

Invitation to TENDER

INVITATION TO TENDER FOR THE BUILDING AND INSTALLATION OF THE AIR CONDITIONING AND CONTROL SYSTEM FOR THE METROLOGY LABORATORIES

1. The Trinidad and Tobago Bureau of Standards (TTBS), the National Standards Body is seeking to procure the services of a Company to Build and Install the AC and Control System for the Metrology Laboratories at Trinidad and Tobago Bureau of Standards. The TTBS hereby invites interested organisations to submit Tenders for the above mentioned project.
2. Tender documents can be obtained upon payment of the non – refundable Tender Fee of Five Hundred Dollars (TT\$500.00) **VAT Exclusive** by certified cheque or cash to the Trinidad and Tobago Bureau of Standards. The Tender documents will be available from **Thursday 14th June, 2018, from 9 a.m. to 3 p.m.** at the office of the Trinidad and Tobago Bureau of Standards, 1-2 Century Drive, Trincity Industrial Estate, Macoya, Tunapuna.
3. Prospective Companies wishing to be considered must provide all information requested in the Tender Documents. Failure to do so, will result in the Tender not being considered.
4. TTBS intends to make an award based on a qualitative and price competitive assessment of Tenders received and does not bind itself to accept the lowest price or any Tender.
5. The mandatory site visit would be held on **Monday 25th June, 2018**, at the TTBS Head Office located in Macoya (address

above) from 9.00 a.m. to 11.00 a.m. in which queries from prospective companies would be addressed. Failure to attend the site visit will result in disqualification.

6. Tenders must remain valid for 90 days from the closing date and must be accompanied by the following valid documents where appropriate and dated not more than six (6) months prior to the closing date of the Tender:
 - Income Tax Certificate
 - VAT Clearance Certificate
 - Certificate of Incorporation/Certificate of Continuance
 - Certificate of Compliance issued in accordance with the National Insurance Act
7. Prospective contractors are asked to note that the dimensions of the SLOT of the Tender Box are 37.5 cm x 7.5 cm.
8. Bidding will be conducted using the two (2) envelopes system. The Tender must be addressed as stated below and deposited in the locked Tender Boxes at the Reception area, no later than **2:00 p.m. on Friday 13th July, 2018**.
 1. One (1) original and two (2) copies of the Technical and Financial Proposals should be placed in separately sealed envelopes clearly marked as follows

ENVELOPE #1

TECHNICAL PROPOSAL TO BUILD AND INSTALL THE AIR CONDITIONING AND CONTROL SYSTEM FOR THE METROLOGY LABORATORIES for the Trinidad and Tobago Bureau of Standards

ENVELOPE #2

FINANCIAL PROPOSAL TO BUILD AND INSTALL THE AIR CONDITIONING AND CONTROL SYSTEM FOR THE METROLOGY LABORATORIES for the Trinidad and Tobago Bureau of Standards.

2. Bidders must include their names on both Envelopes #1 and #2 and place both envelopes in a single sealed envelope clearly marked as follows:

PROPOSAL TO BUILD AND INSTALL THE AIR CONDITIONING AND CONTROL SYSTEM FOR THE METROLOGY LABORATORIES for the Trinidad and Tobago Bureau of Standards

9. The Tender should be addressed to:

TENDER TO BUILD AND INSTALL THE AIR CONDITIONING AND CONTROL SYSTEM FOR THE METROLOGY LABORATORIES

Mrs. Jane Low Hoy-Lewis
Secretary (Ag.)

Trinidad and Tobago Bureau of Standards
Century Drive,
Trincity Industrial Estate
Macoya, TUNAPUNA

10. TTBS reserves the right to cancel the process in its entirety or partially without defraying any cost incurred by any respondents in submitting their Tender.
11. The Tenderer shall bear all costs associated with the preparation and submission of the proposal and TTBS shall in no way be responsible or liable for the costs, regardless of the conduct or outcome of the bidding process.
12. The Tender Box will be opened publicly on **Friday 13th July, 2018 at 2:15 p.m.** at TTBS.
13. **LATE TENDERS WILL NOT BE ACCEPTED AND ELECTRONIC COPIES WILL NOT BE CONSIDERED.**



**TRINIDAD AND TOBAGO
BUREAU OF STANDARDS**

1-2 Century Drive,
Trincity Industrial Estate,
Macoya, Tunapuna

Tel Nos.: 662-TTBS (8827), 663-4835/6
Fax No.: 663-4335

Email: ttbs@ttbs.org.tt
Website: www.gottbs.com