



**THE DIVISION OF TOURISM, CULTURE AND
TRANSPORTATION**

**REQUEST FOR PROPOSAL (RFP)
FOR
THE DEVELOPMENT
AND
IMPLEMENTATION OF A STRATEGIC PLAN**

DOTCT 2021-0008



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1.0. INTRODUCTION

The Tobago House of Assembly (**THA**) comprises two main arms, the **Legislative Arm** and the **Executive Arm**, and **ten (10) divisions** with particular remits plus the Office of the Chief Secretary, which oversees the others. The Assembly was created by Act 37 of 1980 for “making better provision for the administration of Tobago and for matters therein.”

The **Division of Tourism, Culture and Transportation (DOTCT)** is the primary institution through which the Assembly’s responsibility for tourism is executed. The Division is also the parent organization for the following Companies: the Pigeon Point Heritage Park Limited (PPHPL), Tobago Festivals Commission Limited (TFCL) and the Tobago Tourism Agency Limited (TTAL).

The DOTCT is charged with the responsibility of establishing, standardizing, and sustaining the island’s tourism product in a manner consistent with the repositioning strategy for Tobago as a tourist destination.

The DOTCT will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency, and value for money.

2.0 PURPOSE

The DOTCT requests your firm/ partnership submit a proposal for the development and implementation of a Strategic Plan to cover the fiscal period **October 2021 to September 2024**.

A copy of DOTCT’s Organizational Chart, our Vision, Mission, Core values and Philosophy and a brief description of the core responsibilities of each department is attached in **APPENDIX I**.

3.0 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 (b);
- 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.

4.0 SCOPE OF SERVICES

- Review of the Division's Vision, Mission Statements and Objectives;
- Review and evaluate the organizational Structure and reporting relationships of the Division;
- Conduct a Gap Analysis of the organization;
- Conduct a SWOT Analysis;
- Recommend the best organizational design/reporting relationships to execute the Strategic Plan;
- Develop an implementation plan for the three (3) year period October 2021 to September 2024;
- Prepare a Work Plan at least one (1) month before commissioning outlining the methodology to be used in carrying out assignment;
- Consult widely with relevant stakeholders on the subject.
- Prepare draft Strategic and Operational Plan in consultation with the Secretary, Administrator and key stakeholders;
- Present draft Strategic and Operational Plans to other relevant stakeholders;
- Develop a change management programme and train the change management team, managers and supervisors:

- Supervise and advise the piloting of the implementation of the operational plan, the results monitoring and evaluation framework, the change management and incentives programmes;
- Train staff to use the framework accompanying the monitoring tools.

5.0 FORMAT OF TENDERS

Tenders shall comprise a Two-Envelope System; this means a **separate** envelope containing the **financial** and a **separate** envelope for the **technical/quality information** for evaluation.

- 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.
- 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.
- One original (1) and five (5) copies** of the Technical proposal **MUST** be submitted and **MUST** be labeled **ORIGINAL** and **COPIES**
- 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.

5.1 TENDER SUBMISSION INSTRUCTIONS

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.** DOTCT reserves the right to reject tender documents that are poorly assembled or tabbed and not in keeping with the specific order.

Tenderers are to submit a signed cover letter and Statement of Truth (**Appendix B**) 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 with their scope or terms of reference/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 Division shall undertake due diligence to determine the validity of said contracts and misrepresentation by any tenderer may lead to debarment from tendering throughout the THA.

- **Past Performance** – Tenderers must provide **two (2) reference letters** for projects of a similar nature. Clients must in their letters state the cost of the projects done.
 - References must be from personnel no lower than the rank of Project Manager/Project Management Specialist.
 - The References must come from the same clients as those from whom the Bidder supplied contracts for above.
- (d) **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. This letter from a financial institution should have dollar values or a range indicating your financial capacity. Documents provided should not be older than six (6) months.
 - (e) **Implementation plan** - A detailed Methodology inclusive of a detailed Gantt chart inclusive of the time lines that will identify the deliverables and or phases of the works to be performed **MUST** be submitted.

(f) **Key Personnel – to include :**

- i. The names, job title, 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 Division. 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 all key personnel to this project **MUST** be submitted.

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

(h) **Covid-19 Liability Waiver.** Tenderers must sign the Covid-19 Liability Waiver. **Appendix E**

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.

5.2 TENDER ACKNOWLEDGMENT FORM

Interested parties must indicate their intent to tender via the attached **Tender Acknowledgement Form. (Appendix A)** This must be completed and submitted via e-mail to:

Procurement.tourism@visittobago.gov.tt

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.

6.0 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:

Procurement.tourism@visittobago.gov.tt

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

7.0 TENDER OPENING

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

SECRETARY OF THE TENDERS COMMITTEE

**REQUEST FOR PROPOSAL (RFP) FOR THE DEVELOPMENT AND
IMPLEMENTATION OF A STRATEGIC PLAN**

And submitted into the tender box situated at the lobby at the following address

**12 Sangster's Hill
Scarborough
Tobago**

and deposited in the tender box no later than **Monday 22nd November 2021 by 1.30pm.**

Due to the Covid-19 Protocols, tenders shall be opened on 24th November 2021 at 10.00 am via the Zoom platform. Tenderers when signing the Tender Submissions Sheet MUST clearly write their emails so that the zoom link can be forwarded to all tenderers. The Division of Tourism, Culture and Transportation shall not be held responsible for Contractors failing to attend the zoom session.

All tenderers are invited to be present for the opening.

One original (1) and five (5) copies of the proposal MUST be submitted and MUST be labeled ORIGINAL and COPIES with a separate envelope containing the label of FINANCIAL and a separate envelope for the label of TECHNICAL for evaluation.

7.1 EVALUATION OF TENDERS

DOTCT retains a separate right to waive irregularities in the tender submission if in the Division'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 DOTCT 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
1	Legal status of Tenderer	Pass/Fail
2	Tax Compliance	Pass/Fail
3	Proof of experience	Pass/Fail
4	Past Performance	Pass/Fail

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 Award

Criteria

No	Criteria	Score
1	Presentation, layout, order and compliance with documents to be submitted	10 pts
2	Detailed Implementation Plan/Methodology complete with Gantt Chart.	45 pts
3	Qualifications and Experience of Key Personnel involved in the project.	20 pts
4	Financial Capacity	25 pts

Tenderers must score at least 70% in award criteria 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 details. The evaluation committee will only open the price proposal envelope of the Firms who receive the 70% score in their technical submission. Those firms receiving this score, passing the technical component will then have their financial submissions be reviewed and scored for the best quality / price ratio. The unopened financial proposals of the remaining firms who did not receive the 70% mark shall be returned.

7.2 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 services and subsequent issuance of a completion certificate by an authorized member of the Division.

7.3 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.

7.4 NO CONTRACTUAL OBLIGATIONS

This is a Request for Proposal. No contractual obligations will arise between DOTCT and any bidder until and unless DOTCT 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 Division reserves the right to vary and or amend contractual terms, with mutual consent of the Administrator of DOTCT and the successful tenderer.

7.5 LATE TENDERS

Late tenders will not be accepted under any circumstances. The DOTCT 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.

7.6 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.

7.7 INDEMNITY

Tenderers, in submitting a tender, commit to indemnify the THA, its employees, agents and/or servants, or other lawful invitees on the THA premises of any loss, bodily injury and damage to property due to any act of neglect or default of the successful bidder, its agents, employees and or servants. Tenderers shall be engaged as independent contractors and hence are wholly liable for any bodily injury or damage to plant and equipment.

8.0 CONFLICT OF INTEREST

The DOTCT will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of the Division's Management and Staff must be fully disclosed. A member and/or officer of the Division 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.

9.0 RIGHTS OF THE DIVISION TOURISM, CULTURE AND TRANSPORTATION (DOTCT)

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

- (a) The DOTCT 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 DOTCT 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 DOTCT 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 Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- (d) The DOTCT 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 Division.
- (e) The DOTCT does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.
- (f) The DOTCT reserves the right to cancel this tender at any time and has no obligation to provide any reasons for such cancellation.

10.0 GOVERNING LAW

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

-End-

APPENDIX I

DIVISIONAL OVERVIEW

The Division of Tourism, Culture and Transportation (DOTCT) is charged with the responsibility of establishing, standardizing and sustaining the island's tourism product in a manner consistent with the re-positioning strategy for Tobago as a preferred tourist destination of choice. The Division of Tourism, Culture and Transportation (DOTCT) is the primary institution through which the Assembly's responsibility for tourism is executed. The Division is also the parent organization for the following Companies: the Pigeon Point Heritage Park Limited (PPHPL), Tobago Festivals Commission Limited (TFCL) and the Tobago Tourism Agency Limited (TTAL).

VISION

To be the premier tourism organization, promoting a diverse, superior and unique product.

MISSION

To position Tobago as an ideal tourist destination by providing unrivalled tourism products and services through people oriented sustainable development strategies, partnering with stakeholders and a highly motivated and knowledgeable team of employees.

To transform the quality of lives of all Tobagonians by mobilizing and empowering communities, promoting and showing respect to our culture for the benefit of our people.

CORE VALUES AND PHILOSOPHY

The following are the core values and philosophy of the DOTCT:

➤ *Service Excellence*

Meeting and exceeding our customers' needs are of paramount importance to the Division.

➤ *Effectiveness* Our commitment to meeting and exceeding our customers' needs mandates us to deliver what we say.

➤ *Accountability and Responsibility*

Taking responsibility for our actions and the resulting consequences must be an important part of our work ethos

➤ *Respect and Integrity*

Each employee is expected to display the highest level of respect and integrity for colleagues, supervisors, customers and the work environment. They must be honest and fair in their dealings at all times.

➤ *Sustainability*

The actions of each employee must take cognizance of our stakeholders. The Division will engage a cadre of staff who will deliver an effective and efficient service in a sustainable manner.

➤ *Philosophy*

Do it right the first time, and do it honestly and fairly.

ROLES AND FUNCTIONS OF DEPARTMENTS

Department of Tourism

- 1) To disseminate tourism information to all visitors and the public.
- 2) To plan and execute familiarization tours for travel, trade, dignitaries, etc.
- 3) To promote the destination by mounting and managing tourism booth at Exhibitions, Trade Fairs and Conferences locally and internationally.
- 4) To assist in the execution of public awareness programmes (eg. Public Awareness Tours, Career Fairs, Summer Youth Awareness Programme and Community Programmes.)
- 5) Organize and host receptions and similar events.
- 6) Participate in marketing activities that market the destination.
- 7) Support special events held by the Division of Tourism and Transportation.

Maintenance Unit (Daily Paid)

- 1) To develop and implement preventative maintenance programmes for all sites, attractions and facilities.
- 2) To ensure that equipment are maintained to the required standard.

- 3) To monitor, assess and make recommendations for the development/improvement of all site attractions and facilities.
- 4) Deployment of daily rates staff of the Division.

Lifeguard Unit

- 1) To prepare and provide a safe environment for visitors at the beaches where lifeguards are stationed.
- 2) To administer life-saving techniques to near drowning casualties and other related first aid treatment.
- 3) To patrol beaches in order to caution bathers of dangers that may exist. 4) To educate the public about water safety.

Marketing Unit

The Marketing Department is responsible for:

- 1) Communicating messages about the destination's product and service offerings to the target markets and special interest markets in the geographic areas of the world.
- 2) The monitoring and measurement of the destination's competitiveness in terms of visitor experience and expectations of the destination as well as the economic benefit to the destination.

Registry

The main functions of the Registry are:

- 1) To receive information from internal and external sources.
- 2) To disseminate information received to the relevant officers/ offices. 3) To store information for further usage by relevant employees.

Human Resource Unit

The main functions of the Human Resource Department are:

- 1) Employment Planning
- 2) Human Resource Audit and Evaluation
- 3) Orientation of new employees into the organization
- 4) Training Administration
- 5) Labour management relations
- 6) Grievance procedures/ Discipline
- 7) Separation
- 8) Retention and Turnover Management

Health and Safety Unit

- 1) Assist with the preparation of programmes projects, plans, assessments, procedures and systems related to compliance with the Occupational Safety and Health Act 2004 as amended.
- 2) Undertake inspections of operating systems and procedures and report accordingly.
- 3) Identify basic resources needed to maintain a safe and healthy work environment.
- 4) Oversee compliance with arrangements which would ensure that the best practices in occupational safety and health management are evidenced in the workplace.

Information and Communication and Technology Unit (ICT) The

main functions of the ICT Unit are:

- 1) To advise the Secretary of Tourism and Administrator on ICT matters 2)
- To provide help desk resources for both computer and telephone systems.
- 3) To provide help desk services for the Accounting unit's Information System database
- 4) To develop and maintain the Division's website
- 5) To maintain and upkeep all ICT resources across the Division, including satellite facilities
- 6) Responsibility for security system
- 7) To maintain and upkeep all television sets, DVD players and cable across the Division 8)
- Responsibility for Voice-Over Internet Protocol telephone system.

Communications Unit

The main functions of the Communications Unit are:

- 1) To co-ordinate the internal and external communication of the Division
- 2) To provide multi-media services for various activities of the Division
- 3) To enhance the quality and regularity of promotions of the Division
- 4) To enhance the quality and regularity of promotions of the destination

Development, Implementation and Maintenance Unit The

main functions of the Implementation Unit are:

- 1) To strengthen the management capabilities of the DOTCT for implementing projects under the purview of the Division
- 2) To strengthen the management capabilities of the DOTCT for implementing public sector projects in Tobago
- 3) To evaluate and prepare reports on such projects for the division

Accounting Unit

The main functions of the Accounting unit are:

- 1) The execution of projects in meeting the Division's mandate , i.e. requested releases, virements, and transfers as may be necessary
- 2) The preparation of the Division's budget is guided and compiled by the 'Accounts' 3) Honouring of payments to all clients/contractors and other service providers of the Division
- 4) Timely processing and payment of salaries, wages and other remunerations to its human resource
- 5) Ensuring that all payments are done in accordance with government's financial rules and regulations

Procurement Unit

The main functions of the Procurement unit are to:

- 1) Maintain and update annually standing lists of registered tenderers required by the procuring entity;
- 2) Prepare, publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interest;
- 3) Co-ordinate the receiving and opening of tender documents;
- 4) Co-ordinate the evaluation of tenders, quotations and proposals;
- 5) Implement the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committees;
- 6) Act as a secretariat to the tender, procurement and disposal committees;
- 7) Provide guidance on compliance with Procurement legislation to key stakeholders of the Public Procurement process;
- 8) Assist in development of the Annual Procurement Plan.

Product Development and Destination Unit

The main functions of the Product Development and Destination Unit are:

- 1) To facilitate product diversification, development or improvement of tourism products in Tobago.
- 2) To enhance visitor experience by building consensus and strategic alliances with business stakeholders.
- 3) To support in the maintenance, development and enhancement of the existing tourism product and to assist industry stakeholders to maximize their potential.
- 4) To collect and disseminate statistics and information on the tourism sector of Tobago.

Transportation Unit

The main functions of the Transportation Unit are:

- 1) To maintain the number of airlines and cruise vessels that serves the destination.
- 2) To court new carriers and vessels to facilitate the development of the tourism industry.
- 3) Responsibility for international and domestic air transportation as well as international cruise and the domestic ferry service.

Research Unit

The main functions of the Research Unit are:

- 1) To produce accurate information about the tourism industry, source markets and its competitors and provide same to all sections of the Division.
- 2) To undertake surveys on the tourism sector.
- 3) To assess the economic impact of tourism related activities on Tobago's economy.
- 4) To publish and distribute all relevant tourism information.

APPENDIX A

TENDER ACKNOWLEDGEMENT FORM

**TO: Secretary of Tenders Committee Division of Tourism, Culture
and Transportation**

**TENDER: RE: REQUEST FOR PROPOSAL (RFP) FOR THE DEVELOPMENT AND
IMPLEMENTATION OF A STRATEGIC PLAN**

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

The Request for Proposal and hereby confirm our intent to submit a tender for the above captioned.

Or

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

The Request for Proposal for the above captioned and hereby respectfully decline to bid for the
following reason(s):

Dated this.....day
of.....20.....
.....

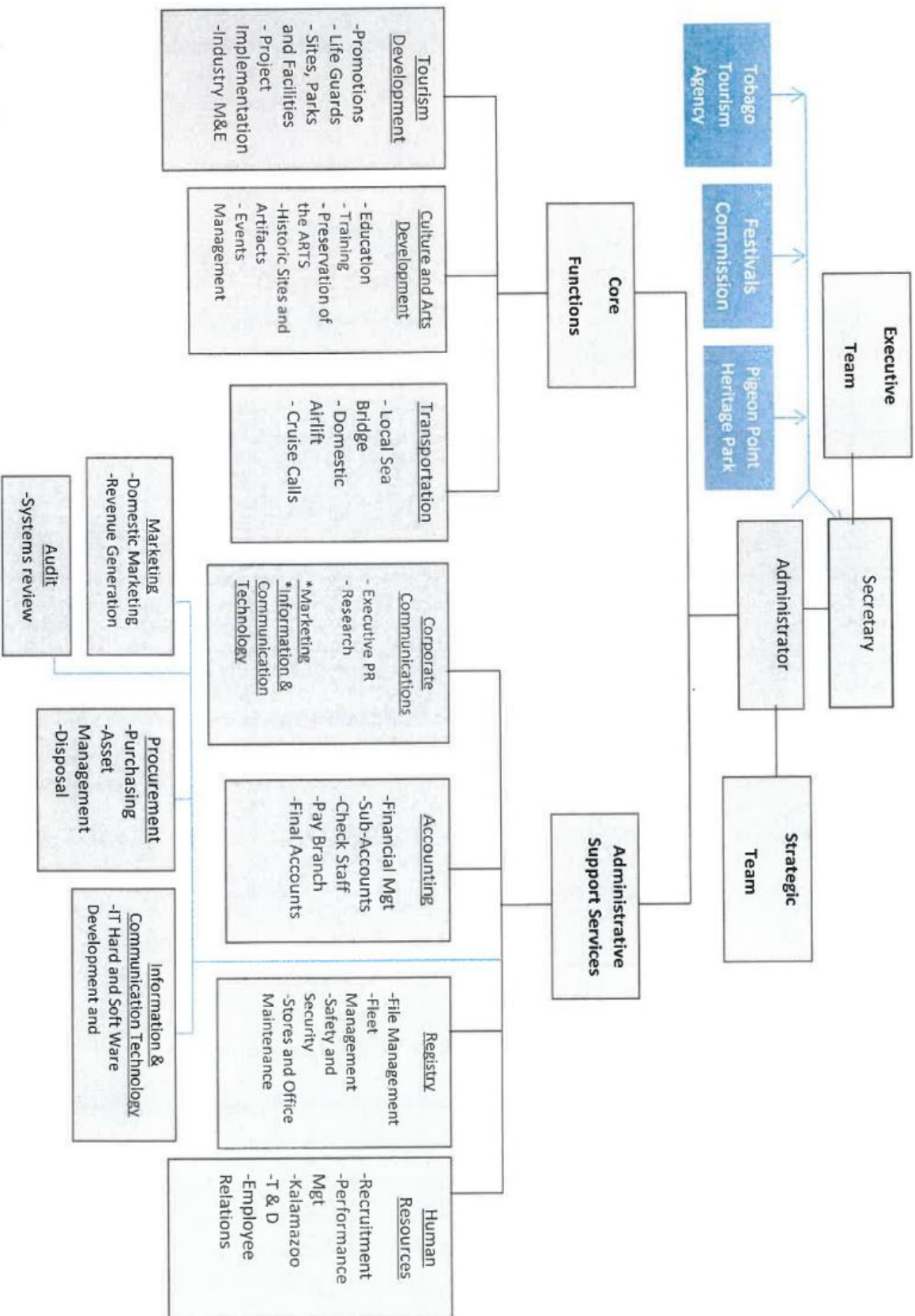
Signature

In the capacity of



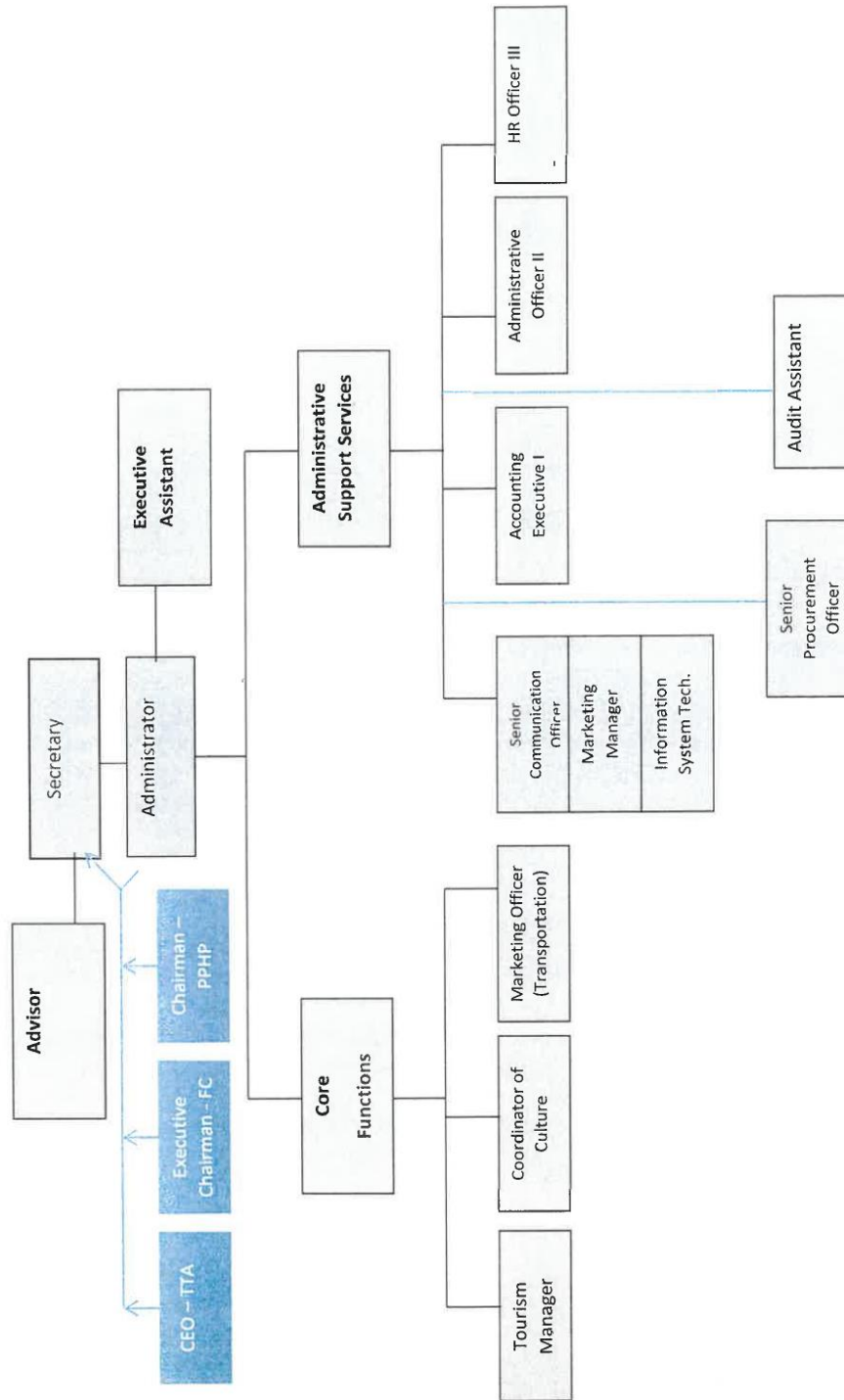
Company Stamp

DIVISION OF TOURISM, CULTURE & TRANSPORTATION FUNCTIONAL ORGANIZATIONAL CHART



APPENDIX C

DIVISION OF TOURISM, CULTURE & TRANSPORTATION FUNCTIONAL ORGANIZATIONAL CHART



I declare that to the best of my knowledge that all of the documents submitted are correct. I understand that the information will be used in the selection and award process to assess my organisation's suitability to be selected for this tender. I also acknowledge that the THA's authorised representative shall make any enquiries concerning the particulars of my submissions, if necessary.

I understand that the THA 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 now and for future tender opportunities from the THA.

Dated this.....day of.....20.....

.....
Authorized Representative



For and on behalf of

.....

.....

APPENDIX D

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)

authorised 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) this day)
of 20....
)

Before me,

COMMISSIONER OF AFFIDAVIT
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
FORM OF TENDER

TO: Secretary of Tenders Committee, Division of Tourism, Culture and Transportation

TENDER: The development and implementation of a strategic plan.

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 this.....day of.....20.....

.....

Signature

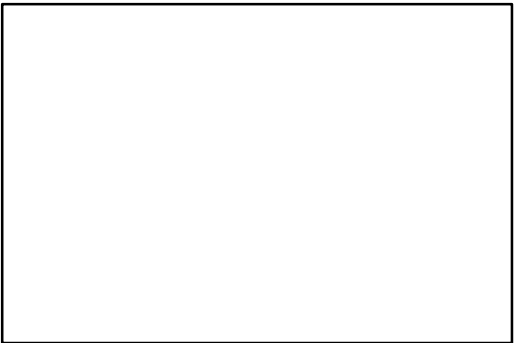
In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

.....

Company Stamp



APPENDIX F

COVID-19 LIABILITY WAIVER

I acknowledge the contagious nature of the Corona virus/COVID-19 and that the Ministry of Health still recommend practicing social distancing. I further acknowledge that the Division of Tourism, Culture and Transportation (DOTCT) has put in place preventative measures to reduce the spread of the Corona virus/COVID-19.

I further acknowledge that the Division of Tourism, Culture and Transportation (DOTCT) cannot guarantee that I will not become infected with the Corona virus/COVID-19. I understand that the risk of becoming exposed to and/or infected by the Corona virus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to other staff, customers and visitors to the facilities.

I acknowledge that I must comply with all set procedures as set out by the Ministry of Health to reduce the spread of the Corona virus/ COVID-19 while my staff is performing works at the facilities.

I hereby declare that:

- I am not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not travelled internationally within the last 14 days.
- I have not traveled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Corona virus/COVID-19.
- I have not been diagnosed with Corona virus/COVID-19 nor have I ever been quarantined as suspected with the virus.

- I am following all the Ministry of Health's recommended guidelines as much as possible and limiting my exposure practicing social distancing as far as possible.

I do hereby release and agree to the Division of Tourism, Culture and Transportation (DOTCT) harmless from, and waive on behalf of myself, my staff and any personal representatives any and all causes of actions, claims, demands, damages, costs, expenses and compensation for damages or loss to myself and/or property that may be caused by any act, or failure to act or that may otherwise arise in any way in connection with any activities at the facilities. I understand that this waiver discharges DOTCT from any liability or claim that I, my staff or any personal representative may have against DOTCT with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any activities at the Centres.

Date: _____

Name of Director: (BLOCK) _____

Signature: _____

STAMP