

DEPARTMENT OF VEHICLE AND DRIVERS' LICENCING

DEPARTMENTAL TENDERS COMMITTEE
MEETING FORM

FOR THE SUPPLY OF GOODS OR SERVICES VALUED GREATER THAN CI \$5,000 AND LESS THAN CI \$100,000 IN ACCORDANCE WITH THE PROCUREMENT REGULATIONS - A SINGLE WRITTEN ESTIMATE OR QUOTATION WILL SUFFICE. HOWEVER, IT IS THE MINISTRY'S (CPI) POLICY (SEE ATTACHED) IN ORDER TO ENSURE "VALUE FOR MONEY" IT IS BEST PRACTICE TO OBTAIN AT LEAST THREE QUOTES IF GOODS OR SERVICES ARE VALUED AT LESS THAN CI \$ 4,999.99

TENDER NO: DTC - # 007/2019

FOR:

DATE: 31st December 2019

<u>Item</u>	<u>Details</u>	<u>Quantity</u>
Condenser	3 Ton 16 SEER	1 each
Air Handler	3 Ton 16 SEER	1 each
Copper Pipe	3/4 roll	1 each
Copper Pipe	3/8 roll	1 each
Rubber Tex	3/4 x 3/4	6 pieces
Thermostat	-	1 each
Duct Board	-	4 sheets
Duct Tape	Silver	2 rolls
Sidewall Grill	8 x 14	5 each
Air Handler Stand	-	1 each
Thermostat W	4 Core	1 roll
Freon	410A	1 can

AT: DVDL

PRESENT:

DESIGNATION: Director

NAME: David W. Dixon

DESIGNATION: Manager (DVDL)

NAME: Georgina Seymour

DESIGNATION: IT/Admin Officer

NAME: Nancy Fisher
(Acting IT Officer / Manger Customer Service)

SCOPE (Description of goods or services to be procured or purchased):

To provide as replacement to aging and dysfunctional air-conditioning system at the plate plant on the recommendation of Public Works Department. The current system was a temporary fix back in September 2018.

<u>Item</u>	<u>Details</u>	<u>Quantity</u>
Condenser	3 Ton 16 SEER	1 each
Air Handler	3 Ton 16 SEER	1 each
Copper Pipe	¾ roll	1 each
Copper Pipe	3/8 roll	1 each
Rubber Tex	¾ x ¾	6 pieces
Thermostat	-	1 each
Duct Board	-	4 sheets
Duct Tape	Silver	2 rolls
Sidewall Grills	8 x 14	5 each
Air Handler Stand	-	1 each
Thermostat Wire	4 Core	1 roll
Freon	410A	1 can

ESTIMATED COST: CI \$ 2,576.92

BRIEF SUMMARY OF TENDERS RECEIVED:

A total of five (5) requests were submitted for quotations. In so far, we have received three (3) bids from vendors that have supplied goods to various clients in the Cayman Islands.

NO:	NAME OF VENDOR:	AMOUNT (\$):	REMARKS:
1	Polar Bear Air Conditioning	CI \$ 3,336.50	Not recommended
2	Cayman Air Conditioning	CI \$ 2,996.45	Considered
3	Smith's A/C & Refrigeration	CI \$ 2,576.92	Recommended

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**DEPARTMENTAL TENDERS COMMITTEE
MEETING FORM (Cont'd)**

COMMITTEE'S RECOMMENDATIONS:

DVDL recommends Smith's A/C & Refrigeration as the successful bidder based on their expertise and offering the best value for money. In addition, this company has worked with the Public Works Department in the past, and has a proven track record in the Cayman Islands for dependability.

DTC NOTES:


1. In August 2018, the Public Works Department recommended that the existing split air conditioning system at the Plate Plant be replaced with a ducted system for efficiency and the best value for money. However, due to the urgency of having the equipment cooled, we temporarily replaced the motor of the split system. This motor has now malfunctioned and is no longer functional. See e-mail attached.
2. There were three quotes received, with Smith's A/C & Refrigeration being the lowest bid at CI \$2,576.92 and the other bid was CI \$2,996.45 received from Cayman Air Conditioning. However, upon reviewing the quotes obtained, we noticed that Smith's A/C & Refrigeration came out to be the best fit for the Plate Plant based on the specifications and the cost when prices were compared. Hence the reason to source the air-conditioning ducted system from this particular vendor - (See attached Quotations).
3. This is a time sensitive matter as the current split air-conditioning system is no longer functional and the equipment generates a significant amount of heat during operation. Therefore it is required by the manufacturers of the system and the supplier Tonnjes to keep the machinery cooled at all times.
4. Smith's A/C & Refrigeration is a reliable supplier of goods to the Cayman Islands especially with the Public Works Department (CIG).
5. We will require the Ministry (CPI) to assist with this purchase until our budget (2020) for the acquisition of these goods is realised.
6. A Purchase Order will be issued in due course to Smith's A/C & Refrigeration.

Reviewed by the Finance Manager or Designate (DVDL)

Signed: 

Date: 6-Jan-2020

Reviewed by the Director (DVDL) or Designate:

Approved By: 

Date: 31st December 2019

