



## UTILITIES REGULATION & COMPETITION AUTHORITY



### INVITATION TO TENDER

#### WINDOW REMOVAL & RE-INSTALL 3<sup>rd</sup> & 4<sup>th</sup> FLOORS URCA HEADQUARTERS – FREDERICK HOUSE FREDERICK STREET – NASSAU, BAHAMAS

**Superintending Officer:**  
Director/Utilities & Energy  
Utilities Regulation and Competition Authority  
P. O. Box N-4860  
Nassau, Bahamas

**Project Manager:**  
VERITAS Consultants Limited  
Church Street Plaza  
P.O. Box CR-54090  
Nassau, Bahamas

**UTILITIES REGULATION & COMPETITION AUTHORITY (URCA)  
WINDOW REMOVAL & RE-INSTALL  
3<sup>rd</sup> and 4<sup>th</sup> FLOORS  
FREDERICK HOUSE – FREDERICK STREET – NASSAU, BAHAMAS**

**TO: ALL PROSPECTIVE BIDDERS**

**FROM: VERITAS CONSULTANTS LIMITED ON BEHALF OF URCA**

**SUBJECT: WINDOW REMOVAL & REINSTALL – 3<sup>rd</sup> and 4<sup>th</sup> FLOORS**

**DATE: September 21, 2022**

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You have been invited to submit a Tender for the proposed Building Concrete Repair & Waterproofing Works to the above structure. Drawings and Specifications outlining the Scope of Work have been provided for your use.

Tenders are due to be returned to **URCA HEADQUARTERS FREDERICK HOUSE** no later than **4pm Friday October 7, 2022. – Please refer to the instruction on the Bill of Quantities Cover Page**

Bids are to be returned in a sealed envelope and marked **“WINDOW REMOVAL & RE-INSTALL – URCA HEADQUARTERS – 3<sup>rd</sup> and 4<sup>th</sup> Floors – FREDERICK HOUSE, FREDERICK STREET – NASSAU, BAHAMAS**

**Please note that the Contractor is to submit ALL the following:**

- **Signed Bid Form**
- **Bills of Quantities & Cost Form**
- **Current Business License**
- **Current Value Added Tax Compliance Certificate**
- **Method Statement**

Failure to submit the required documentation may result in the cancellation or disqualification of your bid.

All bid queries should be directed to Mr. Darron Darville at VERITAS Consultants Limited

Telephone: 242 322-6741 or 242 376-4458 Email: [ddarville@veritasbah.com](mailto:ddarville@veritasbah.com)  
and copied to:

Mr. Jerome Elliot, Regulatory Manager Technical and Facilities at the Utilities Regulation & Competition Authority  
Telephone: (242) 396-5227  
E-mail: [jelliott@urcabahamas.bs](mailto:jelliott@urcabahamas.bs)

### **1. Description of Works**

The Works comprise the replacement and re-installation of window units at the Headquarters of the Utilities Regulation & Competition Authority – Frederick House – Frederick Street, Nassau, Bahamas. The Contractor shall remove the window, inspect for any defects, remake the opening relative to the window size, reinstall window and caulk with “*PL Window, Door & Siding Polyurethane Sealant*” and make good area and waterproof around openings. The contractor shall also make good any masonry works necessary for the repair of the window openings. The contractor is to provide a method statement that encompass the removal of the window, the making up of the openings, reinstallation of the window and the making good all openings to match existing.

The Contractor is to provide the necessary Insurances, Project Supervision, and sanitary facilities as required for the execution of Project Works. The Contractor is to provide for the payment of utilities (water, electricity, telephone, etc) as may be required for the installation of construction works. The Contractor is also to allow for Project Security for the entire Project’s duration up to substantial completion. The Contractor is to provide for all cranes and scaffolding necessary for the execution of the work and allow for the clean-up of all construction areas once the work is complete. The contractor is also to ensure that the work is executed in a safe and professional manner.

### **2. Site Visit**

The Contractor shall visit the site, examine, and verify site conditions, and ensure that all the information necessary for the preparation of an accurate Tender has been provided. The cost associated with this site visit shall be at the Contractor’s own expense.

### **3. Specifications**

The Contractor is advised to carefully examine all specifications at the time of the site visit and satisfy himself/herself as to the nature and location of the work. The Contractor shall obtain the full knowledge as to any environment requirements, transportation, disposal, handling, and storage of materials, availability of water, electric power, and all other utilities in the area that will have a bearing on the performance of the Work.

#### **4. Bid Submissions**

The Contractor is to ensure that all Tender Documents are submitted as outlined in the Memorandum for Tender. Failure to submit all of the required documentation may result in the rejection of the Bid Submission. Unsigned Tender submissions will not be accepted.

#### **5. Bid Pricing**

Unless otherwise stated the Contractor is to provide pricing for the whole words as outlined in the Description of Works.

The Contractor shall fill in all unit rates and prices shown on the cost sheet. Items in the Schedule for which the Contractor has not entered a rate or price shall be deemed covered by other rates and prices in the said schedule.

All Tenders are to be submitted in Bahamian Dollars and priced as Duty Paid.

#### **6. Bid Validity**

Bids shall remain valid and open for acceptance for ninety (90) days after the date of return of the Bid Documents

#### **7. Authority's Right to Accept or Reject any and all Bids**

The Contractor understands that the Authority reserves the right to accept and/or reject any bid, and to annul the bidding process at any time before the award of Contract without incurring liability to the affected Contractor or Contractors. The Contractor also understands that the Authority will not be bound to the lowest cost submission as the most qualified tender and may use separate criteria for the determination of the Contract Award. By participation in the Tender process, the points are understood and accepted. It is also understood and accepted that the Authority is under no obligation to inform any or all of the Contractors of the ground for its action in this regard

**BID FORM FOR  
WINDOW REMOVAL & RE-INSTALL  
3<sup>rd</sup> and 4<sup>th</sup> FLOORS  
THE URCA HEADQUARTERS BUILDING – FREDERICK HOUSE – FREDERICK STREET  
NASSAU, BAHAMAS**

The undersigned, have visited the site of the URCA Headquarters Building Frederick House – Frederick Street, Nassau, Bahamas, and having familiarized himself/ herself with the local conditions affecting the cost of the work and with all requirements of contract documents as prepared by the Project Manager, hereby propose to furnish all construction as required by the following amounts *(in words)* [Click here to enter text.](#) *(In figures)* (B\$[Click here to enter text.](#)

If awarded the contract, the undersigned will complete within [Click here to enter text.](#) \_\_\_\_\_ calendar days from the date of the notice to proceed. If written notice of the acceptance of this bid is mailed, faxed, or delivered to the undersigned within 30 days after the date for the opening of bids or anytime thereafter before this is withdrawn, the undersigned will execute the Owner/ Contractor agreement prepared by the office of the Project Manager. The undersigned hereby designated as his office to which such notice of acceptance may be faxed or delivered

**NOTE: Bidder is to include a schedule of values (as defined below) with the bid proposal. Bids not accompanied by a schedule will not be accepted.**

**Name of Bidder: (General Contractor)**

Bidder is: \_\_\_\_\_

Individual

Partnership

Company

Address of Bidder: \_\_\_\_\_

Phone No. of Bidder: \_\_\_\_\_

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

Date of Bid: \_\_\_\_\_

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