

**TRINIDAD AND TOBAGO ELECTRICITY COMMISSION
INSTRUCTIONS TO TENDERERS**



Approved: 26th May 2021

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION
INSTRUCTIONS TO TENDERERS

Table of Contents

1.	Definitions	3
2.	Purchasing of a Request for Tender (RFT) Package	4
3.	Preparation of Tender Packages	4
4.	Submission of Tenders	4
i.	Form of Tender	4
a.	Tender Prices	5
b.	Payment Terms	5
c.	Payment Method	5
d.	Period of Validity	5
e.	Name of Supplier/Contractor and Manufacturer	5
f.	Warranty	6
g.	Delivery period	6
ii.	Form of Breakdown of Cost	6
iii.	Audited Financial Statements	6
iv.	Compliance Certificates - For Locally Registered Businesses (Local Suppliers ONLY)	6
v.	Copy of Receipt of Purchase	6
vi.	References	7
5.	Specific Requirements for Tender	7
6.	Request for Information	7
7.	Labelling of the Tender Package	7
8.	Delivery of Tender Package(s)	8
9.	Evaluation of Tenders	8
10.	Award of Tenders	8
11.	Performance Guarantee	9
12.	Contracts	9

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

INSTRUCTIONS TO TENDERER(S)

The Trinidad and Tobago Electricity Commission, in the course of its operations to ensure a reliable supply of electricity to all customers, would be required to acquire materials (plant, equipment and goods), works and services. The Commission's Procurement Policy provides for different means of acquiring such requirements. To ensure equity and transparency in the tendering process, the Commission has established a prescribed set of instructions for all Tenderers. In addition, these instructions are intended to guide the prospective Tenderer(s) in the submission of their Tenders. These instructions were endorsed by the Board at the 1025th Meeting of Members of the Commission.

These instructions are to be read in conjunction with the Commission's **Specification/Scope of Works** and the **Specific Requirements for Tender** included with each Request for Tender.

1. Definitions

Agent – The person who represents the manufacturer/supplier.

Authorized Person – The authorized person is the person identified as the individual with the authority and responsibility to sign Tenders on behalf of the Tenderer(s).

Commission – Trinidad and Tobago Electricity Commission.

Contractor – The person/company held financially responsible for works and services.

Mandatory Documents – Those documents referred to in Section 4.

Manufacturer – The actual producer of the material which is being purchased.

Request for Tender – The Commission's invitation to suppliers/contractors to submit a Tender for the materials, works or services hereinafter referred to as RFT.

Specific Requirements for Tender – A set of instructions specific to the Request for Tender for materials, works and services. It provides guidance as to the information to be submitted for the specific Tender, and how the Commission would evaluate the Tender.

Supplier – The person/company held financially responsible for the sale of materials and services.

Tender – A bid submitted in response to the Commission's RFT.

Tenderer(s) – The supplier/manufacturer in whose name the Tender is submitted.

N.B. Where the words "shall" or "must" are used it means that failure to comply will lead to disqualification.

2. Purchasing of a Request for Tender (RFT) Package

The purchase of a RFT package entitles a Tenderer(s) to only one (1) Tender per manufacturer or contractor. A Tenderer(s) can submit alternative options from the same manufacturer or contractor in its Tender.

If a Tenderer(s) wishes to submit Tenders from different manufacturers or contractors, they must purchase a separate RFT package and each Tender **SHALL** be submitted in separate packages.

Tenderers are to provide a telephone contact and a primary contact e-mail address or fax number to which all queries can be directly sent for immediate response. The Commission will not hold itself responsible once information is sent via the contact provided and not checked by the Tenderer.

3. Preparation of Tender Packages

Tender submissions, and all correspondence relating to them shall be in English and shall be submitted in soft copy in PDF format on CDR/DVD or Flash Drive. Tenderers are advised to submit an additional identical soft copy on a separate CDR/DVD or Flash Drive. In the event one device is corrupted, the copy may allow the Commission to access your submission.

The submission shall be in a sealed envelope with the tender number boldly marked on the face of the envelope and should be addressed as per Section 7.

4. Submission of Tenders

The following documents shall be submitted with the Tender:

i. Form of Tender

The Commission's Form of Tender shall be completed, stamped and signed by the Authorized Person. Failure to include the heading "Form of Tender" if the document is recreated shall result in disqualification.

The Form of Tender shall include the following:

- a. Tender price
- b. Payment terms
- c. Payment method
- d. Validity period of tender
- e. Name of Supplier/Contractor and Manufacturer.

Failure to include items a. – e. on the Form of Tender shall result in disqualification.

The following information shall be included in the tender:

- f. Warranty
- g. Delivery

Failure to provide items f. and g. shall result in disqualification.

a. Tender prices

Prices shall be quoted in Trinidad and Tobago Dollars (TT\$) or any one of the following currencies: United States Dollars (US\$), Pound Sterling (GBP), Euros or Canadian Dollars (CAN\$). However, **all** prices written in the Form of Tender **shall** be assessed as a **V.A.T. exclusive price**.

Foreign currency quotations shall be converted to TT currency at the Commercial Banks weighted average selling rate as published by the Central Bank of Trinidad and Tobago on the day of the opening of the Tender.

The Commission insures its materials, therefore all quotations to be supplied through foreign suppliers shall be stated as Cost and Freight (CFR). Quotations submitted in Cost, Insurance and Freight (CIF) would be treated as Cost and Freight (CFR) for purposes of the evaluation. The Commission would have the option to negotiate with the successful Tenderer who submitted CIF with a view of removing the insurance component in the CIF figure.

Where CFR quotations are not firm and subjected to variations in various commodity prices (copper, aluminium etc.), the Tenderer shall clearly state the metal exchange formulae and how it is to be applied. They shall indicate which Metal Exchange Index the formulae is pegged to. All initial values shall be provided for the formulae.

b. Payment Terms

The following payment terms are preferred by the Commission:

- Down-payment/Progress payments with the balance after approval. The Commission prefers initial down payments that are 30% or less.
- Credit – 30 days, 60 days etc.

Payments to local suppliers would normally be made in Trinidad and Tobago currency.

c. Payment Method

The following payment methods are preferred by the Commission:

- Wire Transfer
- Cheque
- Bank Draft
- Sight Draft
- Bill of Collection
- Non transferrable Letter of Credit (LC) – Transferrable Letter of Credit shall not be accepted

d. Period of Validity

All bids shall be valid for at least ninety (90) days from the closing date of the tender. In the event of a request by the Commission for an extension of the validity of the Tender price quoted in the Tender, Tenderer(s) who extend their validity shall not be permitted to alter any aspect of their Tender.

e. Name of Supplier/Contractor and Manufacturer

The name of the Supplier/Contractor and Manufacturer shall be stated.

f. Warranty

The warranty period should be stated in the Form of Tender (in months/years) and limitations of the warranty being offered included in the Tender.

If the terms of warranty cannot be inserted in the Form of Tender, Tenderers should indicate where the warranty is contained in the tender.

g. Delivery period

The delivery period should be stated in the Form of Tender as the time it will take to either complete the works or service, or deliver the materials to the Commission's point of delivery as specified in the RFT. To be stated in number of weeks/months from receipt of our official order. If part shipments shall be made, all delivery schedules must be included.

If the terms of delivery cannot be inserted in the Form of Tender, Tenderers shall include it in the tender.

h. Submission of Bids

Suppliers/manufacturers shall not provide more than one (1) similar bid submission, either via direct submission or through a local agent." If a supplier/manufacturer proceeds to do such, both submissions shall be disqualified.

ii. Form of Breakdown of Cost

The Form of Breakdown of Cost, when included in the Commission's RFT, shall be completed by the Tenderer(s).

iii. Audited Financial Statements

Audited financial statements are required by the Commission for tenders that are greater than or equal to TT\$8,000,000. For tenders quoted in a currency other than TT\$, the onus is on the Tenderer to make the necessary currency conversion to determine if audited financial statements are to be submitted. If required, Tenderers shall submit two (2) years of audited financial statements for the supplier, the most recent being not more than two (2) years prior to the year of submission of the Tender. If the supplier and manufacturer are different entities, the financial statements shall be those of the **supplier** and not the manufacturer. **The Commission would not consider unaudited financial statements.**

The Commission reserves the right to request additional financial documents as needed.

iv. Compliance Certificates - For Locally Registered Businesses (Local Suppliers ONLY)

Locally registered companies shall submit the following certificates which **must be valid at the time of submission of the Tender**:

- Income Tax Clearance Certificate from Board of Inland Revenue
- VAT Clearance Certificate
- NIB Compliance Certificate

v. Copy of Receipt of Purchase

A copy of the receipt of payment for the RFT should be included in the Tenderer's bid.

vi. References

All **new** suppliers and manufacturers to the Commission **for the type of item being tendered for** should submit the year of incorporation of the supplier and manufacturer as well as the names, e-mail addresses, addresses and telephone numbers of at least three (3) references. If a manufacturer previously conducted business with the Commission but **NOT** the item being tendered for, then they are to be regarded as **NEW** and, therefore, references shall be required.

For items (iii), (iv), (v) and (vi), the Commission reserves the right to request additional information or clarifications within five (5) working days after communication with the tenderer by the Tenders Queries Desk.

5. Specific Requirements for Tender

The following additional information should be supplied with each tender:

i. **Technical Assessment Schedule**

Technical Assessment Schedules, where provided in the RFT package, are to be completed by the Tenderer as failure to do so may result in the disqualification of the Tenderer's bid.

ii. **Material Safety Data Sheets**

MSDS for all chemicals should be provided where applicable. If there are no applicable MSDS, this should be stated in documentation.

iii. **Samples**

Samples may be required by the Commission for the purpose of assessing a tender, the details of which will be contained in the Specific Requirements for Tender document.

6. Request for Information

All requests for information from a Tenderer(s) are to be emailed to the Commission's Tender Queries Desk at tenderqueries@ttec.co.tt and shall be submitted at least fourteen (14) calendar days prior to the closing date of the RFT. The Commission will respond to such requests at least seven (7) calendar days prior to the closing of the RFT. All queries and responses shall be circulated to all other Tenderers.

7. Labelling of the Tender Package

All Tender documents shall be placed in a sealed package and should be labelled as follows:

TENDER NUMBER (insert Tender Number)
The Secretary
Tenders and Contracts Committee
Trinidad and Tobago Electricity Commission
L.P. #846 Southern Main Road
King Village, California
Trinidad and Tobago W.I.

8. Delivery of Tender Package(s)

All Tenders shall be delivered to the Tender Box located in the reception area of the Commission's Central Warehouse, located at:

L.P. #846 Southern Main Road
King Village
California
Trinidad and Tobago W.I.

Tenders must be delivered prior to the advertised closing date and time of the RFT.

Tenders may be deposited Monday through Friday (except on Public Holidays) between the hours of 8:30am and 11:45am and between 1:00pm and 3:30pm.

Upon deposit of the Tender in the Tender box, the Commission shall issue a receipt to the Tenderer(s) for each Tender received. The Tenderer(s) must ensure that the receipt accurately represents the Tender deposited.

The time a Tender is actually delivered shall be based on the time displayed on the GPS clock in the reception area where the Tender box is located.

No tenders shall be accepted after the stated time and date of closing of the RFT.

9. Evaluation of Tenders

The evaluation of the Tender shall be in accordance with the evaluation criteria stated in the RFT.

During the evaluation, the Commission may request clarification from Tenderer(s) through the Commission's Tender Queries Desk at tenderqueries@ttec.co.tt and responses are to be so directed.

The Commission is not liable for any costs incurred by the Tenderer(s) in submitting its Tender, even if the RFT is cancelled.

Any proven attempt by Tenderer(s) to influence the results of the evaluation of the Tender shall result in the rejection of their Tender.

10. Award of Tenders

- 1) The Commission does not bind itself to the lowest tender.
- 2) The Commission reserves the right to award the Tender in part or in whole and/or to one or more Tenderer(s) or not at **ALL**.
- 3) Upon approval of the award of the Tender, the successful Tenderer(s) will be issued a Letter of Intent. Each Tenderer is required to sign and return the Letter of Intent within seven (7) calendar days of the award. Failing to do so in this time frame may result in the award to the Tenderer being revoked.

- 4) Once the successful Tenderer(s) has signed the Letter of Intent and completed all other requirements to support the purchase order, all unsuccessful Tenderers will be duly notified that they have been unsuccessful.

11. Performance Guarantee

Performance in a Tender includes the delivery of the required materials, works and services, in the agreed time frame and cost. To guarantee performance, the successful Tenderer(s) shall comply with the following:

i) Works and Services

a. Tenders for works and services valued between one million dollars (TT\$1,000,000) and eight million dollars (TT\$8,000,000)

Tenders for works and services valued between one million dollars (TT\$1,000,000) and eight million dollars (TT\$8,000,000), a sum equivalent to five percent (5%) of the V.A.T. exclusive Tender price shall be made payable to the Commission by certified cheque and deposited in the Commission's escrow account. Upon successful completion of the tendered works or services as confirmed in writing by the Commission, the said sum shall be refunded to the Tenderer(s).

Tenderers not submitting this guarantee within a week of the date of the request may have their award revoked.

b. Tenders for works and services greater than eight million dollars (TT\$8,000,000)

For works and services greater than eight million dollars (TT\$8,000,000) a Performance Bond by Deed in the amount of ten percent (10%) of the V.A.T. exclusive price is required. This has to be duly executed by the Surety, Contractor and sealed by the Commission.

Tenderers not submitting this guarantee within four (4) weeks of the date of the request may have their award revoked.

ii) Materials

c. Tenders for materials valued at over between one million Trinidad and Tobago dollars (TT\$1,000,000) and eight million dollars (\$8,000,000)

The Commission shall reserve ten percent (10%) of the V.A.T. exclusive price until the materials have been delivered. Once in accordance with the agreed performance of the tender, this amount will be remitted to the supplier.

d. Tenders for materials greater than eight million dollars (TT\$8,000,000)

For materials greater than eight million dollars (TT\$8,000,000) a Performance Bond or certified cheque in the amount of ten percent (10%) of the V.A.T. exclusive price is required. This has to be duly executed by the Surety, Supplier and sealed by the Commission. Once in accordance with the agreed performance of the tender, this amount will be remitted to the supplier.

Tenderers not submitting this guarantee within four (4) weeks of the date of the request may have their award revoked.

12. Contracts

- i. Successful Tenderers shall be required to enter into a contract with the Commission for awards for works and/or services greater than one million Trinidad and Tobago dollars (TT\$1,000,000).
- ii. Successful Tenderers shall be required to enter into a contract with the Commission for awards for materials greater than ten million Trinidad and Tobago dollars (TT\$10,000,000.00).

The contract referred to in (i) and (ii) shall be in the form included in the RFT.


.....
GENERAL MANAGER


.....
DATE