



# **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 CLARIFICATION**

**REQUEST FOR PROPOSAL (RFP)**  
**BOOTH CONSTRUCTION, INSTALLATION, DECORATION**  
**AND DISPOSAL DFTE 001 - 2022**

**MANDATORY SITE LOCATION (26<sup>th</sup> August 2022 at 11:00am) – Occurred**

**CENTRE OF EXCELLENCE**

**MACOYA**

**TRINIDAD**

**Following the site visit that took place on Tuesday 26<sup>th</sup> August, 2022 at 11:00am. The following questions were put forward to the Division:**

1. Question: What is the Total floor space to have the booth constructed (equivalent to 14 - 3 x 3 m booths)?

**Answer: 21m x 6 m**

2. Question: What are the dimensions for each section of the booths?

**Answer:**

**Stage - 3m x 6m**

**Aisle - 18m x 2m**

**Lounge - 2m x 6m**

**Booths - 16m x 3m on either side of the aisle**

3. Question: How many entities are attending?

**Answer:**

**There are presentations of varying sizes being done for ten (10) entities inclusive :**

- i. Tobago Agribusiness Development Company Ltd. (TADCO) - To be counted as a double-entity**
- ii. Studley Park Enterprises Ltd. (SPEL) - One booth, prominently displayed**
- iii. Tobago Information Technology Ltd. (TITL) - One booth**
- iv. Strategic Business Support and Development Unit (SBSDU) & Business Development Unit (BDU) - One larger single booth incorporating six (6) smaller entities**
- v. Shaw Park Complex (SPC) - Smaller booth near the stage**
- vi. Tobago Tourism Authority Ltd. (TTAL) - combined booth with #7**

- vii. **Division of Tourism, Culture, Antiquities & Transportation (incl. Festivals Commission) - Double-sized booth to incorporate TTAL.**
- viii. **Tobago Performing Arts Company (TPAC) - smaller space related to the stage.**

4. Question : How many booths are required ?

**Answer:**

**Actual booths:- 8 of varying sizes to accommodate the information shared above. Additionally we also require a stage area at the back of the booth and a furnished lounge area at the inner entrance of the display booths behind the 9'x6' digital screen.**

5. Question : Is stage and ambient lighting required?

**Answer :**

**Ambient lighting is required for the booths. Lighting for the stage is covered separately.**

6. Question : Does the service Provider have to provide any furniture for individual booths?

**Answer :**

**Yes**

7. **Question : Can the service provider have permission to begin construction on the**

**Answer :**

**The venue will not be available to the TTMA before Monday 22nd ... hence the venue will not be available to the service provider before 12:00 noon on Monday 22nd.**

8. **Question : What is the maximum height of the booths**

**Answer :**

**15 feet**

**~ END ~**