



TOBAGO HOUSE OF ASSEMBLY

DIVISION OF FINANCE, TRADE AND THE ECONOMY

VICTOR E BRUCE FINANCIAL COMPLEX

6-10 POST OFFICE STREET

SCARBOROUGH 900212

TOBAGO

NOTICE OF AMENDMENT

REQUEST FOR PROPOSAL (RFP)

BOOTH CONSTRUCTION, INSTALLATION, DECORATION

AND DISPOSAL DFTE 001 - 2022

MANDATORY SITE LOCATION (26th August 2022 at 11:00am) – Occurred

CENTRE OF EXCELLENCE

MACOYA

TRINIDAD

3. 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	DFTE 001 - 2022 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	<u>26th July 2022</u> at 11:00am at Centre of Excellence, Macoya, Trinidad. (CLOSED AND ATTENDED)	8th August 2022 at 10:00am Tenders shall be opened at 1 :10 pm	one (1)original, four (4) copies and one (1) digital copy (on flash drive)

3. TERMS OF PAYMENT

~~Upon the award of the contract, the Division shall pay 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[†]. Tenderers are advised that there is the possibility that no mobilization payments shall be made.~~

Upon successful award, the contract the **Division shall agree to pay a thirty percentage (30%) mobilization fee** and the Division shall pay the upon successful completion of works. **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.

Mobilization 30%

Completion 70%

4. 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 captioned **RFP –DFTE 2022 (NAME OF TENDERER on or before 28th 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 ~~29th August 2022.~~ **29th July 2022**

5. CONFLICT OF INTEREST

The Division will ensure there is no Conflict of Interest in this tender. As such, any direct family relationship or having direct involvement in planning towards this subject of procurement and involving Tenderers and Members of Division’s Management, Staff and committee 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.

Schedule III

Schedule III

Conflict of Interest Declaration

I the undersigned have read the Conflict of Interest Guideline and I understand that as part of the

[Name of Person / Entity]

That the **DIVISION OF FINANCE TRADE AND THE ECONOMY along with its various committees and boards has a commitment** to ethical conduct. It is the The Division's policy to avoid conflicts of interest where avoidable. I also understand that I must declare any conflict of interest, which may arise after the signing of this declaration immediately to the (The Division's Procurement Unit) in writing, who will ensure that I will not participate in any procurement process where I may be exposed to such a conflict of interest.

I declare that I am not directly or indirectly involved in any financial or other interest or undertaking which would compromise my tender.

DISCLOSURE DETAILS

Do you have a Conflict of Interest?

YES

NO

If YES, the actual, potential or perceived conflict of interest relates to: (tick all appropriate box/es)

- Relationship with family or friends at Division
- Sits as a committee member or management of the Division as well as on top Management at my entity
- Relationship with family or friends On Planning Committee
- Outside work activities with members of the Division (paid/unpaid)
- Provision of external consultancy services for members of the Division and its committees
- Other (if you selected other please provide details)

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The following actual, potential or perceived conflict of interest has been identified. (Please insert all relevant details)

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The (actual, potential or perceived) conflict is expected to last: (tick appropriate box)

- 0–12 months
- >12 months or ongoing

SIGNATURE :

POSITION :

NAME :

DATE :

