



TENDER DOCUMENT

FOR

REPLACEMENT OF HIGH-PRESSURE SODIUM STREETLIGHTS TO LED STREETLIGHTS

Prepared by:


Belize Electricity Limited

Distribution System Expansion

2 ½ Miles Phillip Goldson Highway

Belize City, Belize

June 2024



Bidders will be required to submit a fixed price quotation via the price schedule [here](#) and provide all equipment and materials. Proposals will be accepted by email only and should be submitted to bidsubmittal@bel.com.bz by **Wednesday, August 7, 2024**, no later than 3:00 p.m. local time labelled:

BID # 2024-2408 Replacement of High-Pressure Sodium Streetlights to LED – Country Wide

IMPORTANT DATES:

- Expression of Interest – **Wednesday, July 10, 2024**
- Virtual Pre-Bid Meeting: **Tuesday, July 16, 2024, at 9:00 a.m. local time**
- Bid Due Date: **Wednesday, August 7, 2024, by 3:00 p.m. local time**

TERMS OF BIDDING AND EVALUATION CRITERIA

1. GENERAL

1.1. Scope of Bid

This Streetlight Replacement tender document will have contractors (bidders) specify a firm and fixed unit prices for the completion replacement or installation of Light Fixtures, these fixtures include High Pressure Sodium (HPS) and Light Emitting Diode (LED). The expected list of duties to be performed is in the “Standard Contractor - Schedule of Price” below. The Streetlight Replacement contract aims to accommodate BEL Implementation Plan for two thousand twenty-four (2024) to replace all HPS lights from the Distribution System. The Contract will be established with consideration of the bid winner’s unit prices provided for each item and budget that BEL has allocated per Service Area. All bidders MUST provide a unit price (without GST) for each item identified under the “Standard Contractor - Schedule of Price”. Each Bidder MUST indicate whether they pay GST and indicate whether they can complete each task on the price list. The Bid winner must, at all times, ensure that the work being done is performed by personnel with climbing experience. A contractor is allowed to bid for one or multiple Service Areas if he/she chooses, you must submit one (1) form with the associated prices per Service Area. The scope of works for each Service Area to be undertaken and completed within the period of July to November 2024. Each bidder should consider the servicing of the entire geographic layout of the distribution network for each Service Area when structuring his or her unit price. The company’s Service Areas that require Streetlight Replacement contractors are: Belize Service Area, Ladyville Service Area, Corozal Service Area, Orange Walk Service Area, Dangriga Service Area, Independence Service Area (including Placencia Village), Punta Gorda Service Area, Belmopan Service Area and San Ignacio Service Area (including Benque Viejo).

1.2. Intent of the Contract, Contractor Selection – Streetlight Replacement 2024

The intent of this tender is to provide prospective bidders with sufficient information to prepare a bid for the “Streetlight Replacement contract 2024” for the indicated Service

Areas. Following the receipt of the bid, Belize Electricity Ltd. (BEL) will evaluate and select the successful submission.

This Streetlight Replacement tender does not contain an exhaustive list of the work to be performed. Bidders are, as a minimum, to submit proposals that include the noted work. Each proposal will be evaluated on its own merit. The lowest or any tender may not necessarily be accepted. BEL intends, if it accepts any tender at all, to base its decisions on criteria which BEL considers to be in its best interest. BEL is the sole judge of what is in its best interest. Any tender may be withdrawn at any time before acceptance at the option of the bidder.

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1.3 Contract

BEL requires a signed contract between the Company and the successful bidder. Any tender may be withdrawn at any time before acceptance at the option of the bidder. After the contract is signed, it is mandatory that the contractor honors the “Scope of Work” for the duration of the contract. Failure to comply may result in disciplinary action or possible termination of the contract.

2.0 PROPOSAL SUBMISSION AND INQUIRIES SUBMISSIONS

2.1 Submission

Bidders are asked to fill out the Price Schedule, linked [here](#), and submit proposals via email to bidsubmittal@bel.com.bz no later than **3:00 p.m. on Wednesday, August 7, 2024** labeled:

BID # 2024-2408 Replacement of High-Pressure Sodium Streetlights to LED – Country Wide

2.2 Inquires

Inquiries related to this tender will be addressed in a virtual pre-bid, which will be held at **9:00 a.m. on Tuesday, July 16, 2024**. To express interest in attending this meeting, send an email to bidboxrequest@bel.com.bz no later than **Wednesday, July 10, 2024**.

Interested Bidders will receive a link to the virtual pre-bid meeting shortly after expression of interest. Email subject to express interest should be labeled:

Expression of Interest BID # 2024-2408 Replacement of High-Pressure Sodium Streetlights to LED – Country Wide

Further inquiries related to this tender can be submitted via email to bidboxrequest@bel.com.bz.

3.0 SCOPE OF WORK

3.1 Minimum Scope of Work

- A. The contractor should be able to provide qualified personnel to execute the work in a safe manner.
- B. The contractor should be willing to do all corrective work after inspections have been completed.
- C. The Contractor must complete the issued work in a reasonable period. Streetlight repairs, replacement and installations must be completed within 3 working days.

3.2 Owner's/Contractor's Provisions

- A. Contractors are to supply all services and equipment for the duration of the entire Contract.

- B. A BEL representative will be available when required to accompany contractor's personnel and to address any questions/concerns.
- C. All safety precaution measures are to be put in place by the contractor to avoid any injury to personnel's or damages to property and the environment.
- D. The Contractor should ensure his employees are using their Personal Protective Equipment.
- E. The Contractor is responsible to pay for the following insurances for the duration of the contract:
 - i. General liability Insurance
 - ii. Employees insurance
 - iii. Automobile and third-party insurance
- F. The Contractor is to ensure that All streetlights installed or removed from the field must be properly accounted for and those removed must be returned to the Ladyville Stores and the respective service area (mini-stores).
- G. The Contractor is responsible to receive the Streetlights at the Service Area, and all used Retired Lights removed from the system should be returned back to the Service Area.
- H. Contractor will be charged the depreciated cost of the Streetlight plus a surcharge of \$50.00 for any Streetlight not returned to the company.
- I. If the contractor resides outside of the Service Area, additional travel costs will not be accounted for within contract. The Travelling Cost should be included in the unit prices.
- J. Contractor must sign waybill made available to them by BEL personnel at Service Area as proof that the Streetlight was returned at the end of each workday.
- K. Payment will be made as per amount of works verified by BEL personnel in the BEL GIS platform. Each contractor must complete the electronic streetlight log form at the end of each replacement or installation of a streetlight. The field data entered in the form will be reviewed and verified by BEL personnel for confirmation that works has been completed in accordance with BEL Distribution Standards.
- L. Submission of invoices and supporting documentation must be submitted for works verified by BEL personnel

4. SCHEDULE OF PRICES

Fill out **all worksheets** in the below excel file and submit only this file as your quotation to bidsubmittal@bel.com.bz on or before the deadline. Scopes of works for prospective jobs (Per unit cost) for the respective Service Areas in BEL

Contractor's Name (Print Name)	
Company's Name (Print Name)	
Permanent Business Address	
Bid # (Service Area)	

<i>Description of works -Belize Feeders</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Extended Price</i>
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	1613	No.		
Installation of streetlight Arms	55	No.		
<i>Description of works -Ladyville Feeders</i>		No.		
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	2072	No.		
Installation of streetlight Arms	75	No.		
<i>Description of works -Corozal Feeders</i>		No.		
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	2020	No.		
Installation of streetlight Arms	70	No.		
<i>Description of works -Orange Walk Feeders</i>		No.		
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	2109	No.		
Installation of streetlight Arms	78	No.		
<i>Description of works -Dangriga Feeders</i>		No.		
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	1156	No.		
Installation of streetlight Arms	45	No.		
<i>Description of works -Independence Feeders</i>		No.		
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	974	No.		
Installation of streetlight Arms	40	No.		
<i>Description of works -Punta Gorda Feeders</i>		No.		
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	914	No.		
Installation of streetlight Arms	40	No.		
<i>Description of works -Belmopan Feeders</i>		No.		

Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	1589	No.		
Installation of streetlight Arms	50	No.		
Description of works -San Ignacio Feeders				
Old Type HPS Replacement to LED Streetlights (As per BEL Distribution Standards)	2618	No.		
Installation of streetlight Arms	112	No.		
Cut & Removal of Vines (Creepers)				
	0	No.		

Sub-total				
GST (If your company is registered)				
Total				

5. EQUIPMENT

The Bidder must demonstrate that he/she will have access to the key Equipment & Tools listed hereafter, in order to suffice the needs of the Service Area he/she plans to serve:

No.	Equipment Type and Characteristics (Requirements of selected contractor for each respective load center area)	Minimum Number required per crew per Service Area	Service Areas
1	Lineman Climbing Gears such as but not limited to; Body belt, body harness, pole choker, spur, hand line, hand tools & drill- Proper PPE	1	ALL
2	Extension ladder	1	ALL
3	Pickup Truck	1	ALL
4	Access to lifting equipment such as; bucket Truck or RBD with Bucket attachment or crane truck with bucket attachment etc.	1	ALL
5	Access to electronic device (cell phone, tablet, etc.) to capture field data for verification of works completed and quality control and to support claim submissions for completed works to facilitate payment.	1	ALL

5.1 Forms for Equipment

The Bidder shall provide adequate information to demonstrate clearly that he/she has the capability to meet the requirements of the equipment listed above. The Bidder shall provide all the information requested in **Appendix 5: Contractor Equipment log Form**.

Example:

Equipment information					
Item	Equipment & Tool Name	Quantity	Proposed location of Equipment	Area of Intended Coverage	Source - own, rented or leased.
1	<i>Climbing gears</i>	<i>1</i>	<i>Dangriga</i>	<i>Dangriga</i>	<i>Own</i>
2					

Proof of Ownership for each Vehicular Equipment is to be provided to satisfy the requirements of the service area.

The following information shall be provided only for equipment not owned by the Bidder.

Owner	Name of owner:	
	Address of owner:	
	Telephone:	Contact name and title:
	Email Address:	
Agreements	Details of rental / lease / manufacture agreements specific to the project	

6. MANPOWER

The Bidder must demonstrate that he /she will have the personnel for the key positions that meet the following requirements:

No.	Position	Total Work related Experience (years)	In Similar Works Experience (years)
1	Climber	2	1
2	Ground man	2	1
3	Supervisor	5	5

No.	Service Area	Minimum No. of Crews Required	No. of Crews Proposed
1	Belize Feeders	2	
2	Ladyville Feeders	3	
3	Corozal Feeders	3	
4	Orange Walk Feeders	3	
5	Dangriga Feeders	2	
6	Independence Feeders	2	
7	Punta Gorda Feeders	2	
8	Belmopan Feeders	2	
9	San Ignacio Feeders	3	

6.1 Forms for Personnel

Bidders should provide the names of suitably qualified personnel to meet the specified requirements for the positions listed above. The employees' information and relevant work experience must be inputted in

Appendix 4: Employee Listing.

Example:

1.	Name: <i>Mr. John Doe</i>	Experience:
	Social Security Number: <i>000120012</i>	<i>7 Years experience as Power Line Technician for BEL</i>
	Title of position: <i>Supervisor</i>	
2.	Name:	Experience:
	Social Security Number:	
	Title of position:	

7. DISCIPLINARY GUIDELINES

7.1 Definitions

- a. Contract Manager – An authorized person/employee of BEL who invokes the hiring of the contractor and manages the contractual agreement between the contractor and BEL.
- b. Violation – Infringement of any term or condition of a Contract Document, including any failure to comply with environmental, safety or legislative rules and regulations.
- c. Verbal Warning – Any notification to the Contractor resulting from a Violation that is recorded on a “Contractor/Supplier Verbal Warning Form”.
- d. Written Warning – Any notification to the Contractor resulting from a Violation that is in the form of a letter given to the Contractor.
- e. Financial Penalty – A fine in the amount of the difference between the Streetlight Maintenance Contractor’s price and the price to get the project completed by a second contractor.

- f. User Department – The department of the Contract Manager that is responsible for the Work associated with a Contract.
- g. Disqualification – The removal of a Contractor from the BEL “Approved Contractors Listing” for a period of not less than one year from the Contract suspension date.
- h. Approved Contractors Listing – A list of suppliers who have successfully completed BEL vetting process to execute specialized work for the company.

7.2 Verbal Warnings

The Contract Manager’s Representative may issue a Verbal Warning to a Contractor for any failure to comply with a term or condition of a Contract Document. The Contract Managers Representative is to report all Verbal Warnings to the Procurement Department for recording in the Supplier Database.

7.3 Written Warnings

- a. Where the issuance of a Verbal Warning is followed by repeated failure to comply with any of the terms or conditions of a Contract Document, the Contract Manager’s Representative may issue a Written Warning.
- b. A Written Warning may also be issued where no Verbal Warnings have been issued, but in the Contract Manager’s Representative’s opinion, the seriousness of a Violation justifies a Written Warning.
- c. A Written Warning may, in the Contract Manager’s Representative’s discretion, include a warning that any further Violation may result in a Financial Penalty, the Contract Manager’s Representative is to report all written warnings to the Procurement Department for recording in the Supplier Database.

7.4 Financial Penalty

If a contractor has been given a written warning containing a warning that any further Violation may result in a Financial Penalty, the Contract Manager’s Representative is to

report all Written Warning to the Procurement Department for recording in the Supplier Database.

Financial Penalty may, in the discretion of the Contract Manager's Representative, be accompanied by written notification that any further Violation may result in Contract cancellation.

7.5 Contract Cancellation

Where a Financial Penalty has been imposed on the Contractor, and the Contractor has been notified that further violations may result in Contract cancellation, the Contract Manager's Representative may, in consultation with the Procurement Department, cancel the Contract if a further Violation occurs.

7.6 Disqualification from the Approved Contractors Listing

- a. A Contract Cancellation, if the Violation is serious enough in the opinion of the Procurement Department, may result in the disqualification of the Contractor. A written decision shall be issued to the Contractor or Supplier setting out the reasons for disqualification. The Manager Procurement and the User Department will jointly approve the disqualification.
- b. Disqualification of a Contractor may be imposed if any of the following conditions occur:
 - i. Serious breach of Contract indicating an unwillingness to perform a contract in accordance with the terms and conditions of the Contract or specifications, or a record of unsatisfactory performance of one or more Contracts in accordance with the terms and condition thereof or in accordance with the specifications or both.
 - ii. Pending the outcome of an investigation into serious or multiple instances of poor performance, or until the Contractor meets conditions set for reinstatement; and

iii. Repeated Violations after Verbal and Written Warnings and financial penalties have been imposed to the Contractor.

c. To be added back to the Approved Contractors Listing, the Contractor would have to request reinstatement at the end of the suspension period. Reinstatement may be obtained when evidence of improvements satisfactory to the Contract Manager is provided and references are provided from successful projects completed during the suspension periods. The Procurement Department and the appropriate User Department would review this request and the supporting documentation.

7.7 Permanent Disqualification from the Approved Contractors Listing

Depending on the seriousness and the nature of the violation, a Contractor may be removed permanently from the Approved Contractors Listing. A decision to remove a Contractor from the Approved Contractors Listing will be made jointly by the Procurement Department and the User Department. Permanent Disqualification of a Contractor may be imposed if any of, but not limited to, the following conditions occur:

- i. The Contractor, supplier, a director or official of the supplier or Contractor is convicted for a criminal offense relating to obtaining or attempting to obtain a Contract or subcontract; and
- ii. The Contractor has offered gratuity to the Contract Manager in an attempt to gain a competitive advantage over other Contractors.

7.8 Temporary Disqualification from the Approved Contractors Listing

A Contractor may be removed temporarily from the Approved Contractors Listing in circumstances where the Contractor becomes temporarily unavailable to fulfil his obligations under this Agreement. The decision to remove a Contractor temporarily from the Approved Contractors Listing will be made jointly by Procurement and Inventory Department and the User

Department. Temporary Disqualification of a Contractor may be imposed if any, but not limited to, the following conditions occurred:

- i. The Contractor or supplier or a director or official of the supplier or contractor is charged for a criminal offence; and
- ii. The Contractor is remanded in custody.

8. ADDITIONAL INFORMATION

All contractors must be prepared to commence work within 3 days of notification and complete the works within the time stipulated in the contract.

I _____ of _____, _____ hereby declare.
(Name of Contractor)(Print) (Address) (City/Town/Village)

that I am of sound mind and have carefully read all the above information. I have subjected myself to the terms of agreement.

(Signature of Contractor)

(Date)

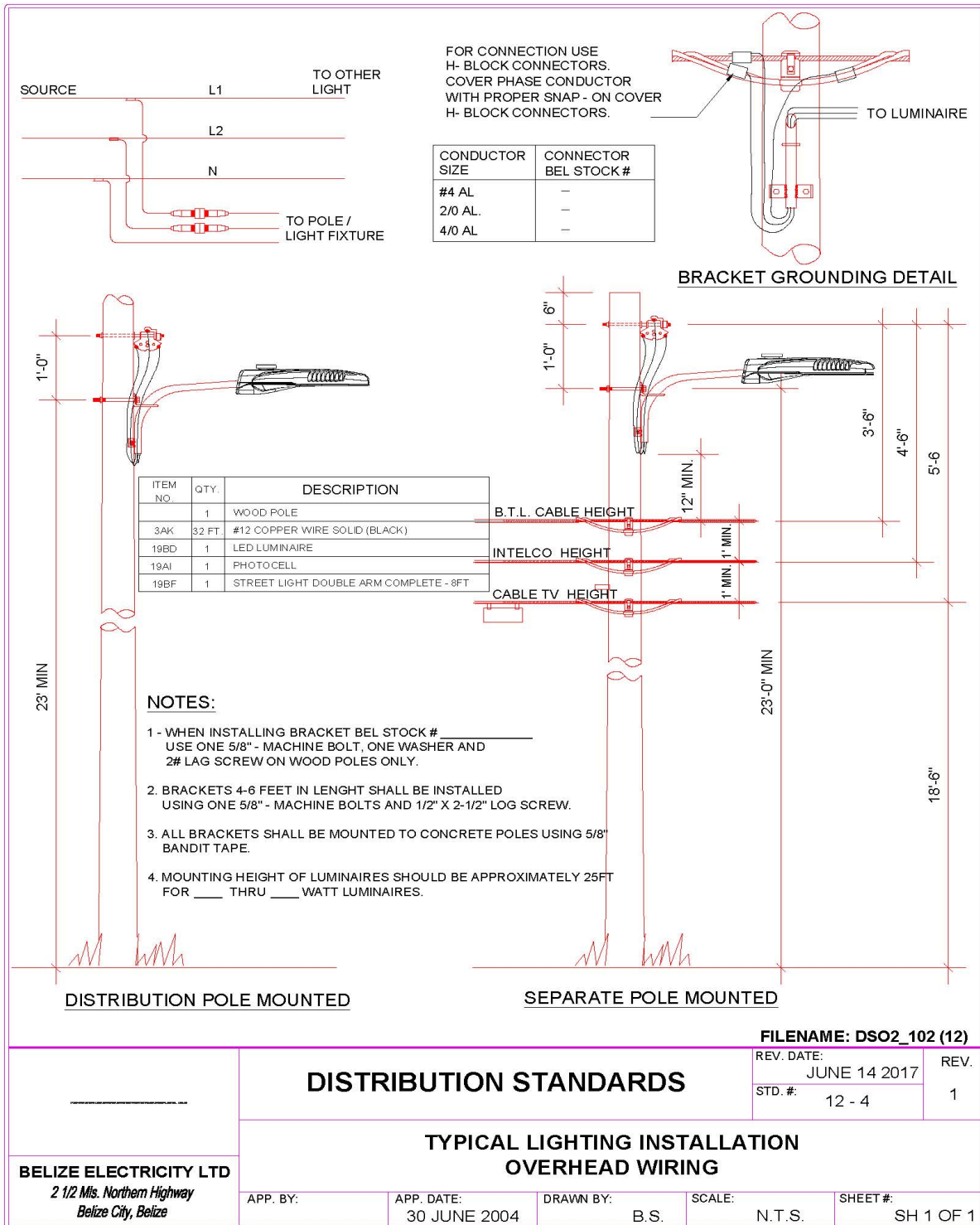
9. ADMINISTRATIVE INFORMATION

Bids will be evaluated using the criteria below:

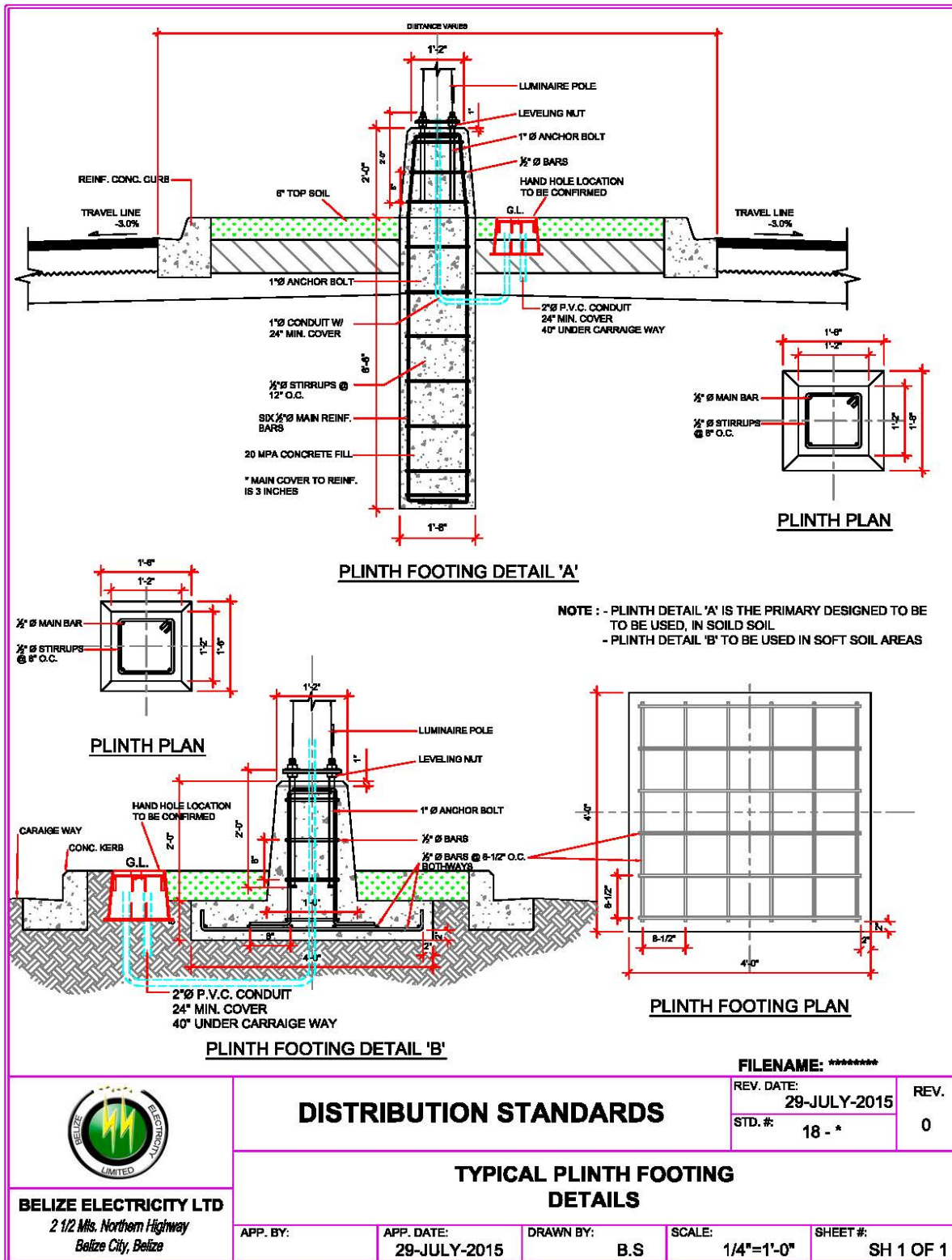
CRITERIA	PERCENTAGE ASSIGNED	GUIDE
Price	60%	The applicable rates and fees to complete the indicated task on the “Standard Contractor - Schedule of Price” must be fair and sufficient to satisfactorily complete the scope.
Proposed Project Duration	15%	Ensure that contractor can complete works according to schedule
Manpower	15%	Contractor needs to ensure crews are available to execute the given scope of works
Tools/Equipment	10%	Ensure contractor has tools and equipment to complete the given scope of works

10. APPENDICIES

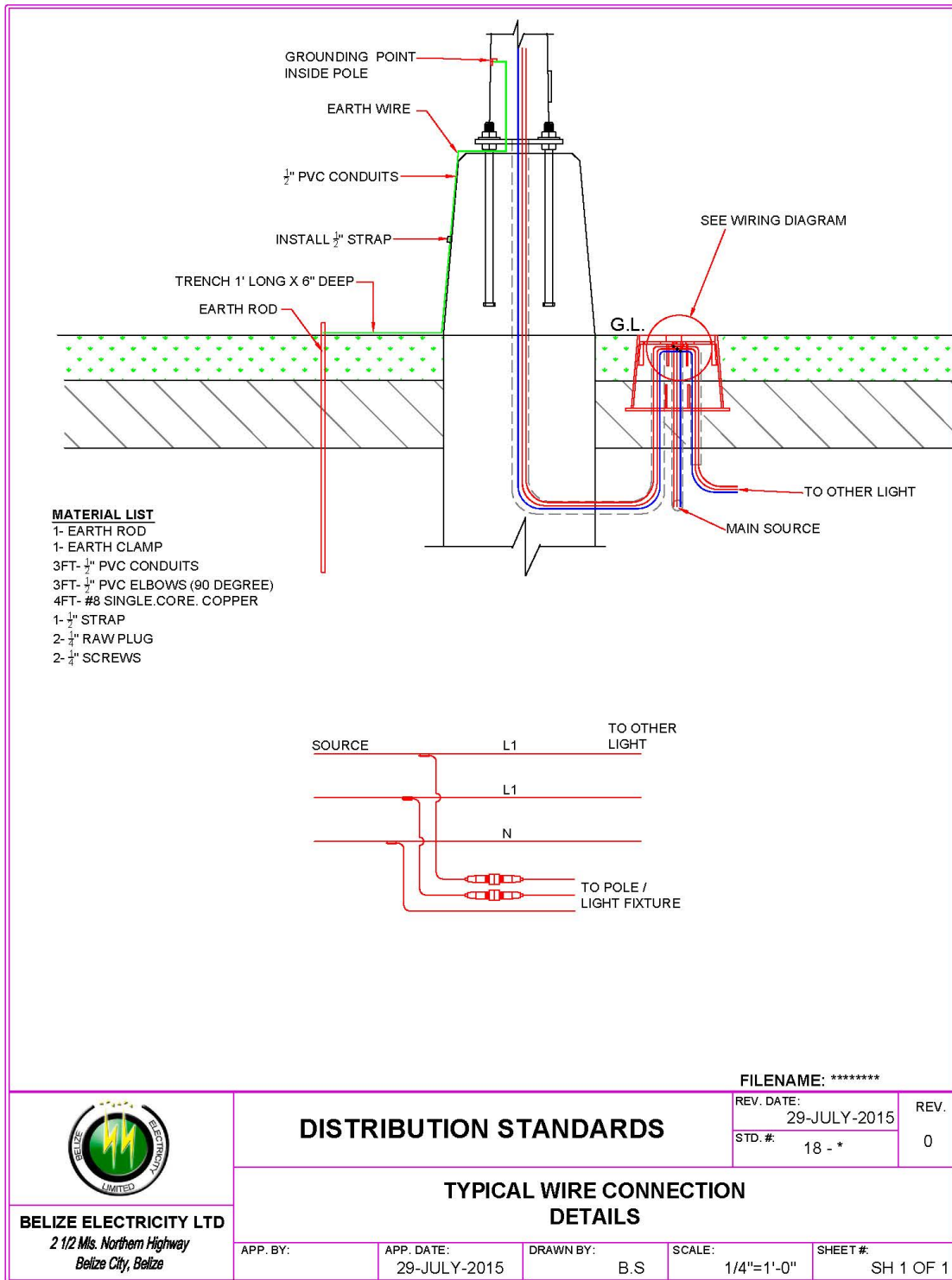
Appendix 1: Typical Lighting Installation Overhead Wiring



Appendix 2: Streetlight Plinth Footing Details



Appendix 4: Streetlight Underground Wire Connection Details



Appendix 5: Employee Listing

CONTRACTOR'S STAFF LISTING		
1	Name:	Experience:
	Social Security Number:	
	Title of position:	
2	Name:	Experience:
	Social Security Number:	
	Title of position:	
3	Name:	Experience:
	Social Security Number:	
	Title of position:	
4	Name:	Experience:
	Title of position:	
	Social Security Number:	
5	Name:	Experience:
	Title of position:	
	Social Security Number:	
6	Name:	Experience:
	Title of position:	
	Social Security Number:	
7	Name:	Experience:
	Title of position:	
	Social Security Number:	
8	Name:	Experience:
	Title of position:	
	Social Security Number:	
9	Name:	Experience:
	Title of position:	
	Social Security Number:	
10	Name:	Experience:
	Title of position:	
	Social Security Number:	

Appendix 6: Contractor Equipment Log Form

EQUIPMENT INFORMATION					
Item	Equipment & Tool Name	Qty	Proposed Location of Equipment	Area of Intended Coverage	Source: Own or Rented or Leased
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					