

PART 1

INSTRUCTIONS TO TENDERERS GENERAL DIRECTIONS AND DESCRIPTION OF THE WORKS

NEW CHANNEL MARKER BEACONS 23A AND 24A, WHITE FLATS, BERMUDA

August 2016



GOVERNMENT OF BERMUDA

Ministry of Works and Engineering

Department of Works and Engineering

INSTRUCTIONS TO TENDERERS

Replacement of Channel Marker Beacons 23A and 24A, White Flats, Bermuda

1. Submission of Tenders

- 1.1. Tenders shall be delivered to the Ministry of Public Works, 3rd Floor, 56 Church Street, Hamilton, or by e-mail to the Ministry's Representative no later than **3:00pm on Thursday 8th September 2016**. Tenders received later than this time will not be considered.
- 1.2. Tenders shall be submitted on the Form of Tender, Part 2, provided in this Tender Package and sealed in the envelope provided.
- 1.3. Any required information that is omitted or illegible, any alterations to the text, or any conditions added, may cause the tender to be declared invalid and rejected.
- 1.4. The Ministry of Public Works may, after bid closing time and before contract award, require any Tenderer to submit, in a form prescribed by or acceptable to the Employer, supplementary information about any aspect of the Tenderer's bid which, in the opinion of the Ministry of Public Works is necessary for bid evaluation purposes.

2. Policy

- 2.1. It is the Ministry's policy to procure professional contracting services which will result in the greatest project value to Bermuda. It is further understood that the quality of professional, technical and managerial skills may often have a disproportionately large influence on the overall project cost.
- 2.2. Notwithstanding the foregoing and any perceived tradition of contract award based on lowest price proposals, the Ministry reserves the absolute right to award contracts based exclusively on the Ministry's perception of better value.
- 2.3. The Ministry reserves the right not to enter into an agreement based on the proposals received.
- 2.4. The Ministry shall not be liable for any expenses or losses incurred by the Tenderer in preparation of his tender submission.



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3. Rejection of Tenders

- 3.1. The Ministry of Public Works reserves the right to reject any or all tenders and is not bound to accept the lowest tender, or where practicable to do so, the Ministry of Public Works may, as a condition of tender acceptance, request a Tenderer to correct a minor and inconsequential irregularity with no change in tender price.

4. Form of Contract

- 4.1. The Conditions of Contract shall comprise the 'General Conditions', which form part of the 'Short Form of Contract' First Edition 1999 published by the Fédération Internationale des Ingénieurs-Conseils (FIDIC), and the 'Particular Conditions', which include amendments and additions to the General Conditions.

5. Tender Documents and Site Conditions

- 5.1. Each Tenderer, by making his tender, represents that he has read and understands the Tender Documents, and that he has knowledge of the site and has familiarised himself with the conditions under which the work is to be performed.

6. Alterations

- 6.1. No alterations are to be made in the Form of Tender except in filling in the blanks as indicated. If any such alterations be made, or if these instructions are not fully complied with, the Tender may be rejected.

7. Tender Format

7.1. Quality Submission

- 7.1.1. In responding to this Request for Proposal, the contractor shall describe in detail his proposed methodology including proposed equipment.

- 7.1.2. In the proposal submission, the contractor shall provide the following as a minimum:

- 7.1.2.1. A list of their experience on projects of similar scope, with references;
- 7.1.2.2. A list of any sub-contractors and/or consultants to be used to carry out the work;
- 7.1.2.3. Identification of Health and Safety and Environmental Issues;
- 7.1.2.4. All assumptions made in preparation of his/her proposal.

7.2. Financial and Cost Quotation submission

- 7.2.1. Cost Quotation Submission comprising the Form of Tender, Part 2, completed in full. Any omissions in the Form of Tender will be given a value of zero dollars.



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8. Period of Acceptance of Tender

- 8.1. The Tenderer shall abide by this Tender for a period of **ninety (90) calendar days** from the deadline for receipt of Tenders.

9. Safety

- 9.1. All works must be carried out in strict accordance with the Health and Safety at Works Act 1982 and the Ministry of Public Works safety policy.
- 9.2. The Ministry of Public Works safety policy includes the provision that no alcohol or prohibited drugs may be consumed on the site or in any vehicle related to the works or service provided. Also, no employee of the Contractor or sub-contractor shall be under the influence of alcohol or drugs whilst at work.

10. Insurance

- 10.1. The successful Tenderer shall submit evidence, such as a copy of a certificate or a letter from his insurers, confirming that Works and Third Party Insurance has been retained for the amount shown in the Schedule to the Agreement and for the duration of the Works within seven (7) days of award of the Contract and prior to commencement of work at the site.

11. Debtors

- 11.1. The Government of Bermuda shall run such searches as are necessary to determine the solvency of Tenderers. The contract shall not be let to any tenderer harboring debt to the Government, Tenderers shall be given the opportunity to settle any such debts during prior to award or to withdraw their tender.

12. Clarifications to Tender Documents

- 12.1. Tenderers requiring clarifications of the Tender documents may notify the Ministry's Representative;
By E-mail: jsamarasekera@gov.bm
By Phone: (441) 297-7704
- 12.2. The Ministry's response, including a description of the enquiry but without identifying its source, will be sent to all Tenderers.
- 12.3. The Tenderer shall confirm receipt of each Addendum at the time of receipt of same.

13. Public Access to Information



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13.1. Any information collected or used by or on behalf of the Government of Bermuda (“Government”) under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

14. Certificate of Confirmation of Non-Collusion

14.1. The Certificate of Confirmation of Non-Collusion is to be signed and returned with this tender



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GENERAL DIRECTIONS AND DESCRIPTION OF THE WORKS

**Replacement of Channel Marker Beacons 23A and 24A, White Flats,
Bermuda**

1. General

1.1. The Contractor is to provide all necessary labour, supervision, tools and equipment to complete the required work. No substitution of materials shown on the drawings or specified herein shall be made without written approval from the Ministry of Public Works. The Contractor shall execute the work in accordance with the Drawings and Standards referred to in this document. This shall include but not be limited to the following:

1.1.1. Construction of two (2) new beacons (drawing SK1-A New Beacon) (See Appendix A)

1.1.2. Installation of all fittings and materials to provide a complete and functioning unit.

1.1.3. Top marks, bolts and bolt patterns and reflective tape shall be supplied by the Employer (via the Department of Marine and Ports).

1.1.4. The piles and UPVC sleeves will be provided by the Department of Works and Engineering, and are to be collected by the contractor from the Government stockpile at Morgan's Point.

1.1.5. Locations of Beacons are to be as follows: (see Appendix B)

- Beacon 23A Lat 32° 23.301'N Long. 064° 49.9031'W
- Beacon 24A Lat 32° 23.3530'N Long. 064° 49.7666'W

2. Safety

2.1. All work shall be carried out in accordance with the current Health and Safety Legislation.

3. Method of Measurement

3.1. A lump sum shall be submitted as indicated in the Form of Tender, to include all the work to provide the new beacons shown on the contract drawing.



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3.2. The Schedule of Unit Rates shall be completed by the Contractor and shall be used in the pricing of any variations to the Contract.

4. Materials Arising

4.1. Unless otherwise noted, all materials arising from the work shall become the property of the Contractor and shall be removed from the site for appropriate disposal in accordance with the requirements and guidelines of the Waste Management Section of the Ministry of Public Works.

5. Method Statement

5.1. A Method Statement and schedule must accompany the returned tender.

Any queries regarding the works should be directed to Mr. Jay Samarasekera, Structural Engineer 297-7704