

Tobago Tourism Agency Limited

Jerningham Court,
Corner Jerningham and Ross Streets,
Scarborough, Tobago.
Tel: 612-8825 ext. 2005
Email: corporate@tobagotourism.org

Proprietary and confidential

REQUEST FOR PROPOSALS

**For the Provision of Audit Services for the
Tobago Tourism Accommodation Upgrade Project
for the period January 2019 to September 2020.**

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SECTION I

INVITATION TO FIRMS

REQUEST FOR PROPOSALS

The Provision of Audit Services for the Tobago Tourism Accommodation Upgrade Project

The Tobago Tourism Agency Limited (TTAL), a company established by the Tobago House of Assembly in February 2017 has embarked upon a project to facilitate the upgrade of guestrooms of small and medium sized hotels and guesthouses in Tobago, through the provision of a reimbursement incentive, to owners to upgrade their accommodation properties to meet and/or exceed the Trinidad and Tobago Standard Requirements for Tourist Accommodation *Part 1: Hotels and Guesthouses (TTS 22-1:2012) or Part 2: Bed and Breakfast and Self-catering Facilities (TTS 22-2:2014)*.

The Tobago Tourism Agency Limited (TTAL) invites suitably qualified consultants/firms to submit tenders for the provision of **Audit Services for the Tobago Tourism Accommodation Upgrade Project**.

Scope of Work

The Consultant/firm will be required to verify the transactions and expenditure of all Hotels and Guesthouses applying for the incentive to ensure that there is proper disclosure, accountability and transparency of all accounting records and expenditure transactions which will facilitate the reimbursement process.

Award Criteria

TTAL will award the contract to the tenderer whose tender has been determined to be fully responsive to the Tender Documents, and who has satisfied the qualification requirements as outlined in the Tender Documents as follows:

- i. A track record in the provision of audit services and in particular in the hotel and tourism industry;
- ii. Adequacy of the programme of execution and proposed methodology in responding to the Terms of Reference;
- iii. Key personnel with the required qualifications and experience to undertake the work required; and
- iv. Are financially stable (as evidenced initially by a reference from your Bankers).

Tenderers must attain a minimum acceptable score is 70% in each section of each criteria in order to be further considered.

Submission of Bids

Please submit **one (1) complete original and three (3) copies** of the proposal in an otherwise unmarked envelope labeled and addressed to:

**“PROVISION OF AUDIT SERVICES FOR THE
TRINIDAD AND TOBAGO TOURISM ACCOMMODATION UPGRADE PROJECT”**

Tobago Tourism Agency Limited
Jerningham Court,
Corner Jerningham and Ross Streets,
Scarborough, Tobago.

Attention: The Chief Executive Officer

Proposals can be submitted from Friday 16th November, 2018 and be deposited in the BROWN Tenders Box located in the lobby of the TTAL (Jerningham Court, Corner Jerningham and Ross Streets, Scarborough, Tobago) between 8:00 a.m. and 4:00 p.m. but **no later than 1:00 p.m. on Friday 30th November, 2018.**

Tenders will be opened shortly thereafter. The tenderer or an authorized representative may be present at the opening.

Tenderers should note that **the dimensions of the SLOT in the Tenders Box are 37.5 cm x 5.5 cm** and tenders should, therefore, be packaged accordingly. Copies can be packaged separately.

The TTAL is not bound to accept the highest or lowest bid or any incomplete proposals.

Late proposals **will not** be accepted in any circumstances. Bids will not be accepted electronically. The qualifying firm will be informed accordingly.

The TTAL reserves the right to cancel the bidding process in its entirety or partially, without defraying any cost incurred by any firm or company in submitting their proposal.

**The Chief Executive Officer
Tobago Tourism Agency Limited**

SECTION II

TERMS OF REFERENCE

1. BACKGROUND

The Agency was formed as the execution agency responsible for driving the rejuvenation and competitiveness of tourism in Tobago in furtherance of the goals and objectives of the Tobago House of Assembly's Comprehensive Economic Development Plan (CEDP). The core mandate of the Agency is to lead the (re) development of the island's tourism product and the marketing and (re) positioning of Tobago as a premier island destination founded on the principles of sustainable development.

The address of its registered office is Jerningham Court, Corner Jerningham and Ross Streets, Scarborough, Tobago.

2. SCOPE OF SERVICES

The Tobago Tourism Agency Limited (TTAL) is seeking a qualified and experienced firm to provide **Audit Services** for the **Tobago Tourism Accommodation Upgrade Project**. This external audit firm will act as TTAL's appointed agent to review and verify the transactions and expenditure of all Hotels and Guesthouses applying for the incentive to ensure that there is proper disclosure, accountability and transparency of all accounting records and expenditure transactions which will facilitate the reimbursement process.

3. PROJECT DESCRIPTION

The **Tobago Tourism Accommodation Upgrade Project** aims to facilitate the upgrade of the existing guestrooms of small and medium sized hotels and guesthouses in Tobago by providing an incentive to owners to upgrade their accommodation properties to a first class level to meet and/or exceed the Trinidad and Tobago Standard Requirements for Tourist Accommodation *Part 1: Hotels and Guesthouses (TTS 22-1:2012)* or *Part 2: Bed and Breakfast and Self-Catering Facilities (TTS 22-2:2014)*.

The Incentive

The Project will be implemented by the Tobago Tourism Agency Limited (TTAL).

Hotels and Guesthouses with 6-150 guestrooms can benefit from a reimbursement of 50% of upgrade expenditure per room up to a maximum reimbursement of \$30,000 per room in Tobago up to an overall maximum reimbursement of \$1,500,000 per property.

Small Tourism Properties with 1-5 guestrooms can benefit from a reimbursement of 40% of upgrade expenditure per room up to a maximum reimbursement of \$30,000 per room in Tobago up to an overall maximum reimbursement of \$150,000 per property.

Hotel and Guesthouse Eligibility Criteria (6 – 150 guestrooms)

To participate, properties must meet the following criteria:

- 6-150 guestrooms;
- In existence for four years and over;
- Current in payment of Hotel Room Tax;
- Certificate of Business Registration;
- Proof of Ownership of Property/Deed/Certificate of Title;
- National Identification;
- Board of Inland Revenue Tax Clearance Certificate;
- Value Added Tax Clearance Certificate;
- Proof of Public Liability Insurance;
- Building approval from the Town & Country Planning Division;
- Certified/Registered under the Trinidad and Tobago Tourism Industry Certification (TTTIC) Programme or the Tobago House of Assembly or if not, proof of application for certification;
- Submission of a scope of upgrade work with plans, estimated costs & timelines;
- Not currently in receipt of grant funds for upgrade works from any other arm or agency of the Government of the Republic of Trinidad and Tobago.

Small Tourism Properties Eligibility Criteria (1-5 guestrooms)

To participate, properties must meet the following criteria:

- 1-5 guestrooms;
- Operating as a tourism accommodation for more than 4 years;
- Proof of Ownership of Property/Deed;
- Building Approval from the Town and Country Planning Division;
- Public Liability Insurance;
- Board of Inland Revenue Tax Clearance Certificate;
- Certificate of Business Registration (if applicable);
- Value Added Tax (VAT) Clearance Certificate (if applicable);
- Registered member of the Small Tourism Accommodation Owners of Trinidad and Tobago (STAOTT) or the Tobago Unique Bed and Breakfast and Self-Catering Facilities Association (TUBBSCA);
- Certified/Registered under the Trinidad and Tobago Tourism Industry Certification (TTTIC) Programme or the Tobago House of Assembly (THA) or willing to sign a formal commitment to apply;
- Scope of Upgrade Works with estimated costs, plans and timelines;
- Not currently in receipt of grant funds for upgrades from any other arm or agency of the Government of the Republic of Trinidad and Tobago.

Procedures and Controls

Each property will be subject to a *pre-upgrade inspection* to be conducted by the TTAL, the aim of which will be to identify the areas the property wishes to enlist to the project and to detail the type of work required. This will result in the completion of a *Pre-Upgrade Inspection Report*. Upon the completion of the upgrade work, a post upgrade inspection will be conducted by the TTAL and a *Post-Upgrade Inspection Report* will subsequently be prepared. Recommendations for reimbursement will be on the basis of the post upgrade inspection. To assist the property in meeting the requirements set out, a schedule of interim inspections to view work-in-progress will be conducted by the TTAL at least once per month or as required.

Range of eligible upgrade work

Refurbishment/upgrade works will include, but not be limited to:

- Painting
- Lighting
- Signage
- Landscaping
- Parking areas, walkways
- Replacement of ceiling, flooring and walls
- Repair, replacement to roof
- Electrical/Plumbing repairs and replacement
- Replacement of Fixtures
- Repair/replacement of furniture and appliances
- Linen and drapes
- Replacement of Fire Extinguishers
- Replacement of Electrical Outlets

The Reimbursement Process

Upon completion of the upgrade work, original bills and receipts will be examined by the independent auditor to be engaged by the TTAL, to validate the amount of the reimbursement. The Auditor will also be authorized to conduct third party verification as necessary. The TTAL will reserve the right to utilize the services of a Chartered Valuer or similar professional in determining the validity of receipts where varying opinions arise.

Legal and Other Requirements

Each property owner wishing to access the incentive will be required to enter into a legal agreement with the TTAL, which will contain all attendant terms and conditions pertinent to the Project. The Pre-Upgrade Inspection Report and the Scope of Upgrade Works will form part of this agreement.

4. OBJECTIVES

The objectives are as follows:

- To provide audit services to the TTAL to ensure that there is proper disclosure, accountability and transparency of all accounting records and expenditure transactions by Accommodation Operators;
- To physically verify the upgrade works conducted;
- To verify and validate the amount of the reimbursement due to Accommodation Operators in an expeditious manner to assist in facilitating timely reimbursement to Accommodation Operators by the TTAL.

5. SERVICES TO BE PERFORMED

The audit firm will be required to provide audit services in keeping with the needs of this Project. It is estimated that there may be approximately 115 properties with 2,184 guestrooms in Tobago which may be eligible for the incentive.

The TTAL will also require the firm to audit upgrade work in various areas of the accommodation property. These other areas will include the following:

- Guestrooms
- Reception and Front Desk
- Public Restrooms
- Dining Area
- Kitchen
- Meeting and Pre-Function Areas
- Bar Facilities
- Gyms and Fitness Rooms
- Swimming Pools
- Private Areas (Guestrooms, Balconies, Bathrooms, Kitchenettes)
- Food Preparation and Service Areas (Storage, Food Holding Display Areas)
- Building Exterior
- Any other area that requires auditing as determined by the TTAL.

The role and function of the auditor will be to verify and validate expenditure by these accommodation properties which have been incurred pursuant to the terms and conditions set out in the Contract with the TTAL and to recommend the level of re-imbursement which can be legitimately paid by the TTAL. The audit firm would be required to perform services which will include but not be limited to the following:

- i. Review Letters of Agreement between the Tobago Tourism Agency Limited (TTAL) and the respective accommodation property;
- ii. Ensure that the cost of items submitted for reimbursement by the respective accommodation property reflect genuine, fair and reasonable pricing;
- iii. Ensure that each accommodation property submits separate, clear and accurate bills and receipts specific to the expenses incurred in the upgrade;
- iv. Examine and validate the bills and receipts of hotels and guest houses with specific reference to the agreed upgrade project as required;
- v. Undertake site visits after the upgrade works to physically verify that the works completed can be matched against the TTAL's Pre and Post Upgrade Inspection Report, bills and receipts submitted for all upgrade works undertaken;

- vi. Provide a report per property indicating the results of the examination, review, validation and verification of the bills and receipts submitted; including a recommendation on the level of reimbursement justified.

6. KEY DELIVERABLES

- i. A report per package of bills per property being examined and audited indicating the verification of all bills and receipts as per accepted audit practices and written recommendation and or opinion if so advised for reimbursement.

7. REPORTING AND MEETINGS

The audit firm will report to the Chief Executive Officer, Tobago Tourism Agency Limited. The audit firm will be required to inform the TTAL as progress occurs in relation to the execution of the services and to attend meetings at the TTAL as required. In addition, the Consultant is expected to attend any site visits/inspections to participating accommodation properties with representatives of the TTAL as required.

8. FACILITIES PROVIDED BY TTAL

The TTAL will:

- i. Make available any relevant information in its possession;
- ii. Provide any necessary assistance to the Company, agreed to during negotiations to ensure a seamless execution of its duties;
- iii. Facilitate arrangements for meetings with relevant agencies or institutions and with participating Accommodation Operators;
- iv. Provide a Project Leader who will be TTAL's chief liaison with the Company;
- v. Ensure that participating accommodation properties are fully aware of the nature and scope of the audit and are prepared to co-operate with the audit team.

9. THE AGREEMENT

The audit firm will be required to enter into a formal agreement with the TTAL for the initial period of twenty-one (21) months. The TTAL will not be responsible for, or pay for expenses or losses which may be incurred by the Company in the preparation of the Tender or contract. The TTAL may reject any proposal that does not comply with any of the requirements listed above.

10. BASIS OF AWARD

The TTAL reserves the right to reject any or all Tenders. Without limiting the generality of the foregoing, any Tender which is incomplete, obscure or irregular may be rejected. Tender documents are not transferable.

11. DURATION OF ASSIGNMENT

The duration of the initial assignment is twenty-one (21) months or upon completion of the project deliverables.

SECTION III

INSTRUCTIONS TO FIRMS

1.0	Instructions to Firms
1.1	The Client is: Tobago Tourism Agency Limited
1.2	The name and identification of the RFP Document is: "PROVISION OF AUDIT SERVICES FOR THE TOBAGO TOURISM ACCOMMODATION UPGRADE PROJECT"
1.3	Tobago Tourism Agency Limited will not be liable for any fees or expenses incurred by the prospective firm in the preparation of its proposal, or any costs incurred by the firm prior to the award of a contract, or in circumstances where this RFP may be terminated or aborted.
1.4	Proposals must remain valid for a period of one hundred and twenty (120) days after the closing submission date. In exceptional circumstances, the TTAL may request that the consultant extend the period of validity for a specified additional period. The request and response shall be in writing.
1.5	The firm shall fully satisfy the requirements defined by and in these invitation documents and the prices presented in the offer shall include all costs for full and complete performance including incidentals, in the event of appointment as auditor.
1.6	The firm/consultants warrants that it fully understands the nature of the project and hence no additions to the quoted price(s) for claimed omissions will be entertained after the closing date.
1.7	Bid Currency – All Fees, Rates and Expenses quoted shall be in fixed Trinidad and Tobago Dollars. The quotation must contain prices fixed and firm (inclusive of Value Added Tax "VAT" to be shown separately).
1.8	Proposals shall include a statement that said quoted prices shall remain fixed and firm for the entire period of any resultant engagement.
1.9	Payment Terms 100% within ninety (90) days of receipt of invoice, against completion of services and finalisation and acceptance of deliverables by the Tobago Tourism Agency Limited.
1.10	Duty of Confidentiality This RFP is the property of the Tobago Tourism Agency Limited and no part of it or in whole may be divulged to a third party or copied without the expressed permission of TTAL, other than to employees or third parties who reasonably require access to such content for the purpose of responding to this RFP. Proposals received will be the property of TTAL.

1.11	TTAL understands the need to keep commercial matters contained in the proposals confidential, and will do so. However, it reserves the right to disclose part or all of the contents of the proposal if required by law or in order for a relevant Minister or Public Officer to discharge their duties or obligations to the Government of the Republic of Trinidad and Tobago or to Parliament. Any condition in a proposal that prohibits or restricts the right to make such disclosures shall not be binding on the Division.
1.12	The invited firm is responsible for verifying the completeness and correctness of the package submitted and for highlighting any deficiencies, conflicts or ambiguities that prevent it from submitting a complete response. Failure to comply with the requirements of the RFP submission will be at the prospective firm's own risk. Tenders which are not substantially responsive to the requirements of the RFP Document will be rejected.
1.13	For clarification purposes only: Consultancy Firms are asked to direct all queries concerning this RFP in writing via email no later than Thursday 15 th November, 2018 to: The Chief Executive Officer Tobago Tourism Agency Limited E-mail Address: corporate@tobagotourism.org All reasonable queries will be answered within 2 working days
1.14	The Client will respond in writing to any request for clarification of the RFP document, which it receives. Written copies of the response (including the query but without identifying the source of inquiry) will be sent to all firms who have received the RFP Document.
1.15	At any time prior to the deadline for submission of tenders, the Client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, modify the RFP Document by amendments. The amendment will be communicated in writing to all prospective firms who have received the RFP Document and shall be deemed proper notice. In order to afford prospective firms reasonable time in which to take the amendment into account in preparing their tenders, the Client may, at its discretion, extend the deadline for submission.
1.16	From the date of issue of this RFP until announcement of the award of a contract, firms are prohibited from communicating with any TTAL staff or officials regarding the subject of this RFP, except as expressly permitted by this RFP. Any unauthorized contact with TTAL staff or officials by a prospective firm will disqualify it from further consideration.
1.17	Any effort by a prospective firm to influence the Client in its tender evaluation, bid comparison, or Contract award decision may result in the rejection of its tender.
1.18	While TTAL has every intention of awarding a contract as a result of this RFP, issuance of this RFP in no way constitutes a commitment by TTAL to award or execute a contract. TTAL, in its sole discretion, reserves the right to abort, cancel or terminate this RFP, or not award or execute any contract for this scope of services.

1.19	Failure to Perform: TTAL may cancel the Contract if the successful firm fails to deliver the services, in accordance with the above terms and conditions and any further terms and conditions mutually agreed to by the parties, without incurring any liability to the Client.
1.20	Prior to the expiration of the period of validity of the RFP, the Client will notify the successful firm in writing of the acceptance of its proposal.
2.0	Preparation of Request for Proposals Submission
2.1	The language of the RFP is: English
2.2	<p>Each invited firm is requested to review this section carefully to satisfy its understanding of the conditions of our proposal process and information requirements. No claims on the grounds of lack of knowledge in any respect will be entertained.</p> <p>In responding to this RFP, the firm accepts the responsibility to fully understand the scope of work in its entirety, and in detail, including making any inquiries (whether it does so or not) as necessary to gain such understanding. The process defined below provides equal opportunities for competing firms to do so.</p> <p>TTAL reserves the right to disqualify any firm who demonstrates less than such understanding and reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost or liability whatsoever to TTAL.</p>
2.3	<p>The format of the Technical Proposal to be submitted should include the following:</p> <ul style="list-style-type: none"> — Proposal Submission Form. — Nominated person to coordinate and manage the work. — A detailed methodology of how the Consultant/Firm plans to execute the work, including Account management approach and Conflict management approach if appointed auditors and how the Consultant/Firm will manage the related scope to achieve completion within 30 days of commencement of audit. — Mechanisms to ensure internal quality control including a detailed list of KPIs that would be used to measure and ensure audit quality. — Firm's experience in auditing similar business: <ul style="list-style-type: none"> a. Demonstrate evidence of the experience by the provision of letters of award or signed contracts from past clients b. The provision of Curriculum Vitae and academic certificates together with a statement that the persons proposed shall be made available for the duration of the assignment and only substituted with the consent of the Client. — Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender. — Composition of the team of personnel (Partners and Senior Managers) that the firm proposes for administration and execution of the contract and task assignments including team organization and alignment of experience of key resources with the Company's significant operating activities and locations. <p>All Forms as specified in Section IV of the RFP must be completed.</p>

<p>2.4</p>	<p>Price Proposals shall contain:</p> <ul style="list-style-type: none"> — Proposal Submission Form which must be stamped and signed by an authorized principal of the firm — The Schedule of Fees, Rates inclusive of any overheads and or ancillary Expenses. — Provide proposal for managing inflation or deflated labour and out of pocket expense rates using the relevant indices within the market at the time of negotiation. — Value Added Tax (VAT) is to be shown separately and the total stated inclusive of VAT. <p>The prices quoted shall be: fixed</p> <p>Prices validity period shall be One hundred and twenty (120) days from the closing date of submission.</p> <p>All prospective firms are reminded that the Price Proposal will constitute part of the Contract.</p>
<p>2.5</p>	<p>Prospective firms shall list any deviations and/or exceptions it may have to the invitation requirements. General comments are not acceptable. Any deviation and/or exceptions not listed shall not be accepted.</p>
<p>2.6</p>	<p>Your proposal should include all information requested in this invitation. No unauthorised alterations shall be made in your proposal or the accompanying documents and, if any such unauthorised alteration is made or if your proposal is not properly completed, your entire offer may be rejected.</p>
<p>2.7</p>	<p>Your proposal must state the full legal name and registered office of the firm and, if a corporation, the place of incorporation/continuance. Your proposal must be dated, and signed with the usual signature of a person, or persons, authorised to legally bind the entity. Proposals submitted by individuals shall be signed by such individuals. Proposals submitted by partnerships shall be signed by all partners. Proposals submitted by corporations shall be signed by properly authorized signing officers.</p>
<p>2.8</p>	<p>Offers may be withdrawn by submitting a written withdrawal request to the same address to which it was submitted prior to the closing time. The proposal will be returned to the firm unopened.</p>
<p>2.9</p>	<p>No consideration shall be allowed for increases (extras) to the commercial proposal, or otherwise to modify the terms, due to any failure of the service provider to familiarize itself with this information package.</p>
<p>2.10</p>	<p>All relevant technical and descriptive literature required for a full and complete technical and Quality Assurance evaluation must be provided with the quotation. Please do not include standard literature unless it has a meaningful relevance to the quotation being presented.</p>

3.0	Submission of Request for Proposals
3.1	<p>Prospective Firms must submit one (1) original and three (3) copies of the RFP in a sealed envelope(s). The sealed envelope(s) bearing the name of the firm should be clearly marked as follows:</p> <p style="text-align: center;">“NAME OF FIRM” PROVISION OF AUDIT SERVICES FOR THE TRINIDAD AND TOBAGO TOURISM ACCOMMODATION UPGRADE PROJECT</p> <p>The client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for proposal rejection.</p>
3.2	To assist with the examination, evaluation and comparison of RFPs, the Client may ask the firm for clarification of its RFP submission. The request for clarification and the response shall be in writing or by fax or by electronic mail.
3.3	<p>For <u>Tender submission purposes only</u> the envelope must be deposited in person no later than 1:00 p.m. on Friday 30th November, 2018 to:</p> <p style="text-align: center;">The Chief Executive Officer Tobago Tourism Agency Limited Jerningham Court, Corner Jerningham and Ross Streets, Scarborough, Tobago.</p>
3.4	Regardless of cause, Under no circumstances late proposals will not be accepted and will be returned unopened to tenderers. It is the sole responsibility of the prospective firm to ensure delivery of its proposal to TTAL at the designated place and time.
4.0	Obligations of the Firm
4.1 Standard of Performance	The Preferred Firm shall perform the services and carry out their obligations hereunder with diligence, efficiency and economy and in accordance with international auditing standards and practices. The preferred firm shall observe sound management practices, employ appropriate technology for safe and effective equipment, machinery, materials and methods. The firm shall always act, in respect of any matter relating to this Contract or Services as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings.
4.2 Conflict of Interests	The preferred firm shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

SECTION IV

EVALUATION AND QUALIFICATION CRITERIA

The Evaluation and Qualification Criteria illustrate the standards that will be employed by the Client to evaluate RFP submissions. In some instances, forms are provided for the submission of information for the evaluation categories. All information must be submitted in a clear and detailed manner, properly sectioned and tabbed for ease of access and in the order hereunder stated

The criteria for qualification are weighted as follows:

	<u>Points</u>	
(i) Track Record and experience of the Firm relevant to the assignment:		
a) General Experience	15	
b) Experience conducting similar projects	10	
c) Specific experience in the local hotel and tourism industry	15	
Total points for criterion (i):	<u>40</u>	
(ii) Adequacy of the proposed project plan and execution in responding to the Terms of Reference:		
a) Technical approach and methodology	25	
b) Work plan	15	
Total points for criterion (ii):	<u>40</u>	
(iii) Key professionals' qualifications and competence for the assignment:		
a) General educational qualifications/training/experience	5	
b) Educational qualifications/training/experience specific to assignment	5	
c) Capacity of the staff complement to undertake the assignment .	10	
Total points for criterion (iii)	<u>20</u>	
TOTAL POINTS	<u>100</u>	

The Minimum Acceptable Score is 70% in each section of each criteria in order to be further considered.

• **Price Comparison Category**

Price Proposals will be evaluated comparatively based on the hourly and or total rates. Award of contract **will be** granted to the firm who, after meeting all of the mandatory requirements and reaching the minimum score of 70% in the technical evaluation has quoted the lowest comparative price.

Where in the opinion of the evaluation committee, the price quoted by the successful tender is abnormally low, the agency shall request in writing details of the submission that gives rise to concerns as to the ability of the consultant/firm to perform the procurement contract. Where the agency having taken into account the information provided by the consultant /firm pursuant to its request and is still of the opinion that the price quoted is abnormally low, the agency may reject the submission as abnormally low.

SECTION V

TECHNICAL PROPOSAL FORMS

Refer to Section III - Bullet 2.3 of the Instructions to Firms for format of Technical Proposal to be submitted.

1. Technical Proposal Submission Form
2. A detailed methodology of how you plan to execute work including Account management approach and Conflict management approach if you are appointed auditors and how you will manage the related scope to achieve completion within 30 days of commencement of audit. Also, mechanisms to ensure internal quality control including a detailed list of KPIs that would be used to measure and ensure audit quality.
3. Firm's experience in auditing similar business.
4. Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.
5. Composition of the team of personnel (Partners and Senior Managers) that the firm proposes for administration and execution of the contract and task assignments including team organization and alignment of experience of key resources with the TTAL significant operating activities.

FORM 1 – TECHNICAL PROPOSAL SUBMISSION FORM

Date: [insert date (as day, month and year) of RFP Submission] _____

To: Tobago Tourism Agency Limited

We, the undersigned, offer to provide the services for the Provision of Audit Services for the Tobago Tourism Accommodation Upgrade Project to the Tobago Tourism Agency Limited (TTAL) in accordance with your Request for Proposal Document dated....., we are hereby submitting our Proposal for perusal and consideration.

We hereby declare that all the information and statements made in this Submission are true and accept that any misrepresentation, fraudulent or otherwise contained in it may lead to our disqualification.

Our proposal shall be valid for the period indicated in Section III- Bullet 2.4 of the Instructions to Firms and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand you are not bound to accept any Proposal you receive.

We remain,
Yours sincerely,

Authorized Signature

Name of Firm

Name of Signatory
In Block Letters

Address of Firm

In Capacity of

Firm's Telephone Number

Date of RFP

Firm's Fax Number

Firm's E-Mail Address

FORM 2 - DESCRIPTION OF METHODOLOGY, APPROACH AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical methodology, approach and work plan are key components of the Proposal. You are suggested to present your Proposal inclusive of charts and diagrams) divided into the following three chapters:

1. Track record and experience of the Firm relevant to the assignment.
 2. Work Plan/Methodology and technical approach to the assignment.
 3. Project Management, key professionals' qualifications, experience and competence to execute the assignment.
-
1. Track record and experience of firm relevant to the assignment. In this chapter you should outline your experience working on similar audit assignments as well as any relevant experience in the hotel and tourism industry.
 2. Work Plan/Methodology and technical approach to the assignment. In this chapter you should propose the main activities of the assignment and their content. The proposed work plan/methodology should be consistent with the approach to the administration and execution of the services. A list of the final documents, including reports, and tables to be delivered as final output, should be included here. Any quality assurance procedures should be outlined here.
 3. Project Management, key professionals' qualifications, experience and competence to execute the assignment. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM 3 - TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Position in Firm	Qualification	Area of Expertise	Task Assigned

SECTION VI

PRICE PROPOSAL FORMS

Refer to Section III - Bullet 2.4 of the Instructions to Firms for format of Price Proposal to be submitted.

1. Price Proposal Submission Form
2. Summary of Prices

FORM 1 - PRICE PROPOSAL SUBMISSION FORM

Date: [insert date (as day, month and year)
of RFP Submission] _____

To: Tobago Tourism Agency Limited

We, the undersigned, offer to provide the services for the Provision of Audit Services for the Tobago Tourism Accommodation Upgrade Project Services to the **Tobago Tourism Agency Limited (TTAL)** in accordance with your Request for Proposal Document dated..... Our Price Proposal in Form 2 is attached.

Our Price Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Section III - Bullet 2.4 of the Instructions to Firms.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

Name of Firm

Name of Signatory
In Block Letters

Address of Firm

In Capacity of

Firm's Telephone Number

Date of RFP

Firm's Fax Number

Firm's E-Mail Address

FORM 2 - SUMMARY OF PRICES

Number of Staff	Level of Staff assigned to the Project	Hourly Rate (\$)	Sub-Total (\$)
TOTAL(\$)			