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**GRENADA PORTS AUTHORITY**

**INVITATION TO TENDER**

**REMEDIAL WORKS TO TYRELL BAY PORT PASSENGER TERMINAL, CARRIACOU**

1. The Grenada Port Authorityinvites sealed tenders from interested and qualified tenderers to execute **“Remedial Works to the Tyrell Bay Port Passenger Terminal, Carriacou”**.
2. Tendering will be conducted through the open competitive tendering procedures specified in the Public Procurement and Disposal of Public Property Act 2014 (“the Act”), as amended, and the Public Procurement and Disposal of Public Property Regulations 2015 (“the Regulations”).
3. This Procurement is open to all eligible tenderers.
4. Interested eligible tenderers may obtain further information from The Grenada Port Authority by emailing to Mr. Josh Victor, joshvgpa@outlook[.com](mailto:projectmanager@grenadaports.com)
5. The complete set of the Tender Documents are also available at the Grenada Ports Authority, St. George’s.
6. Site visits ae scheduled for 1pm on Thursday 27th & Friday 28th February at Tyrell Bay Port, Carriacou.
7. Tenders shall be submitted online in Eastern Caribbean Dollars (EC$) through the following address: <https://in-tendhost.co.uk/gnd/aspx/Home>. Bidders are required to register and submit bids through the portal above.
8. Tenders must be submitted in English at or before **2:30 pm 4th April, 2025*.***Late tenders will not be accommodated. Tenders will be opened online at 3.00 pm on the same day at the Ministry of Finance in the presence of the Tenderers’ representatives who choose to attend. A meeting link to attend the bid opening session will be sent to all interested parties.
9. Tenders must comprise:

### The Letter of Tender included in the Bidding Documents which must be completed without any alterations to the text.

### Valid Tax compliance and NIS Compliance Certificates.

***Ian Evans***

***Port Manager***

***Grenada Ports Authority***

***Tel: 1 (473) 440-3013***



**GRENADA PORTS AUTHORITY**

**REMEDIAL WORKS TO TYRELL BAY PORT**

**PASSENGER TERMINAL, CARRIACOU**

**FEBRUARY 2025**

**SECTION 1   
INSTRUCTIONS TO BIDDERS**

**SECTION 1**

**INSTRUCTIONS TO BIDDERS**

**A. GENERAL**

**A1.0 Scope of Bid**

A1.1 The Grenada Ports Authority referred to as “the Employer” in this document, invites Bids for **Remedial Works to Tyrell Bay Port Passenger Terminal, Carriacou** defined in this document, and referred to as “the Works”.

**A2.0 Eligible Bidders**

A2.1 All bidders shall provide in Section 2, Forms of Bid and Qualification Information, a statement that the Bidder is not associated, nor has been associated in the past twelve (12) months, directly or indirectly, with Grenada Ports Authority or any other entity that has prepared the design, specifications, and other documents for the Project

**A3.1 Qualification of the Bidder**

A3.2 In the event that prequalification of potential bidders has been undertaken, only bids from prequalified bidders will be considered for award of Contract. These qualified bidders should submit with their bids any information updating their original prequalification applications or, alternatively, confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid submission. The update or confirmation should be provided in Section 2.

A3.3 All bidders shall include the following information and documents with their bids

A3.3.1 total monetary value of construction work performed for each of the last three years.

A3.3.2 experience in works of a similar nature and size for each of the last five years, and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts.

A3.3.3 major items of construction equipment proposed to carry out the job;

A3.3.4 qualifications and experience of key site management and technical personnel proposed for the Contract;

A3.3.5 evidence of adequacy of working capital for this Contract (access to line(s) of credit and

Availability of other financial resources);

A3.3.6 information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and

A3.4 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

A3.4.1 annual volume of construction work of at least the amount specified in the Bidding Data;

A3.4.2 experience as prime contractor in the construction of at least one (1) works of a nature and complexity equivalent to the Works over the last three (3) years, (to comply with this requirement, works cited should be at least 70 percent complete); \*\*

A3.4.3 proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment as specified in the Bidding Data.

A3.4.4 a Site Foreman with a minimum 10 years working experience in works of an equivalent nature and volume.

A3.4.5 liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the Bidding Data. A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

**A4.0 One Bid per Bidder**

A4.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder’s participation to be disqualified.

**A5.0 Cost of Bidding**

A5.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Grenada Ports Authority will in no case be responsible or liable for those costs.

**A6.0** **Site Visit**

A6.1 A site visit is scheduled for Thursday February 27th & Friday 28th 2025 at 1 pm at Tyrell Bay Port, Carriacou.

**B. BIDDING DOCUMENTS**

**B1.0 Content of Bidding Documents**

B1.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with B3:

|  |  |
| --- | --- |
| **Section** |  |
| 1 | Instructions to Bidders |
| 2 | Forms of Bid and Qualification Information |
| 3 | Drawings |
| 4 | Bill of Quantities |

**B2.0 Clarification of Bidding Documents**

B2.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Grenada Ports Authority in writing or by email at the Grenada Ports Authority’s address indicated in the invitation to bid. The Grenada Ports Authority will respond to any request for clarification received earlier than 27 days prior to the deadline for submission of bids. Copies of the Grenada Ports Authority’s response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.

**B3.0 Amendment of Bidding Documents**

B3.1 Before the deadline for submission of bids, the Grenada Ports Authority may modify the bidding documents by issuing addenda.

B3.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Grenada Ports Authority.

B3.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Grenada Ports Authority shall extend as necessary, the deadline for submission of bids, in accordance with Sub-Clause D2.2 below.

**C. PREPARATION OF BIDS**

**C1.0 Language of Bid**

C1.1 All documents relating to the Bid shall be in English language.

**C2.0 Documents Comprising the Bid**

C2.1 The Bid submitted by the Bidder shall comprise the following:

C2.1.1 The Bid (in the format indicated in Section 2);

C2.1.3 Priced Bill of Quantities;

C2.1.4 Qualification Information Form and Documents;

C2.1.5 Work Programme

And any other materials required to be completed and submitted by bidders, as specified in the Bidding Data.

**C3.0 Bid Prices**

C3.1 The Contract shall be for the whole Works, as described in Sub-Clause A1.1, based on the priced Bill of Quantities submitted by the Bidder.

C3.2 The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by the Bidder will not be paid for by the Grenada Ports Authority when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.

C3.3 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the rates, prices, and total Bid price submitted by the Bidder.

**C4.0 Currencies of Bid and Payment**

C4.1 The unit rates and prices shall be quoted by the Bidder entirely in the currency of the employer's country which is Eastern Caribbean Dollars.

**C5.0 Bid Validity**

C5.1 Bids shall remain valid for the period specified of 120 days.

C5.2 In exceptional circumstances, the Grenada Ports Authority may request that the bidders extend the period of validity for a specified additional period. The request and the bidders’ responses shall be made in writing or by cable. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid but will be required to extend the validity of Bid Security for the period of the extension and in compliance with Clause C6 in all respects.

**C6.0 Format and Signing of Bid**

C6.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause C2 of these *Instructions to Bidders*, bound with the volume containing the Form of Bid.

C6.2 The Documents comprising the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clauses A3.3 (a) or A3.4 (b), as the case may be. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

C6.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Grenada Ports Authority, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

**D. SUBMISSION OF BIDS**

**D1.0 Sealing and Marking of Bids**

D1.1 The Documents comprising Bids shall be submitted through the following link <https://in-tendhost.co.uk/gnd/aspx/Home> and

D1.1.1 be addressed to:

**Project Manager**

**Grenada Ports Authority**

**Carenage, St. George’s**

**Grenada**

**D2.0 Deadline for Submission of Bids**

D2.1 Bids shall be submitted to the link specified above no later than **4th April 2025.**

D2.2 The Grenada Ports Authority may extend the deadline for submission of bids by issuing an amendment in accordance with Clause B3, in which case all rights and obligations of the Grenada Ports Authority and the bidders previously subject to the original deadline will then be subject to the new deadline.

**D3.0 Late Bids**

D3.1 Any Bid received by the Grenada Ports Authority after the deadline prescribed in Clause D2 will be returned to the Bidder.

**D4.0 Modification and Withdrawal of Bids**

D4.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in Clause D2.

D4.2 Each Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clauses C8 and D1, marked “**MODIFICATION**” or “**WITHDRAWAL**”, as appropriate.

D4.3 No Bid may be modified after the deadline for submission of Bids.

D4.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the Bidding Data or as extended pursuant to Sub-Clause C5.2 may result in the forfeiture of the Bid Security pursuant to Clause C6.

D4.5 Bidders may only offer discounts to or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause or included in the original Bid submission.

**E. BID OPENING AND EVALUATION**

**E1.0** **Bid Opening**

E1.1 Bids will be opened online as soon as practicable after the deadline for submission in the presence of the bidders who choose to attend at the time. A link for joining the opening session will be provided on the deadline day.

**E2.0 Process to be Confidential**

E2.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such a process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Grenada Ports Authority’s processing of bids or award decisions may result in the rejection of his Bid.

**E3.0 Clarification of Bids and Contacting the Employer**

E3.1 To assist in the examination, evaluation and comparison of bids, the Grenada Ports Authority may, at the Grenada Ports Authority’s discretion, ask any Bidder for clarification of the Bidder’s Bid, including breakdown of unit rates. The request for clarification and the response shall be in by email but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Grenada Ports Authority in the evaluation of the bids in accordance with Clause E5.

E3.2 Subject to Sub-Clause E3.1, no Bidder shall contact the Grenada Ports Authority on any matter relating to its bid from the time of the bidding opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Grenada Ports Authority, it should do so in writing.

E3.3 Any effort by the Bidder to influence the Grenada Ports Authority in the Employer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidders' bid and possible debarment of the bidder.

**E4.0 Examination of Bids and Determination of Responsiveness**

E4.1 Prior to the detailed evaluation of Bids, the Grenada Ports Authority will determine whether each Bid (a) meets the eligibility criteria defined in Clause A2; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.

**E5.0 Correction of Errors**

E5.1 Bids determined to be substantially responsive will be checked by the Grenada Ports Authority for any arithmetic errors. Errors will be corrected by the Grenada Ports Authority as follows:

E5.1.1 where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and

E5.1.2 where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Grenada Ports Authority there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

E5.2 The amount stated in the *Bid* will be adjusted by the Grenada Ports Authority in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause C6.6 (b).

**E7.0 Evaluation and Comparison of Bids**

E7.1 The Grenada Ports Authority will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause E4.

E7.2 In evaluating the bids, the Grenada Ports Authority will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

E7.2.1 making any correction for errors pursuant to Clause E5;

E7.2.2 excluding provisional sums and the provision, if any, for contingencies in the Bill of Quantities, but including Day work, where priced competitively;

E7.2.3 making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with Clause C7; and

E7.2.4 making appropriate adjustments to reflect discounts or other price modifications offered in accordance with Sub Clause D4.5.

E7.3 The Grenada Ports Authority reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Grenada Ports Authority will not be taken into account in Bid evaluation.

E7.5 In the case of several lots, pursuant to Clause E7.2 (d), the Grenada Ports Authority will determine the application of discounts so as to minimize the combined cost of all the lots.

**F. AWARD OF CONTRACT**

**F1.0 Award Criteria**

F1.1 Subject to Clause F2, the Grenada Ports Authority will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated responsible Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause A2, and (b) qualified in accordance with the provisions of Clause A3.

**F2.0 Employer’s Right to Accept any Bid and to Reject any or all Bids**

F2.1 Notwithstanding Clause F1, the Grenada Ports Authority reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer’s action.

**F3.0** **Notification of Award and Signing of Agreement**

F3.1 The Bidder whose Bid has been accepted will be notified of the award by the Grenada Ports Authority prior to expiration of the Bid validity period by email confirmed by registered letter. This letter (hereinafter and in the *Conditions of Contract* called the “Letter of Acceptance”) will state the sum that the Grenada Ports Authority will pay 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 Contract called the “Contract Price”).

F3.2 The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security in accordance with Clause F4 and signing the Agreement in accordance with sub-clause F3.3.

F3.3 The Agreement will incorporate all agreements between the Grenada Ports Authority and the successful Bidder. It will be signed by the Grenada Ports Authority and sent to the successful Bidder, within 27 days following the notification of award along with the Letter of Acceptance. Within 27 days of receipt, the successful Bidder will sign the Agreement and deliver it to the Grenada Ports Authority.

F3.4 Upon the furnishing by the successful Bidder, the Grenada Ports Authority will promptly notify the other bidders that their bids have been unsuccessful.

**G. BIDDING DATA**

A1.1 The Project: **Remedial Works to Tyrell Bay Port Passenger Terminal, Carriacou**

A1.2 Qualification and Experience of key site personnel are:

**No.** **Personnel Experience**

1 Site Foreman 10 yrs

A1.3 The minimum required annual volume of construction work for the successful Bidder in any of the last three years shall be ***Three Hundred Thousand Dollars. (EC$ 300,000)***

B1.4 The number of copies of the Bid to be completed and returned shall be ***one (1) as per Sub-Clause C8.1***

C1.5 The period of Bid validity shall be 120 days ***after the deadline for Bid submission specified in the***

***Bidding Data.***

D1.1.1 The link for the purpose of Bid submission is:[**https://in-tendhost.co.uk/GND/aspx/Home**](https://in-tendhost.co.uk/GND/aspx/Home)

D2.1 The deadline for submission of bids shall be **4th April, 2025**

**SECTION 2**

**FORMS OF BID, QUALIFICATION INFORMATION, LETTER OF ACCEPTANCE**

**AND AGREEMENT**

**TABLE OF STANDARD FORMS**

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[**STANDARD FORM: CONTRACTOR’S BID** 1](#_Toc189465940)2

[**STANDARD FORM: QUALIFICATION INFORMATION** 1](#_Toc189465941)3

***Standard Form: Contractor’s Bid***

**Notes on Form of Contractor's Bid**

TheBidder shall fill in and submit this bid form with the Bid. If the Bidder objects to the Adjudicator proposed by the Grenada Ports Authority in the bidding documents, he should so state in his bid, and present an alternative candidate, together with the candidate's daily fees and biographical data, in accordance with Clause F6.1 of the Instructions to Bidders.

To Grenada Ports Authority

Address Carenage, St. George’s, Grenada

We offer to execute the Works in accordance with the Conditions of Contract accompanying this Bid for

the Contract Price of [ amount in words ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ amount in numbers ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )] [ EC dollars ]

The Contract shall be paid in EC dollars.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the bidding documents and specified in the Bidding Data.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standard Form: Qualification Information**

1.1 **Individual Bidders**

Place of registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal place of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2 Major items of Contractor’s Equipment proposed for carrying out the Works. List all the information requested below: Refer to Sub-Clause A3.3 c of Instructions to Bidders

|  |  |  |  |
| --- | --- | --- | --- |
| **Item of Equipment** | **Description Make**  **And Age (years)** | **Condition (new, good,**  **Poor) and no. available** | **Owned, Leased or to be Purchased** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1.5 Qualifications and experience of key personnel proposed for administration and execution of the contract. Attach biographical data. Refer also to Sub-clause A3.3 e of the Instructions to Bidders.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Years of Experience**  **(general)** | **Years of Experience in**  **Proposed Position** |
|  |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

1.6 Proposed program (work method and schedule). Descriptions, drawings, and charts as necessary, to comply with the requirements of the bidding documents.

**Drawings**

**&**

**Bills Of Quantities**