



# **BARBADOS WATER AUTHORITY**

**TENDER FOR**

**THE**

**SUPPLY OF**

**UNIFORMS**

**September 2013**

1. GENERAL

- 1.1 The Barbados Water Authority intends to provide uniforms for its staff of 821 persons. Uniforms will be provided for labourers, plumbers, mechanics, meter readers, staff in the sewage plants, office clerical and ancillary staff.

2. INSTRUCTIONS TO TENDERERS

2.1 All tenderers must supply the following information in their bids. Failure to provide the information will render the bid void: -

- a. Registration number of company
- b. Country in which company is registered
- c. The date on which the company was first incorporated and the names and addresses of all company directors
- d. A copy of company's Certificate of Incorporation, as evidence that the company is in existence at the date of the bid. Failure to provide the Certificate of Incorporation will render the tender void.
- e. In the case of sole proprietorships or partnerships, the names and addresses of owners must be supplied. If the business is registered under the Registration and Business Names Act, a copy of the registration must be provided.
- f. Tenderers must provide a copy of their VAT Registration Certificate.
- g. Tenderers should be aware that the labour clauses (Public Contracts) Act, Cap. 349 shall, in so far as is applicable to the subject of the tender, apply to any contract made in respect of the tender.

- h. Tenders should be submitted in sealed envelopes marked “Tender for the Supply of Uniforms” and addressed to:-

The Chairman  
Audit, Finance and Tenders Committee  
Barbados Water Authority  
Manor Lodge  
Green Hill  
St Michael

to reach the office no later than Friday October 11, 2013 at 4.30pm.

- i. Tenders are to be placed in the Tenders Box which is located at the Barbados Water Authority’s Manor Lodge, Green Hill, St Michael
- j. No Tender will be considered unless it complies with the conditions set out in this Notice.
- k. The Barbados Water Authority does not bind itself to accept the lowest or any Tender.

2.2 All tenders must be quoted in either Barbados Dollars or US Dollars. Tenders quoted in US dollars will be evaluated using the prevailing exchange rate at the date of closing of the tender. All price(s) quoted in Barbados dollars must be inclusive of VAT.

2.3 It is the responsibility of the supplier to make all the necessary arrangements for letters of credit or other credit documents as deemed necessary in order to procure the goods. The Barbados Water Authority will not pay for any such documents.

- 2.4 The BWA reserves the right to refuse any tender or delivery of goods and services that does not conform with the requirements of this document.
- 2.5 The successful tenderer will be required to enter into a formal contract with the BWA for a period of two (2) years.

### 3. PERFORMANCE SECURITY

- 3.1 The successful Tenderer shall furnish the performance security in a form acceptable to the BWA within twenty-seven (27) days of the receipt of notification of award from the BWA. The performance security must be in a sum equivalent to ten percent (10%) of the contract price.
- 3.2 The performance security shall be valid for one (1) year after the date for completion of Suppliers obligations, and shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the BWA and shall be in one of the following forms:-
  - a. A bank guarantee irrevocable letter of credit, issued by a bank located in the Barbados or abroad, acceptable to the BWA and in the form provided in the Bidding Documents or another form acceptable to the BWA; or
  - b. A cashiers cheque, or certified check payable to the BWA or cash.
- 3.3 The performance security will be discharged by the BWA and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations, including any warranty under the Contract.

4. **PENALTIES**

The Barbados Water Authority reserves the right to enforce penalties against a tenderer for delays occasioned by him in the execution of these works. The penalty shall apply from the stated completion date of the particular phase. The total penalty shall not exceed 5% of contract sum.

5. **DELIVERY CONDITIONS**

The successful Tenderer must furnish a schedule of delivery dates. It is expected that the delivery dates will not vary greatly from the propose dates of delivery without a good reason.

6. **SAMPLES**

**Samples of each type of material and each type of pants and shirt must be submitted with the tender response.**

7. Inspection of uniforms and materials by Barbados Water Authority personnel and rejection of same if inferior quality delivered compared to that provided in sample.

6. UNIFORMS

The Barbados Water Authority will be providing uniforms for approximately 821 persons. Its operations varies from the rough field environment of labourers, plumbers, mechanics, and meter readers through that of its sewage treatment personnel to that of the more gentle office surrounds of its clerical staff. Consequently, uniforms are required to be lightweight and durable and easily maintained.

Field Staff

This section comprises male and female staff.

There are two categories of staff, male and female. There will be standard shirts made of sage polyester cotton oxford with the Barbados Water Authority's logo embroidered on the patch pocket. The material should be made of a good quality and must be wrinkle resistant. The trousers will be made of dull green 65/35 poly-cotton twill with darts to the front and are to be loose fitting. Female field staff should be measured to ensure good fitting and either pants or skirts will be worn.

**Field Staff Male:**

Shirts:	2560
Pants:	2066

**Field Staff Female:**

Shirts:	140
Pants/Skirts:	112

### Male Office Staff and Technical Females - Office Wear

The shirts are to be made of oxford with adjustable two (2) button cuffs to be worn with ties. Shirts jacs will also be worn.

There will be a choice of four (4) colours: - white, royal blue, mustard and olive. The BWA logo is to be embroidered and placed on the patch pocket. The trousers will be a basic gent's trousers with slanted pockets and pleats to the front and will be made of 55/45 poly wool. The colours for the trousers will be khaki, olive, navy and black.

#### **Male Office Staff:**

Shirts:	590
Pants	456
Shirt Jacs:	20

### Female Staff Office and Ancillary

The BWA will be distributing to staff the required amounts of material to make the uniform (5 suits per person) to the prescribed style. The manufacturer/distributor is required to source the material, cut and distribute to staff as required.

The uniform will be made using Dorchester Linen, or Stretch Linen-60” and the inside made using polyester/poly rayon, the colours selected are:

Colour	Quantity (yds.)
Khaki	565.95
Black	664.70
Teal	632.45
Purple	578.20
Lime Green	561.70
Off White (polyester/poly rayon)	966.60

Female Office Staff: 136

Female Ancillary Staff: 20

**Technical Females:**

The BWA will be distributing to staff the required amounts of material to make the uniform (5 shirts and 4 pants per person) to the prescribed style. The manufacturer/distributor is required to source the material, cut and distribute to staff as required.



The uniform will be made in coordinated style using oxford for the shirts and 55/45 polywool for the pants, the selected colours are:

<b>Colour</b>	<b>Quantity (yds.)</b>
<b>Oxford Shirts</b>	
White	28
Light Blue	22.5
Mustard	24.5
Olive	22.5
Royal Blue	25

<b>Colour</b>	<b>Quantity (yds.)</b>
<b>55/45 Polywool Pants</b>	
Khaki	24.5
Olive	22.5
Navy	26.5
Brick	24.5

Female Engineers: 8

All material and colours are subject to confirmation before either process is embarked upon.