, Angostura 1919, Angostura Single Barrel Reserve, White Oak, Forrest Park Puncheon, Black Label, Royal Oak, Angostura Reserva, Angostura 5-year-old, Angostura 7-year-old rum and the Angostura AMARO, Angostura orange bitters, Angostura aromatic bitters and a signature beverage Angostura Lemon Lime and Bitters.

Trinidad Distillers Limited is certified ISO 9001:2015, ISO 140001:2015 and ISO 22000:2015 for Quality, Environmental and Food Safety respectively. One component to these certifications is the cleaning and maintenance of its Operations areas in an efficient and effective manner while being sensitive to the relevant environmental impacts.

Given this, Trinidad Distillers Limited is pleased to issue an Invitation to tender for Professional Ground Maintenance and Cleaning services at two (2) locations: **1.** Corporate Headquarters located at - Corner Eastern Main Road and Trinity Avenue, Laventille and **2.** the Chaguaramas Port Facility located at 3rd Avenue South, Western Main Road, Chaguaramas. Our Corporate Headquarters measures a total of 20.7 acres, comprising of Administration Buildings, Storage Warehouse, Car Parks, Green Spaces, Plant and Industrial areas. The purpose of this ITT is for AHL to enter into an agreement with professional service providers with experience in the field of Grounds Maintenance, who will submit a proposal in response to this ITT.

This ITT will highlight the services required for the maintenance of the grounds and relevant associated elements however it specifically and purposefully **excludes** the Plant and Industrial areas of the compound. Our intention is to ensure that all buildings and their associated elements are maintained as per established building and maintenance standards.

The prospective bidders are expected to study this document carefully before submitting their proposal and to take into consideration all the requirements stated herein. Allowances will not be facilitated for changes to proposals resulting from omissions or exclusions on the part of the bidder.

More information on our business can be found on the company's website: www.angostura.com

3.0 SCOPE

Trinidad Distillers Limited is pleased to issue an Invitation to Tender for the Provision Professional Grounds Maintenance Services from suitably qualified, competent and capable suppliers. In the event where extra, emergency or call out works are required, the selected contractor will address them with the necessary labour, material and equipment.

The following is a list Service Categories to be provided with detailed specific information provided for each category below.

The contractor will be responsible for the following services:

1. Lawn, Shrub and Tree Maintenance Services
2. Drain Cleaning and Maintenance Services
3. Ground Cleaning and Maintenance Services
4. Power Washing and related cleaning Services

3.1 LAWN, SHRUB AND TREE MAINTENANCE SERVICES:

The contractor will be responsible for undertaking the lawn care, shrub and tree maintenance services at both properties. All areas for lawn, shrub and tree maintenance services are highlighted in the table below. The contractor will be required to carry out all works mentioned and will be required to remove and dispose of all associated debris off the compound.

All green/lawn areas are highlighted on a site map provided. Maps can be found in Appendix 1 of this ITT.

The table below highlights the frequency and scope for the maintenance of the lawn, shrubs and trees at the Laventille and Chaguaramas properties:

LAVENTILLE COMPOUND	
LAWN, SHRUB AND TREE MAINTENANCE SERVICES	FREQUENCY
1. Cutting, cleaning and general maintenance services for all trees and lawn areas located in the Eastern Car Park of the compound.	Bi-Monthly
2. Cutting of grass and maintenance service of all trees along the Priority Bus Route (P.B.R.) from the Laventille Community Complex to the southern side of the Warehouse #8 and #10 compound.	Bi-Monthly
3. Cutting of grass, tree pruning and shrub care maintenance services to be carried out at the northern end of the Distillery Compound.	Bi-Monthly
4. Cutting of grass, trees and shrubs along the northern face of Building #3. Additional shrub maintenance services are required to be carried out along the main driveway along the southern face of Building #3.	Bi-Monthly
5. Cutting of grass and shrub maintenance services to be carried out along Old Angostura Street and Main Driveway to the Distillery Compound.	Bi-Monthly
6. Cutting of all lawn areas and associated elements at the southern end of the distillery compound – <i>around the Fire Water Storage Tanks and Pump House.</i>	Bi-Monthly

7. Cutting for the control of weeds and other vegetation throughout the compound. This will include vegetation growing over walls, cracks and other breaches in the surface of all driveways and any other area prone to excess growth of weeds.	Bi-Monthly
CHAGUARAMAS COMPOUND	
1. Cutting, cleaning and general maintenance services for all trees and lawn areas around the entire port compound. This will include the collection and removal of all associated debris off the compound.	Bi-Monthly
2. Cutting for the control of weeds and other vegetation throughout the compound. This will include vegetation growing over walls, cracks and other breaches in the surface of all driveways and any other area prone to excess growth of weeds.	Bi-Monthly

3.2 DRAIN CLEANING AND MAINTENANCE SERVICES

The contractor will be required to perform drain cleaning and maintenance services for all drain systems located at the Laventille and Chaguaramas Compounds. At the Laventille Compound, contractors must note that there are four (4) municipal drains that flow through the property. These municipal drains must be maintained to reduce the risk of flooding and settling of unwanted debris and other elements from the surrounding areas ensuring the free flow of water to the main drain at the PBR. All debris and sediment removed must be adequately disposed of ensuring that it will not create a blockage to any other watercourses.

All drains are highlighted on a site maps provided. Maps can be found in appendix 1 of this ITT.

The table below highlights the frequency and scope for the cleaning of the existing drainage systems:

LAVENTILLE COMPOUND	
DRAIN CLEANING AND MAINTENANCE SERVICES	FREQUENCY
1. Cleaning and general maintenance services to be carried out on four (4) Municipal drains running though the compound (<i>North to South</i>) and numbered 2 – 5 on site map.	Quarterly cleaning of all municipal drains
2. Cleaning and general Maintenance Services to be carried out on two (2) municipal drains running along the P.B.R. from Trinity Avenue to the Laventille Community Complex and from the Laventille Community Complex to the Southern End of the compound of Warehouse #8 and #10 and numbered 6 on site map.	Quarterly cleaning of all municipal drains
3. Cleaning and general Maintenance Services to be carried out on one (1) public drain running along South P.B.R. from opposite Trinity Avenue to opposite Tank Farm area and numbered 7 on site map.	As requested Cleaning of public drain (<i>At minimum Semi - Annually</i>).
4. Cleaning and general Maintenance Services to be carried out on one (1) public drain running south P.B.R. To Churchill Roosevelt highway and numbered 8 on site map.	As requested Cleaning of public drain (<i>At minimum Annually</i>).
5. Monthly cleaning and general maintenance services for all internal drains located at the Eastern End of the compound. This covers drains located around Administrative Buildings #1 and #2, the Special Events Buildings, Southern Car Park and Bitters Bottling areas and all associated elements e.g. grills & covers (<i>area to include drain on the western side of the Myerson Building & Special Events southern drain</i>)	Monthly Cleaning of all internal drains
6. Cleaning and general maintenance services for all drains located at the Building #3 Bottling and Warehouse area. This covers drains located on all side of the buildings and all associated elements e.g. grills & covers.	Monthly Cleaning of all internal drains
7. Cleaning and general maintenance services for all drains located at the Distillery Compound. This covers all drains located in this area and all associated elements e.g. grills and covers.	Monthly Cleaning of all internal drains

<p>8. Cleaning and general maintenance services for all drains located at Warehouse 10 - Coates Compound. This covers drains located on all side of the buildings and all associated elements e.g. grills & covers.</p>	<p>Monthly Cleaning of all internal drains</p>
<p>CHAGUARAMAS COMPOUND</p>	
<p>DRAIN CLEANING AND MAINTENANCE SERVICES</p>	<p>FREQUENCY</p>
<p>1. Cleaning and general maintenance services to be carried out on all internal drains at the Chaguaramas Port Facility.</p>	<p>Monthly</p>

3.3 GROUNDS CLEANING AND EXTERNAL BUILDING MAINTENANCE SERVICES

The contractor will be required to perform all grounds maintenance and cleaning services as highlighted in this section. Contractors will be required to provide all labour, tools, equipment and materials to carry out these services. Contractors are reminded that all debris collected must be disposed of off the compound at an approved disposal site.

All areas are featured on a site maps provided and will also be highlighted during the site visit. Maps can be found in appendix 1 of this ITT.

The table below highlights the frequency and scope for the cleaning of the existing drainage systems:

<p>LAVENTILLE COMPOUND</p>	
<p>GROUNDS CLEANING AND MAINTENANCE</p>	<p>FREQUENCY</p>
<p>1. Cleaning of all roadways and all car parks across the compound. These services include: removal of leaves, excess dust/debris and general upkeep to maintain a clean environment.</p>	<p>Weekly</p>

<p>2. Cleaning and upkeep of all “staging areas” identified by Angostura Limited. These areas refer to Loading/Off-Loading areas, External Storage area (<i>e.g. trailer storage, pallet storage areas</i>) and other open yard areas.</p>	<p>Weekly</p>
<p>3. Cleaning and upkeep of all the Facades of the Administrative Buildings #1 and #2, Special Events, Bitters Bottling and Warehouse #9 and the associated areas. The contractor will be required to sweep & wash down all elements of these areas including: the covered driveway and walkway area, front façade glass & mullions, existing metal cladding, pedestrian walkway and the eastern entrance and portico. Cleaning of all structural elements are included in this scope.</p>	<p>Weekly</p>
<p>4. General cleaning and upkeep of the grounds and façades of the Distillery Administration Building #4, Distillery Locker Room and Washroom Building, Blending Warehouse #5, Warehouse #6 Tank Farm, Cooper’s Shed and Warehouse #2, Warehouse #7, #8, #10 and #12 and all associated areas.</p>	<p>Weekly</p>
<p>5. Cleaning and upkeep of the façade, structure and building envelope of Production Building #3. The contractor will be required to collect and remove all dust, debris and other elements from the general area occupied by Building #3. The contractor will be required to wash down all associated areas and elements including all car parks and yard areas to ensure the general upkeep of this area.</p>	<p>Monthly</p>
<p>CHAGUARAMAS COMPOUND</p>	
<p>1. Cleaning of all roadways, bund walls and containment areas, loading areas and car parks on the compound. These services will include: removal of leaves, tree branches, excess dust/debris and the general upkeep required to maintain a clean, safe environment.</p> <p>2. General cleaning and upkeep of the jetty and platform area.</p>	<p>Weekly</p>

3.3.1 EMERGENCY RESPONSE/CLEANING WORKS

The contractor will be required to respond to events that may occur on the plant as a result of adverse events. Please provide a daily rate for emergency response/cleaning works. Examples of these events are, but not limited to:

- **Inclement Weather & Flooding Impacts:** An emergency response team must be made available to perform wash down and clean up works in the aftermath of inclement weather for the control of flooding and other impacts on the compound. The contractor must provide all hoses, shovels, PPE, transportation and any required cleaning materials to return the site to its required level of cleanliness.

- **Spill Impacts:** An emergency response team must be made available to render assistance to the organization in response to spills that may occur on the compound. Examples of these spills are but not limited to Alcohol Spills, Molasses Spills and Waste Water Spills. The contractor must provide all hoses, shovels, PPE, transportation and any required cleaning materials to return the site to its required level of cleanliness.
**In the event of chemical spills, the contractor will be advised on any required actions to be taken.*

- **Other occurrences:** the contractor may be required to perform any cleaning works in response to events not captured above. Examples of these are but not limited to: Acts of vandalism, “Acts of God”. The contractor must provide all labour, equipment, PPE, transportation and any required cleaning materials to return the site to its required level of cleanliness.

3.4 POWERWASHING & RELATED CLEANING WORKS

The contractor will be required to carry out power washing and cleaning services at all areas mentioned below located at the Laventille and Chaguaramas Compounds. These works must be executed once per year for the general upkeep of the compounds and their associated buildings and industrial infrastructure. All contractors bidding for these works will be required to provide all labour, tools, equipment (e.g. man lifts or scaffolding) to execute these works.

All relevant areas are featured on a site maps provided and will also be highlighted during the site visit. Maps can be found in appendix 1 of this ITT.

The table below highlights the frequency and scope for the power washing works as required:

LAVENTILLE COMPOUND	
POWERWASHING & RELATED CLEANING WORKS	FREQUENCY
1. Power washing of all pipe racks, pipes and associated features at areas to be identified by Angostura Limited across the compound.	Annually
2. Power washing of the structure only for the distillation columns GH2 & GH3 at the Distillery Compound. These works will include the power washing and cleaning of all associated catwalks, piping, pipe racks and the surrounding driveway and walkways at the area.	Annually
3. Power washing and cleaning of the external envelope of all Warehouses, roofing eaves and fascia, Administration Building façades, Main Entrances, walkways and driveways, Distillery and Plant Area Facades.	Annually
4. Power washing and cleaning of fifteen (15) tanks, Three (3) Catwalks, all steel pipes and entire floor area at Tank Farm.	Annually
CHAGUARAMAS COMPOUND	
1. Power washing and cleaning of the external building envelope (<i>office and security booth</i>) all containment sumps for molasses and alcohol tanks, driveway, jetty and associated all associated piping and pipe rack systems.	Annually

RESPONSIBILITIES OF THE CONTRACTOR

As part of the provision of the maintenance and cleaning services the selected supplier(s) shall be responsible for the following:

- 1) All operational, start up and related cost regarding the provision of the proposed services inclusive of, but not limited to approvals, permits and insurances.
- 2) The payment of all statutory taxes, fees and costs related to the discharge of their duty as a contractor (VAT, PAYE, Corporation Tax etc.)
- 3) Ensuring all staff employed are over 18 years old and legally allowed to work in Trinidad & Tobago

- 4) To ensure compliance with all national and international codes and requirements to support the needs of the organization, its properties and their occupants.
- 5) To ensure compliance with all policies, guidelines and requirements of AHL in the execution of all works.
- 6) To ensure compliance with contracts signed between AHL and various service providers and contractors.
- 7) To provide adequate project management services for all scheduled works.
- 8) Inspection of all assets and systems in keeping with the stipulated frequencies.
- 9) To outsource the necessary vendors to execute all general maintenance, inspections, construction, renovation or repairs works in special systems or building elements at the properties. All outsourced resources **must** be identified and approved, in writing, by designated AHL personnel **prior** to the commencement of services.
- 10) To be liable for and take all reasonable care in avoiding damage or injury to persons or property in the provision of their services and indemnify AHL against all claims resulting from their (the contractors) negligence including their employees, representatives, servants and outsourced service providers.
- 11) Emergency cleaning or maintenance work immediately necessary for the preservation of safety of the property or for the safety of other persons which AHL deems necessary, as well as, all emergency works that are required to avoid the disruption in the use of the properties. The contractor will be responsible for outsourcing the necessary vendors or service providers to effectively and efficiently carry out all emergency cleaning and maintenance works.
- 12) To provide well trained, dependable staff to meet the needs of the properties as described in this document, and to appoint a dedicated contact person assigned to these works that will be available at all times, in case of emergencies.
- 13) Contractor must ensure all assigned personnel as well as replacement workers attend Health & Safety Orientation and Training, provided by the Company at no cost to the supplier, prior to commencement of work. An Orientation Card will be issued by the Company to persons upon completion of training. The Orientation Card must be presented to Security prior to entry and commencement of work daily. Personnel shall **not** be allowed to work without presenting their cards to Security.

- 14) Ensure their staff and outsourced resources wear the appropriate Personal Protective Equipment (PPE) whilst on our compound and during the execution of their services. All personnel must wear the recommended PPE including adequate protective footwear, eyewear and gloves etc, during the provision of the services and may be prevented from engaging in these services if not properly attired.
- 15) Ensure in the case of misbehaviour or any act unacceptable to AHL on the part of any of the suppliers' staff or outsourced/subcontracted resources, the removal of such person(s) with immediate effect on request by AHL.
- 16) Provide continuous education and training of their employees on new, sustainable maintenance practices, industry codes and safety.
- 17) Provision of written monthly reports on cleaning and maintenance works progress and the status of outstanding works occurring at the properties (where necessary) to the Facilities Maintenance Supervisor and the Supervisor/Manager for the relevant area.
- 18) To ensure good housekeeping is maintained always. All contractors/service providers for grounds maintenance works must keep all tools, machines and work areas clean and refuse must be collected and removed and disposed of at an appropriate disposal site.
- 19) The Contractor will be expected to maintain a maintenance and cleaning schedule along with quality checklists used for maintenance works. The schedule for each relevant area will be provided by the Facilities Maintenance Supervisor.
- 20) Contractor must submit an approved Field Report / delivery note by the Supervisor or Manager of the area note for satisfactory work completed.
- 21) The Contractor shall NOT incur any costs on behalf of AHL without the express, written approval from the company.
- 22) The contractor shall be subject to reviews of their service performance which shall be a performed by the Chief Engineer with input from the Maintenance Planning Engineer and Facility Maintenance Supervisor. These evaluations shall include internal complaints brought forward by relevant stakeholders including but not limited to Maintenance, Security, HSE and Warehousing departments. The reviews shall be held at least annually but may be more frequently conducted should the need for corrective actions and performance management arise.

4.0 PROPOSAL REQUIREMENTS

Bidders are required to provide the following as part of their submission in the following order:

1. A detailed company profile.
2. An outline of your firm's experience in providing similar product/service
3. Your company's Organizational Chart
4. A list of all company directors
5. Certificate of Incorporation, or any other documentation related to the Business/Company Registration
6. A valid Income Tax Clearance Certificate
7. A valid VAT Clearance Certificate, if not qualified for VAT, a document from the Board of Inland Revenue indicating such.
8. Two (2) years Audited Financial Statements dated no earlier than 2016. This should be submitted in the Appendix.
9. A bank reference letter indicating tenure, financial standing and credit rating.
10. Two (2) Letters of Reference from past clients, with contact information, in which similar work was done or services provided.
11. Listing of recent and/or existing contracts.
12. Evidence of relevant insurances and satisfactory coverage for operation (Workmen's Compensation etc)
13. A completed Supplier\Contractor Information Form
14. A completed cost proposal based on the requirements outlined in Scope.
15. A clear statement of exclusions including and detailing what AHL would be required to provide in support of the provision of the required services.

NB: Failure to submit these requirements may result in your bid not being considered.

Submission of these documents and forms as part of your proposal does not automatically indicate that your company has been registered as a supplier with AHL. Suppliers who are successful because of the evaluation process will be contacted to commence contract negotiations as per Section 1.3 Part xi and xii. Providing that negotiations are successful and there is offer and acceptance of the contract, selected suppliers will be subsequently registered on the company's supplier database.

5.0 SITE VISITS

Bidders are required to attend a site visit and must to confirm their attendance via email to **tenders_al@angostura.com** by **Friday 10th May 2019 by 4:00pm**. The email must have the subject heading **"Site Visit: MTCE02-2019: GROUNDS MAINTENANCE & CLEANING SERVICES"** and must state your company name as well as the name and contact details of the representative that will be attending the site visits.

Persons whose attendance is not confirmed will not be allowed to participate in the scheduled site visits.

Visits will be conducted at two locations (Laventille & Chaguaramas) on the same day and are scheduled for **Wednesday 15th May 2019 at 9:00am**. The visits shall commence at the Laventille Compound and progress to the Chaguaramas Compound thereafter.

6.0 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.

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.

7.0 EVALUATION CRITERIA

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the ITT. The evaluation of each response will be based on its overall competence, compliance, format, organization, taking into consideration the evaluation criteria below:

	<i>Category</i>	<i>Weight</i>
1	Proposed Fees (cost effectiveness / efficiency)	40%
2	Staff Qualifications and Experience	20%
3	Operational plans (Evidence of quality planning to ensure satisfactory delivery of the contract)	15%
4	Organization (contractor capacity, shared commitment & reputation in the industry)	15%
5	Equipment (availability of suitable equipment to be allocated to the contract) i.e. electric pressure washer, blowers, bush cutter etc.	10%

The Company reserves the right to perform a site visit of the Bidders operations to determine whether adequate skills, equipment and resources are available for the performance of the intended contract. The Company also reserves the right to request any additional information that it may deem necessary to make an informed decision on any proposal.

8.0 SUBMISSION INSTRUCTIONS

- 1) ITT responses 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 ITT reference number.
- 2) Responses to the ITT must be signed in ink by the Proposer or an authorized representative of the proposing firm who is legally authorized to enter a contractual relationship in the name of the Proposer.
- 3) The original with **two (2)** physical copies and **one (1)** electronic version of the ITT Responses must be placed in sealed envelopes, addressed to:

Executive Manager - Operations
Trinidad Distillers Limited
Cor. Trinity Avenue & Eastern Main Road
Laventille

REF: MTCE02-2019: GROUNDS MAINTENANCE & CLEANING SERVICES

- 4) All packages must be deposited in the respective marked box on or before **Friday 31st May by 4:00PM**. **Late submissions will not be considered.**
- 5) The dimensions of the tender box slot are **11” wide by 3” thick**; respondents are advised to package their submissions appropriately.
- 6) Bidders are required to deposit their packages in the marked box during the hours of 8.00am to 4.00pm Monday to Friday and from 8.00am to 4:00PM on the deadline date and must sign the delivery log sheet located at the Reception desk.
- 7) Any queries related to the ITT document should be made in writing only via email to **tenders_al@angostura.com** with a subject heading **“Query: MTCE02-2019: GROUNDS MAINTENANCE & CLEANING SERVICES”**. Queries will not be facilitated via telephone call, any other form of discussion or on the deadline date for submission. Please allow at least one (1) working day for responses to queries.

9.0 TENDER/RFP TIMELINE

ACTION	DATE	TIME (GMT-04:00)
ITT Release	Monday 29, April 2019	9:00 am
Site Visit(s)	Wednesday 15, May 2019	9:00 am
Deadline for questions	Wednesday 22, May 2019	4:00 pm
Deadline for submissions	Friday 31, May 2019	4:00 pm
Acknowledgement of submissions	Thursday 6, June 2019	12:00 pm
Evaluation period	10 – 21 June 2019	
Notification to unsuccessful bidders	Tuesday 18, June 2019	12:00 pm
Notification to successful bidders	Tuesday 18, June 2019	12:00 pm
Contract start (projected)	Monday 01, July 2019	7:00 am

-----END-----



APPENDICIES

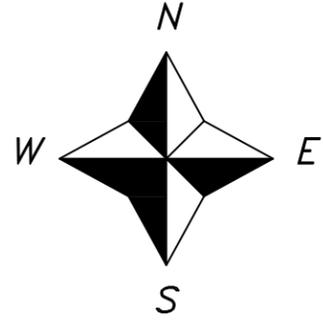
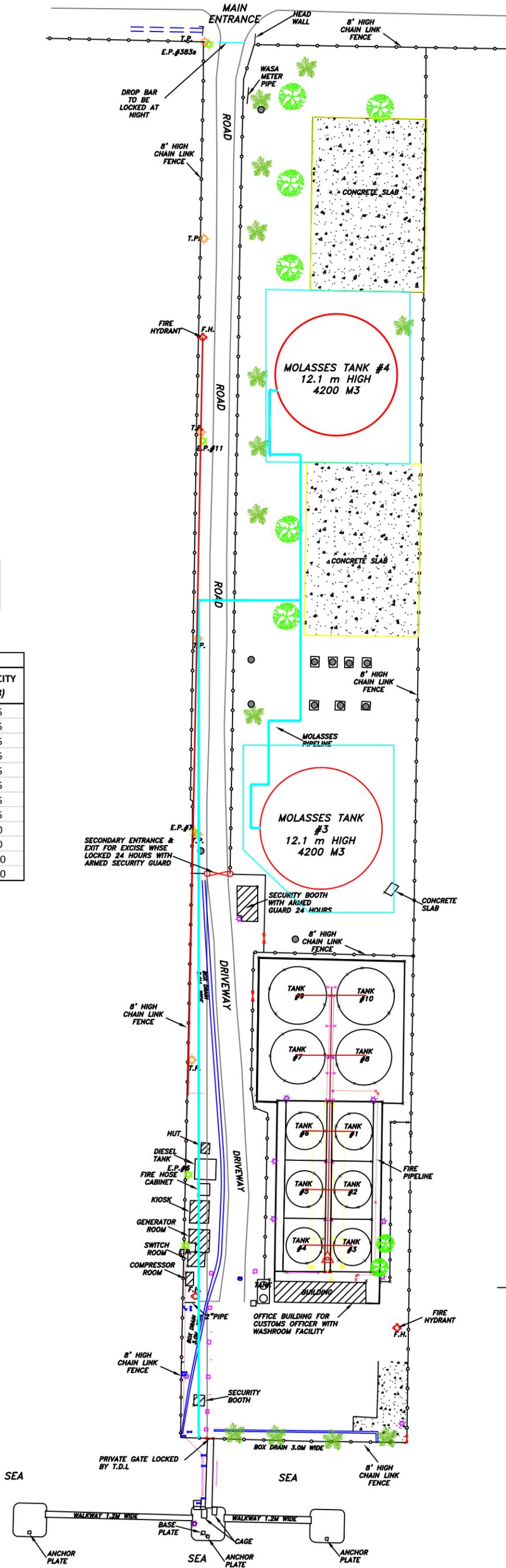


APPENDIX I

APPENDIX II

TOPOGRAPHIC MAP OF ANGOSTURA COMPOUND CHAGUARAMAS

WESTERN MAIN ROAD WESTERN MAIN ROAD

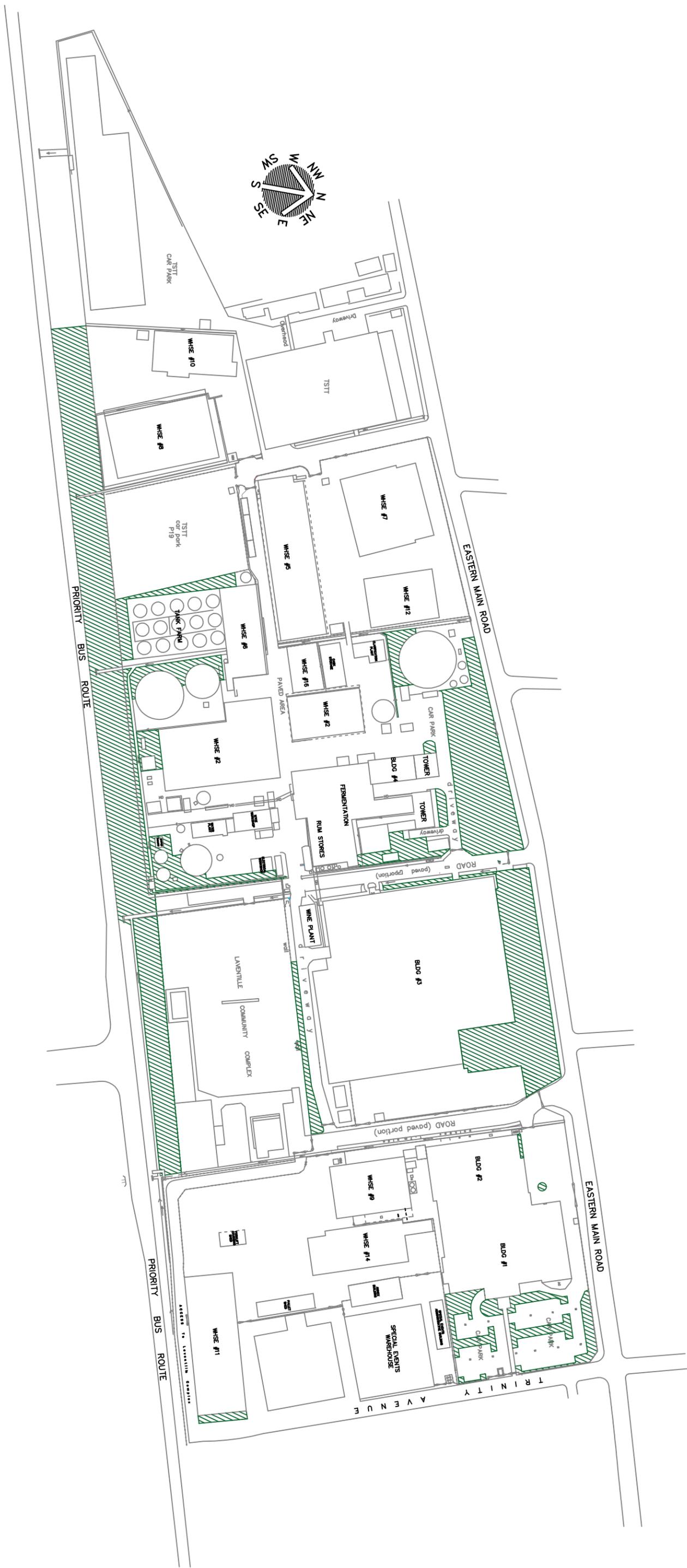


DIMENSIONS		
AREA	LENGTH (m)	WIDTH (m)
SITE	246.59	39.85
JETTY	5.85	58.31

TANKS			
TANK	TYPE	CAPACITY (LITERS)	CAPACITY (M3)
1	Alcohol	215,000	215
2	Alcohol	215,000	215
3	Alcohol	215,000	215
4	Alcohol	215,000	215
5	Alcohol	215,000	215
6	Alcohol	215,000	215
7	Alcohol	525,000	525
8	Alcohol	525,000	525
9	Alcohol	750,000	750
10	Alcohol	750,000	750
3	Molasses	4,200,00	4200
4	Molasses	4,200,00	4200

- FIRE WATER LINE
- MOLASSES PIPELINE
- ALCOHOL PIPELINE
- PIPE RACK
- 2" PIPE
- 4" PIPE
- 6" PIPE
- 10" PIPE
- 12" PIPE
- WALL
- VALVE
- T.P. TELEPHONE POLE
- E.P. ELECTRIC POLE
- SECURITY LIGHT
- F.H. FIRE HYDRANT
- MANHOLE
- COCONUT TREE
- TREE
- CHAIN-LINK FENCE

Job Title:	
SITE LAYOUT CHAGUARAMAS PORT	
SCALE: 1:750	DATE: OCTOBER 2012
Distances are in Metres	DRAWN BY:
DATUM: ASSUMED	PLOT SCALE: 1:1



1

LAYOUT OF SITE - GREEN AREAS

Scale: NOT TO SCALE

ANGOSTURA

The LOCATION OF GREEN AREAS
 Drawn by: K Gordon
 Date: 17/12/11
 Item Ref. No:
 Scale: Dwg. No:
 NTS
 Sheet 1/1

