

**REQUEST FOR PROPOSAL FOR THE REPAIR OF OUTDOOR TENNIS COURTS AT
THE NATIONAL RACQUET CENTRE, TACARGIUA**

TENDER ID# - RFP# 001-PROJ-001-022022



**National Cycling Velodrome, Off Couva Main Road, Balmain, Couva, Trinidad, W.I.
Tel: (868) 225-4886 Web: www.sportt-tt.com**

REQUEST FOR PROPOSAL FOR

**THE REPAIR OF OUTDOOR TENNIS COURTS AT THE
NATIONAL RACQUET CENTRE, TACARIGUA**

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Section 1 – General Information

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1. GENERAL INFORMATION

The Sports Company of Trinidad and Tobago Limited (SPORTT) is a special purpose company established to implement the goals and the objectives of the National Sport Policy of Trinidad and Tobago whose mission is to "Enrich our lives through quality training and Excellence in Sport".

SPORTT serves as the implementation arm of the Ministry of Sport and is involved in three core areas of focus:

- 1) The construction of high-quality sport and recreation facilities for both communities and high-performance athletes who are called to national service;
- 2) The promotion of the concept of sport for all, by making programs accessible and affordable to all those who want to participate and at the same time encouraging participation in sport at a localized community level and at the national level; and
- 3) Providing oversight to the management of 15 National Sporting Organizations with an aim to building their capacity/membership (talent pool) to ensure the highest level of national competition.
- 4) Maintenance and Upgrade of National Sporting Facilities.

SPORTT is expected to play a pivotal role in the development of sport as an industry and as a mechanism to create a healthy, positively engaged society. The company also must ensure improved performances by national athletes and teams at the highest level of international competition.

2. BACKGROUND INFORMATION

The Sports Company of Trinidad and Tobago Limited (SPORTT) is desirous of retaining a company to perform repairs to the outdoor tennis courts at the National Racquet Centre in Tacarigua.

The National Racquet Centre (NRC) was completed in 2015. Within a year of the hand-over of the courts, cracks in the surface of the upper courts were observed.

In 2020, the Tennis Association of Trinidad and Tobago requested that the courts be repaired, in order to obtain ITF (International Tennis Federation) certification.

A contractor is therefore required to provide an assessment of the existing facility, a written proposal for carrying out the desired repairs as described as well as an appropriate costing for repairs.

3. NO CONTRACTUAL OBLIGATIONS AS PART OF RFP PROCESS

This is a Request for Proposal (RFP). No contractual obligations will arise between SPORTT and any Proponent until and unless SPORTT and a Proponent enter a formal, written contract for the Proponent to provide the services contemplated in this RFP.

SPORTT reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.



4. REQUEST FOR PROPOSAL SCHEDULE:

Wednesday 23 rd February to Wednesday 16 th March, 2022	Collection of RFP
Friday 18 th March, 2022	Site Visit 10:00 am
Friday 1 st April, 2022	Deadline for Clarifications
Monday 11 th April, 2022	Delivery of RFP submissions due by 2:00 p.m.

****Please note:**

RFP schedule subject to change at SPORTT's discretion. Contacting SPORTT managers or employees to discuss this RFP will disqualify your organization from this RFP process. **

Visits in groups will be arranged to comply with social distancing measures.

5. FORMAT OF TENDERS:

Tenders shall comprise a **Technical Proposal** and a **Financial Proposal**.

Alterations or erasures on any tender shall be initialled by the Proponent or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

All pages of the tender document must be numbered sequentially.

Submission Format:

Each tender package should comprise (1) Original and three (3) copies of each document, along with one (1) softcopy.

All tenders must be submitted in sealed envelopes addressed to and deposited in the Tender Box located in the Foyer:

SECRETARY OF THE TENDERS COMMITTEE
REPAIR OF OUTDOOR TENNIS COURTS
AT THE NATIONAL RACQUET CENTRE, TACARIGUA
TENDER ID# **001-PROJ-001-022022**



The Sports Company of Trinidad and Tobago (SPORTT)

National Aquatic Centre,

Off Couva Main Road,

Balmain, Couva,

The size of the opening on the Tender Box is 5.5 cm x 38cm and tenders must be able to pass through the opening.

I. Late Tenders:

Late tenders will not be accepted.

II. Disclaimers:

SPORTT does not bind itself to accept the lowest or any tender. SPORTT also reserves the right to withdraw the Invitation to Bid at any time in the tendering process even though tenders may have been received as a result of the process. In such circumstances, SPORTT shall not be liable to any persons as a result thereof.

III. Governing Law:

All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement. This tender is open to only locally registered firms.



Section 2 – Instructions to Proponents

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INSTRUCTIONS TO PROPONENTS

8 Tender Evaluation

- 8.1 Prior to the detailed evaluation of Tenders, SPORTT will determine whether each tender is substantially responsive to the requirements of the Tender Documents.
- 8.2 If a Tender is not substantially responsive to the requirements of the Tender Documents, it will be rejected by SPORTT.
- 8.3 SPORTT will only evaluate and compare the Tenders which have been determined to be substantially responsive to the requirements of the Tender Documents.
- 8.4 For the purpose of this clause a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the Tender Documents without material deviation, and which contains prices which are, in the opinion of the employer, reasonable and balanced.
A material deviation is one which affects in any substantial way the price, scope, quality, completion or timing of the works to be undertaken by the tenderer under the Contract, or which limits in any substantial way, inconsistent with the Tender Documents, the employer's rights or the tenderer's obligations under the Contract, and rectification of which would affect unfairly the competitive position of other tenders who have presented substantially responsive tenders at reasonable prices, unless they were provided the same opportunities.
Reasonable prices are those which can be shown to be built up properly from the costs of resources at the time of tender. Balanced prices will demonstrably have been built up throughout the Bills of Quantities in an analogous way.
- 8.5 Issues, amongst others, to be considered in relation to responsiveness are: -
- Submission of completed BOQ, Bid Sheet, Main Summary & Form of Tender;
 - Submission of Bank Letter;
 - Submission of Current Workload;
 - Submission of History of Work Experience;
 - Submission of Method Statement
 - Submission of Project Programme / Schedule
 - Submission of Health and Safety Manuals or Statement and QA/QC plan;
 - Submission of listing of Plant and Equipment;
 - Submission of Project Organization Chart;
 - Submission of CVs of Key Personnel assigned to the project
 - Submission of valid National Insurance Compliance, V.A.T. and Board of Inland Revenue Certificates
 - Tender Security

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- 8.6 For the purpose of evaluating Tenders, SPORTT will determine for each Tender the Evaluated Tender Amount as follows:
- (a) by making any correction for errors as described above; and
 - (b) by making an appropriate adjustment for any acceptable-variations, deviations, discounts, or other alternative offers not reflected in the submitted amount or these corrections.
- 8.7 The evaluation of the Tenders shall be based upon the principles outlined in the Evaluation Criteria. Unless specifically stated, no criterion will take precedence over any other criteria, and Tender evaluation shall be based on an overall consideration.
- 8.8 To assist in the examination, evaluation, and comparison of Tenders, SPORTT may ask any Proponent for clarification of his tender, including breakdowns of unit rates and lump sum prices. The request for clarification and the response shall be in writing. No change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by SPORTT during the evaluation of the Tenders.
- 8.9 The criteria, requirements and scoring for the evaluation of submissions shall be as follows:

	EVALUATION/QUALIFICATION CRITERIA	REQUIREMENTS	MAX SCORE	MIN SCORE
Qualification	Eligibility of Contractor	<ol style="list-style-type: none"> 1. Submission of all documentation required by this RFP, inter alia: Certificate of Incorporation, Valid VAT, NIS and BIR Compliance Certificates (As applicable) 2. Tender Security 	Yes/No	
Qualification	Historical Contract Non - Performance	<ol style="list-style-type: none"> 1. History of Non-performing contracts 2. Pending Litigation 3. Past judgements within the last five (5) years. 	Yes/No	
Technical	Track record of the contractor with respect to similar projects/contracts	<ol style="list-style-type: none"> 1. Experience in the successful completion of two (2) or more similar projects 2. Equipment Resources 	15	7
Technical	The experience and knowledge of contractors' key personnel on the project	<ol style="list-style-type: none"> 1. Organisational Chart of Project Team and Project Role definition 2. Relevant qualifications and Experience of Project team 3. Dated and signed CVs of each Personnel in the Project Team 	20	10
Technical	Methodology/Schedule	<ol style="list-style-type: none"> 1. Methodology for undertaking the project 2. Detailed Schedule / Work Plan 	15	8

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Technical	Financial Standing	<ol style="list-style-type: none"> Audited Financial Statements for the last 3 years (2021, 2020, & 2019, where available, or management accounts for 2021, if unavailable) Letters of commitment from Bank (s) / Financial Institution that project can be financed as per Contractor's Cash Draw Down Schedule. 	15	5
Technical	Health Safety Security and Environmental Plan & Quality Assurance	<ol style="list-style-type: none"> QA/QC Policy Statement QA/QC Manual (ISO Certification) HSE Policy Statement HSE Manual 	10	5
Total Technical Score			75	35
Financial	Project Costing	<ol style="list-style-type: none"> Contractor's Price Proposal. 	25	-
Total Financial Score			25	-
Total Combined Score (Technical and Financial)			100	

Only PROPONENTs obtaining the minimum score in each criterion in their Technical Submission will be further considered.



Section 3 – Scope of Works / Repair Methodology

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Overview

The SPORTT is desirous of repairing the existing defects to the topside of five (5) of their outdoor tennis courts at the National Tennis Centre, Orange Grove Road, Tacarigua.

The five (5) outdoor tennis courts are:

- The two (2) first floor level outdoor tennis courts that are between the circular outdoor court to the west and an upper indoor court to the east, and
- The three (3) ground level outdoor tennis courts at the south-east corner of the site.

The two (2) outdoor courts at the first floor of the facility are suspended reinforced concrete (R.C.) cast-in-place slabs that are supported on a R.C. beam and column frame. The slabs are assumed to be one-way spanning.

The three (3) outdoor courts at the ground level are assumed to be of a slab-on-grade construction.

The scope of the works involve repairing all cracks, resurfacing the five (5) outdoor tennis courts, and repainting all markings on the courts to match the existing.

In submitting a Tender, the Contractor warrants that they have reviewed the drawings, Bills of Quantities, the site conditions and site constraints and have verified the accuracy, nature and the extent of the Works.

3.1 OUTDOOR TENNIS COURTS – GROUND FLOOR LEVEL

The extent of the work involves removal of the asphalt finish layer, repairing any cracks to the concrete substrate, applying an acrylic resurfacer, applying a colour coating, and repainting of the court markings to match the existing. The contractor shall provide all materials, tools and equipment, labour, transportation, and supervision and ensure the work is completed safely and correctly. Quality control must be observed during and at every stage of the installation. The products indicated for use are only suggestive and the tennis court contractor can recommend, subject to approval, alternative or equivalent products based on different criteria such as but not limited to cost, suitability for use, site conditions and constraints, and availability of the products.

The contractor shall perform the following works for the tennis courts at the ground level:

- 3.1.1 Expose the concrete substrate by removing the asphalt layer and any other built up layers.
- 3.1.2 Clean the concrete substrate of all deleterious matter, loose materials, and debris.
- 3.1.3 Repair any cracks in accordance with the approved crack repair methodology.
- 3.1.4 Flood the courts with water and allow it to naturally drain.
 - i. After approximately one (1) hour, any areas retaining water deeper than 1/8" shall be filled with an acrylic patching compound such as Sport Master Acrylic Patch Binder or approved equivalent or alternative in accordance with the manufacturer's specifications



and recommendations for use. These areas shall be feathered to blend with the existing surfaces.

3.1.5 Make good of any other defective areas of the concrete substrate prior to applying the acrylic layers.

3.1.6 Apply two (2) coats of an acrylic resurfacer such as Sport Master Acrylic Resurfacer or approved equivalent or alternative in accordance with the manufacturer's specifications and recommendations for use.

3.1.7 Apply two (2) coats of acrylic emulsion coating such as Sport Master Neutral Concentrate or approved equivalent or alternative in accordance with the manufacturer's specifications and recommendations for use.

ii. The desired colour is achieved by mixing Sport Master ColorPlus pigment dispersion with the Sport Master Neutral Concentrate. The Client will approve the colour to be used.

3.1.8 Supply and mark playing lines accurately. Playing lines to be masked with tape and painted with two (2) coats of white line paint.

3.2 OUTDOOR TENNIS COURTS – FIRST FLOOR LEVEL

The extent of the work involves repairing any cracks to the substrate, applying an acrylic resurfacer, applying a colour coating, and repainting of the court markings to match the existing. The contractor shall provide all materials, tools and equipment, labour, transportation, and supervision and ensure the work is completed safely and correctly. Quality control must be observed during and at every stage of the installation. The products indicated for use are only suggestive and the tennis court contractor can recommend, subject to approval, alternative or equivalent products based on different criteria such as but not limited to cost, suitability for use, site conditions and constraints, and availability of the products. The contractor shall perform the following works for the tennis courts at the first floor level:

3.2.1 Remove the acrylotex finish and any other surface preparation layers to expose the concrete substrate as recommended by the Tennis Court Contractor.

3.2.2 Clean the surface of all deleterious matter, loose materials, and debris.

3.2.3 Repair any cracks in accordance with the approved crack repair methodology.

3.2.4 Flood the courts with water and allow it to naturally drain.

i. After approximately one (1) hour, any areas retaining water deeper than 1/8" shall be filled with an acrylic patching compound such as Sport Master Acrylic Patch Binder or approved equivalent or alternative in accordance with the manufacturer's specifications and recommendations for use. These areas shall be feathered to blend with the surface.



- 3.2.5 Make good of any other defective areas of the concrete substrate prior to applying the acrylic layers.
- 3.2.6 Apply two (2) coats of an acrylic resurfacer such as Sport Master Acrylic Resurfacer or approved equivalent or alternative in accordance with the manufacturer's specifications and recommendations for use.
- 3.2.7 Apply two (2) coats of acrylic emulsion coating such as Sport Master Neutral Concentrate or approved equivalent or alternative in accordance with the manufacturer's specifications and recommendations for use.
 - ii. The desired colour is achieved by mixing Sport Master ColorPlus pigment dispersion with the Sport Master Neutral Concentrate. The Client will approve the colour to be used.
- 3.2.8 Supply and mark playing lines accurately. Playing lines to be masked with tape and painted with two (2) coats of white line paint.

3.3 CRACK REPAIR METHODOLOGY

Any cracks to the concrete substrate observed up to 12mm (1/2") in width should be cleaned of all deleterious matter/deposits and sealed with an acrylic elastomeric crack sealant such as Sport Master Crack Magic or an approved alternative or approved equivalent in accordance with the manufacturer's specifications and recommendations for use.

The methodology for the crack repair using the approved products in all cases shall be governed by the manufacturer's specifications and recommendations for use

3.4 GENERAL NOTES:

- 3.4.1 The Contractor shall be obliged to produce documentation for the SPORTT comprising of at least the following:
 - o Results of any testing required
 - o A description of the installation procedure
 - o Maintenance advice
- 3.4.2 Results of any inspections performed by approved inspection officials.
- 3.4.3 Transport all unwanted materials to a designated area as determined by the SPORTT.
- 3.4.4 Make good of all damage resulting from the execution of the works.
- 3.4.5 Storing and handling of the products should be in strict accordance with the manufacturer's specifications and recommendations for use.



- 3.4.6 All repair works must be inspected by the Engineer or designated representative.
- 3.4.7 The extent of repair work must be demarcated by an Engineer or designated representative prior to commencing remedial work.
- 3.4.8 The supplier of the proprietary products suggested should be contacted prior to undertaking remedial works to ensure suitability for purpose and existing conditions, availability of products, and if need be to suggest alternatives or equivalents.
- 3.4.9 The Contractor is required to provide specifications for any proposed alternative products or equivalent products prior to use, for review and approval.
- 3.4.10 The Contractor is to provide samples of all finishes for review and approval prior to application.
- 3.4.11 The Contractor is required to submit handover documents such as:
 - o Finishes schedule
 - o Operation and maintenance manuals
 - o 12 month warranty on materials

See Technical Specifications for full details on handover documents.