



2021 ANNUAL CONTRACT

# TENDER DOCUMENT

FOR

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**Streetlight Maintenance**

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Prepared by:  
**Belize Electricity Limited**  
Distribution Operations Department  
2½ Miles Philip Goldson Highway  
Belize City, Belize  
December 2020

Bidders will be required to submit a fixed price quotation, via bid schedule located on page 6 of this document, to perform the services and provide all equipment and materials. Tenders must be submitted via email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) labeled as below:

**BID #2020-236 – Streetlight Maintenance**

Subject of email: **BID # 2020-236 Streetlight Maintenance**

Deadline: **Wednesday, December 16, 2020**

## TERMS OF BIDDING AND EVALUATION CRITERIA

### GENERAL

Bid Number	Type of work	Service Areas
2020-236 BC	Streetlight Maintenance	Belize City
2020-236 LV	Streetlight Maintenance	Ladyville
2020-236 SP	Streetlight Maintenance	San Pedro (including Caye Caulker)
2020-236 CZ	Streetlight Maintenance	Corozal
2020-236 OW	Streetlight Maintenance	Orange walk
2020-236 BP	Streetlight Maintenance	Belmopan
2020-236 SI	Streetlight Maintenance	San Ignacio
2020-236 DG	Streetlight Maintenance	Dangriga
2020-236 IN	Streetlight Maintenance	Independence (including Placencia)
2020-236 PG	Streetlight Maintenance	Punta Gorda

#### 1. Scope of Bid:

- 1.1 This Streetlight Maintenance tender document will have contractors (bidders) specify a firm and fixed unit price for the completion of Repair, Replacement or installation of Light Fixtures, this includes HPS ( High Pressure Sodium ), MV Mercury Vapor and LED ( Light Emitting Diode ) Streetlight Fixtures. The expected list of duties to be perform is in the “Standard Contractor - Schedule of Price” below. The **Streetlight Maintenance** contract aims to accommodate Customer driven request or BEL internal Request received throughout the years **two thousand twenty-one to Two Thousand twenty-three (2021 – 2023)**. 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. The works described by the “Standard Contractor - Schedule of Price” is not exclusive to the bid winner for the Service Area. BEL can utilize any contractor to complete the same nature of works within the Service Area by means of other company policies and procedures. 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 selected bidder must successfully complete two mandatory training offered by Belize Electricity Limited: 1. The Safety practices to install and Repair Streetlights 2. The review of BEL’s Distribution Streetlight Standards. The Bid winner must, at all times, ensure that works being done are performed by a qualified person. A contractor is allowed to bid for multiple load centers if he/she so choose, you must submit one (1) form with the associated prices per Service Area. 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 are: Corozal Service Area , Orange Walk Service Area, San Pedro Service Area (including Caye Caulker), Belize City Service Area, Ladyville Service Area , Belmopan Service Area , San Ignacio Service Area , Dangriga Service Area, Independence Service Are (including Placencia), and Punta Gorda Service Area.

1.2 Intent of this Contract, Contractor Selection – Streetlight Maintenance 2021 - 2023  
The intention of this Contract, Contractor Selection- Streetlight Maintenance 2021 – 2023 is to provide prospective bidders with sufficient information to prepare a bid. Following receipt of the bid, Belize Electricity Limited (BEL) will evaluate and select the successful submission. This Contract, Contractor selection – Streetlight Maintenance Tender 2021 - 2023 does not contain an exhaustive list of the works to be performed. Any works that ties to the nature of works executed under the Streetlight Maintenance but is outside the description of the “Standard Contractor - Schedule of Price” must be submitted to the Superintendent of the respective zone for approval of payment. Each proposal will be evaluated on its own merit. BEL intends, if it accepts any tender at all, to base its decisions on criteria that BEL considers to be in its best interest. Any tender may be withdrawn at any time before acceptance at the option of the bidder.

1.3 **Contract:** BEL will have completed Contract signed between the Company and the successful bidder.

## 2. Proposal Submission and Inquiries

2.1 Submission referring to the Contractors selection Streetlight maintenance 2021 – 2023 will be received from invited bidders by email only on or before **4:00 p.m. on Wednesday, December 16, 2020 (Private Opening)**

To submit your bid, please return the last page of this document as an attachment to:

Email: [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz)

Subject of email: **BID # 2020-236 Streetlight Maintenance**

Label your bid on the “schedule of prices” using the bid label provided on the first page of this document

2.2 Inquires related to this tender shall be submitted via e-mail to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) or contact Ashton Webster at 501-610-0406.

## 3. Scope of Service

3.1 See “Schedule” for price listing.

The successful bidder must be prepared to commence work once called upon throughout the contractual years; he/she must make themselves available in a reasonable amount of time to regular customer request (**3 days maximum**). The Start date is based on the approved contract from Procurement Department, the contract will conclude at the end of three years or when the funds allocated for the contract is completed.

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 should be able to complete the requested works with reasonable amount of time to Regular customer request (5 days maximum) and respond immediately to emergencies when requested.
- F. The Contractor is responsible to pay for the following insurances for the duration of the contract:
  - i. **General liability Insurance**
  - ii. **Employees insurance**
- G. The Contractor is to ensure that materials are properly accounted for.
- H. The Contractor is responsible to receive the Streetlights at the load center, and all used Retired Lights removed from the system should be returned back to the load center.
- I. Contractor will be charged the depreciated cost of the Streetlight plus a surcharge of \$50.00 for any Streetlight not returned to the company.
- J. If the contractor resides outside of the load center, additional travel costs will not be accounted for within contract. The Travelling Cost should be affixed to the unit prices.
- K. 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.
- L. Payment will be made as per amount of works specified by works verification form. Each contractor must complete all works verification form at the end of each working day. This form should be submitted to the line supervisor for consent that works has been completed.
- M. Submission of invoices and supporting documentation for period 1st – 15th of the month must be submitted by the end of the current month.
- N. Invoices and supporting documentation for period 16th to the end of the month must be submitted by the 15th of the following month.

#### **4. Schedule of Prices**

- 4.1** Fill out the table below and email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) with the email subject **BID #2020-236 Streetlight Maintenance**.

***Note: All contractors are required to have a Public Liability and Employers Liability Insurance. All contractors are required to pay 3% tax.***

**The table below lists is per unit. Please include all cost in your unit cost**

Contractor (print name)	
Company's Name (if applicable)	
Permanent business address	
Bid Number ( Service area)	

Description of works	Unit	Price / Unit	Total cost / unit which includes any additional charges
Streetlight Repair	1		
Streetlight Replacement	1		
Streetlight Installation	1		
Removal of Vines	1		

Sub-total		
GST if your company is registered		
Total Price		

**Please verify all prices before submitting**

Signature of the Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Cell number: \_\_\_\_\_