

**MINUTES OF PRE-TENDER MEETING**  
**3<sup>rd</sup> Phase Expansion of the St Vincent and the Grenadines Community College (SVGCC)**  
**A Joint Government of St Vincent & the Grenadines (GoSVG)/ European Union Project**  
EuropeAid/129296/D/WKS/VC

---

Contracting Authority: National Authorizing Officer for EDF Operations, GoSVG  
Beneficiary: St Vincent and the Grenadines Community College  
Consultant: Moulton Mayers Architects Ltd.

---

*Date: 12<sup>th</sup> May, 2010*

Meeting held in accordance with Article 6.3 of the Instruction to Tenderers in the Conference Room of the Library of the SVGCC at 10.00am.

---

**In attendance:**

- 1) Mervin Stevenson – Structural Engineer, Moulton Mayers Architect's Ltd.
- 2) Christopher Dellamy – Structural Engineer, Moulton Mayers Architects Ltd.
- 3) Ryan Charlemagne – Mechanical Engineer, Moulton Mayers Architects Ltd.
- 4) Rodney Foster – Electrical Engineer, Moulton Mayers Architects Ltd.
- 5) Ian Trotman – Director, Trotman's Electrical Services Ltd.
- 6) Sibert Liverpool – Managing Director, SibLi Construction Management Ltd.
- 7) Darry Richardson – Supervisor, Irvine Interior & Construction Inc.
- 8) Fitzpatrick Cyrus – CEO, Irvine Interior & Construction Inc.
- 9) Andrew Adam – Construction Director, Innotech Services Ltd.
- 10) Clesfield Stewart – Director, L. J. Construction Ltd.
- 11) George Holder – Quantity Surveyor, Moulton Mayers Architects Ltd.
- 12) Nari Saisbhan - Project Manager, Associated Services (Caribbean) Ltd.
- 13) Kenn Coates – Architect, Associated services (Caribbean) Ltd.
- 14) Rabindra Outar – Accountant, L. J. Construction Ltd.
- 15) Richard Hutchinson – General Manager, Hutchinson Contraction Comp. Ltd.
- 16) Kristafer Abbott – Senior Technologist, S. G. Defreitas & Comp Ltd.
- 17) Michael Gibson – Manager, Gibson Construction Ltd.
- 18) Charlie Crichton – Project Manager, Gibson Construction Ltd.
- 19) Roland Cuffy – Quantity Surveyor, Gibson Construction Ltd.
- 20) Allan Simmon – Electrical Contractor, Simmons' Electrical
- 21) Archer Trotman – Electrical Contractor, Trotman's Electrical Services Ltd.
- 22) Scott Kennedy – Chief Quantity Surveyor, Innotech Services Ltd.
- 23) Moulton Mayers – Director, Moulton Mayers Architects Ltd.
- 24) Sheik Kadir – Head of Unit/ Infrastructure Specialist, EDF/PMCU
- 25) Dr. Veronica Marks - Project Manager, 9<sup>th</sup> EDF Education Improvement thru use of ICT
- 26) Dr. Joel Warrican – Director, St Vincent and the Grenadines Community College

**PROCEEDINGS**

**1.00    Attendance**

- 1.01    The meeting commenced at 10:15am with brief introductions by all present. Mr. Sheik Kadir of the EDF/PMCU presided as the Chairman of the meeting.
- 1.02    Eight construction firms received Certificate of Attendance in accordance with Article 6.3 of the Instruction to Tenderers as follows:

*1.02.1 Irvine Interior & Construction Inc.*

**MINUTES OF PRE-TENDER MEETING**  
**3<sup>rd</sup> Phase Expansion of the St Vincent and the Grenadines Community College (SVGCC)**  
**A Joint Government of St Vincent & the Grenadines (GoSVG)/ European Union Project**  
EuropeAid/129296/D/WKS/VC

---

- 1.02.2 SibLi Construction management Ltd.*
- 1.02.3 Simmons Electrical Co. Ltd.*
- 1.02.4 ASL – Associated Services (Caribbean) Ltd.*
- 1.02.5 Hutchinson Construction Comp Ltd.*
- 1.02.6 Gibson Construction Ltd.*
- 1.02.7 Innotech Services Ltd.*
- 1.02.8 L. J. Construction Ltd.*

**2.00 Review of the Tender Documents**

- 2.01 Procurement Notice: the following changes between the published Procurement Notice and the one included in the tender dossier were confirmed by Mr. Sheik Kadir: -
- 2.01.1 The texts “*Lot 1 of the Contract will be financed by the European Union.*” from Article 6 shall be deleted in its entirety.
  - 2.01.2 The amounts of the guarantee for each Lot under Article 11 shall be increased to the following:
    - Lot 1 - € 48,500*
    - Lot 2 - € 5,000*
    - Lot 3 - € 1,500*
    - Lot 4 - € 3,500*
    - Lot 5 - € 4,500*
    - Lot 6 - € 9,500*
- 2.02 Extra special emphasis was placed on reviewing and explaining the importance of Articles 12 and 13 of the Instructions to Tenderers. Tenderers were asked to ensure all proof documents are submitted, forms properly completed and signed and to pay attention to the currency of contracting in the case of payments originating from the European Union.
- 2.03 It was emphasized that proof documents regarding Article 12.2 b) of the Instructions to Tenderers be in the form of Bank Letters and/ or from equivalent Institutions or Suppliers.
- 2.04 Tenderers were reminded that the Preliminaries were to be priced as a Lump Sum for each Lot and included on the Summary Page of the respective Bills of Quantities.
- 2.05 Tenderers were apprised that they are responsible for taking off the quantities for the M&E installations and for pricing the same from the Drawings and Specifications.
- 2.06 Mr. Mayers presented the architectural aspect of the project. Technical support and clarifications were also answered by his Structural, M/E and Quantity Surveying experts on his design team.

**3.00 Answers to questions arising:**

- 3.01 As many lots as possible are to be financed by the EU depending on the tender prices received.

**MINUTES OF PRE-TENDER MEETING**  
**3<sup>rd</sup> Phase Expansion of the St Vincent and the Grenadines Community College (SVGCC)**  
**A Joint Government of St Vincent & the Grenadines (GoSVG)/ European Union Project**  
EuropeAid/129296/D/WKS/VC

---

- 3.02 The tender guarantees have been increased (correction made in T.D).
- 3.03 Error in web address under item 8.2 “the question and answers will be published Europe aid website”. Correct website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=AS&pgm=&ZGEO=35635&debpub=&finpub>
- The corrected email is: [edfpmcu@vincysurf.com](mailto:edfpmcu@vincysurf.com)
- 3.04 It is important that evidence with respect to credit facilities be provided by a bank or an insurance company.
- 3.05 Emphasis was placed on item 13.1 under 13 tender prices regarding currency of tender and the prevailing euro rate for the month preceeding the final date of submission of the tender.
- The tenders are due on June 22<sup>nd</sup> 2010; therefore the prevailing euro rate would be set at May 22<sup>nd</sup> 2010.
- 3.06 Additional funds from the EU over the course of construction are very unlikely.
- 3.07 Because of the stringent timeframe to execute this project, there would be no extension of time regarding the submission of tenders.
- 3.08 Materials for the project shall be duty free but 15% VAT and 4% service charge and warehouse rent would be charged at the Customs.
- 3.09 Successful foreign contractors are advised to be VAT registered at the VAT Unit in Kingstown, St. Vincent.
- 3.10 The prescribed bond is 10% and would only be paid to the successful bidder at the end of twelve (12) months which coincides with the expiration of the maintenance defect period.
- 3.11 The prescribed formulas for the repayment of the mobilization fee by the successful bidder/s would be ignored and there will be an agreed repayment plan by the successful bidders with the Contracting Authority.
- 3.12 Each lot shall have a preliminary line item and in the payment requisition submission. The successful Contractor(s) are required to produce a breakdown of preliminaries before payments begin on the item.
- 3.13 The Client, Project Manager, would not have a site office.

**MINUTES OF PRE-TENDER MEETING**  
**3<sup>rd</sup> Phase Expansion of the St Vincent and the Grenadines Community College (SVGCC)**  
**A Joint Government of St Vincent & the Grenadines (GoSVG)/ European Union Project**  
EuropeAid/129296/D/WKS/VC

---

- 3.14 The Architect shall approve all pedestrian pathways, temporary structures and hoarding placement on site. These structures, pedestrians, pathways and hoardings shall be constructed and placed bearing in mind public health and safety.
- 3.15 There are five (5) temporary ply board classroom buildings and a ply board tuck shop to be demolished. Demolition timeframe would be authorized by the Architect after consultation with the Director of the College.
- 3.16 A decision would be taken by Director of the College as to the fate of a 40' container on site.
- 3.17 Because of the existing and proposed continuity of services from building to building, there might be a need for temporary disconnect and removal of existing manholes, pipes and/or cables. If the need is a reality, the successful bidder/s would be directed by the Architect and a variation order would be generated to address the issue.
- 3.18 The QS for L.J. Construction requested a copy of the soil test report.
- 3.19 There is a current surveyor's map of the site and the existing and new built forms are shown on site plan #A1A and A1B.
- 3.20 The lots referred to in the tender documents embody the description of the fragmented scope of works and not a land plot.
- 3.21 The successful bidder/s should ensure that they have competent personnel to interpret the construction documents.
- 3.22 Time to process payments: It would take both the QS and the Architect one (1) week to preside over each interim payment requisition. Attention was also directed to Article 44.3 of the GCC.
- 3.23 The Structural Engineer informed the meeting that the building foundations had footings varying from 3'-0" square to 5'-0" and that the depth of the various foundation footings is shown on the structural drawings.
- 3.24 The length of the A/C split unit refrigeration lines shall be determined in the field.
- 3.25 The quantities and capacity of condensers shall remain as per the construction documents.
- 3.26 Addendum shall be issued with respect to size of fume cabinet in the student union block kitchen.
- 3.27 M/E roof plan for existing classroom block, lecture theatre block and teachers' block shall be issued as an addendum.

**MINUTES OF PRE-TENDER MEETING**  
**3<sup>rd</sup> Phase Expansion of the St Vincent and the Grenadines Community College (SVGCC)**  
**A Joint Government of St Vincent & the Grenadines (GoSVG)/ European Union Project**  
EuropeAid/129296/D/WKS/VC

---

- 3.28 Electrical information for the roof would be on A/C roof plans.
- 3.29 Electrical infrastructure information would be on drawing #GE1.
- 3.30 The electrical scope of works includes wiring the cubicles for 110 and 220 volts.
- 3.31 The PVC conduits shall be concealed in the exterior and interior party walls. There would be zero tolerance with surface mounted cables and conduits.
- 3.32 Where the existing transformer, RMU and switchgear are clustered together, only the diesel tank would be relocated.
- 3.33 The M/E drawings show a monolithic fire alarm system for the project. The M/E consultant would determine the compatibility of the new fire alarm system with the existing fire alarm system.
- 3.34 All building materials for the project shall be bought from ACP/EU countries.
- 3.35 An addendum shall be sent for the following missing electrical panel schedule in lot #2: -
  - a) panel B
  - b) panel BP
  - c) panel HP
  - d) panel NP
  - e) panel LA
  - f) panel MP
- 3.36 On the point of further information, the meeting was informed that the following amended pages of the BoQ will be published for replacement in the Tender Dossier: A2 to A6, AS/1, B3 to B7, B9 to B10, BS/1, CS/4, CS/5, CS/9, SWD/1, SWD/2, SUWD/1, BWIC/1 to BWIC/3, BS/11, AB/2, AB/8, AB/10 to AB/13, AB/16, AB/17, LOT2/S, BS/1, LOT4/1, LOT4/2, LOT4/8, LOT5/1 to LOT5/12, C3 to C6, CS/1.

The meeting was adjourned at 12:15pm.

Minutes prepared by:

Moulton Mayers

Project Architect

*and*

Sheik Kadir (Project Manager)

Head of Unit/ Infrastructure Specialist

European Development Fund Programme Monitoring and Coordination Unit (EDF/PMCU)

St Vincent and the Grenadines