



## REQUEST FOR QUOTATION

The Department of Environment invites interested and qualified persons to submit quotation for Park Signs. Please be guided by the below terms of reference.

Quotations should be accompanied by completed vendor form and must be submitted on or before 23<sup>rd</sup> August 2019 to the below contact:

Electronical Quotations should be sent to: Email: [sknprotectedareas@gmail.com](mailto:sknprotectedareas@gmail.com)

Hardcopy Quotations should be sent to: Conserving Biodiversity Project  
Department of Environment  
Ursula Amory Building  
Corner Central and New Street  
Basseterre, St. Kitts  
Tel: 869-466-8535

### TERMS OF REFERENCE Signage Supplier – Park Signs

<b>Project Title:</b>	Conserving Biodiversity and reducing habitat degradation in Protected Areas and their areas of influence
<b>Duration of assignment:</b>	1 ½ Month
<b>Estimated Start Date:</b>	2 <sup>nd</sup> September 2019
<b>Contract Type:</b>	The Government of St. Kitts and Nevis Professional Services Contract
<b>Location:</b>	St. Kitts and Nevis
<b>Implementing Partner:</b>	Department of Environment - Ministry of Agriculture et al

#### Background

The St. Kitts Department of Environment and the Nevis Department of Physical Planning and Environment have the ultimate authority on environmental matters in St. Kitts and Nevis. These two departments are the lead Federal entities for a wide range of environmental issues. The departments are responsible for all Terrestrial Protected Areas in the Federation of St. Kitts and Nevis which include all hiking trails in the forest. As part of the department's management strategy they are distributing informational, interpretive, directional, and wayfinding signage throughout the Protected Areas to ensure users' adherence to the rules and regulations of the Parks for their safety and the further conservation of the biological resources.

#### Objective

The specific objective of this assignment is to provide ecofriendly and environmentally compatible durable interpretive, directional, trail entrance and wayfinding signs for the Terrestrial Protected Areas in St. Kitts and Nevis.

#### Scope of Work

The supplier will be responsible for undertaking the following activities:

- i. Provide the below with the following specification along with tamper-resistant hardware post mounting accessories (5/16-5/18 carriage bolts and breakaway nuts) for each sign. Graphic details for each sign will be provided after contracting:



- Eight (8) Directional signs - Post mounted high intensity prismatic reflective (type IV) aluminum TRAIL NAME sign 24x36 in. 80 mil with corner holes in brown (PMS 1615)
- Fifteen Trail entrance signs - Post mounted high intensity prismatic reflective (type IV) aluminum TRAIL NAME sign 24x36 in. 80 mil with corner holes in brown (PMS 1615)
- Thirty-seven (37) Wayfinding signs – Post mounted high intensity prismatic reflective (type IV) aluminum:
  - 10 18 x 12 in. 80 mil with center holes in brown (PMS 1615) with white edging, with right arrow X 15, with left arrow X 3
  - 8 arrow shaped sign (pointing right) 6x18 in. 80 mil with center holes in brown (PMS 1615) with white edging X 1
  - 1 MULTI-USE TRAIL 18x12 in. 80 mil with center holes in green (PMS 326) with white edging X 1
  - 10 18x12 in. 80 mil with center holes in brown (PMS 1615) with white edging
  - 5 18x18 in. 80 mil with center holes in white
  - 3 12 in. 80 mil with center holes in white
- Seventeen (17) Trail signs - Post mounted high intensity prismatic reflective (type IV) aluminum HIKING TRAIL sign 30x60 in. 80 mil with center holes in: Warm grey (PMS-Warm Gray 2), Olive Green (PMS-5753) or Dark Blue (PMS-303), X1
- Two (2) Interpretive panels - Low profile cantilever exhibit base, aluminum extrusion frame, with full metal backing, displayed between the two posts. Base frames 18” to 24” high. widths are 24”, 45-degree angles, black polyurethane textured paint finish, 1/8 EnviroReader frame Dimensions: 24.5" x 18.5"
- Twenty (20) Plant identifiers – 5” x 11” panel
- Optional: May or may not be provided – mounting post for each sign.

## Outputs

The results to be achieved under this assignment include the following:

- Eight (8) Directional signs - Post mounted high intensity prismatic reflective (type IV) aluminum TRAIL NAME sign 24x36 in. 80 mil with corner holes in brown (PMS 1615)
- Fifteen Trail entrance signs - Post mounted high intensity prismatic reflective (type IV) aluminum TRAIL NAME sign 24x36 in. 80 mil with corner holes in brown (PMS 1615)
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  - 8 arrow shaped sign (pointing right) 6x18 in. 80 mil with center holes in brown (PMS 1615) with white edging X 1
  - 1 MULTI-USE TRAIL 18x12 in. 80 mil with center holes in green (PMS 326) with white edging X 1
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  - 5 18x18 in. 80 mil with center holes in white
  - 3 12 in. 80 mil with center holes in white



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- Twenty (20) Plant identifiers – 5” x 11” panel
- Optional: May or may not be provided – mounting post for each sign.

## Qualifications and Experience

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Experience	<ul style="list-style-type: none"><li>• A minimum of 3 years working experience in providing signage.</li><li>• Licensed Business</li><li>• Experience in similar assignments</li></ul>
Competencies	<ul style="list-style-type: none"><li>• Timely delivery of high-quality signs;</li><li>• Fluency in spoken and written English</li></ul>

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## Guidelines for quote

- Quotes must be accompanied by evidence of previous work / portfolio.
- All quotes must include shipping cost to St. Kitts. The department will be responsible for clearing the finished items from the local Customs office.
- Two quotes must be submitted: One with the cost of the mounting posts/polls, and one without cost of the mounting posts/poll.
- Quotes should **NOT** include installation cost.

## Reporting

The successful proponent will report to:

The Director

Department of Environment

Third Floor, Ursula Amory Building

Corner of Central and New Street

Basseterre St. Kitts

Deliverables become final once all tasks requirements are completed and approval is granted by the Director of the Department of Environment.

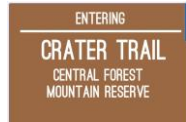
Quote Deadline: **23rd August 2019**



## Examples



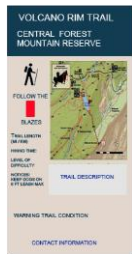
**Directional Sign**



**Trail Entrance Sign**



**Way Finding Signs**



**Trail Sign**



**Interpretive Panel**



**Plant Identifier**



**INSTRUCTIONS**

Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.

## Department of Environment

*(for Individual or Company Contracts)*

1. Family Name                                      First Name                                      Middle name                                      Maiden name, if any

Company Name:

2. Is your business licensed

Yes

No

3. Permanent address

4. Present Address (if different)

5. Office Telephone No.

Office Fax No.

Office E-mail No.

Telephone No.

Telephone No.

Fax No.

Fax No.

6. EDUCATIONAL. (IF REQUIRED IN THE TERMS OF REFERENCE OR ASSIGNMENT REQUIREMENTS)

A. UNIVERSITY OR EQUIVALENT

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year	DISTINCTIONS OBTAINED	

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 16 (e.g. high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	



6. SERVICES OFFERED RECORD:		
A. SIMILAR ASSIGNMENT		
DATE:	COMPANY OR INDIVIDUAL:	ASSIGNMENT DETAILS:
7. SERVICES OFFERED RECORD:		
A. SIMILAR ASSIGNMENT		
DATE:	COMPANY OR INDIVIDUAL:	ASSIGNMENT DETAILS:
8. SERVICES OFFERED RECORD:		
A. SIMILAR ASSIGNMENT		
DATE:	COMPANY OR INDIVIDUAL:	ASSIGNMENT DETAILS:
9. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.		
DATE: _____		SIGNATURE: _____