



# **OFFICE OF THE CHIEF SECRETARY**

## **REQUEST FOR PROPOSAL FOR**

### **THE DIGITIZATION OF THE EXECUTIVE COUNCIL PROCESSES FOR THE TOBAGO HOUSE OF ASSEMBLY**

**OCS-ISD-002**

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## KEY DATES

DESCRIPTION	DATE	TIME
Pre-Tender Meeting Registration Deadline	Friday 18 <sup>th</sup> November, 2022	4:00pm
Virtual Pretender Meeting	Monday 21 <sup>st</sup> November, 2022	2:00pm
Tender Acknowledgement	Friday 25 <sup>th</sup> November, 2022	10:00am
Additional Enquiry	Friday 02 <sup>nd</sup> December, 2022	2:00pm
<b>Tender Submission Deadline</b>	<b>Wednesday 14<sup>th</sup> December, 2022</b>	<b>2:00pm</b>
Tender Opening Date	Wednesday 14 <sup>th</sup> December, 2022	2:15pm

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## **1. INTRODUCTION**

The Office of the Chief Secretary (OCS), Tobago House of Assembly (THA), is desirous of obtaining a suitable firm to supply and implement an Application that digitizes the records and process associated with the conduct of Executive Council Meetings, as well as those processes that occur pre and post Executive Council Meetings.

## **2. BACKGROUND**

Whilst the THA consists of two major arms, one being Legislative and the other, Executive, the latter arm consists of a decision making body called the Executive Council (EC). This Executive Council is responsible for policy formulation, giving general direction as well as implementation of policy with respect to matters within its remit as per Act 40 of 1996.

The Executive Council (EC) consist of nine members, comprised of seven Secretaries, the Chief Secretary and Deputy Chief Secretary. At present, these nine EC members are the political heads of Divisions whose nomenclature can change in at any point in time. Additionally, one Secretary can head more than one Division.

At present the Divisions are:

- Community Development, Youth Development and Sport;
- Education, Research and Technology;
- Finance, Trade and the Economy;
- Food Security, Natural Resources, the Environment and Sustainable Development;
- Health, Wellness and Social Protection;
- Infrastructure, Quarries and Urban Development;
- Office of the Chief Secretary;
- Office of the Deputy Chief Secretary
- Settlements, Public Utilities and Rural Development
- Tourism, Culture, Antiquities and Transportation,

## **OCS-ISD-002**

From a workflow perspective, Divisions' create Executive Council Notes that are sent to the Executive Council via the Executive Council Secretariat, and Divisions are the recipient of EC Minutes via the Executive Council Secretariat.

With respect to the preparation of Executive Council Notes, each Division prepares an Executive Council Note that is approved at the Administrator /Chief Administrator level before submission to the Secretary/ Deputy Chief Secretary/Chief Secretary. Once the Secretary/ Deputy Chief Secretary/Chief Secretary approves the Executive Council Note for submission to the Executive Council, that Executive Council Note is sent to the Executive Council Secretariat.

At the Executive Council Secretariat, an agenda is prepared and a copy of each Executive Council Note is placed in an envelope and sent to each Secretary ahead of the EC weekly meeting.

At Executive Council Meeting, EC members discuss the Notes and take a decision on each Note, and such decisions can be; either deferred, withdrawn or approved.

Subsequent to the EC meeting, the Chairperson of the EC Meeting communicates to Executive Council Secretariat the decision of the EC.

Armed with the decisions of the EC, the Executive Secretariat creates Executive Council Minutes which are then distributed to the Divisions for implementation of the decisions contained within those Minutes.

Administratively, the Executive Council Secretariat is a department of the OCS, whilst physically, divisions are geographically dispersed and do not share a common network infrastructure.

### **3. ELIGIBILITY**

Tenderers that are pre-qualified with the Procurement Control Office and tenderers that are registered with the Office of Procurement Regulation (OPR) are eligible to participate in this tender. Additionally, firms, shall meet the following criteria to be eligible to participate in the THA's public procurement:

- a) has the legal capacity to enter into a contract;
- b) is not:



- i. insolvent;
  - ii. in receivership;
  - iii. bankrupt; or
  - iv. being wound up, administered by a court or judicial officer
- c) business activities have not been suspended;
- d) not the subject of legal proceedings for any of the circumstances in (b);
- e) has fulfilled his or her obligations to pay taxes and national Insurance Contributions;
- f) their Directors and/or Principal Officers have not been convicted for any criminal offences.
- g) this tender is open to Tenderers domicile on the island of Trinidad and Tobago.
- h) the bidder must have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- i) firms must meet relevant industry standards.

#### 4. SCOPE OF WORKS

See Appendix A for full SCOPE OF WORKS.

#### 5. VIRTUAL PRE-TENDER MEETING

All prospective Tenderers will be invited to attend a **MANDATORY** virtual Pre-Tender Meeting. The meeting will be held on **Monday 21<sup>st</sup> November, 2022 at 2:00pm**. Prospective Tenderers must send an e-mail to [latoyah.smith@tha.gov.tt](mailto:latoyah.smith@tha.gov.tt) on or before **Friday 18<sup>th</sup> November, 2022 at 4:00pm**, indicating the name, designation and firm/organization of the persons attending the meeting. An invitation will be forwarded to the email address provided. The email must have the subject heading “Virtual Pre-Tender Meeting: Digitization of EC Processes”.

**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) The original and the four (4) copies of the tender 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 Tenderer.
- (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.

**7. TENDER ACKNOWLEDGMENT FORM**

Interested parties must indicate their intent to tender via the attached Tender Acknowledgement Form (**Appendix B**) This must be completed and emailed to the Procurement Unit – Office of the Chief Secretary, Spring Garden Facility, Spring Garden Trace, Tobago at: [latoyah.smith@tha.gov.tt](mailto:latoyah.smith@tha.gov.tt) .

**The deadline for submission of the Tender Acknowledgement Form is Friday 25<sup>th</sup>  
November, 2022 by 10:00am.**

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.

**8. TENDER SUBMISSION INSTRUCTIONS**

Tenderers who attended the virtual pretender meeting and have completed and submitted the tender acknowledgement form by **Friday 25<sup>th</sup> November, 2022** are to submit their tender **in the order stated hereunder.**

**a) FORM OF TENDER (MANDATORY)**

- Contractor shall submit price proposal on the **FORM OF TENDER** annexed in **Appendix B** ensuring VAT is stated **separately** on the Form of Tender.

**B) DOCUMENT SUBMISSION CHECKLIST (MANDATORY)**

- This is to be completed by proponents and indicates all documents included in the proposal.  
**See Appendix B (Mandatory)**

**C) TABLE OF CONTENTS (MANDATORY)**

**d) STATEMENT OF TRUTH annexed in **Appendix B (MANDATORY)****

**E) SUCCESSFUL PREQUALIFICATION LETTER (MANDATORY)**

- Contractors shall include in their submission, a successful pre-qualification notification letter issued by the Procurement Control Office, THA which confirms that the contractor meets the eligibility requirements as outlined in section 3.
- Evidence of Registration with the OPR

**f) COMPANY PROFILE (MANDATORY)**

- This should detail the firm's business, qualifications, clients and related experience

**g) EVIDENCE OF BUSINESS REGISTRATION (MANDATORY)**

- Certificate of Incorporation/ Business Registration pursuant to the Companies Act 1995, as amended
- Notice of Incorporation
- Notice of Directors
- Notice of Address

**h) EVIDENCE OF COMPLIANCE WITH LEGAL TAXES (MANDATORY)**

- **VAT compliance certificate** – valid as at the deadline date for submission of proposals, or a letter of exemption from the Board of Inland Revenue

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- **NIS compliance certificate** – valid as at the deadline date of submission of proposals, or a letter of exemption from the National Insurance Board

### **i) EVIDENCE OF PAST EXPERIENCE (EVALUATED)**

- **Contract/Letters of Award.** Tenderers can provide two (2) previously signed contract/letters of award in works of a similar nature or provide letters from clients for whom works of a similar nature was done **NOT EXCEEDING** four (4) years. Clients must in their letters state the cost of the works done.

### **j) ABILITY TO FINANCE THE PROJECT (EVALUATED)**

- Tenders must demonstrate that they have the financial/other capacity to start and finish the project and are asked to provide financial/other evidence from:
- a recognized financial institution (Financial institution, financier) demonstrating the ability to finance the cost proposed in the tender. Letter must give a range, e.g. high five digits etc.

**NB.**

Documents submitted must be **NO OLDER THAN THREE (3) months**

### **k) KEY PERSONNEL (EVALUATED)**

- Signed resume and copies of related qualifications/certifications of key technical staff

### **l) PROJECT PROPOSAL/METHODOLOGY (EVALUATED)**

- A detailed, high level implementation schedule / method statement for the delivery of the Scope of Works showing key project dates
- Bidders Must state the timeframe for implementation in days
- The name of the key proponent responsible for leading the project should the proponent be successfully selected and contracted to provide the service.
- A detailed breakdown of the costing related to this project.
- Presentation of solution that meets specifications.
- Evidence of Distributor Rights where applicable

m) **QUOTATION (MANDATORY)**

- Proponents shall submit a detailed quotation reflecting a breakdown of the cost proposed on the form of tender inclusive of the unit prices, total tender price, and VAT where applicable.
- Bidders **MUST** propose terms of payment
- Bidders **MUST** state the period for which proposed price remains valid
- Quotations **MUST** be signed and stamped.

n) **PRESENTATION/LAYOUT (MANDATORY)**

- Table of Contents must be included for easy referencing
- Each section of the tender document must be properly identified and tagged
- All pages of the tender document must be numbered sequentially

**Additional information** can be submitted other than that requested above. Any additional information provided which materially contributes to a more comprehensive understanding of this RFP will be taken into consideration. **All submissions must be neatly bound, numbered and company stamp MUST be affixed to each page.** The Division reserves the right to reject tender documents that are poorly assembled or tabbed and not in keeping with the specific order.

**9. TENDER SUBMISSION**

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

**The Chief Administrator  
Office of the Chief Secretary  
Request for Proposal: The Digitization of the Executive Council Processes for the  
Tobago House of Assembly  
OCS-ISD-002**

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and deposited in the tender box located on Ground Floor of the Spring Garden Office Facility, Spring Garden Ext. Road, Scarborough, Tobago. This tender closes on **Wednesday 14<sup>th</sup> December, 2022**. (Box Opening dimensions are approx. 13” long x 1” wide). There will be a public opening at 2:15pm.

Tenderers **MUST** submit:

- **One (1) original** tender package. The envelope must be clearly labelled as “**ORIGINAL**” in **BOLD** font.
- **Four (4) hard copies** of the completed tender package. The envelope must be clearly labelled as “**COPY**”.

Envelopes **MUST** be properly sealed with the bidder’s returning address and contact number at the back of the envelope. Tenderers **MUST** also affix their company’s seal at the front of the Envelope, Moreover, the company’s seal **MUST** be affixed to all pages of the bid submission and duly signed by the Tenderer.

### 10. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Unit **ONLY** by sending an email to the following email address: [latoyah.smith@tha.gov.tt](mailto:latoyah.smith@tha.gov.tt) **NO LATER THAN Friday 02<sup>nd</sup> December, 2022 by 2:00pm**. All queries should be addressed to:

**Ms. Latoyah Smith**  
**Public Procurement Officer**  
**Office of the Chief Secretary**

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

## **11. TENDER OPENING**

Tenders shall be opened at the Procurement Control Office, Spring Garden Office Facility, Spring Garden Trace, Tobago on **Wednesday 14<sup>th</sup> December, 2022 at 2:15pm**. All tenderers are invited to be present for the opening.



## **12. EVALUATION OF TENDERS**

The OCS 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 OCS 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.

**Evaluation Criteria**Selection criteria

	<b>CRITERIA</b>	<b>RELEVANCE</b>	<b>PROVIDED</b> (  /  )
1	Attendance at Virtual Pretender Meeting	<b>Mandatory</b>	
2	Form of Tender	<b>Mandatory</b>	
3	Document Checklist	<b>Mandatory</b>	
4	Table of Contents	<b>Mandatory</b>	
5	Statement of Truth	<b>Mandatory</b>	
6	Successful Pre-qualification Notification Letter/ Evidence of Registration with OPR	<b>Mandatory</b>	
7	Company Profile	<b>Mandatory</b>	
8	Certificate of Incorporation/Business Registration	<b>Mandatory</b>	
9	NIS Registration/Compliance Certificate (where applicable)	<b>Mandatory</b>	
10	Valid Income Tax/BIR	<b>Mandatory</b>	
11	VAT Compliance Certificate – where applicable	<b>Mandatory</b>	
12	Completed, Signed and Stamped Quotation	<b>Mandatory</b>	

**NB:** Tenderers that have not passed any one of the above (Pass/Fail) requirements **SHALL NOT** be considered further in the application of the ‘Award Criteria’.



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### Award Criteria

Tenders would be evaluated according to a two-stage evaluation process based on Technical Evaluation Criteria as well as Price Proposal. Tenderers must submit adequate evidence to support each of the criterion listed below and must attain a minimum score of 55 points in the Technical Evaluation in order to qualify for assessment of the Price Proposal. Tenderers must obtain an overall minimum average of 70 points in order to be considered for Award of Contract.

NO	TECHNICAL CRITERIA	MAX SCORE	EVIDENCE
1	Firm provided evidence of past experience performing works of a similar nature.	10 pts	Section 8 (i)
2	Firm provided evidence of financial capacity.	10 pts	See Section 8 (j)
3	Firm provided resume of its key technical staff with qualifications in works of a similar as identified in this RFP	15 pts	See Section 8 (k)
4	a) Firm provided a detailed proposal that captures the objectives of the scope of works	20 pts	See Section 8 (l)
	b) Presentation of solution that meets specifications	25 pts	See Section 8 (l)
	<b>SUBTOTAL</b>	<b>80 pts</b>	
<b>PRICE SUBMISSION</b>			
5	Proposed Cost for Solution	20 pts	Offer is reasonable for the scope of works outlined
	<b>TOTAL</b>	<b>100 pts</b>	

**13. CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

The successful tenderer shall be required to comply with OCS confidentiality and non-disclosure agreements and to comply with all applicable Trinidad and Tobago legislation relating to the processing of personal data. The successful Tenderer shall comply with all applicable requirements of the Data Protection Law, take all reasonable precautions to preserve the integrity of any Personal Data which it processes, prevent any corruption or loss of such Personal Data and ensure that all personnel who have access to and / or process Personal Data are obliged to keep the Personal Data confidential.

**14. NO CONTRACTUAL OBLIGATIONS**

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

**15. LATE TENDERS**

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

**16. 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 RFQ, and by submitting a tender each bidder shall be deemed to have agreed that it has no claim.

**17. INDEMNITY**

Tenderers in submitting a tender, commits 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.

**18. CONFLICT OF INTEREST**

The OCS 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.**

**19. RIGHTS OF THE OFFICE OF THE CHIEF SECRETARY**

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

- (a) The OCS 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.

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- (b) The OCS 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 OCS 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 OCS 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 OCS does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.
- (f) The OCS reserves the right to cancel this tender at any time and has no obligation to provide any reasons for such cancellation.

## **20. PREQUALIFICATION**

Bidders are advised to participate in the THA's Pre-qualification of Contractors' Process to qualify for inclusion into the Assembly's eligible list of approved contractors, Prequalification documentation can be downloaded from the THA's official website at: <https://pco.tha.gov.tt/pre-qualification/>

Pre-qualification packages must be filled out in accordance with the instructions and submitted directly to:

**Procurement Control Office  
Spring Garden Office Complex  
Off the Orange Hill ext. Road leading to Plymouth**

**21. GOVERNING LAW**

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

-End-

**APPENDIX A**  
**SCOPE OF WORKS**

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## **SCOPE OF WORKS**

### **SOFTWARE SOLUTION FOR THE DIGITIZATION OF EXECUTIVE COUNCIL FOR THE TOBAGO HOUSE OF ASSEMBLY OCS-ISD-002**

In general, at the end of this project, the OCS would have for use by the Executive Council, an Application to receive Executive Council Notes, hold meetings, disseminate decisions via Executive Council Minutes, perform search of Executive Council Notes and Minutes, as well as monitor implementation of decisions.

Specific business deliverables of this project are:

1. Divisions would prepare Executive Council Notes in the Application, track preparation, edits, amendments, modifications at the Division, as well as grant of authorization at various stages in the Division, prior to transmission of the Executive Council Note to the Executive Council Secretariat.
  2. Facilitate electronic transmission of Executive Notes from divisions to the Executive Council Secretariat.
  3. Enable the Executive Council Secretariat to review Executive Council Notes and notify Division via email and alerts of modifications required to Executive Council Notes.
  4. Allow the Executive Council to set deadline dates and times for the receipt of Executive Council Notes.
  5. Enable the Executive Council Secretariat to schedule Executive Council Notes for consideration by the Executive Council at their meeting.
  6. Create Executive meeting agenda and place agenda and Executive Council Notes into weekly meeting folder.
  7. Notify each executive Council member that Executive Council Notes are ready for their review prior to Executive Council meetings.
  8. Facilitate the Executive Council having discussions on Executive Council Notes
  9. Audio record meeting discussions
-

10. Allow the Executive Council to mark Executive Council Notes as Approved, Withdrawn or deferred.
11. Print Executive Council Notes by the Chief Secretary.
12. Print Executive Council Notes and Minutes by the Executive Council Secretariat.
13. Allow the Executive Council Secretariat to place in Division specific folders, Executive Council Minutes requiring action by the Division
14. Allow the Executive Council to monitor progress on the implementation of its decision/s.
15. Allow Divisions to enter status reports on the implementation of Executive Council Decisions pertaining to that Division.
16. Facilitate remote online access to the Application by the Executive Council members
17. Facilitate remote online access to the Application by authorized members of the Executive Council Secretariat.
18. Executive Council Notes when accessed by Executive Council members are to be read only documents. No downloading, printing or copying is to be allowed.
19. Record logon and logout date and time, as well as activity of any person accessing the Application
20. All activities in the application are to be date and time stamped.
21. The vendor is required to analyse and document processes that takes place prior to, during and post Executive Council meeting.
22. Subsequent to analysis, submission of documentation regarding processes associated with Executive Council Notes and Minutes preparation, distribution as well as Executive Council Meetings, for signoff by the OCS prior to implementation.
23. Presentation of documented process to stakeholders at a meeting so constituted to view and confirm accuracy of processes.
24. Presentation of the intended Application to stakeholders for suitability to meet the deliverables identified and signoff by the OCS prior to implementation.
25. Training of technical and user staff to manage and utilize the Application.

With respect to technical deliverables, the Application must have the following:

1. Register users on the system giving them a username and password.
-



2. The full name, this is first, middle and last name, as well as maiden name of the Secretary must be captured in the Application.
  3. Ability to Edit full name of Secretary
  4. Record the portfolio of the Secretary
  5. Record the Division/s to which the Secretary is attached
  6. Force a newly registered user to change password on first logon
  7. Force a user to change password after a password reset
  8. Ability of Secretary's to log on to the Application remotely via the Internet
  9. Restrict Chief Secretary and Secretary's view to read only when viewing Executive Council Notes and Minutes
  10. Prevent download, copy, print of Executive Council Notes and Minutes by Executive Council members.
  11. Store Executive Council Notes and Minutes as Portable Document File (PDF)
  12. Where an authorized person is required to download and or print and Executive Council Minute, a code must be entered into the file, prior to the desired action happening.
  13. Facilitate the upload of documents in various file formats as well as, Audio, Video, Pictures, Images, Maps.
  14. Documented assessment of the OCS's ability to host the Application and Database and make Application available online.
  15. Provision of Hardware and Software requirements to have the Application available online.
  16. Staff complement and competency requirement to manage and support the Application and database
  17. At a minimum, ability to run the following reports
    - a. Total Number of Executive Council Notes received by the Executive Council Secretariat by week, month, year and an customized period
    - b. Total Number of Executive Council Minutes generated by the Executive Council Secretariat by week, month, year and an customized period
    - c. Total number of Executive Council Notes and Minutes disaggregated by Division
    - d. Status of Executive Council implementation of Executive Council decisions by Division.
-

## **APPENDIX B**

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## TENDER ACKNOWLEDGEMENT FORM

**TO:**           **Public Procurement Officer, OCS**

**TENDER:**   **The Digitization of the Executive Council Processes for the Tobago House of Assembly**  
**OCS-ISD-002**

☐ (Yes) We \_\_\_\_\_ have received  
(Company Name)

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

☐ (No) We \_\_\_\_\_ have received  
(Company Name)

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

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---

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

.....  
Signature

In the capacity of .....

Company Stamp

Note: To be completed and emailed to the **Procurement Unit** at [latoyah.smith@tha.gov.tt](mailto:latoyah.smith@tha.gov.tt) by  
**Friday 25<sup>th</sup> November, 2022 @ 10:00am**

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**STATEMENT OF TRUTH**

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 organization’s suitability to be selected for this tender. I also acknowledge that the THA’s authorized 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**



Company Stamp  
**For and on behalf of**

.....  
.....

## **STATUTORY DECLARATION**

---

**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 20..... )

Before me,

COMMISSIONER OF AFFIDAVITS

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**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.
6. I, make this declaration:

I have the legal capacity to enter into a contract;

I am not insolvent;

I am not in receivership;

I am not bankrupt; or

being wound up, administered by a court or judicial officer  
and my business activities have not been suspended;

I am not the subject of legal proceedings for any of the circumstances in (b);

I have fulfilled my obligations to pay taxes and national Insurance

Contributions;

My Directors and/or Principal Officers have not been convicted for any criminal offences.

I have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and

I meet relevant industry standards.

Declared at )  
this day ) of  
20.... )

Before me,

COMMISSIONER OF AFFIDAVITS

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**FORM OF TENDER**

**TO:**           **The Chief Administrator, Tobago House of Assembly**

**TENDER:**   **The Digitization of the Executive Council Processes for the Tobago House of Assembly - OCS-ISD-002**

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

.....

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

PLUS VALUE ADDED TAX .....

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

.....

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

**TOTAL**

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.....

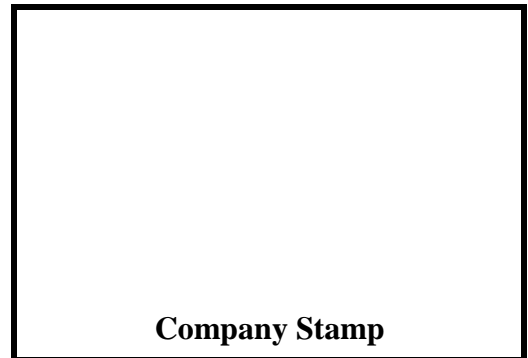
.....  
Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of



.....

.....



## DOCUMENT SUBMISSION CHECKLIST

Proponents are to place a tick in the checkbox for each item that is included in the proposal

DESCRIPTION	PROVIDED (  /  )
1. Form of Tender	
2. Table of Contents	
3. Statement of Truth	
4. Successful Prequalification Notification Letter	
5. Certificate of Incorporation	
6. Business Registration	
7. Notice of Incorporation	
8. Notice of Directors	
9. Valid VAT Compliance Certificate	
10. Valid NIS Compliance Certificate	
11. Valid Income Tax Clearance Certificate/BIR	
12. Evidence of Domicile (Business Address) in Tobago	
13. Sample Hygiene Report	
14. Employees Code of Conduct	
15. Reference Report	
16. Signed Contract	
17. Statutory Declaration	
18. Letter from Financial Institution	
19. Methodology	
20. Quotation	