



Government of the Republic of Trinidad and Tobago

Ministry of Health

PROCUREMENT UNIT

#4-6 Queens Park East, Port of Spain 101002

Request for Quotation

Building Demolition & Construction Services – IVCD, Princes Town

11th December, 2025

The Procurement Unit of the Ministry of Health (MOH) is kindly requesting a quotation for the following:

- **Building Demolition & Construction Services**

As part of this process a mandatory site visit will be held on **Wednesday 17th December, 2025 at 1.00 pm** at the Insect Vector Control Division (IVCD) Princes Town.

* Contact Person – Mrs Maryann Alleyne 722-2720

Upon submission of quotation, kindly ensure the attached price structure is completed, stamped, signed and submitted to on or before **Thursday 15th January, 2026 at 10.00 a.m.**

Terms of Payment: Purchase Order ONLY; no advanced payments will be considered.

All quotations must be valid for at least ninety (90) days.

If you require any further information or clarification, please feel free to contact the Procurement Unit at 217 – 4664 ext 14803 - 14808 or via email at procurement@health.gov.tt Sincerely

Aviann Boodoo-Redhead

Procurement Officer (Ag)

Procurement Unit

Ministry of Health



1 (868) 217-4664
Ext. 14803-14808



www.health.gov.tt



procurement@health.gov.tt

Instruction to Bidders – GENERAL

1. All proponents MUST be registered with the Office of the Procurement Regulator.
2. All quotations are to be submitted via hard copy. Envelopes must be addressed to the Permanent Secretary, Ministry of Health and must be deposited in the Tenders Box located in the Ground Floor at # 4-6 Queen's Park East , Port of Spain **ON OR BEFORE: Thursday 15th January, 2026 at 10.00 a.m**
3. Submission should be one original and two (2) copies.
4. All request for clarifications are to be submitted via email to procurement@health.gov.tt no later than two (2) days before submission deadline.
5. Quotations shall remain valid for ninety (90) days from submission deadline. The Ministry reserves the right to request an extension of this validity period if necessary.
6. Proponents must have a minimum of five (5) years' experience in provision of similar services.
7. The contract will be awarded to the **most responsive and technically qualified bidder** whose proposal offers the **best overall value** to the Ministry, in accordance with the Public Procurement and Disposal of Public Property Act.
8. The Ministry reserves the right to:
 - a. Reject any or all proposals
 - b. Cancel the procurement process

PRICE STRUCTURE - To be completed by supplier (Mandatory)

* Please note that the MOH has the right to increase or decrease any item quantity for the same UNIT price or to omit any item/structure considered not necessary without any compensation to the bidder. If these sheets are not completed, the Ministry of Health **WILL NOT** accept your bid.

Provision of Building Demolition & Construction Services

IVCD, Prices Town						
#	ITEM	Material	Labour	Sub-Total	VAT	TOTAL COST
1	Demolition of existing building inclusive of disposal of debris					
2	Complete Construction and Outfitting of Pre-Fabricated Chemical Storage Room					
3	Complete Construction and Outfitting of Pre-Fabricated Administrative Building					
4	External Building Works					
5	Provisional Sum					
TOTAL						

THE MINISTRY OF HEALTH
CONSTRUCTION OF PRE-FABRICATED BUILDING AND CHEMICAL STORAGE ROOM AT INSECT
VECTOR CONTROL DIVISION WORKSITE AT VICTORIA EAST (PRINCES TOWN)

Scope of Works

Project Title: Construction of a Pre-Fabricated Administrative Building and a Chemical Storage Room

Locations: Insect Vector Control Division (IVCD) Worksites:

- 1) Princes Town- Victoria East
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1. Purpose and Background

The Ministry of Health has embarked on an ongoing initiative to upgrade and enhance its facilities across various divisions in an effort to provide improved accommodation and working conditions for its staff. This initiative forms part of the Ministry's strategic commitment to creating a safe and functional work environment that supports operational efficiency. By improving the physical infrastructure and amenities of its offices and worksites, the Ministry aims to foster greater staff comfort, morale, and productivity, thereby strengthening the overall capacity of departments to effectively deliver on their public health mandates. In this regard, the Ministry of Health, intends to undertake the demolition of the existing dilapidated structure that previously served as the IVCD Worksite Administrative Building in Princess Town. The demolition will be followed by the construction of a new single-story Administrative Office Building and the construction of a new Chemical Storage Room for the safe containment of chemicals and equipment used for the execution of insect and vector control within the district.

2. Objectives

The objectives of this project are to:

1. Provide a purpose-built, compliant facility for the safe storage and handling of chemical pesticides and spraying equipment.
2. Construct a functional, modern administrative building to support IVCD's operational and management activities.
3. Ensure all works are completed safely, efficiently, and in compliance with statutory regulations and environmental best practices.

3. Scope of Works

A. Demolition Works

- Conduct safe demolition of the existing structure on site.
 - Ensure measures are incorporated to protect nearby buildings and to minimize disruption to the operations of the staff on the compound.
- Remove, transport, and dispose of all debris in accordance with Environmental Management Authority (EMA) waste management guidelines.
- Implement dust suppression, noise control, and site security during demolition.

B. Construction of Chemical Storage Room

- The Contractor is required to design and construct from prefabricated modular sandwich panels, a secure, ventilated structure approximately 160 sqft. purposed for the storage of dispensing equipment (sprayers/foggers) and chemicals such as *malathion* and other vector control chemicals.
 - Ensure the building construction consist of chemical resistant materials and applications for the flooring and walls
 - Ensure a section of the floor slab is equipped with a spill containment mechanism to be utilized for the pouring and mixing of chemicals.
 - The room should be equipped with electrical connectivity, LED lighting fixtures and sufficient electrical outlets, isolator and other switches as required for the installation of the Air Condition and Air Extraction equipment.

- Ensure the storage room is adequately ventilated with a filtered air extraction system supported by a sufficient stack with a cap to ensure residual chemical scents are not released into the environment.
- Supply and install an appropriately sized, herresite treated, split type air condition unit to supply sufficient cooling for the storage room.
- The building should be equipped with sufficient supply and waste plumbing connections to facilitate the required plumbing infrastructure.
- The design should incorporate the installation of an emergency shower with an eyewash and a wash sink to facilitate clean-up of person after use of the area.
- Fire detection and suppression systems equipment is required to be installed as well as proper identification and warning signage.
- The design and construction of the Chemical Storage is required to comply with OSHA Guidelines, Environmental Management Authority (EMA) Guidelines, and Ministry of Health (Chemistry, Food & Drugs Division- Pesticides) safety standards.

C. Construction of Administrative Office Building

- The Contractor is required to design and construct a single-storey administrative building approximately 900 sqft from prefabricated modular sandwich wall panels and roof panels with coated aluminium surfaces. The building is required to include the following:
 - One (1) Office (approximately 144 sqft)
 - General meeting space (approximately 342 sqft)
 - Two Male and Two Female internal washrooms (approximately 168 sqft)
 - Kitchenette/Lunch room equipped with cabinets and solid surface counter tops (approximately 198 sqft)
 - Security Workstation
 - External Shower, Change room and Washroom (Unisex) (Approximately 150 sqft)
 - Accessibility features in accordance with the Equal Opportunity Act.
- Ensure the panels are pre-fitted for utility installations (plumbing, electrical, data etc.)
- **Electrical:** The Contractor is required to supply all materials, and perform required works for the supply of electrical connectivity to the building.
 - Supply and install all electrical fixtures inclusive of approved LED lighting for internal & external building.
 - Ensure the electrical panel installed surpasses the quantity of circuits required and is protected by an appropriately sized voltage/surge protection device.
 - Ensure considerations are made for the connectivity of Air Condition units and air extractor system.

- Ensure all electrical installations are performed in accordance with the National Electric Code (NEC), regulation outlined by the Electrical Inspectorate Division, T&TEC guidelines.
 - Obtain on the Ministry's behalf the Electrical Inspection Certificate for the facility.
- **Plumbing:** The Contractor is required to supply and install all materials and perform the required works for the supply of plumbing connectivity to the building.
 - Supply and install all plumbing fixtures inclusive of water pumps, sediment filters, lavatory basins, closed coupling water closets, stainless steel water control faucets, showers, deep basin stainless steel kitchen sink- mounting style: drop in, etc.
 - Ensure all plumbing installations are performed in accordance with the Nation Plumbing code, WASA guidelines and OSHA regulation
 - Obtain on the Ministry's behalf the Plumbing Inspection Certificate for the facility.
- **Windows:** The design should include the supply and installation of sufficient quantity and size windows to ensure natural ventilation is available.
 - Ensure all windows are supported by secure locking devices and burglarproof cages as required.
 - The contractor shall ensure all bathroom, change room and washroom areas are properly ventilated naturally
- **Doors:** The design should include the supply and installation of steel cased doors with locking devices, door closures and security gates for main entrance and exit doors.
- **Flooring:** The Contractor is required to supply and install commercial grade SPC flooring finish in the administrative building.
 - Ensure the floor slab is sufficiently levelled and prepared for the seamless installation of the flooring boards.
 - Supply and install an approved pattern/colour SPC flooring boards with a minimum thickness of 5mm inclusive of the underlay.
 - The installation is required to be accessorised with approved skirting and transition strips.
- **Air Condition:** The Contractor is responsible for the supply and installation of appropriately sized herrasite treated, Split-type Air Condition units to ensure sufficient cooling to the facility
- **Air Extraction System:** The contractor is required to supply and install an air extraction system in all washroom facilities.
- **Fire Detection and Suppression:** The Contractor is required to supply and install sufficient smoke/heat detections devices, appropriately sized and type of fire extinguishers, emergency and exit lights.

D. External Building Works

- **Wastewater Disposal:** The contractor is required to assess the existing Wastewater disposal System/Septic system to determine its integrity and viability with the new building design. Consideration is should be given for the design and installation of surface and sub-surface drainage requirement to dispose of ground water and run-off from gutter pipes.
- **Ancillary & Drainage Works:** The Building should be outfitted with a minimum of a 4ft apron for accessibility around the building structure and the Storage room
 - Construct a reinforced concrete apron approximately 4ft. around the administrative building and storage room.
 - Supply and install slip resistant tiles/ coating on the surface of the apron.
 - Assess the existing drainage and determine the requirement for the construction of surface and sub-surface drainage to facilitate optimal disposal of surface wastewater.
- **Perimeter Fence Works:** The Contractor is required to supply materials and perform required works to facilitate the installation of fencing in the specified areas approximately 50ft.
 - Supply powder coated, medium security fence panels and 4 inch square powder coated fence post supported by steel plates and/crabs for anchoring.
 - The Fence is required to be accessorized with a minimum triple row barbwire installation.
- **Signage Installation:** The Contractor is required to supply materials and perform required works to facilitate the installation of fencing in the specified areas approximately 50ft.

4. Statutory Regulations and Approvals

The Contractor shall obtain and comply with all relevant approvals and statutory requirements including but not limited to:

Authority / Agency	Requirement / Approval
Town and Country Planning Division (TCPD)	Planning and building approval
Relevant Municipal Corporation	Building permit and inspection
Environmental Management Authority (EMA)	Certificate of Environmental Clearance (CEC) for hazardous storage/demolition
Trinidad and Tobago Fire Service	Fire and Life Safety Certification

Authority / Agency	Requirement / Approval
Ministry of Health (Chemistry, Food & Drugs Division)	Compliance for chemical storage standards
National Fire Protection Association (NFPA)	Compliance with NFPA guidelines and regulations for Fire Prevention
American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)	Compliance with ASHRAE guidelines and regulations
Occupational Safety and Health Agency (OSHA)	Compliance with OSH Act and construction site safety
Electrical Inspectorate Division	Electrical Inspection Certification

All costs associated with obtaining statutory approvals shall be included in the contractor's bid price.

5. Health, Safety, and Environmental (HSE) Requirements

- The Contractor shall develop and implement a Project-Specific Health, Safety and Environmental Plan, covering:
 - Risk assessment and mitigation measures.
 - Use of PPE and training for all site personnel.
 - Emergency response management procedures.
 - Waste management and environmental protection practices.
- The Contractor must have:
 - A valid OSH Policy.
 - A qualified Safety Officer on site.
 - Insurance coverage including:
 - Public Liability Insurance
 - Contractor's All-Risk Insurance
 - Workers' Compensation

6. Project Deliverables

- Approved architectural and engineering drawings.
- All statutory approvals and inspection certificates.

- Completed chemical storage room and administrative building.
- As-built drawings and operation manuals.
- Final inspection and Completion Certificate

7. Defects Liability and Maintenance

- A Defects Liability Period of not less than 12 months shall apply from the date of Practical Completion.
- The Contractor shall promptly correct any defects or deficiencies identified during this period at no additional cost to the Client.

8. Reporting and Oversight

- The Contractor shall provide weekly progress reports including site photos, safety updates, and work completed.
- The Ministry's Project Manager / Facilities Unit shall oversee all works and coordinate inspections with statutory authorities.

TENDER EVALUATION AND SUBMISSION REQUIREMENTS

1. STAGE 1 – MANDATORY REQUIREMENTS

a) The following are mandatory requirements:

i) Attendance to the Site Visit – To be held at the Insect Vector Control Division, Victoria East-Princes Town.

ii) Completed Appendix I – Priced Activity Schedule.

Note: Mandatory Requirements shall be assessed on a Yes/No basis.

Note: Tenderers shall be disqualified for failure to satisfy all mandatory requirements and shall not enter the next stage for further evaluation.

2. RFQ SPECIFIC SUBMISSION REQUIREMENTS

i) Detailed Method Statements

(1) Submissions should include detailed methodologies for completing the works.

Method statements should be specific for this project and should include the following:

(a) Methodology to perform all categories of work specified including but not limited to specific details/information regarding the use of specialized materials, tools and equipment for executing the works.

(b) Detailed specifications sheets are required to be submitted for all materials to be used for the execution of the works.

ii) Works Schedule

(1) MOH will not allow any disruption to its operations. Any activity or activities that may cause disruption shall be done at a mutually convenient time. MOH's normal operational hours are as follows:

(a) Mondays to Fridays (except public holidays) – 7:00am to 4:00pm.

(2) Tenderers should provide a detailed work programme with their submissions. The work programme should be specific to this project and should include the following:

(a) Estimated start and end dates for completion of each activity, including but not limited to, procurement of new materials, repairs at each location and painting works at each location.

(b) Working days/times.

(c) The sequential relationship of each activity via a Gantt chart.

(d) Overall duration for completion of the works.

(3) Note: All activities shall be sequenced to avoid disruption. The Contractor shall adhere to the submitted schedule. In the event that any part of the work falls in arrears of the approved programme, the Contractor shall submit proposals on one or more courses of action to accelerate the work programme. Such proposals, if acceptable to MOH, shall be implemented and kept in force until such time as the Employer's Representative considers that the degree of completion of the works complies with the original programme. All extra costs of any recovery work programme shall be for the Contractor & account.

iii) Résumés of Key Personnel

(1) Submissions should include the Names and CVs of the following personnel:

(a) The onsite Supervisor or any other person who will be in charge and acting on behalf of the Contractor. This person should be present at the site for all onsite activities.

(b) Designated person to manage this project or coordinate the work (i.e. the Contractor's Representative), if different from the above.

(c) The person with overall responsibility for health and safety as well as quality assurance pertaining to all activities associated with this project.

3. MATERIAL STORAGE AND SITE SECURITY

a) The Contractor is responsible for the storage, protection and security of any and all materials, equipment, tools, etc. MOH shall not be held liable for any losses.

b) The Contractor should coordinate material delivery with installation time to prevent overcrowding of the worksite.

c) The Contractor is responsible for receiving all materials/items delivered to the site. MOH's personnel shall neither receive nor assume responsibility for any materials/items delivered to the site.

4. EMPLOYER'S REPRESENTATIVE

a) If a contract is awarded, the Employer's Representative or his/her assign will be the only person empowered to issue instructions to the Contractor regarding the works. Any other instructions, from whatever source, if acted upon, will be carried out entirely at the

Contractor's risk. The Employer's Representative shall be identified upon commencement of the works.

5. PROJECT COMMENCEMENT

a) If a contract is awarded, the Contractor shall commence the project after receipt of a Letter of Award/Agreement.

i) **Note:** MOH shall not be held liable for any costs incurred by the Contractor before the **Commencement Date** as stated in the Notification of Commencement.

b) The Contractor shall submit the following before issue of the Commencement (if not previously submitted):

i) Confirmation of the nominated person to coordinate work – Name, email address and mobile number.

ii) Names of all personnel to be assigned to the site (and vehicle registration numbers). Approval is required for additional persons/vehicles thereafter.

iii) Detailed Work Programme for MOH's approval.

6. PROJECT COMPLETION

a) Upon completion of the project, the Contractor shall ensure that the worksites (and surrounding areas, if necessary) are clean and free from any/all waste and debris generated from the works.

b) The Contractor shall issue a **Certificate of Practical Completion AFTER** there is agreement between the Employer's Representative and the Contractor's Representative that the works have been satisfactorily completed.

i) **Note:** The agreed Date of Practical Completion shall be stated in the certificate.

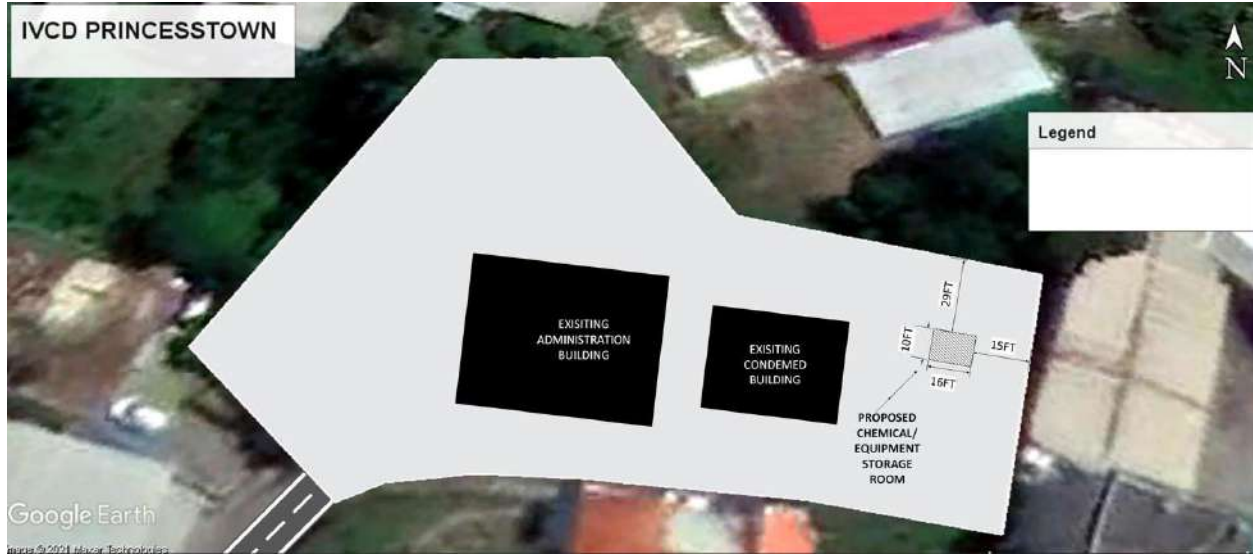
ii) **Note:** The Certificate of Practical Completion is invalid without sign-off by both the Employer's Representative **AND** the Contractor's Representative.

EVALUATION CRITERIA

ITEM	Criteria	Maximum Score/Weighting	Description
1	Legal Documents	Y/N	VAT Clearance NIB Compliance Income Tax
2	Work Plan/ Specifications	35 %	Proposals must meet all requirements stated in Scope of Works ➤ Demolition Works ➤ Construction of Chemical Warehouse ➤ Construction of Administrative Office Building ➤ External building works Completion of a work plan demonstrating the provider's ability to plan successfully and complete the works. The components should be based on the scope of works. Bidders should take into consideration the following: • Risk Assessment/ Risk Management Plan/ Health, Safety and Environmental Protocols (5%) • Methodology/ Plan for the execution of the works (15%) • Generation of a schedule for the execution of the service (5%) • Resource availability and application (5%) • Material and/or Chemical specification (5%) • Proposals must meet all requirements stated in Scope of Works
3	Technical Capability	15%	Listing of proposed Key Personnel with curriculum vitae or supported by relevant certification and any other relevant information.
4	Financial Capability	5%	Documentation confirming the company has maintained financial relations with financial institutions and are able to receive sufficient credit facilities if required.
5	Expertise of the Firm	10%	List of similar nature projects performed within the <u>last five (5) years</u> . The information provided on each assignment should indicate the nature of the Contract, the Contract amount and the name of the Client. Client reference letters would be an asset.
6	Warranty	10%	At least Twelve (12) months warranty on workmanship and materials

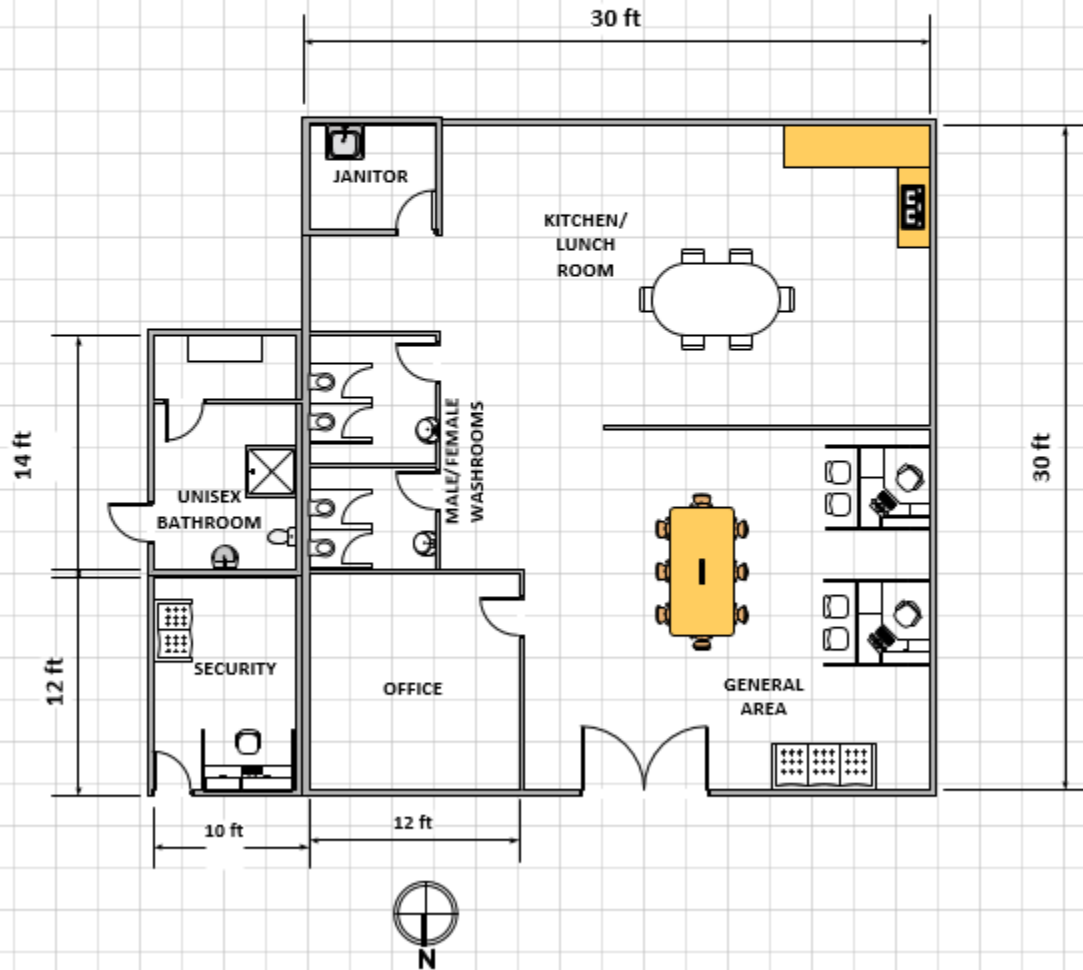
7	Price Quoted	25 %	Major cost components associated with the required works, and the <u>detailed breakdown</u> of such costs.
8	TOTAL	100 %	

APPENDIX I: PROPOSED SITE LAYOUT



APPENDIX II:

PROPOSED LAYOUT: ADMINISTRATIVE BUILDING



PROPOSED LAYOUT:
CHEMICAL STORAGE

