



REQUEST FOR PROPOSAL

FOR

THE DESIGN AND CONSTRUCTION OF A WEBSITE FOR THE TOBAGO FESTIVALS COMMISSION LIMITED (TFCL)

DETAILS	DATE & TIME
TENDER ACKNOWLEDGEMENT SUBMISSION DATE	July 8th 2021
TENDER ACKNOWLEDGEMENT SUBMISSION TIME	3:00PM
TENDER CLOSING DATE	July 15th 2021
TENDER CLOSING TIME	2:30PM
VIRTUAL OPENING DATE	July 16th 2021
VIRTUAL OPENING TIME	10:00AM

TFCL 2021-0001

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TABLE OF CONTENTS

1. BACKGROUND INFORMATION.....	4
2. PROJECT DESCRIPTION: SUMMARY	4
3. ELIGIBILITY	9
4. FORMAT OF TENDERS	9
5. TENDER SUBMISSION INSTRUCTIONS.....	10
6. TENDER ACKNOWLEDGMENT FORM	12
7. REQUESTS FOR ADDITIONAL INFORMATION	13
8. VIRTUAL TENDER OPENING.....	13
9. TENDER EVALUATIONS	13
10. TERMS OF PAYMENT	15
11. BID VALIDITY PERIOD.....	15
12. NO CONTRACTUAL OBLIGATIONS	15
13. LATE TENDERS.....	16
14. NO CLAIM FOR COMPENSATION.....	16
15. CONFLICT OF INTEREST	16
16. RIGHTS OF THE TOBAGO FESTIVALS COMMISSION LIMITED (TFCL)	16
17. GOVERNING LAW	17

1. BACKGROUND INFORMATION

The Tobago Festivals Commission Limited is seeking competent and reliable service provider for the Design and Construction of a Website for the Tobago Festivals Commission Limited. Tobago Festivals Commission Limited will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money. In this regard the Tobago Festivals Commission Limited intends to hereby invites Correspondence from eligible and competent service providers for the provision of the following:

REQUEST FOR PROPOSAL FOR THE PROVISION OF DESIGN AND CONTRUCTION OF THE TOBAGO FESTIVALS COMMISSION LIMITED'S WEBSITE.

2. PROJECT DESCRIPTION: SUMMARY

The Tobago Festivals Commission Limited requires that the service provider be committed to maintaining the highest professional standards. To this end, adherence to the terms and conditions of the request is required of the Service Provider:

1. PROJECT OBJECTIVES

- Provide guidance to User Experience (UX) Creators who are qualified and interested in producing a user-friendly website for the Tobago Festivals Commission Limited (TFCL).
- Generate trust and improve public perception
- Increase awareness i.e., to inform, educate and engage our public base and position our brand.

Website Functionality Requirements

Our new website will require the following:

- An Easy-to-use content management system (CMS) preference to be WordPress.
- Intuitive Navigation

- Clean and focused design
- Optimized with SEO best practices
- Social media integration (Share Buttons, Follow Buttons)
- Integrations: Must be able to integrate Email, Marketing, Newsletter such as Mail Chip
- Newsletter Sign up
- Contact Form
- Video Content
- Interactive Map
- Separate login Facilities for Staff
- Website analytics
- Mobile Responsive Design
- Accessibility: Website must be accessible to blind or limited – vision users.
- Mobile Responsive Design: The website and layout must be optimized for small screen and tablets.

Deliverables /Scope of Works

- Project Management
- Information Design – A site Map and Wire Frames
- Visual Design
- Search Engine Optimization
- Front-end coding and Back-end coding
- Mobile device optimization
- Testing & quality assurance
- Timeline for Completion
- Front and Back End Support

CREATIVE BRIEF (1)

PROJECT DETAILS	Website for Tobago Festivals Commission Limited	
PURPOSE OF BRIEF	Provide guidance to User Experience (UX) Creators who are qualified and interested in producing a user-friendly website for the Tobago Festivals Commission Limited (TFCL).	
CONTEXT		
OBJECTIVES	Overall Communication Objective	To streamline the continuous dissemination of relevant information pertaining to current and upcoming local cultural events and activities under the TFCL’s management.
	Functional & Marketing Objectives	To educate all stakeholders on the history and milestones associated with all festivals under the purview of the TFCL. To create a hub for improved interaction/communication with potential and existing markets.
STRATEGY		
TARGET AUDIENCE	Nationals living locally and abroad International Travelers/tourists - previous, repeat and potential Xenophiles (loves foreign culture and people) Current and potential employees Bloggers and journalists	
TONE	Informational and adaptable - must be able to house all of the relevant information for all of the identified festivals and activities.	

	<p>Inclusive - persons of varying backgrounds and circumstances should be able to easily access and navigate the site on various devices.</p> <p>Vibrant and upbeat - the color and layout of the site must be attractive enough to capture and retain attention.</p> <p>Relevant and consistent - navigation and layout must be relevant to any applicable website trends/expert recommendations.</p>
KEY MESSAGES	<p>Our culture and heritage and by extension our festivals are an integral part of Tobago's preserved appeal. This should be reflected in our brand through the website's look and feel.</p>

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CREATIVE BRIEF (2)

CREATIVE

WEBSITE DESIGN

Professional, Beautiful, Eye-Catching, Mobile Adaptive Design (Sectional)

MANDATORY EXECUTIONAL ELEMENTS

The website will initially be utilized as an informational hub but there may be a commercial element added eventually. The site must, therefore, be adaptable and secure enough to allow for this phased process to occur.

CHANNEL / MEDIA

CHANNEL / MEDIA CONSIDERATIONS

The website domain will be disseminated to the public through many forms of media, both traditional and digital. The domain therefore should be easily relatable to (verbally or visually) and easily recalled by, intended audiences.

Search Engine Optimization/Search Engine Marketing is also an important consideration as there are several live websites that disseminate information on Tobago's events.

OUTCOMES

IDEAL CONSUMER RESPONSE

Educated and Motivated. The site should be the go-to location for all festival-related information (under the TFCL's management) and should encourage persons to travel to the island for the live experience.

3. ELIGIBILITY

ONLY firms that have a track record in the development and implementation of strategic plans are eligible to tender. A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:

- a) the bidder has the legal capacity to enter into a contract;
- b) the bidder is not:
 - i. insolvent;
 - ii. in receivership;
 - iii. bankrupt; or
 - iv. being wound up
- c) the bidder's business activities have not been suspended;
- d) the bidder is not the subject of legal proceedings for any of the circumstances in
- e) the bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions;
- f) The Directors and/or Principal Officers have not been convicted for any criminal offences.

4. FORMAT OF TENDERS

- (a) Tenders shall comprise a Two-Envelope System; this means a **separate** envelope containing the **financial** and **technical/quality information** for evaluation.
- (b) The originals of both the technical and financial proposal shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Firm.

- (c) Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.
- (d) **One original (1) and five (5) copies** of the technical proposal **MUST** be submitted and **MUST** be labeled **COPIES**
- (e) The Financial submission **MUST** be done using the **FORM OF TENDER (FOT)** sheet provided in this RFP. The FOT **MUST** also be signed by an authorized representative of the Firm and also stamped and dated. The return address of the Firm **MUST** be included.

5. TENDER SUBMISSION INSTRUCTIONS

Interested parties will submit Tenders on Mondays, Wednesdays and Fridays between the hours of 8 am to 12pm.

- I. Tenderers are to only submit documents requested in the specific order identified below.

All submissions must be neatly bound, numbered and the company stamp MUST affixed to each page. TFCL reserves the right to reject tender documents that are poorly assembled or tabbed and not in keeping with the specific order.

- II. Tenderers are to submit a signed cover letter and Statement of Truth in respect of the documents mentioned below in the order as stated hereunder: –

- (a) **Legal status of Tenderer** - Certificate of Incorporation or Registration, Notice of Directors

- (b) **Tax Compliance** - Valid VAT, NIS and BIR CLEARANCE Certificates (Not registration Certificates)

- (c) **Proof of experience** – Evidence of Past experience of the Tenderer in the form of two (2) previous and or current signed contracts/letters of award in works of a similar nature to that proposed in this tender within the past five (5) years.

Any contracts submitted from a private company must be annexed to a sworn statutory declaration in a format as prescribed by Appendix C.

The statutory declaration must be sworn by the client and not the Tenderer. The Company shall undertake due diligence to determine the validity of said contracts and misrepresentation by any tenderer may lead to debarment from tendering within the TFCL.

(d) Past Performance – Two (2) references in the prescribed form hereto annexed in

Appendix D. *The References must come from the same clients as those from whom the Bidder supplied contracts for above.*

(e) Financial capacity – a letter from a financial institution stating that the tenderer has the cash flow available or a commitment from a credible financial institution.

(f) Implementation Plan -A detailed Methodology inclusive of a detailed Gantt chart that will identify the deliverables and or phases of the works to be performed **MUST** be submitted.

(g) Key Personnel – to include:

- i. The names, role and responsibilities of the key personnel proposed to undertake the works. The names cited here must be made available for the duration of the project and no substitutions shall be permitted without the consent of the Commission. The name of the Implementation Project Lead responsible for project management of the contract must also be provided.
- ii. Key personnel should be suitably qualified and possess the relevant qualifications and experience to cover the various elements of the works.
- iii. CVs of key personnel **MUST** be submitted.



(h) **Price Proposal.** This shall be formally presented in the “Form of Tender”
Appendix F.

No additional information is to be submitted other than that requested above. Any additional information not requested shall not be taken into account or may result in disqualification.

All tenders must be submitted in sealed envelopes, labelled in **BOLD** letters and addressed as follows:

**Procurement Manager
Re: Request for Proposal
Provision Of Design and Construction of The Tobago Festivals Commission Limited’s
Website.
Wilson Road
Scarborough
Tobago**

6. TENDER ACKNOWLEDGMENT FORM

Interested parties must indicate their intent to tender via the attached **Tender Acknowledgement Form**. This must be completed and submitted via e-mail to tfclprocurement@gmail.com.

The deadline for submission of the Tender Acknowledgement Form is Thursday 8th July 2021 at 3 pm.

Acknowledgements must be signed by the person making the offer or in the case of a company, partnership or business firm, a duly authorized officer or employee of such organization.

Please note Tender Acknowledgement Form submission is **MANADATORY**.



7. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending email to the following email address: All queries should be addressed to: tfclprocurement@gmail.com Requests can also be mailed to:

Procurement Manager
Re: Request for Proposal
Provision of Design and Construction of The Tobago Festivals Commission Limited's
Website.
Wilson Road
Scarborough
Tobago
Phone:1-868-473-6530

Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process.

8. VIRTUAL TENDER OPENING

Due to the Ministry of Health Covid 19 Guidelines, the Tobago Festivals Commission Limited Tender Submissions shall be opened at **VIRTUALLY**. Tender Opening date is **Friday 16th July 2021 at 10:00am**. All Tenderers will be invited via email.

9. TENDER EVALUATIONS

TFCL retains a separate right to waive irregularities in the tender submission if in the Company's discretion such irregularities are of a minor technical nature or relate to defects.

Where documents submitted by the tenderer are of a **statutory nature only**, and are materially incomplete or inaccurate, the TFCL has the discretion to enter into an award with the successful tenderer, subject to the incomplete or inaccurate statutory document being remedied by the tenderer within seven (7) days.

Where the successful tenderer has a price that is in the opinion of the tender evaluation committee deemed to be abnormally low, the tenderer shall be required to provide

additional information to substantiate their bid. This may include a detailed price breakdown structure, failing which, the tender shall be rejected by the Committee as an abnormally low submission.

- **Selection Criteria**

Selection criteria

No	Criteria	Score	Evidence
1	Legal status of Tenderer	Pass/Fail	See Section 5 II (a)
2	Tax Compliance	Pass/Fail	See Section 5 II (b)
3	Proof of experience	Pass/Fail	See Section 5 II (c)
4	Past Performance	Pass/Fail	See Section 5 II (d)

NB: Tenderers that have not passed any one of the above requirements **SHALL NOT** be considered further in the application of the 'Award Criteria'.

- **Award Criteria**

No.	Criteria	Score	Evidence
1	Presentation, Layout, Order and Compliance with documents to be submitted	10 pts	Points shall be deducted for submitting irrelevant documents that was not requested
2.	Detailed implementation, Plan / Methodology	45pts	See Section 9 (6.0)
3.	Qualification and Experience of Key Personnel involved in Project	20pts	See Section 5 II (g)
4.	Financial Capacity	25pts	See Section 5 II (e)

Tenderers must score at least 70% in award criteria (2) and (3) to be considered further. Award shall then be based on a quality/price ratio i.e. quality/price points.

Where the tender evaluation committee is of the opinion that the successful tender is abnormally low, the evaluation committee retains discretion to reject the tender summarily or require further and better particulars. The evaluation committee's will only open the price proposal envelope of the Firm with the best technical submission. The unopened financial proposals of the remaining firms shall be returned.

10. TERMS OF PAYMENT

The proposed term of payment for this tender is as follows:

Mobilization	40%
Final Payment	60%

The Final Payment would be made upon the successful completion of works and subsequent issuance of a completion certificate by an authorized member of the Company

11. BID VALIDITY PERIOD

Bids shall be valid for a period of at least ninety (90) days. All tenderers must provide a statement certifying same, said statement to be found in the tender submission form.

12. NO CONTRACTUAL OBLIGATIONS

This is an Invitation to Tender. No contractual obligations will arise between TFCL and any bidder until and unless TFCL and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Tender Document.

The Tenderer agrees that while the offer is made in accordance with the provisions of this invitation to treat, the Company reserves the right to vary and or amend contractual terms, with mutual consent of the Chairman of the Board of TFCL and the successful tenderer.

13. LATE TENDERS

Late tenders will not be accepted under any circumstances. The TFCL reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

14. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in this Tender document, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participation in the RFP, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

15. CONFLICT OF INTEREST

The TFCL will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of the Company's Management and Staff must be fully disclosed. A member and/or officer of the Company or the relative of any such person shall not tender for the supply of items and or services stated herein. For the purposes of this tender the term "relative" means the father, mother, brother, sister, son, daughter or spouse of a person and includes the spouse of a son or a daughter of such person.

Failure to disclose may result in the disqualification of your tender submission.

16. RIGHTS OF THE TOBAGO FESTIVALS COMMISSION LIMITED (TFCL)

In addition to the rights expressly hereinbefore referred to, the following additional rights accrue: -

- a) The TFCL reserves the right to reject any or all bids without limiting the generality of the foregoing, a Bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced.

- (b) The TFCL reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.
- (c) The TFCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Company does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- (d) The TFCL may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Company.
- (e) The TFCL does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.
- (f) The TFCL reserves the right to cancel this tender at any time and has no obligation to provide any reasons for such cancellation.

17. GOVERNING LAW

All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement.

-End-



APPENDIX A
TENDER ACKNOWLEDGEMENT FORM

Tobago Festivals Commission Limited
GNV Place
Wilson Road
Scarborough
Tobago

**Request for Proposal: Provision of Design and Construction of The Tobago Festivals
Commission Limited's Website.**

Attention: Procurement Manager
Phone: 1-868-473-6530

☐ **(Yes)** We _____ have
(Company Name)

received the Invitation to Tender and hereby confirm our intent to submit a tender for the
above captioned Tender.

Or

☐ **(No)** We _____ have
(Company Name)

received the Invitation to Tender for the above captioned Tender and hereby respectfully
decline to bid for the following reason (s):

Signed: _____

Date: _____

PRINT ABOVE NAME HERE: _____

N.B.

- Please tick the appropriate box to indicate your choice and Scan and Email this completed form to the Procurement Manager by **Friday 18th September 2020.**

APPENDIX B
STATEMENT OF TRUTH

Statement of truth

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organization's suitability to be selected for this tender. I also acknowledge that

the TFCL's authorized representative shall make any enquiries concerning the particulars of my submissions.

I understand that the TFCL may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification.

Dated this..... day of.....2021

.....

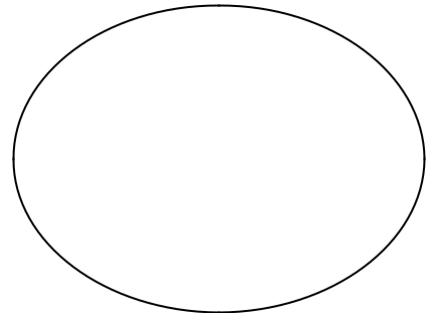
Authorized Representative Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....



Seal



APPENDIX C
STATUTORY DECLARATION – A (COMPANY)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I, _____, Director
and _____

(Name of director)

authorized _____ representative _____ of

(Name of company)

_____ a company duly incorporated and continued under the Companies Act 1995, with its registered

office _____ situate _____ at

(Address of company)

_____ the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-



1. I am the authorized representative of _____
(Name of Company)
_____ and _____ duly
authorized to give this declaration on its behalf.
2. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
3. I hereby certify that any signed contracts/letters of award of purchase orders that has been submitted pursuant to **this tender** is a true representation of works the Tenderer have undertaken for the Company and that the Tenderer was not terminated for any reason related to and or ancillary to material non – performance.
4. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
5. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.



6. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment.

Declared at () this day ()
Of 202....)

Before me,
COMMISSIONER OF AFFIDAVIT



APPENDIX D
STATUTORY DECLARATION - B (PERSONAL)

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER 7:04

I, _____
(Name of person)

_____ of

(Occupation)

(Address of person)

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
2. I hereby certify that any signed contracts/letters of award of purchase orders that has been submitted pursuant to **this tender** is a true representation of works the

Tenderer has undertaken for me and that he was not terminated for any reason related to and or ancillary to material non – performance.

3. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
4. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
5. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at _____) this day

) of _____ 20....)

Before me,

COMMISSIONER OF AFFIDAVITS



APPENDIX E REFERENCE REPORT

Name of Entity: Address:	Contact Person: Email: Phone:	
Scope of Works:		
Name of Vendor:		
Address:		
Estimated Start date:	Actual Start date:	Est contract sum:
Estimated End date:	Actual End date:	Act contract Sum:

KEY – E: *Excellent***S:** *Satisfactory***U:** *Unsatisfactory***N:** *N/A***I:** *Insufficient info to rate*

Description	Performance Rating					Comments (attach as necessary)
	E	S	U	N	I	
Work performed in compliance with contract terms and specs						
Materials, supplies and equipment provided as required						
Staff availability						
Timeliness of work						
Staff professionalism						
Customer Service						



Quality of Work							
Communication and Accessibility							
Prompt and effective correction of situations							
Proper documentation and records							

Would you recommend using this Firm again

Yes

No

[Explain]

OVERALL PERFORMANCE -

Excellent

Satisfactory ☐

Unsatisfactory

Dated this day of

..... 20.....

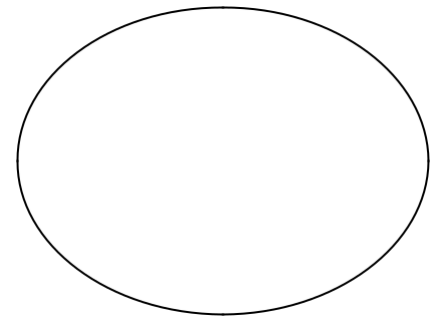
.....

NAME (PRINT)

Authorized Representative of Client

.....

(Signature)



Company Stamp

VENDOR REPLY – Vendors are provided with the opportunity to reply to this performance appraisal undertaken. Please attach reply if any.

RESPONSE

[illegible]



APPENDIX F
FORM OF TENDER

TO: Procurement Manager, Tobago Festivals Commission Limited

**Request for Proposal: Provision Of Design And Construction Of The Tobago Festivals
Commission Limited's Website**

Having carefully examined the tender documents of the above named works, we offer to completely perform all the works in conformity with the said documents for the sum of:

.....

.....

.....(TT\$)

PLUS VALUE ADDED TAX

.....

..... (TT\$.....)

.....

.....(TT\$)

TOTAL

Completion period of..... days/weeks/months.

This Tender is submitted without collusion with any other Bidder, and we undertake to complete and deliver the whole of the works comprised in the Contract.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated thisday of.....20

.....

Signature

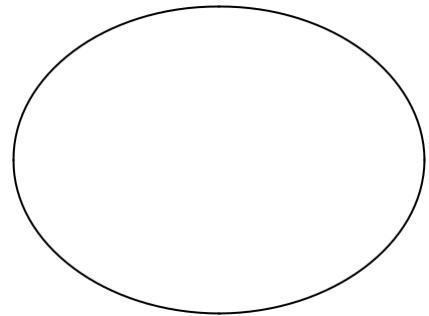
In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....

Company Stamp



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