



11 July 2025

## **INSTRUCTIONS TO BIDDERS**

### **Frederick House Generator and Automatic Transfer Switch Replacement**

#### **1) Intent of Instructions**

URCA issues this request for proposal to qualified electrical contractors to provide price proposals in competition with others for the replacement of its Emergency Diesel Generator and Automatic Transfer Switch (ATS) at its office located at Frederick House, Frederick Street, Nassau, Bahamas.

#### **2) Bidder Qualifications**

Bidders Shall be entities legally authorized to carry out business in the Bahamas, experienced in three phase electrical work in commercial environment with a high degree of familiarity of local and international electrical codes and regulations.

#### **3) Copies of Tender Documents**

Copies of tender documents may be obtained on the URCA website at the location indicated in the advertisement for the services

#### **4) Examination of Tender Documents**

Before submitting a bid for the Work, the bidders shall carefully examine, read, and study the tender, visit the site (if such a visit is organized by URCA), and satisfy themselves as to the nature and location of the Work, and the general and local conditions, the general character of the site or building, the character and extent of existing work within or adjacent to the site, and any other work being performed thereon at the time of submission of their bids

#### **5) Explanations and Interpretations**

- a) Before submitting a bid, bidders shall carefully examine, read, and study the tender documents.
- b) Should any prospective bidder observe any ambiguity, inconsistency, conflict, discrepancy, omission, or error in the specifications, or in any of the other part of the tender documents or be in doubt as to the intention and meaning thereof, the bidder shall immediately report such to the project manager.

- c) Clarifications will be made only by written Addenda, which will be sent to all prospective bidders. URCA will not be responsible for verbal answers or instructions regarding intent or meaning of the tender documents.
- d) Should a conflict, inconsistency, ambiguity, omission, or error occur in or between these instruction and/or any part of the specifications, a bidder will be deemed to have based its bid on the better quality or greater quantity of doing the work involved unless prior to submission to their bid, the bidder shall have asked for and obtained the written decision or clarification from the project manager as to the correct quantity, quality, method, materials, equipment etc. which will be required to perform the Work.

**6) Substitutions**

Whenever a product, material, system, item of equipment, or service is identified in the Contract Documents by reference to a trade name, manufacturer's name, model number, etc. and only one or two sources are listed, or three or more sources are listed and followed by "or approved equal" or similar wording, it is intended to establish a required standard of performance, and quality, and the Contractor may submit, for project manager's approval a products, materials, systems, equipment, or services of other sources which the Contractor can prove to the project manager's satisfaction are equal to, or exceed, the standard of performance, design and quality specified, unless the provisions of the paragraph below apply. Such proposed substitutions are not to be purchased or installed without the project manager's written approval of the substitution.

If the tender documents identify only one source and expressly provide that it is an approved sole source for the product, material, system, item of equipment, or service, the Contractor must furnish the identified sole source.

**7) Preparation of Bids**

Bids must be prepared in accordance with the instructions contained in the tender document. All information requested in the tender document must be provided. URCA reserves the right to reject any bid that does not contain the required information.

**8) Time for Completion**

Time is of the essence and an earlier completion time is desirable to maintain the working environment of the offices without interruption or disruption to the electricity supply during normal work hours which are 9 am to 5 pm, Monday to Friday.

**9) Submission of Bids**

Bids will be received until the time set forth in the advertisement for bids unless notice is given of a postponement or extension of the time for submission.

**Three printed copies** of completed bid documents shall be placed in individual sealed opaque envelopes bearing no identity of the sender and marked:

**Replacement Generator and ATS**

**Chief Executive Officer  
Utilities Regulation and Competition Authority  
Frederick House, Frederick Street  
Nassau, Bahamas**

Bids shall be delivered by hand to the address above and must be received by the date and time indicated in the advertisement for the services.

**10) Irregular Proposals**

Bids may be rejected if they are incomplete or contain any uninitialed alterations or erasures, additions, conditional bids, alternate bids unless called for, or irregularities of any kind.

**11) Bid Validity**

Bids are to be valid for a minimum of 3 months. (Respondents to specify period of validity in excess of three (3) months.

**12) Errors in Bids**

In case of error in the extension of prices in bids, the unit price will govern. In case of discrepancy between the prices shown in the figures and in words, the words will govern.

**13) Enquiries**

Enquiries, questions and requests for clarification should be directed to Jerome Elliott at the email address below:

Email: [Jelliott@urcabahamas.bs](mailto:Jelliott@urcabahamas.bs)

**14) Evaluation of Bids**

Bids will be evaluated in accordance with the procedure set forth in the tender documents. Bidders are reminded of the need to strictly comply with the requirements set forth therein.

**15) Contract Award**

URCA reserves the right to accept or reject any or all bids in its sole and absolute discretion.