



TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

Reference Number; RFT/FM/005/2023

REQUEST FOR TENDERS FOR FACILITIES MAINTENANCE SERVICES

LOT 6

PLUMBING SERVICES

Schedule 1- Scope of Services

Appendix 6- Plumbing Services

SCOPE OF WORKS

Provide all qualified personnel, materials, equipment, tools, and services required to perform the plumbing works at NMC and Network location to an acceptable standard, in accordance to best industry practices and the Water and Sewerage Authority Standard.

Plumbing and Mechanical System

a). Wastewater System

i. General

The contractor will undertake to maintain and keep in good order, all sewers, wastewater pipes and supports, vent pipes and traps. Manholes will be kept clean and grease trap will be periodically cleared.

All clogs occurring in the lines will be cleared as quickly as possible and preventative measures will be taken to avoid any occurrences.

A Preventative Maintenance System will be established and implemented to minimize disruptions at the facility and any inconveniences to the users of the facility.

ii. Type of System

The system includes:

- Sewers (Sewerage Disposal System)
- Water closets
- Vents
- WC
- Face/Hand Wash Basins
- Fixtures
- Bathrooms
- Slop Sinks
- Sluices
- Urinals
- Manholes
- Piping
- Wastewater Treatment System (Chemical)

iii. Activities

The activities to be carried out mainly include the following: -

Item	Description	Monthly	Quarterly	Semi-Annually	Yearly
1.	Check manholes for property flow using the ball method	X			
2.	Check floor drains for cleanliness	X			
3.	Check wastewater line for negative grading			X	
4.	Check all fixtures for property wastewater flow	X			
5.	Check all waste line for leaks and pipe supports		X		
6.	Check vent pipes for proper support, vent caps and alignment				X
7.	Check all fixture connections for leaks	X			
8.	Check all fixtures for proper installation		X		
9.	Minor repairs and corrective maintenance	As Required			

b). Portable Water System

i. General

The contractor will be responsible for the operation, maintenance and repair of the entire Portable Water System. This system will include the collecting, storing, purging and distribution of water up to the respective fixture.

The contractor will also ensure that the system is operating properly so as not to allow any water to become septic due to stagnation.

A Preventative Maintenance System will establish and implemented to minimize disruptions at the facility and any inconveniences to the users of the facility.

ii. Type of System

The system includes: -

- Shower Roses
- Pipes, Fittings, Couplings etc.
- Valves and Faucets
- Pumps
- Strainers/Filters

- Tanks
- Support System (Brackets etc.)
- Automatic Flush Valves
- Float Valves
- Non-Return Valves
- Taps

Plumbing and Mechanical System

- Distribution Lines
- Wrench Hose
- Safety Shower/Eye Wash
- High Purity Deionizer

iii. Activities

The activities to be carried out will mainly include the following:-

Item	Description	Monthly	Quarterly	Semi-Annually	Yearly
1.	Check Faucets for leaks	X			
2.	Check all valves for proper operation		X		
3.	Check strainers and filters for cleanliness	X			
4.	Check all pipeline connections for leaks	X			
5.	Check all storage tanks for leaks, cleanliness etc.		X		
6.	Check all brackets and pipe support for stability alignment			X	
7.	Check all WC Tanks are flushing properly	X			
8.	Check all Flush meters are working properly	X			
9.	Check the flow of water on all "Furthest Fixtures" from pump and/or tank	X			
10.	Check pipelines, fittings and connections for corrosion	X			
11.	Clean water storage tank				X

12.	Minor repairs and corrective maintenance work	As Required
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c). Water Supply

The activities to be carried out on these systems will mainly include the following:-

Items	Description	Monthly	Quarterly	Semi-Annually	Yearly
1.	Check motor operating amperage	X			
2.	Check pump and motor for foreign matter	X			
3.	Check pump for operation:- a. Operating pressure b. Constant discharge head	X			
4.	Check gate valves for leaks/deterioration	X			
5.	Check check-valves for leaks/ deterioration	X			
6.	Check/adjust/repair float value-low level tank	X			
7.	Check/adjust/repair float value – High level tank	X			
8.	Check/shut-off by-pass system	X			
9.	Check/clean motor air vents	X			
10.	Check motor bearings for noise and deterioration	X			
11.	Check/adjust mounting bolts	X			
12.	Check/replace mechanical seal	X			

d). Pump System

Item	Description	Monthly	Quarterly	Semi-Annually	Yearly
1	Check system for leaks	X			

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2	Operate level switches to ensure proper operation	X			
3	Listen to pump while running for bearing or impeller noise	X			
4	Check motor temperature for overheating	X			
5	Check and record amperages/voltages	X			
6	Examine centrifugal switch contacts				X
7	Check pump casing and motor housing for rust				X

The plumbing system is to be checked at least once per week to ensure there are no leaks etc. on the system. Defective works are to be corrected.

Schedule 2- Form of Tender

Unconditional and Irrevocable offer to Trinidad and Tobago Postal Corporation

240-250 Golden Grove Rd,

Piarco

Re: RFT # FM/005/2023 for Facilities Maintenance

Tender of: for the Provision of Facilities Maintenance (lot #)
at various TTPost locations.

To: The Tenders Committee Trinidad and Tobago Postal Corporation

Sir,

On behalf of (Full legal name of Tenderer), I submit with this tender in response to TTPOST’s Request for Tenders (“RFT”) Ref# RFT/FM/005/2023 for PLUMBING SERVICES: In this connection, I state the following:

1. I have full authority to bind tenderer with respect to this response to the Request for Tenders and any oral or written presentations and representations made to TTPOST.
2. I have read and understand the Request for Tender (RFT) and am fully capable and qualified to provide the goods and/or services as described within this Request for Tenders (RFT).
3. I have read and understand the Request for Tenders, including addenda numbers___ [insert number of addenda issued] ____.
4. I understand that TTPOST will rely on my firm’s response to the Request for Tenders, and I agree to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. I agree to hold my Proposal open for a period of 90 days from the date and time established for notification of award, and, if requested by TTPOST, for an additional 30 days thereafter.
6. If requested by TTPOST, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist TTPOST in evaluating its Proposal.
7. Neither I nor Tenderer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with TTPOST and no conflict of interest which could interfere with the provision of services to TTPOST.
8. Proposer understands that TTPOST will rely upon the material representations set forth in the Request for Tenders and that Tenderer has a continuing obligation to update any information which changes, or which Tenderer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Tenders have been submitted for consideration. Tenderer warrants that all electronic copies are identical to the original in all respects.
10. If selected by TTPOST, Tenderer agrees to negotiate and enter into an Agreement for PLUMBING SERVICES with TTPOST.

11. I declare that all Required Forms A through D have been examined by me and to the best of my knowledge and belief are true, correct, and complete.

We are, Sir,

Yours faithfully,

SIGNED FOR THE TENDERER

Dated:

Name and Title

Signature

Name of Company)

(Address in full)

* Note: In case of a Tender by a Firm or Company, the signature of the person fully authorised by the Firm or company to sign on behalf of the Firm or company.

Schedule 3- Pricing Schedules

Lot 6- Plumbing Works

To service and maintain the plumbing works in accordance with standards and specifications of the WASA requirements identified for NMC:

Item	Description	Qty	Unit	Rate/Month	Total
1	To service and maintain the all plumbing works and Infrastructure System in accordance with standards, specifications and statutory requirements	12	Month		
Sub Total					
Value Added Tax 12.5%					
Total					

To service and maintain the plumbing works in accordance with standards and specifications of the WASA requirements identified for Network:

Item	Description	Qty	Cost of service per Year	Vat 12.5%	Total
1	<i>Chaguanas Delivery</i>	1			
2	<i>Chaguanas Retail</i>	1			
3	<i>Cunupia</i>	1			
4	<i>Couva</i>	1			
5	<i>Carapichaima</i>	1			
6	<i>Gasparillo</i>	1			
7	<i>Williamsville</i>	1			
8	<i>Claxton Bay</i>	1			
9	<i>New Grant /Princetown</i>	1			

10	Rio Claro	1			
11	Mayaro	1			
12	Debe	1			
13	Barrackpore	1			
14	Siparia	1			
15	Santa Flora	1			
16	La Romain	1			
17	Fyzabad/ South Oropuche	1			
18	Cedros	1			
19	La Brea	1			
20	Valencia	1			
21	Arima	1			
22	Maloney	1			
23	Tunupuna	1			
24	Tunapuna Retail	1			
25	Curepe	1			
26	San Juan	1			
27	Laventille	1			
28	Lower Santa Cruz	1			
29	Upper Santa Cruz	1			
30	Belmont	1			
31	Morvant	1			
32	Maraval	1			
33	St Anns	1			
34	St Vincent Street	1			
35	St James	1			
36	Diego Martin	1			
37	Carenage	1			
38	Scarborough	1			
39	Bon Accord	1			
40	Roxborough	1			

41	Tragarette Rd	1			
42	Guaico	1			
43	California	1			
44	Gonzales	1			
45	La Horquetta	1			
46	Point Fortin	1			
			Sub Total		
			Total		

Pricing schedule of parts for installation into the equipment for full operations of plumbing works

Parts	Cost
Toilet Seat	
Complete water Closet	
Complete Lavatory Basin	
Complete replacement of sink/ lavatory basin taps	
Supply and installation of diaphragm	
Supply and installation of lavatory basin tap	
Supply and installation of WC handles	
Supply and installation of angle valves	
Supply and installation of gate tap	
Supply and install flex line	
Supply and install 15' of ½ line	
Supply and install 15' of ¾" line	
Supply and install 40' of ½ line	
Supply and install 40' of ¾" line	
Clean water tank (1000 gal)	
Supply and install water tank (1000 gal)	



Acknowledgement

Trinidad and Tobago Postal Corporation
240-250 Golden Grove Road
Piarco 350462
Trinidad WI

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Tender (RFT) No. RFT/FM005/2023 for Facilities Maintenance Service-Plumbing Services, dated September, 2023, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a Tender to the Trinidad and Tobago Postal Corporation by the deadline date of October 03rd 2023, at 3:00 PM and that we:

INTEND DO NOT INTEND

to send xxx(x) authorized representative to Site visit on xxx.

We acknowledge that this RFT is confidential and proprietary to TTPost, and contains privileged information. Upon request, we will return this RFT or any part thereof, and all copies thereof, to the Corporation.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Tenderer: _____

Telephone: _____

Email: _____

If you do not intend to submit a proposal, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFT.
- We do not think we can make a competitive offer at this time.
- Other (please specify): _____