



# **TOBAGO HOUSE OF ASSEMBLY**

## **DIVISION OF FINANCE, TRADE AND THE ECONOMY**

**6- 10 POST OFFICE STREET**

**SCARBOROUGH 900212 TOBAGO**

### **REQUEST FOR PROPOSAL (RFP)**

### **BOOTH CONSTRUCTION, INSTALLATION, DECORATION AND DISPOSAL DFTE 001 - 2022**

**SITE LOCATION: CENTRE OF EXCELLENCE, MACOYA, TRINIDAD**

**CLOSING DATE: MONDAY 8<sup>TH</sup> AUGUST 2022**

**CLOSING TIME: 1:00PM**

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## **1. INTRODUCTION**

The Division of Finance, Trade and the Economy (DFTE) is one of Ten (10) Divisions within the Tobago House of Assembly (the “Assembly”). The Strategic Business Support and Development Unit (SBSDU) is charged with facilitating entrepreneurial development for Micro Small and Medium Enterprises MSME within the island of Tobago, through networking with various markets and investors to accomplish development and growth, thus making them equipped to compete on external markets.

The Division of Finance, Trade and the Economy has participated at the Trade and Industry Convection (TIC) hosted by the Trinidad and Tobago Manufacture’s Association (TTMA) for over ten (10) years, affording Tobago’s entrepreneurs the opportunity to engage with local, regional and international buyers and foster new relationship and have access to new markets.

In this regard the Division is participating in TIC 2022 and is desirous of having a large booth structure designed, built and maintained throughout the convention and further dismantled afterwards; and is seeking suitable proposals to have this undertaken.

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

## **2. PURPOSE**

This undertaking seeks to ensure that the Division and by extension, Tobago House of Assembly and it’s companies seeks to monetize various tangible and intangibles offerings of the islands such as; agro processing products, technological creations, tourism products as well as the arts, cultures and antiquities of the island.

This structure should be able to be ethically pleasing on the eyes of all potential traders as a way to attract them to the “Tobago Row”, at TIC 2022

## **3. KEY PERFORMANCE OBJECTS**

- (a) Ability to construct and set up in a timely manner, of an aesthetically attractive, functional display of Tobago’s presentation in keeping with pre-approved design and budget, that allows for effective (**continuous**) interaction with the exhibitors and customers for ease of movement.
- (b) Ability to have effective ongoing communication with exhibitors and officials during

the days of events to address any concerns and challenges within the relevant time for each issue discussed.

- (c) Ability to dismantle / breakdown and remove the booths at the end of the convention in keeping with event's guidelines, and disposal of all material there to (including return of signage from booths).
- (d) Ability to outfit individual booth sections with relevant furnishings based on exhibitor's display
- (e) Ability to identify financial capacity and resource requirements to undertake appropriate and successful Administration/Management, Design and Construction.

#### **4. ELIGIBILITY**

- (A) This tender is open to Tenderers situate in the jurisdiction of **Trinidad and Tobago**.
- (B) Tenderers with common directors or shareholders bidding shall be disqualified.
- (C) A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
  - i. the bidder has the legal capacity to enter into a contract;
  - ii. the bidder is not:
    - 1. insolvent;
    - 2. in receivership;
    - 3. bankrupt; or
    - 4. being wound up
  - iii. the bidder's business activities have not been suspended;
  - iv. the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
  - v. the bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions.
  - vi. The Directors and or Principal Officers have not been convicted for any criminal offences.

#### **5. SCOPE OF WORKS**

The selected designer must provide: -

- (a) **Booth Design**
  - a. A mega booth design forming the \*'Tobago Row'\* that shall include an aisle in the middle with exhibitor's booths on either side with a stage at the rear for possible fashion show and various creative arts expressions

(dances and skits). Each individual booth shall include appropriate displays, storage spaces with relevant signage and security considerations. The theme for this year's presentation is, **"Invest Tobago Connect, Activate, Elevate"**

- b. Liaise with relevant official(s) at the TTMA to confirm requirements for booth design, and to schedule appropriate times for complete set-up of the booth in time for the arrival of the Tobago contingent (on or before August 23<sup>rd</sup>, 2022).
- c. Liaise with selected entrepreneurs/entities to confirm and accommodate their specific request within the context of the overall booth design and set-up.

**(b) Booth Construction**

- a. Construct a mega structure equivalent to fourteen (14) [3m x 3m]; booths with an 8ft height according to approved design.
- b. Install all relevant storage within each individual exhibitor's booths
- c. Construct stage and backdrop at the rear of the main booth structure
- d. Liaise with TTMA's officials to ensure time schedules are accomplished for the complete construction of the booth.

**(c) Decoration**

- a. Ensuring that the booth is outfitted with the relevant signage and other necessary esthetics.
- b. Install Screen no smaller than 9 x 6' at the front of the screen and audio visual inputs and outputs.

**(d) Booth Maintenance during the period**

- a. Periodic checks during the Convention and after Convention hours to effect necessary repair and adjustments as may be required.

**(e) Booth Removal**

Dismantle booth and remove/dispose of identified materials at the end of the Convention, within the deadline established by the TTMA, and in

collaboration with participants specifically in relation to any signage or other articles to be returned to the exhibitors or the TTMA.

## 6. FORMAT OF TENDERS

- (a) Tenders shall comprise a **Single-Envelope System**, this means a single envelope containing both the financial and technical/quality information for evaluation.
- (b) Alterations or erasures on any tender shall be initialled by the Tenderer or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

## 7. INSTRUCTIONS TO TENDERERS

**Tenderers are advised to read these instructions very carefully, since failure to abide by same may result in automatic rejection.**

- a. Tenderers are advised that they **MUST** meet and/or exceed the “Past Experience” criteria demonstrating works of a similar nature else they shall **not** be considered further

Div	Addressed to:	Submission location	Site Visit (mandatory)	Closing date	Copies
Division of Finance, Trade and the Economy	<b>DFTE 001 - 2022</b> The Administrator, Division of Finance, Trade and the Economy	Tender box (Box Opening dimensions are approx.14” long x ¾” wide) located on the Ground Floor of the Victor E Bruce Financial Complex, 6 – 10 Post Office Street, Scarborough , Tobago .	<b><u>26<sup>th</sup> July 2022</u></b> <b><u>at 11:00am</u></b> at Centre of Excellence, Macoya, Trinidad.	<b>8<sup>th</sup> August</b> <b>2022</b> at <b>10:00am</b>  <b>Tenders</b> <b>shall be</b> <b>opened at</b> <b>1 :10 pm</b>	one (1)original,  four (4) copies  and one (1) digital copy (on flash drive)

## 8. TENDER SUBMISSION INSTRUCTIONS

Tenderers should ensure:

- a. Only documents requested in these instructions will be accepted in a neat format with each section properly separated and tabbed together with a table of contents for ease of access **in the order stated hereunder.**
- b. The Division reserves the right to reject any tender that has not been properly bound, /secured tabbed, in an order different from that stated below or submission of any loose pages etc. Each page must be numbered individually and consecutively. Page numbers must be inserted in bold at the bottom right hand corner of each page and in a form that can be clearly distinguished from any other pagination on the page. If the Tenderer fails to comply with these directions without a good explanation, the tender is at risk of being rejected for failure to so comply.
- c. State whether the Tenderer has the legal capacity to contract. Attach Certificate of Incorporation/Registration, Notice of Directors and most recent Annual Returns
- d. Tenderers are to submit valid compliance certificate for **VAT, NIS and BIR.**
- e. Provide a brief summary of the Tenderer understanding of the Project to include how the Tenderers understanding is in alignment with the Division's vision and concept.
- f. **Past Experience** - A brief narrative of the past experience/portfolio of the tenderer to demonstrate its suitability in undertaking works of this nature (not as a sub – contractor). Submission of at least **TWO (2)** previous projects within the past three (3) years as evidenced by letter(s) of award/**signed** contracts/purchase orders demonstrating that the Tenderer has undertaken works of a similar nature for any Government agency, or private individual, or any private company. Where any past experience contracts/letter of award is submitted from a private company or a private individual it **MUST** be proved, by being attached to a Statutory declaration from the client on whose behalf the work was undertaken. The declaration must come from the client and not the Tenderer and be notarized by a Commissioner of Affidavits. The statutory declaration shall be in a format as prescribed by Schedule III (a) – company or Schedule III (b) – private individual.

- g. **Past Performance** – the names and contacts numbers of persons who supervised the works on behalf of the Client, or if the person is no longer employed with the client, the name and contact number of someone who is currently employed with the Client and who can attest to the performance of the Tenderer. Alternatively, any testimonial evidencing the quality of the Tenderer’s past work. The inclusion of some photographs of previous designs undertaken is necessary
  
- h. **Financial Capacity** - Financial reference from a **recognized financial institution** demonstrating the ability to finance the project to at least 40% of the cost proposed in the tender. Letter must give a range, e.g. high five digits, low six digits etc. Alternatively, an economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links, which it has with them. It must in that case prove to the Division that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal
  
- i. **Proposed concept design** – The Tenderer must describe the concept proposed to meet the vision of the Division, and provide sufficient information to include samples of graphic renderings or drawings/sketches of booth, decoration, signage etc., type of material that will show the creative aspect of its design to demonstrate that the Division’s zone is the best in the forum. See **Schedule II** for show layout.
  
- j. **Methodology** – Provide a detailed methodology to undertake the works and to include
  - i. The person(s) nominated to liaise with the Division and the organisers of the trade show.
  - ii. Provide for coordination between the Division and the organisers
  - iii. a schedule of works to culminate with the day of the show and to include activities to be undertaken after the show. Schedule of works must be done on a day by day basis, so that the Division is able to discern what shall be done on each day of the relevant days leading up to the show.
  - iv. Mobilization and demobilisation
  
- k. **Cost breakdown** – tenderers are to submit a detailed cost breakdown for the proposed design from start to finish



## 9. EVALUATION CRITERIA

### Step 1 - Mandatory criteria

1. Tenderers must have the legal capacity to enter into a procurement contract. – See 8 (a)
2. Tenderers **MUST** have complied with all local Tax laws as at the date of submission. – See 8 (b)

### Step 2 - Selection criteria – Firm’s capability and capacity

Firms must pass each element in the selection criteria before proceedings to the award criteria. To this end the selection criteria includes –

No	Criteria	Score	Evidence
1	VAT	Mandatory	VAT Clearance
2	NIS	Mandatory	NIS certificate
3	BIR	Mandatory	Statement of Indebtedness
4	Relevant Past Experience	Pass/Fail	See 8 (d)
5	Past Performance	Pass/Fail	See 8 (e)
6	Financial Capacity	Pass/Fail	See 8 (f)

Tenderers must pass **EACH** element of the mandatory and selection criteria to be further considered.

### Award Criteria

No	Criteria	Weight	Evidence
7	Presentation	10	
8	Experience.	10	photographs of previous designs undertaken is necessary
9	Proposed concept design	30	See 8 (g)
10	Methodology	10	See 8 (h)
11	Cost breakdown	10	See 8 (i)
12	Price submission	30	Cost proposal

### Awards shall be made based on the following –

Tenderers must score at least 75% in each award criteria to be considered. A price quality ratio shall then be calculated to determine the successful Tenderer. Price Quality Ratio = Price proposed /points obtained.

Where any documents pertaining to the eligibility, mandatory or selection criteria is incomplete or absent, the Division reserves a discretion to permit the tenderer to bring in the incomplete/absent document within a reasonable time period.

Where the tender evaluation committee is of the opinion that the price or time proposal of the successful tender is abnormally low, the evaluation committee retains a discretion to reject the tender summarily or require further and better particulars.

## **10. CONTRACTING**

Any contracting made with successful Tenderers shall be made with the price, design, methodology, timelines etc. proposed. Time proposed shall be made of the essence in the contract. The form of contract shall be a fixed price lump – sum contract, and not by individual elements of the Bill of Quantities. Notwithstanding, the lump sum contract, the Division reserves the right to contract for a portion of the elements of the Bill of Quantities, should it be necessary, in which case the sum of the line elements required shall form the lump sum contract.

## **11. WAIVER**

The Division 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 or of it is in the best interest of the THA to do so. The Division retains a general right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who "but for" the waiver, would have submitted a different offer and shall not be prejudicial for any tenderer.

## **12. REQUESTS FOR ADDITIONAL INFORMATION**

Tenderers requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY**. Emails should be sent to the following email address: [FTEProcurementUnit@gov.tt](mailto:FTEProcurementUnit@gov.tt) captioned **RFP –DFTE 2022 (NAME OF TENDERER)** on or before **28<sup>th</sup> July, 2022 no later than 11:00am.** ( each tenderer shall maintain one email thread with the Division's Procurement Unit )

Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process by **29<sup>th</sup> August 2022.**

## **13. TERMS OF PAYMENT**

Upon the successful completion of works and the subsequent issuance of the completion certificate by the Division, all other monies shall be paid to Tenderer within thirty (30) days, but no later than sixty (60) days after the submission of the invoice to the Accounting

Department. The Division shall retain ten (10%) on each payment made to the Tenderer, to only be released after the defects liability period of ninety (90) days<sup>1</sup>. Tenderers are advised that there is the possibility that no mobilization payments shall be made.

#### **14. BID VALIDITY PERIOD**

Bids shall be valid for a period of at least ninety (90) days as per the tender submission.

#### **15. NO CONTRACTUAL OBLIGATIONS**

This is an Invitation to Tender. No contractual obligations will arise between the Division and any Tenderer until and unless Division and a Tenderer enters into a formal, written contract for the Tenderer 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, negotiate and or amend contractual terms, with mutual consent of the Division and the successful tenderer.

#### **16. PERFORMANCE BOND**

Successful tenderers may be required to execute a performance bond to the value of 10% of the contract sum, from a reputable financial institution in favor of the Division, as a condition precedent to the execution of the contract. The form and manner of the format of the performance bond shall be issued to the successful tenderer by the Division.

#### **17. LATE TENDERS**

**Late tenders will not be accepted under any circumstances.** The Division 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. Further no applications for extensions of time shall be granted under any circumstances and Tenderers are advised not to make any such applications.

#### **18. NO CLAIM FOR COMPENSATION**

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

#### **19. 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.

## **20. CONFLICT OF INTEREST**

The Division will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship involving Tenderers and Members of 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 or daughter of a person and includes the spouse of a son or a daughter of such person.

## **21. RIGHTS OF THE DIVISION**

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

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

**22. GOVERNING LAW**

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

## Schedule I

### Cover Page

The Administrator  
Division of Finance and the Economy  
Tobago House of Assembly

Dear Madam,

Having read the tender documents and the provisions therein and taking into account the variables as described on the site visits, the Tenderer proposes the following prices to undertake this project:

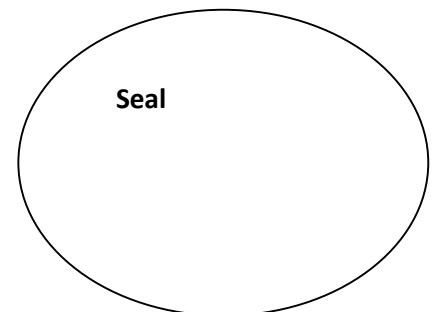
	<b>Booth Construction, Installation, Decoration and Disposal</b>
Price (pre – Vat)	
VAT (12.5%)	
Total Sum	

In support of the above – mentioned submissions see the documents as requested in Section 8 of the Tender documents.

- (a) **Annexure A** – Certificate of Incorporation and or Registration, Notice of Directors
- (b) **Annexure B** – Valid VAT, NIS and BIR compliance certificates
- (c) **Annexure C** - Brief summary of understanding of requirements
- (d) **Annexure D** - Past Experience/Portfolio of works closely related to this type of works
- (e) **Annexure E** – The names and contacts of two (2) references for the works done as evidenced in the past contracts/letters of award/purchase orders above.
- (f) **Annexure F** – Evidence of Financial capacity
- (g) **Annexure G** - Proposed concept design/aesthetics
- (h) **Annexure H** - Methodology
- (i) **Annexure H** - Bill of Quantities

Dated this.....day of.....2022

.....  
Authorized Representative Signature



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## Schedule II Floor Plan

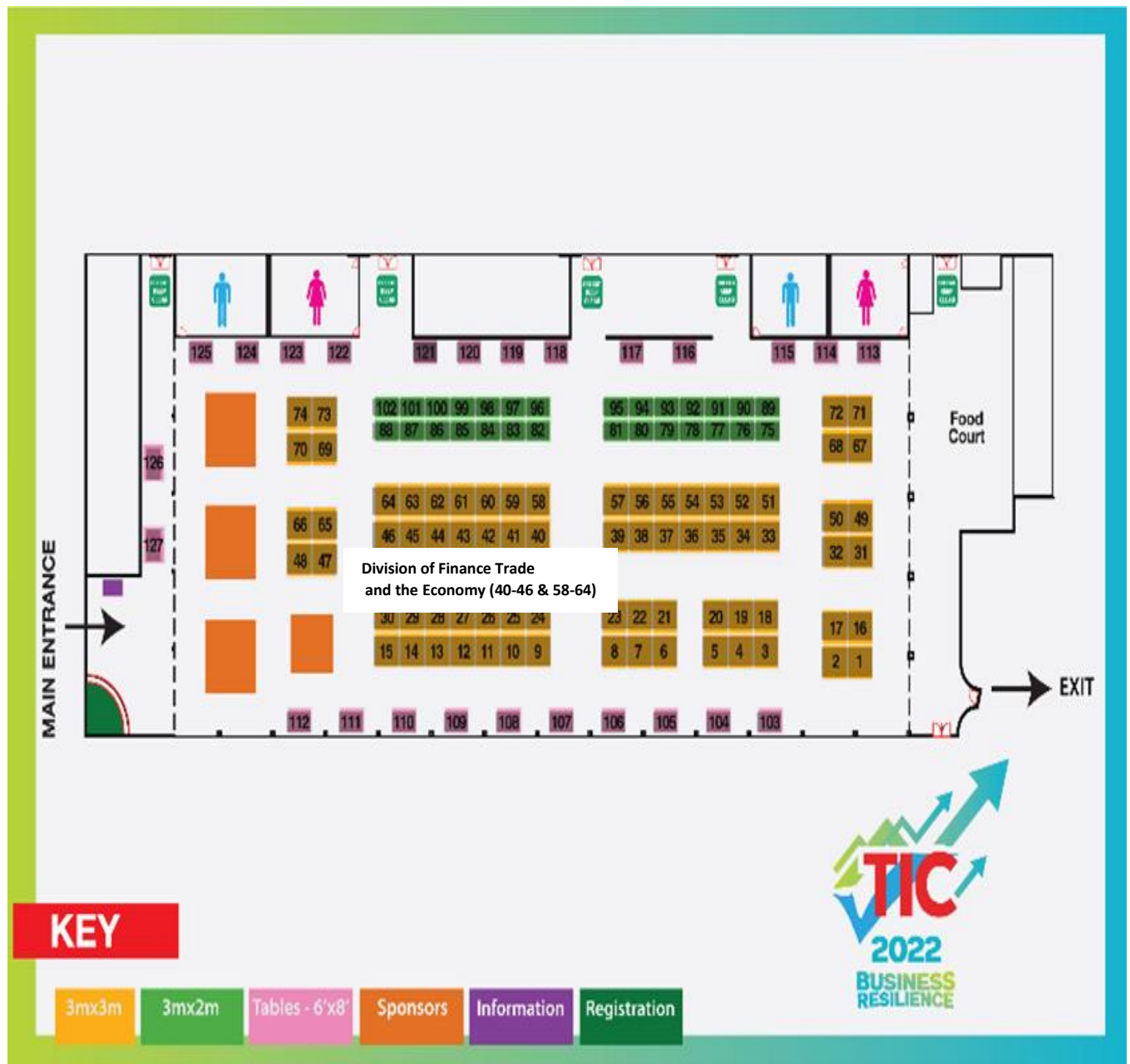


Figure 1 - Booth 40-46 and 58-64 [DIVISION DISPLAY SECTION] - <https://tma.com/tic/about/floorplan>



**SCHEDULE III (A)**  
**Statutory Declaration (Private Company)**

**REPUBLIC OF TRINIDAD AND TOBAGO IN THE MATTER OF THE**  
**STATUTORY DECLARATIONS ACT CHAPTER 7:04**

I, \_\_\_\_\_, Director an Authorized  
[Name of Director]

representative of \_\_\_\_\_ a company duly incorporated and  
[Name of company]

continued under the Companies Act 1995, with its registered office situate at :

\_\_\_\_\_  
\_\_\_\_\_

[Address of Company]

In 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 that the signed contracts/letters of award of purchase orders hereto annexed and that has been submitted by the Bidder in response to the Division's Tender is a true representation of works the Bidder has undertaken for this company and that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the contract(s) hereto annexed and marked "A".

4. I have had my Attorney-at-Law explain 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 2022 )

Before me,

COMMISSIONER OF AFFIDAVITS

### **SCHEDULE III (B)**

#### **Statutory Declaration (*Private Individual*)**

#### **REPUBLIC OF TRINIDAD AND TOBAGO**

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

I, \_\_\_\_\_ of \_\_\_\_\_  
[Name of Person] [Occupation of Person]  
\_\_\_\_\_  
[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 hereto annexed that has been submitted by the Bidder in response to the Division's tender is a true representation of works the Bidder has undertaken for me personally and further that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the signed contract(s) hereto annexed and marked "A".
3. I have had my Attorney-at-Law explain 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 2022 )

Before me,

COMMISSIONER OF AFFIDAVITS

**- THE END -**