

FREQUENTLY ASKED QUESTIONS (FAQs)

Outfitting of Office Accommodation at Singh's Building located at Orange Hill Road, Lower Scarborough, Tobago

1. *What is the purpose of this Request for Proposal?*

The purpose of this Request for Proposals is to identify and contract a suitably qualified and experienced Fit Out Contractor with the necessary resources for the outfitting of office accommodation at Singh's Building, located at Orange Hill Road, Lower Scarborough, Tobago.

2. *What is the recommended team composition?*

At a minimum, the proposed team should comprise the following:

1. Site Manager (1 No.)
2. Site Supervisor (Fit-Out experience in interior construction works plus training in safety) (1 No.)
3. Procurement Officer (1 No.)

3. *Are Proponents required to submit a Bid Bond with their Proposals?*

Proponents are not required to submit a Bid Bond with their Proposals.

4. *Would proposals submitted by Joint Ventures be acceptable?*

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Proposals:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

5. *Please provide a brief description of the services to be provided.*

The existing building is a three-storey steel framed structure with concrete block external walls with an open floor plan and a steel frame roof with metal sheeting. The external windows are PVC framed and the main internal doors are aluminum frames. The building is tiled throughout.

The Fit Out Contractor will be required to enclose all cubicles using gypsum at five feet high and offices at eight feet high. The Ground Floor (Level 1) will feature a conference room and office space for various Directors in the following areas; Communications, Measurement and Evaluation, Planning, IT and NGO Support Unit. The Second Floor

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(Level 2) will feature a registry, kitchen and office space for the following individuals; Accounting Executive Supervisor, Accountant I & II, Administrative Officer IV & V, Director of Human Resources and Facilities Manager.

6. *What experience is the Proponent required to demonstrate?*

- The Proponent shall demonstrate that it has provided similar Works on at least one (1) completed projects of a similar nature in the last ten (10) years.

Projects of a similar nature means:

- Fit- Out projects or project (including office accommodation and institutional buildings (e.g. Police stations, fire stations, schools, prisons, housing developments etc.) with a fit-out component for which the construction costs exceeds One Million Trinidad and Tobago Dollars (TTD\$1,000,000.00).

7. *What financial documents must be submitted?*

Proponents must submit independently audited and certified financial statements for the years 2010, 2011 and 2012 for each member that comprises the Proponent.