

**REQUEST FOR DESIGN & BUILD PROPOSAL**

**FOR**

**ROOFTOP PV SOLAR SYSTEM INSTALLATION**

**AT**

**GENERAL POST OFFICE**

56 CHURCH STREET

HAMILTON, HM 12

BUILDING #0371

**&**

**GOVERNMENT ADMINISTRATION BUILDINGS**

30 PARLIAMENT STREET

HAMILTON, HM 11

BUILDING #0372

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## SECTION I

### 1) SOLICITATION

#### 1.1 Objective

The Government of Bermuda is soliciting for proposals from a qualified Contractor/Vendor to design, fabricate, deliver, install, and maintain a rooftop solar photovoltaic electric generating system. The purpose of this request for proposal (RFP) is to identify and select the most qualified turnkey photovoltaic (PV) system for the TWO buildings.

The Contractor/Vendor must demonstrate the ability to perform the work described in the Scope of Services set forth in this solicitation and have significant experience with successfully designing and installing solar PV systems on flat roofs in high wind zones (110mph).

#### 1.2 Description

The proposal is for several Photovoltaic systems to be located on buildings or property owned by the Government of Bermuda. The Government Administration General and the Post Office buildings are located along Parliament Street and at the corner of Church and Parliament Street respectively.

#### 1.3 General

The scope of services provided by the Contractor/Vendor shall include all tasks required to design, fabricate, deliver, install, operate, and maintain the PV system. The contractor is expected to maintain the system for the term of **four (4) years** following the end of defects and liability period.

The scope shall also include, but not be limited to, securing all permits and approvals from statutory agencies, all labor, taxes and services, permit fees, and equipment necessary to produce a fully operational solar PV system.

In responding to this RFP, the proponent shall provide a fixed priced fee quotation based upon their experience with this type of work. The proposal shall contain a detailed explanation of the entire project and delineation of all work tasks to be performed by the awarded.

Contractor/Vendor should provide a system summary detailing each location and applicable equipment/size, and a sample cash flow analysis supported by System Advisory Model (SAM) production calculations detailing expected savings (both kWh and dollar) over twenty-five (25) years of array production.

## 1.4 Eligibility to Submit Proposal

- a) Only one Proposal may be submitted by any one party and where affiliate or associate status exists between two or more parties, and then only one of the parties may submit a Proposal. Should the Proposal be selected, the Proponent shall be deemed the selected Proponent.
- b) Any person or corporation, or its management, board of directors, or owners which has commenced or maintains an action, or is in arrears with the Government of Bermuda **will be ineligible** to submit a Proposal, unless arrangements satisfactory to the Government of Bermuda are made in respect of such litigation or arrears prior to the Request for Proposal closing date.

## 1.5 Confidentiality

This Request for Proposal, or any portion thereof, shall not be used for any purpose, other than those as outlined in item 1.1 above.

Any information pertaining to the Government of Bermuda obtained by a Proponent as a result of participating in the Request for Proposal process is confidential and must not be disclosed to any person without the prior written authorisation of the Government of Bermuda.

## 1.6 Disclaimer

It is the responsibility of each Proponent to investigate and to be satisfied as to the facts and conditions prior to submitting a Proposal. All data or information provided herein is for informational purposes only and the Government of Bermuda makes no representation or warranties and accepts no responsibility for the accuracy or completeness of any information or data supplied herein.

Proponents are responsible for obtaining their own independent financial, legal, accounting, engineering and technical advice on all Proposal matters.

## 1.7 Additional Information

Any questions or requests for additional information concerning this Request for Proposal are to be submitted by e-mail to Mr. Bongani D Ndlovu: [bdndlovu@gov.bm](mailto:bdndlovu@gov.bm) or Mr. Dennis Reid: [ddreid@gov.bm](mailto:ddreid@gov.bm) Tel 441 292 2500

A copy of all pertinent questions posed by the Proponents and answers provided will be sent to the recipients of the Request for Proposal. The final date for questions to be received from proponents is 3 working days prior to the Closing date.

## SECTION II

### 2) INSTRUCTIONS TO TENDERER

#### (1) Public Access to Information

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.

#### (2) Submission of Tenders

- a) All completed tenders must be returned in sealed envelopes and clearly marked “General Post Office (GPO) and Government Administration Building (GAB) - Tender for Rooftop PV Solar System” and returned no later than **3:00 p.m. on 30<sup>th</sup> September 2016**.
- b) Tenders received later than this time will not be considered.
- c) Tenders shall be submitted on the forms furnished and sealed in an envelope.

#### **IMPORTANT:**

**Tenders Must Be Placed In The Tender Box Of The Ministry Of Public Works, The Department Of Public Lands And Buildings Located At Prospect Maintenance Depot, 2 Aeolia Drive, Devonshire, DV05.**

#### (3) Rejection of Tenders & Reservations

The Government reserves the right to reject any or all Tenders and is not bound to accept the lowest Tender.

The Government reserves the right to select or short-list any Contractor/Vendor that, in its opinion and at its sole discretion, is deemed to be most advantageous and in the best interests of the Government and its people, including granting a preference to local contractors. The Government also reserves the right to delay or discontinue this selection process at any time during the process. The Government shall not be liable for any cost incurred by any Contractor/Vendor during the selection process. The Government also reserves the right to reject the selected Contractor/Vendor and contract with another party if the Government and the selected Contractor/Vendor cannot successfully negotiate a contract for the proposed work

(4) Tender Documents and Site Conditions

Each Tenderer, by submitting its Tender, represents that an authorized representative of the Tenderer has read and understands the Tender Documents, and has visited the site and familiarized himself with the conditions under which the works are to be performed.

(5) Alterations

The Government of Bermuda may modify, amend or revise any provision of this Request for Proposal or issue addenda at any time. Any modification, amendment, revision or addenda will be in writing and will be provided to the recipients of the Request for Proposal.

(6) Period of Validity of Tender

The Tenderer shall abide by this Tender for a period of One Hundred and Twenty (120) calendar days from the deadline for receipt of Tenders.

(7) Safety and Health

All works must be carried out in strict accordance with the Bermuda Occupational Safety and Health Act, 1982 and the Occupational Safety and Health Regulations of 2009.

Alcohol, Smoke and Drug-Free Policy: All Government buildings and work sites are designated as alcohol, smoke and drug-free.

(8) Other Submissions

Tenderers must submit with their Tenders a proposed operational plan containing the following:-

- a) Overall methodology for execution of the works including crew size, number of crews and planned days.

Tenderers shall also submit with their tender a complete list of any sub-contractors utilized.

(9) Tenderer's Responsibility & Clarification Questions

It is the tenderer's responsibility to ensure that it completely understands the requirements and instructions set out in this Invitation to Tender. In the event that clarification is required, tenderers should submit questions via e-mail to Bongani Ndlovu at [bdndlovu@gov.bm](mailto:bdndlovu@gov.bm).

**The deadline for submitting questions is 12:00 p.m. on Friday, September 23<sup>rd</sup> 2016.**

Tenderers should seek to clarify any points of doubt or difficulty with the Government before submitting a Tender.

Tenderers are encouraged to visit the sites of the said works.

(10) Insurance

The Tenderer shall submit evidence with its Tender, such as a copy of a certificate or a letter from its insurers, confirming Third Party Insurance has been retained for the amount shown in the Schedule to the Agreement and for the duration of the Works.

(11) Tender Opening

- a) The tender opening will not be held in public.
- b) The tender opening will be recorded with the tenderers' names and tender prices for the record.

(12) Evaluation and Comparison of Tenders

- a) The tenders submitted will be evaluated in a two-stage process. During the preliminary stage, a determination will be made as to whether all requested information has been provided. A short list of potential contractors will be developed, and their tenders will be scored utilizing an evaluation matrix with the following evaluation criteria:
  - Proposal Cost Effectiveness 35 points
  - Technical Approach/ Implementation Schedule 30 points
  - Company Qualifications/Project Experience 20 points
  - Project team, team experience and approach 15 points

Scores will be entered in to the evaluation matrix. The Proposal receiving the highest overall weighted point score rating will be awarded, subject to the Government of Bermuda approval of the contract. Notwithstanding the foregoing, **the Government of**



**Bermuda reserves the right to reject any or all Proposals and to cancel this Request for Proposal at any time.**

- b) The tender assessment will take into consideration the submitted tender documents inclusive of each Tenderer's prices, schedule of rates, proposed methodology, qualifications, overall relevant experience in relation to this type of work, and the applicable qualifications of the team and each team member proposed to be used to undertake the work. The Government reserves the right to accept or reject any variations, deviations or alternative offers. Variations, deviations and alternative offers and other factors which are in excess of the requirement of the tendering documents or otherwise result in the accrual of unsolicited benefits to the Government shall not be taken into account in the tender evaluation.

To assist with this process, please provide the following information:-

- i. Details of up to three projects completed by your company which are similar to the works described.
- ii. Indicate the number of incidences that have occurred within the last five years where an employee has been injured on the job, if any. Please also indicate how much time such employees were off work because of the sustained injury (ies).
- iii. Provide three (3) references from prior clients. These may be in the form of written letters from the clients or contact information.
- iv. Provide a reference from your banking institution as to your standing with the bank. Please also indicate whether your company has filed for bankruptcy within the last two years or whether your company is currently insolvent.
- v. Proof of company payroll status and social insurance status.
- vi. Indicate whether your company provides apprenticeships/training positions. If no apprenticeship or training positions exist, indicate whether your company provides training to current employees.
- vii. Indicate the total number of employees working at your company and the number and percentage of Bermudian employees.
- viii. Indicate whether your company has an environmental policy and, if so, please provide a copy.
- ix. Indicate whether your company has a Safety and Health policy and, if so, please provide a copy.

- x. Provide a list of your company's principals on the provided form.
- xi. Provide a copy of your Companies Certificate of Incorporation as a registered company in Bermuda.
- xii. Indicate whether your company or its principals have participated in any business skills training either with the Bermuda Economic Development Corporation or otherwise.
- xiii. A Certificate of Confirmation of Non-Collusion. The Certificate of Confirmation of Non-Collusion form must be signed and returned with contractor's response.

(13) Award of Contract

- a) The Government will award the contract to the tenderer whose proposal has been determined to be substantially responsive to the tender documents and who, in the opinion of the Government, has offered the best proposal taking into consideration the price, the contractor's capability and available resources to carry out the contract effectively and the contractor's schedule. This may not be the lowest priced proposal received.
- b) The Government does not bind itself to accept the lowest or any proposal and reserves the right to reject any proposal and to annul the tendering process and reject all tenders, at any time prior to award of contract, without thereby incurring any liability to the affected tenderer or tenderers, or being under any obligation to inform the affected tenderer or tenderers of the grounds for the Government's action.
- c) The Government may declare the tender void when it is evident that there is a lack of competition or there has been collusion. All proposals may be rejected if substantially higher than the budget.

(14) Notification of Award

- a) Prior to the expiration of the period of tender validity prescribed in paragraph 6 of these instructions the Government will notify the successful tenderer by email and/or registered letter that its tender has been accepted. This letter (hereinafter and in the Conditions of Contract called "Letter of Acceptance") shall name the sum which the Government will pay to the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Amount").
- b) The successful Tender together with the Letter of Acceptance will constitute the formation of a binding contract unless and until a formal agreement is executed.
- c) The Government will promptly notify the unsuccessful tenderers in writing.

(15) Signing of Contract Agreement

- a) At the same time that the Government notifies the successful tenderer(s) that its tender has been accepted, the Government will send the tenderer, the Form of Agreement provided in the tendering documents, incorporating all agreements between the parties.
- b) Within 14 days of receipt of the Form of Agreement, the successful tenderer shall sign the Form and return it to the Government.

**End of Instructions to Tenderers**

## SECTION III

### 3) SCOPE OF SERVICES

The Vendor/ Contractor should consider the following guidelines when designing, installing, connecting, testing and maintaining the solar system.

#### 3.1 Design, Engineering and Permitting

Design and engineer the solar PV system to maximize the solar energy resources, taking into consideration the electrical demand and load patterns, proposed installation location, available solar resources, existing site conditions, and other relevant factors.

Contractor/Vendor should provide design documents that provide the following minimum information:

- a) Timeline/Project Schedule
- b) System description
- c) Key equipment details and description
- d) Layout of the installation
- e) Detailed one-line diagram based on specific recommended equipment
- f) Layout of supporting equipment
- g) Specifications for equipment procurement and installation
- h) All engineering associated with structural and mounting details
- i) Performance of equipment components, and subsystems
- j) Integration of solar PV system with other power sources
- k) Electrical grid interconnection requirements
- l) Controls, monitors, and instrumentation
- m) System performance monitoring

The Contractor/Vendor should identify the area for the solar PV inverter equipment and its related components and environmental control systems that will meet the following criteria:

- a) Ease of maintenance and monitoring
- b) Efficient operation
- c) Low operating losses
- d) Secured location and hardware
- e) Compatibility with existing facilities
- f) Visual harmony

Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment must be UL certified and meet existing facility structural and fire safety requirements. Awarded Contractor/Vendor will secure from Statutory agencies and BELCO all required rights, permits, approvals, and interconnection agreements at no additional cost to The Government of Bermuda. The Government will become the signatory on applications, permits, and utility agreements only where necessary.

### **3.2 Installation**

Awarded Contractor/Vendor will be required to supply all equipment, materials and labor necessary to install the solar PV system and integrate it with other power sources. Installation must include, but are not limited to the following:

#### **3.2.1 Mechanical Equipment and Installation**

- a) Furnish and install all mounting equipment for deploying modules on the roof. The system shall be non-penetrating. The Contractor is to coordinate with the Owner ensuring that the system is placed on the roof in accordance with the limitations presented. Furnish and install all solar modules, inverters and other conditioning equipment and other required materials in order to have a complete and whole system.
- b) Raise all necessary materials to be mounted on the roof.
- c) Inspect and survey the structural materials and solar panels for manufacturing flaws and defects before installing.
- d) Inspect and survey the structure.
- e) Clean the work area at the job site upon completion.

#### **3.2.2 Electrical Equipment and Installation**

- a) Include all necessary equipment installation and wiring for a complete and whole system.
- b) Furnish and install transition boxes at the end of each source circuit to transition from exterior wire on panels to conduit.
- c) Furnish and install equipment necessary for proper grounding.
- d) Field wire the solar panels, arrays, etc. and install to single source through the roof.
- e) Mount power conditioning equipment which includes all inverters, meters, and transformers as required for a complete and whole system.

- f) Furnish and install lightning protectors by connecting to the existing system without voiding existing system warranty and UL listing.

### 3.2.3 Start up and System Testing

- a) Start-up and test the system subsequent to demonstration to Owner.
- b) Provide demonstration of system operation to Owner.
- c) Provide training to Public Works staff.

Any installation such as, but not limited to, roof penetrations as well as roof loading must be preapproved by the university and **MOST NOT VOID** any existing warranties of **ANY** system.

### 3.3 Electrical Interconnections

Supply and install all equipment required to interconnect the solar PV system to the Electrical distribution system.

- a) The awarded Contractor/Vendor will fulfill all applications, studies, and testing to complete the interconnection process. All costs associated with utility interconnection shall be borne by the awarded Contractor/Vendor.

### 3.4 Commissioning & Acceptance Testing

During the start-up, the Government of Bermuda, and/or its independent engineer/consultant, shall observe and verify each system performance. Required commissioning and acceptance test services include:

- a) Starting up the solar PV systems until it achieves the performance requirements
- b) Conducting the performance testing over a consecutive twenty-four (24) hour period
- c) Conducting the successful delivery of power within thirty (30) days following completion of the system, meeting each benchmark.

### 3.5 Operation and Maintenance Manuals and As-Built Drawings

- a) The Contractor/Vendor will provide three (3) sets of operation, maintenance, and parts manuals for the solar PV system. The manual shall cover all components, options, and accessories supplied. It shall include maintenance, trouble-shooting, and safety precautions specific to the supplied equipment. It shall also delineate responsibilities of both parties, both during the term of any agreement that may be agreed to.

- b) Provide three (3) sets of as-built drawings including one (1) on CAD. These requirements shall be delivered prior to acceptance of the solar PV system.

### **3.6 Monitoring**

The GAB and GPO buildings each should be fitted with monitoring equipment capable of monitoring, analyzing, and displaying historical and live solar electricity generation data. The regularly collected data should reflect, but not be limited to, the following:

- a) System performance
- b) System availability
- c) Average and accumulated output
- d) Capacity factor
- e) Degradation
- f) Cost avoidance

### **3.7 Operation and Maintenance**

Perform all required maintenance activities, including warranty repair work and equipment replacement including, but not limited to, inverter replacement in order to keep the system operational and performing to production guarantees.

All respondents must offer a comprehensive onsite operation and maintenance service program for the PV system operations, safety and maintenance activities. The operations and maintenance service program should provide the following minimum requirements:

#### **3.7.1 Annual on-site system inspection, including**

- a) System testing (operating current of each electrical string)
- b) Routine preventive maintenance
- c) Repair and/or replacement of defective parts (including equipment and labor)

#### **3.7.2 Daily system monitoring by vendor, including:**

- a) Reporting of problems to the Buildings Manager
- b) Dispatch of resources for expeditious resolution of problems

### 3.8 Warranties

The Vendor/Contractor should provide a solar provider's standard system warranty coverage that cover modules, inverter, racking and workmanship.

- a) **Modules:** 25-Year Power Output & 10 Workmanship Limited Warranty
- b) **Inverter:** 10-Year Limited Warranty, Provide a price and/or plan for inverter replacement in year 11 and beyond
- c) **Racking:** 10-Year Limited Warranty priority
- d) **Workmanship:** 1 Year Limited Warranty



## SECTION IV

### 4) REQUEST FOR PROPOSAL FORM AND ATTACHMENTS

#### 4.1 Request for Proposal Form: General Post Office

**General Post Office Building  
56 Church Street, HM12  
Building #0371**

#### Roof Retrofit

**TO: PERMANENT SECRETARY, Ministry of Public Works**

Having examined the tender documents and visited the site for the above work, we the undersigned, offer to Rooftop PV Solar System at the above property, in accordance with the terms and conditions outlined in the draft contract for the specification, please complete fully the table below.

#### TO BE COMPLETED BY VENDOR/ CONTRACTOR

<b>Design, Engineering &amp; Permitting</b>	\$
<b>Installation</b>	\$
<b>Electrical Interconnections</b>	\$
<b>Commissioning &amp; Testing</b>	\$
<b>Operational Training</b>	\$
<b>Maintenance (4yrs Post Defects &amp; Liability)</b>	\$
<b>Other (Specify)</b>	\$
<b>Other (Specify)</b>	\$
<b>Total Fixed Tender Sum:</b>	\$
<b>Total Fixed Tender Sum (words):</b>	
<b>Contract Period:</b>	Weeks
<b>Proposed Start Date:</b>	
<b>Proposed Completion Date:</b>	

**4.2 Request For Proposal Form: Government Administration Building**

**Government Administration Building  
30 Parliament Street, HM11  
Building #0372**

**Roof Retrofit**

**TO: PERMANENT SECRETARY, Ministry of Public Works**

Having examined the tender documents and visited the site for the above work, we the undersigned, offer to Rooftop PV Solar System at the above property, in accordance with the terms and conditions outlined in the draft contract for the specification, please complete fully the table below.

**TO BE COMPLETED BY VENDOR/ CONTRACTOR**

<b>Design, Engineering &amp; Permitting</b>	<b>\$</b>
<b>Installation</b>	<b>\$</b>
<b>Electrical Interconnections</b>	<b>\$</b>
<b>Commissioning &amp; Testing</b>	<b>\$</b>
<b>Operational Training</b>	<b>\$</b>
<b>Maintenance (4yrs Post Defects &amp; Liability)</b>	<b>\$</b>
<b>Other (Specify)</b>	<b>\$</b>
<b>Other (Specify)</b>	<b>\$</b>
<b>Total Fixed Tender Sum:</b>	<b>\$</b>
<b>Total Fixed Tender Sum (words):</b>	
<b>Contract Period:</b>	<b>Weeks</b>
<b>Proposed Start Date:</b>	
<b>Proposed Completion Date:</b>	

**NOTES:**

**Tenders will only be accepted in respect of the entire scope of works and not on individual elements.**

All work detailed on the Contract Documents shall be covered completely by the Total Lump Sum. Individual lump sum items are all-inclusive. If a specific task is not identified separately in the above list, the Contractor shall assume that it is included as part of another related listed item or items, and shall base his lump sum amounts on this assumption or clearly state the missing item(s) as a new line item above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016

(name) \_\_\_\_\_ (signature) \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016

(name) \_\_\_\_\_ (signature) \_\_\_\_\_

Duly authorized to sign tenders for and on behalf of:

(Firm) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

### 4.3 Tender/Proposal Declaration

#### General:

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 acknowledge that the Government is not bound to accept the lowest or any tender, and will not accept any late tender.
3. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments to the Government for Social Insurance contributions, Payroll Tax or any other debt recorded by the Accountant General's Debt Collection Section.
4. 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 tenderer.
5. Having examined the Site, the Tender Documents and Addenda Nos. \_\_\_\_\_ inclusive for the execution of the above named Work we, the undersigned, offer to provide the Named Work in accordance with the **Instructions to Tenderers, Forms of Tender and related documents**, specification ..... (Herein called the *Tender Documents*).
6. 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*.
7. We confirm that our Tender shall remain open for acceptance by the Government of Bermuda for a period of **One Hundred and Twenty (120) calendar days** from the date of this undertaking and shall be irrevocable during this period.
8. We understand that Government may accept/reject any tender it may receive.
9. We undertake to commence the work within **FOURTEEN (14) calendar days** of the date of the acceptance of this tender.
10. Unless and until a formal agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
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 \_\_\_\_\_, 2016

(Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Duly authorized to sign tenders for and on behalf of:

(Firm)

\_\_\_\_\_

(Address)

\_\_\_\_\_

\_\_\_\_\_

### **4.3 Certificate of Confirmation of Non-Collusion**

#### **Notes for the tenderer**

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 tenderers.

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) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(2) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

For and on behalf of

\_\_\_\_\_

**SCHEDULE A**

**ORGANIZATIONAL DATA**

**COMPANY PROFILE**

This tender is submitted by the authorized representative of the company as indicated below:

<b>Company's Authorized Representative</b>	
<b>Company Name:</b>	
<b>Company Address:</b>	
<b>E-mail Address:</b>	
<b>Work Tel.:</b>	
<b>Cell:</b>	
<b>Fax:</b>	
<b>Today's Date:</b>	
<b>Social Insurance No:</b>	
<b>Nine (9) Digit Payroll Tax No:</b>	
<b>List of Company Directors:</b>	

**1) Sub-Contractors**

In the event that we, the undersigned, are awarded the Contract for the work, we will employ the firms listed below as sub-contractors.

All sub-contractors shall be approved by the Government; such approvals being finalized prior to the award of the contract. The successful tenderer will not be permitted to change any sub-contractor without the Government's approval.



In the event that we employ a sub-contractor not approved by the Government, we will agree to immediately replace this sub-contractor with an approved sub-contractor. We will accept full responsibility for all damages and costs incurred by the Government (including, but not limited to, any and all costs relating to the discharging of liens brought on by any unapproved sub-contractor) as a result of employing an unapproved sub-contractor.

Trade	Sub-Contractor

The Bermuda Government is committed to having a sustainable workforce and therefore makes it a compulsory requirement for all Tenderers to provide a company profile of employees [the number and names of Bermudians and non-Bermudian employees, their job categories and information with respect to training that is provided for employees] with their tender for these works.

Employee Name	Bermudian Yes / No?	Job Category

Note: Continue on separate page if necessary

## SCHEDULE B

### BACKGROUND/EXPERIENCE OF PROPONENT

#### **Background/Experience of Proponent**

The following information should be provided:

- Details outlining the company's experience in similar specification/design proposals in relation to similar buildings. Include for each project:
  - a) Exact role(s) your organization performed for the project (e.g. material supplier, lead contractor, electrical subcontractor, design, consulting, etc.).
  - b) Location.
  - c) Application description.
  - d) Product name/type.
  - e) Customer name and contact information.
  - f) Date installed.
  - g) Project cost.
  - h) PV module used.
  - i) KWp rating.
  - j) Cumulative kWh produced since system installation.
  - k) Current operational status of system.
- Any other relevant information

**NB The Government of Bermuda reserves the right to contact sources other than those provided regarding background and experience of the Proponent.**

**SCHEDULE C**

**ADDENDA ACKNOWLEDGEMENT FORM**

FOR THE ROOFTOP PV SOLAR SYTEMS TO THE GENERAL POST OFFICE /  
ADMINISTRATION BUILDINGS

We confirm having completed all parts of this form; and received and complied with all addenda (if any) as follows:

Insert addenda # \_\_\_\_\_

**SIGNED:**  
(Signature) \_\_\_\_\_

(Block letters) \_\_\_\_\_

**ON BEHALF OF:**  
(Company) \_\_\_\_\_

(Mailing address) \_\_\_\_\_

\_\_\_\_\_

(Email) \_\_\_\_\_

(Contact #'s) (Telephone)\_\_\_\_\_

(Cell#)\_\_\_\_\_

DATE: \_\_\_\_\_