

TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

Reference Number; RFT/FM/005/2023

REQUEST FOR TENDERS FOR FACILITIES MAINTENANCE SERVICES LOT 2 ELECTRICAL WORKS AND MAINTENANCE SERVICES

Schedule 1- Scope of Services**Appendix 2 Lot 2 -Electrical Works and Maintenance Services****General**

Contractor shall provide all qualified personnel, materials, equipment, tools, and services required to perform the electrical maintenance works at National Mailing Centre (NMC) to an acceptable standard, in accordance with best industry practices and the Government Electrical Inspection Standard.

System Components

The electrical system comprises of the following: -

- LV Boards/Switchgear
- High Voltage XLPE Cable
- Main High Voltage Transformer Bank (oil filled)
- Main Low Voltage cables and panels in Electrical Kiosk
- Sub-feeder cables, main panels to sub-panels
- Lights and Plug Outlets (internal)
- Lights and Plug outlets (external)
- Exterior lighting to compound
- Isolators and Starters
- Final Sub-Circuit Wiring
- Fire Alarm and Detection System
- Uninterrupted Power Supply (UPS) System
- Stand-By Generator inclusive of Automatic Transfer Switch (ATS)
- Other electrical components not mentioned in the checklist below to ensure electrical infrastructure is operational.

Service Requirements

Schedule Installation and Frequency of Inspection

Item	Description	Frequency of Inspection				
		Monthly	Quarterly	Half Annually	Three Annually	Annually
i.	L.V. Boards/Switchgear			X		X
ii.	Lighting Fixtures	X				X
iii.	Motors					X
iv.	Starters			X		
v.	Cable Terminators			X		X
vi.	Sub-wiring and Fixtures			X		X
vii.	Sub-Circuit Fixtures – Outlets/Switches	X				X
viii.	Generator	X				X

ix.	Auto-Transfer Switch	X				X
x.	Earthing Systems			X		X
xi.	High Voltage System	X				X
xii.	Uninterrupted Power Supply (UPS) System		X			X
xiii.	Fire Detection and Alarm System	X				X

***Lighting Fixture** In addition to the checks detailed in the Inspection and Maintenance Routine, a fortnightly check is to be made to ascertain blown bulbs, etc. and defective diffusers, ballasts, tubes, bulbs, etc. will be replaced.

****Motors** In addition to the Annual Rigid Maintenance Checks, these are to be checked weekly for bearing noises and general operation.

*****Generators** This would be exercised monthly to ensure proper operation. These are in addition to the checks given in the Maintenance Routine.

Checks to be made on Electrical Equipment

Low Voltage Switch Gear Maintenance

Item	Description	Checks to be made
1.	Incoming Circuit Breaker	Check tightness of cable termination on both sides of circuit breaker screws or bolts securing circuit breaker for firmness.
2.	Feeder Circuit Breakers	Operation
3.	Earthing	Check termination is secured properly
4.	Insulation: Red Yellow Blue	Record meg ohm readings, with circuit breakers off. (Annually)
5.	Cubicle	Clean internal to avoid tracking

Lighting Fixtures

Item	Description	Checks to be made
1.	Circuit Breaker at Panel	Check tightness of cable termination on both sides of circuit breaker screws or bolts securing circuit breaker for firmness.
2.	Conductors and Termination	Check conductor insulation at termination for deterioration (burning of insulation) Check for tightness
3.	Fixture, Mounting, Earthing	Check all clamps and supports are good and secured properly. Ensure earth continuity.

Motor

Item	Description	Checks to be made
1.	Rotor	Is not rubbing in stator. Short circuiting ring not cracked.
2.	Bearing	For abnormal noise. Replace if defective; grease if required
3.	Terminal Box	Check for burning of terminal board, if connections are firm, leads are bit damaged
4.	Insulation: Brown Black Grey	Record insulation meg ohm readings.
5.	Coupling or pulley	Is aligned and secured to shaft firmly
6.	Frame	Examine for cracks and secure firmly to base or bed-plate
7.	Earthing	Check termination is secured firmly

Starter Maintenance

Item	Description	Checks to be made
1.	Contact: Main Auxiliary	Check for pitting, fusing, freedom of movement Alignment
2.	Cables: Phases Control Earth	Check all terminations for tightness
3.	Overload Element	Check element is firmly secured. Current inject O.L. protection set at desired percentage.
4.	Coil	Check continuity and evidence of overheating insulation and condition
5.	Magnetic Circuit Armature	Armature is free to move; close loop of magnetic circuit.
6.	Enclosure	Check stator is secured to enclosure properly. General condition
7.	Insulation	Check and record insulation meg ohm readings

Cables

Item	Description	Checks to be made
1.	Condition of Cable	Visual
2.	Terminations	For corrosion; for tightness
3.	I.R. Tests	Between conductors; conductors to earth. (Annually)
4.	Operating Temperature	After tests are completed; take necessary precaution and check cables at panels under load.



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Sub-Wiring

Item	Description	Checks to be made
1.	Conductors	Check-visual; termination for corrosion. Check temperature of conductors (after all tests are completed circuits on load) - at panels. Take necessary safety precautions.

Sub-Circuit Fixtures – Outlets/Switches

Items	Description	Checks to be made
1.	Outlets (Receptacles)	Visual; conductor termination for tightness and corrosion.
2.	Switches	Visual; conductor termination for tightness and corrosion; operation of mechanism.

Stand-By Generator Set

The following checks are to be carried out on the Stand-By Generator set and Automatic Transfer Switch every month.

Items	Description	Checks to be made
1.	Engine Internal	Engine Representative
2.	Generator Stator Regulator Pumps	Check winding are clean, connections are firm. Rheostat is good.
3.	Control Circuit and Devices	Connections are firm, devices are functional.
4.	Earthing	Check termination for firmness.
5	Starting: Motor Battery Battery Charger	Check terminals are tight, brushes are free in holder, and electrolyte in cells is a right level.

Automatic Transfer Switch

Items	Description	Checks to be made
1.	Circuit Breakers: Normal Emergency	Check connections are firm, visual inspections of units.
2.	Drive: Motor Manual	Check operations by both means.

3.	Cables: Supply Normal Emergency Dist. Panel	Check terminations are tight. Record insulation meg ohm reading.
4.	Fuses: Motor Control Circuit Components	Check fuses are good; components are good.
5.	Earth	Check termination is firm
6.	Test	Check out unit at time of generator set. Monthly test to transfer load.

Earthing System

Items	Description	Checks to be made
1.	Earthing Leads	Visual; terminations for tightness, corrosion continuity
2.	Electrodes System	Visual; terminations for tightness, corrosion. Effectiveness of earthing - Earth resistance path with earth meg ohm. Value to be one ohm or less.

High Voltage System

The transformer bank and high voltage cable is to be tested annually.

Items	Description	Checks to be made
1.	High Voltage Cable	1) Insulation Resistance Test 2) Hi-potential Test
2.	Transformer Bank	1) Insulation Resistance 2) Tank and Support checks 3) Transformer Ratio test 4) Analysis of Insulating Liquid



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Uninterrupted Power Supply (UPS) System

The following checks are to be done every four (4) months.

Items	Description	Checks to be made
1.	Uninterrupted Power Supply (UPS)	1) Record voltage, load currents and inverter output frequency. 2) Clean cabinet, battery case and terminals. 3) Phase battery reading 4) Record percentage of UPS load capacity. 5) Prepare report.

Fire Detection and Alarm System

The maintenance service includes two (2) services per year at six (6) month intervals, where the following electrical will be checked and services: -

- Control Panel/Batteries
- Initiating Devices
- Signal Devices

Note:

A report certified by the Chief Electrical Inspector (Government Electrical Inspectorate) will be submitted annually.

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 ELECTRICAL WORKS AND MAINTENANCE 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 ELECTRICAL WORKS AND MAINTENANCE 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.



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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

To service and maintain electrical in accordance with standards and specifications identified and ensure all locations are Electrical Inspectorate Certified as follows:

Item	Description	Qty	Cost /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 /Prinkestown</i>	1			
10	<i>Rio Claro</i>	1			
11	<i>Mayaro</i>	1			
12	<i>Debe</i>	1			
13	<i>Barrackpore</i>	1			
14	<i>Siparia</i>	1			
15	<i>Santa Flora</i>	1			
16	<i>La Romain</i>	1			
17	<i>Fyzabad/ South Oropuche</i>	1			
18	<i>Cedros</i>	1			
19	<i>La Brea</i>	1			
20	<i>Valencia</i>	1			
21	<i>Arima</i>	1			
22	<i>Maloney</i>	1			
23	<i>Tunupuna</i>	1			
24	<i>Tunapuna Retail</i>	1			
25	<i>Curepe</i>	1			
26	<i>San Juan</i>	1			
27	<i>Laventille</i>	1			
28	<i>Lower Santa Cruz</i>	1			
29	<i>Upper Santa Cruz</i>	1			



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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	Guaico	1			
42	La Horquetta	1			
43	California	1			
44	Tragarette Rd	1			
45	Gonzales	1			
46	Point Fortin	1			
47	Roxborough Retail	1			
48	National Mail Centre	1			
			Sub Total		
			Total		

Pricing schedule of parts for installation into the equipment for full operations of electrical

Parts	Cost						
	2' light fixture	4' light fixture	8' light fixture	2' x 4' light fixture	2' x 2' light fixture	External LED outdoor lights	Other
Electronic Bulbs							
Diffusers							
Electronic Ballast							
2' x 4' complete light fixture							
Fixture ends							
Pilot light switch							
Breakers							
110 V outlet							
220 v outlet							
Panel							
Electrical wiring of up to 15' (110V)							
Electrical wiring up to 40' (110V)							
Electrical wiring up to 100' (110V)							
Electrical wiring up to 15' (220V)							
Electrical wiring up to 50' (220V)							



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Electrical wiring up to 100' (220V)							
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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-Electrical Works and Maintenance 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): _____