



GOVERNMENT OF BERMUDA
Ministry of Public Works

Department of Parks

Annex B: Form of Tender

PROVISION OF CLEANING SERVICES TO PARKS DEPARTMENT BUILDINGS

- The Botanical Gardens Horticultural Hall & Bathrooms, 169 South Road, Paget
- The Botanical Gardens Visitor's Centre & Bathrooms, 169 South Road, Paget
- Department of Parks Maintenance Facility, 4 Marsh Folly Road, Pembroke
- Tulo Valley Plant Nursery Staff Areas & Bathrooms, 12 St. John's Road Pembroke Parish

Department Project No. 170811.001

Date: August 21, 2017



Table of Contents

Form of Tender 3

Bidder's Declaration: 3-4

Certificate of Confirmation of Non – Collusion (Form COP24) 5

Lump Sum Bid..... 6

Company Information..... 7

Company Qualifications and References..... 8



Form of Tender

(Note: all sheets form part of the tender)

Bidder's Declaration:

TO: Permanent Secretary of the Ministry of Public Works

1. We declare that this tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
2. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments to (or have otherwise agreed to payment arrangements with) the Government for Social Insurance contributions, Payroll Tax and or any other debt recorded by the Accountant General's Debt Collection Section.
3. We confirm that we have submitted a bona fide Tender, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
4. Having examined the Sites, the Tender Document and Addenda Nos. _____ inclusive for the execution of the above named *Service*, we, the undersigned, offer to provide the *Service* in accordance with the **Invitation to Bid and Scope of Services, the Department of Parks Cleaning Specifications, the Form of Tender (this document) and Related documents, (Herein called the Tender Documents)**
5. We undertake, if our Tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to provide the Works comprised in the *Contract Documents*.
6. We confirm that our Tender shall remain open for acceptance by the Government of Bermuda for a period of thirty (30) **working days** from the date of this undertaking and shall not withdraw this Tender during this period.
7. We understand that Government may accept/reject any tender or all tenders it may receive. We acknowledge that the Government is not bound to accept the lowest or any tender and will not accept any late tender.
8. We undertake to commence the work within _____ calendars days after the date of acceptance.
9. Unless and until a formal Agreement is prepared and executed, this Tender, together with Government's written Letter of Intent and your written acceptance thereof, shall constitute a binding contract between us.
10. If a formal contract is executed, all works must be carried out in accordance with the Bermuda Occupational Safety & Health Act 1982, its Approved Code of Practice Notice (1997), its



Regulations (2009), the Bermuda Public Health Act 1949 with its applicable Regulations for public health and sanitation, as well as the OSHA General Industry Standards for Blood Borne Pathogens -1910.1030*.¹

Bidder's Declaration (continued):

- 11. We consent to the collection and use of any information we give to the Government in response to this solicitation document and waive any right to challenge any decision made by the Government to disclose the information.

Dated this _____ day of _____, 2017

(Name) _____

(Signature) _____

Duly authorized to sign tenders for and on behalf of:

(Firm) _____

(Address) _____

¹ *as incorporated by reference or as may become applicable or stipulated from time to time in accordance with any legislative and regulatory changes.



Certificate of Confirmation of Non – Collusion (Form COP24)

Notes for the Bidder

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle, each company that submits a tender will be required, by way of the signature of a duly authorized representative of the company, to confirm that the tender has been submitted without any form of collusion.

All tenderers must complete and sign a Certificate of Confirmation of Non-Collusion. Any tenders submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the procurement process, then the tenderer will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the tenderer and/or any party involved in the matter.

Any tenderer that submits false information in response to a tender, and any other person or company involved in collusion, may be excluded from tendering for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any information, other than that contained within the tender pack, or supplementary information provided to all bidders.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the tender administrator the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed

(1) _____ Position/Title _____

(2) _____ Position/Title _____

for and on behalf of _____ (Company)



FORM OF TENDER
 (Note: all sheets form part of the tender)

RE: PROVISION OF CLEANING SERVICES TO PARKS DEPARTMENT BUILDINGS

Lump Sum Bid

TO: PERMANENT SECRETARY, Ministry of Public Works

To provide the Department of Parks with cleaning services in these locations and as described in the Tender Documents issued on the 21st August 2017.

- **The Botanical Gardens Horticultural Hall & Bathrooms, 169 South Road, Paget**
- **The Botanical Gardens Visitor’s Centre & Bathrooms, 169 South Road, Paget**
- **Department of Parks Maintenance Facility, 4 Marsh Folly Road, Pembroke**
- **Tulo Valley Plant Nursery Staff Areas & Bathrooms, 12 St. John’s Road Pembroke Parish**

Having examined the Invitation to Bid Documents and visited the sites for the above work, we the undersigned, offer to complete and maintain the stated works described below in accordance with the terms and conditions outlined in the draft contract, scope of services and other related documents (i.e. specifications) for the lump sum(s) of:

(Tenders will be accepted in respect to the entire scope of work and individual units identified below).

TOTAL (Lump Sum Bid)	\$
TOTAL Work Duration – (number of calendar days / weeks)	 days

Dated this _____ day of _____, 2017

(Name) _____

(Signature) _____

Duly authorized to sign tenders for and on behalf of:

(Firm) _____

(Address) _____

FORM OF TENDER
 (Note: all sheets form part of the tender)



Company Information

NAME OF LEGAL COMPANY: _____

ADDRESS: _____

PHONE No. (office): _____

(mobile): _____

EMAIL: _____

Attach a copy of the Company's Certificate of Incorporation, if incorporated.

Principal(s) and Director(s) of the Firm:

2. Contractor's Insurance details:

2.1 Liability Insurance Policy No.

2.1.1 Name and address of Insurer:

2.1.2 Expiry date:

2.2 Workers Compensation Policy No.:

2.2.1 Name and address of Insurer:

2.2.2 Expiry date:

3. Contractor's Payroll Tax No.:

4. Contractor's Social Insurance No.:

5. Contractor's Banking Details:

5.1 Name and address of primary bankers:

1. Do you have any involvement with other entities that may be seen as a conflict of interest? If so, please provide details:

2. Please submit COMPANY INFORMATION for each subcontractor.



FORM OF TENDER

(Note: all sheets form part of the tender)

Company Qualifications and References

THE Bidder SHALL COMPLETE THE FOLLOWING STATEMENTS:

1. The Company has been engaged in the contracting business, under the present business name for _____ years.
2. Experience in work of a nature similar to that covered in the Invitation to Bid documents extends over a period of _____ years.
3. References

The following persons or companies may be contacted for information on similar services the bidder has provided or preformed

Name	Title	Address	Telephone	Email
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1.

2.

3.

Dated this _____ day of _____, 2017

(Name) _____

(Signature) _____

Duly authorized to sign tenders for and on behalf of:

(Firm) _____

(Address) _____