



MINISTRY OF PUBLIC UTILITIES (MPU)

General Administration Unit, Head Office

1 Alexandra Street,

St. Clair

628-9500 Extensions 2133, 2134, 2136 to 2138

REQUEST FOR QUOTATIONS

*Supply, Delivery, Installation, Servicing and
Maintenance of Fire Equipment for Ministry
of Public Utilities, Head Office*

August 10, 2017
RFQ No. 5

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Section 1. Letter of Invitation

RFQ No.5
August 10, 2017

Dear Firm,

1. The Ministry of Public Utilities (MPU) is mandated to provide effective leadership and governance in the delivery of public utilities to the citizenry of Trinidad and Tobago. Our mission is to facilitate the effective delivery of affordable and quality public utilities through a committed, resourceful team of professionals in close collaboration with all partners.

MPU is committed to the health, safety and overall wellbeing of its employees, contractors and visitors by:

1. Consistently demonstrating the Ministry's commitment to the health and safety of our employees;
2. Achieving full compliance to national legislation, standards, procedures and industry best practices;
3. Ensuring that all health and safety issues are treated with equality and firmness as all other aspects of our business activities;
4. Setting Health and Safety objectives and targets, measure results, evaluate and improve on performance via an effective management system;
5. Conducting risk assessments and audits of the Ministry's facilities and ensure all remedial works be executed within a reasonable time frame based on the associated risks;
6. Developing training programs that align itself to achieving the health and safety of our employees;
7. Communicating and collaborating with all employees and stakeholders on matters that involve health and safety;
8. Engaging employees in consultation and active participation on matters involving HSE;
9. Promoting a positive health and safety culture by rewarding good safety behaviors, practices and performance

2. MPU wishes to engage a firm to **Supply, Deliver, Install, Service and Maintain Fire Equipment at Ministry of Public Utilities, Head Office** as outlined in the RFQ attached. This is required in order for the Ministry to abide with the OSH Act 2004 (as amended) Part 5 Section 26 Sub Section 27 (5) and 29 which outlines the need for adequate firefighting equipment and emergency lighting within a facility. In this regard, interested Firms are hereby invited to submit a package containing the quotation and other relative information at the **Ministry of Public Utilities' Head Office (# 1 Alexandra Street, St. Clair)** before **2:00 p.m. on Thursday 7th September, 2017.**
3. The Quotations will be evaluated in accordance with the procedures described in this Request for Quotations (RFQ), on the basis of the criteria outlined in the Data Sheet.
4. The Firm will be selected under a Quality and Cost Based Selection Method (QCBS) in keeping with the requirements described in this Request for Quotations (RFQ)
5. Issuance of this RFQ does not in any way obligate MPU to make an award or pay for costs incurred by the Firm in the preparation and submission of a quotation.
6. Site Visit - Prior to making a submission, the Company must visit the site to ascertain for himself the layout of the premises, the nature of the work to be done and the conditions of the site. No claim will be allowed in connection with any neglect or failure on the tenderer's part in respect of the requirements, which might affect his tender. The cost of visiting the site shall be at the tenderer's expense.

Yours sincerely,

Ms. Rukmin Mowassie / Primatee Chandoo
Administrative Officer V/IV
General Administration Unit

Information to Firms

DATA SHEET

- 1.1 The name of the Client is: **The Ministry of Public Utilities**
- 1.2 The name of the assignment is: **Supply, Delivery, Installation, Servicing and Maintenance of Fire Equipment at Ministry of Public Utilities, Head Office.**
- 1.3 The name, address, and contact information for the Client's official is:
- Ms Rukmin Mowassie**
#1 Alexandra Street, St. Clair
628 – 9500 Ext. 2133
- Ms Praimatee Chandoo**
#1 Alexandra Street, St. Clair
628 – 9500 Ext. 2140
- 2.1 Clarifications may be requested prior to the submission date via the email addresses below:
- procurement@mpu.gov.tt
- 4.3 Firms must submit an original and five (5) additional copies of each quotation. A copy of the following documents must also be submitted with the proposal:
1. Firm's registration/business license
 2. V.A.T Clearance Certificate
- 4.4 The quotation submission address is:
The Ministry of Public Utilities
#1 Alexandra Street,
St. Clair
- Information on the outer envelope should also include:
Supply, Delivery, Installation, Servicing and Maintenance of Fire Equipment at Ministry of Public Utilities, Head Office
- 4.5 Quotations must be submitted no later than the following date and time:
Thursday 7th September, 2017 at 2:00p.m.

4.6 The maximum number of points which can be awarded under each of the evaluation criteria is:

	<u>Points</u>
(i) Features (in responding to the Terms of Reference)	[15]
(ii) Maintenance Schedule	[15]
(iii) Warranty	[05]
(iv) Equipment Delivery	[05]
(v) Cost	[60]
Total Points:	100

The minimum score required to pass the Evaluation is 85

Section 3. Sample Forms

- 3A. Quotation submission form.
- 3B. Summary of Cost

Note: Firms must fill in the appropriate information in the enclosed forms, and submit these forms with the Quotation. In addition, the Firm may include any other form(s), which in his opinion will assist in presenting, clearly and concisely, pertinent information relevant to the quotation.

3A. QUOTATION SUBMISSION FORM

2 Alexandra Street,
St. Clair
(Date)

To: The Ministry of Public Utilities

Attn: Ms. Rukmin Mowassie / Primatee Chandoo

We, the undersigned, hereby submit a quotation for the Supply, Delivery, Installation, Servicing and Maintenance of Fire Equipment at Ministry of Public Utilities, Head Office in accordance with your Request for Quotation dated August 10, 2017

Our Quotation for the sum of [*Amount in words and figures*]. This amount is inclusive of 12.5% Value Added Tax, which we have calculated as [*Amount(s) in words and figures*].

Our Quotation shall be binding upon us up to expiration of the validity period of the Quotation, i.e., [*Date*].

We understand you are not bound to accept any Quotation you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Address:

3B. SUMMARY OF COSTS

Item	Unit Price	Total Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal		
Value Added Tax (VAT)		_____
Other Tax		_____
Total Amount of Financial Quotation		_____

Section 4. Terms of Reference

Supply, Delivery, Installation, Servicing and Maintenance of Fire Equipment at Ministry of Public Utilities, Head Office

1.0 Objective

This Request for Quotation (RFQ) seeks to engage a firm to supply, deliver, install, service and maintain fire equipment at Ministry of Public Utilities, Head Office, # 1 Alexandra Street, St. Clair.

2.0. SCOPE OF WORKS

2.1. To service and recharge the following fire extinguishers, smoke detectors, service emergency lighting:

ITEM	QTY	DESCRIPTION
1	22	10 LBS CARBON DIOXIDE FIRE EXTINGUISHER
2	1	34 LBS CARBON DIOXIDE FIRE EXTINGUISHER
3	16	10 LBS DRY CHEMICAL POWDER FIRE EXTINGUISHER
4	171	SMOKE DETECTORS
5	1	9LBS F 36 CLEAN AGENT FIRE EXTINGUISHER
6		SERVICE FIRE DETECTION ALARM SYSTEM
7		SERVICE EMERGENCY LIGHTING ON STAIRWAY

2.2. To supply and install:

ITEM	QTY	DESCRIPTION
1	1	10 LB DRY CHEMICAL POWDER FIRE EXTINGUISHER
2	1	2.5 GALLON WATER FIRE EXTINGUISHER
3	3	SMOKE DETECTORS WITH BATTERIES
4	2	SAFETY SEAL
5	1	ONLY WALL MOUNTED BRACKETS
6	1	ONLY FIRE EXTINGUISHER SIGN
7	17	DIRECTIONAL EXIT SIGNS
8	7	EMERGENGY EXIT SIGNS
9		INSTALL EMERGENCY LIGHTS ALONG CORRIDORS ON EACH FLOOR

2.3. To propose a maintenance schedule for the fire equipment located at Ministry of Public Utilities, Head Office.

Table: Existing Fire Extinguishers and additional requirements at Ministry of Public Utilities, Head Office

	BASEMENT	GROUND FLOOR	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	FOURTH FLOOR	FIFTH FLOOR	SIXTH FLOOR	DOME	REMARKS	TOTAL
CARBON DIOXIDE (5 LBS)	1- 34 lb	4	0	5	4	4	3	2	0		23
DRY POWDER (10 LBS)	3	2	3	1	2	1	1	2	1	1-10lbs Dry Powder Fire extinguisher needed on the outer wall adjacent to the access door of the Library on 5 th Floor	17
WATER (2.5 GALLONS)	0	0	0	1 (Registry)	1 (Accounts Vault)	0	1 (Library)	0	0	1-2.5 gallon water fire extinguisher in the second vault needed	4
NUMBER OF DETECTORS	1	28	1	30	28	29	31	23	0	3 additional smoke detectors needed 1-Pay Branch 1- Cashier's Cage 1- Cashier's Booth	174

3.0. General Information

Quotations received after the deadline indicated above shall not be considered for evaluation. Quotations must be signed by an authorized representative of the firm. Failure to provide Quotations in accordance with the above specifications will result in submission being deemed non-compliant and rejected.

Validity:

Prices must be quoted in Trinidad and Tobago (T&T) dollars and must include the unit price and total price inclusive of all taxes.

Quotations should remain valid for a period not less than ninety (90) days after the deadline date specified for submission.

Warranty:

Vendors are expected to provide warranty on all equipment. All other assumptions must be stated and warranty coverage details must be submitted with the proposal.

Confidentiality of Information:

Vendors are required to treat all information and correspondence as confidential in nature.

Delivery Time:

Vendors must indicate the time required for the delivery of equipment and state an estimated time for implementation of the solution.