



OFFICE OF THE CHIEF SECRETARY

REQUEST FOR PROPOSAL FOR

THE LEASING OF TWO (2) MULTIFUNCTION PRINTERS FOR THE CHIEF ADMINISTRATOR'S OFFICE AND THE PROTOCOL OFFICE

OCS-ISD-004

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KEY DATES

DESCRIPTION	DATE	TIME
Pre-Tender Meeting Registration Deadline	Monday 28 th November, 2022	4:00pm
Virtual Pretender Meeting	Tuesday 29 th November, 2022	2:00pm
Tender Acknowledgement	Friday 02 nd December, 2022	10:00am
Additional Enquiry	Friday 09 th December, 2022	2:00pm
Tender Submission Deadline	Wednesday 14th December, 2022	2:00pm
Tender Opening Date	Wednesday 14 th December, 2022	2:15pm

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1. BACKGROUND

The Tobago House of Assembly (THA) comprises two main arms, the Legislative Arm and the Executive Arm, and ten (10) divisions - nine with particular remits plus the Office of the Chief Secretary (OCS), which oversees the others.

Currently the multifunction printers located at both the Chief Administrator's Office and the Protocol Office are significantly aged, and frequently require considerable repairs to keep them functional. The daily operations of these departments, like many others under the purview of the OCS, are highly dependent on a reliable printer and are significantly disrupted during down time.

In this regard the OCS is currently in the process of engaging competent and reliable contractors to submit proposals for the leasing of two (2) multifunction printers at the Chief Administrator's Office and the Protocol Office for a period of three (3) years.

2. 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.

3. SCOPE OF WORKS

See Appendix A for full **Error! Reference source not found..**

4. VIRTUAL PRE-TENDER MEETING

All prospective Tenderers will be invited to attend a **MANDATORY** virtual Pre-Tender Meeting. The meeting will be held on **Tuesday 29th November, 2022 at 2:00pm**. Prospective Tenderers must send an e-mail to latoyah.smith@tha.gov.tt on or before **Monday 28th 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: Leasing of Two (2) Multifunction Printers”**.

5. 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.

6. 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 .

**The deadline for submission of the Tender Acknowledgement Form is Friday 02nd
December, 2022, 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.

7. 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 **NO LATER THAN Friday 09th 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.

8. TENDER SUBMISSION INSTRUCTIONS

Tenderers who attended the virtual pretender meeting and have completed and submitted the tender acknowledgement form by **Friday 02nd December, 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 the appendices 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 Appendices (Mandatory)

c) **TABLE OF CONTENTS (MANDATORY)**

d) **STATEMENT OF TRUTH** annexed in **Appendices (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) **EVIDENCE OF BUSINESS REGISTRATION (MANDATORY)**

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

g) **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
- **Income Tax Clearance Certificate/BIR**

h) 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.

OR

- **Reference Report.** Tenderers must provide two (2) reference reports completed and signed by past clients. Additionally, contractors can provide a signed Affidavit (See attached Statutory Declaration) to declare that works were done to support the Reference Report of past experiences presented.

i) 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**

j) KEY PERSONNEL (EVALUATED)

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

k) PROJECT PROPOSAL/METHODOLOGY (EVALUATED)

- A detailed description of the plan of action which outlines the use of all resources within the quoted time to deliver the desired project output. This plan should be sufficiently detailed.

l) **QUOTATION (EVALUATED)**

- 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.

m) **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 Leasing of Two (2) Multifunction Printers for the Chief
Administrator's Office and the Protocol Office
OCS-ISD-004**

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 14th 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. TENDER OPENING

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

11. 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

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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

	CRITERIA	RELEVANCE	PROVIDED (✓ / X)
1	Attendance at Virtual Pretender Meeting	Mandatory	
2	Form of Tender	Mandatory	
3	Document Submission Checklist	Mandatory	
4	Table of Contents	Mandatory	
5	Statement of Truth	Mandatory	
6	Successful Pre-qualification Notification Letter/ Evidence of Registration with OPR	Mandatory	
7	Certificate of Incorporation/Business Registration	Mandatory	
8	Notice of Incorporation (where applicable)	Mandatory	
9	Notice of Directors (where applicable)	Mandatory	
10	Notice of Address (where applicable)	Mandatory	

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11	VAT Compliance Certificate (where applicable)	Mandatory	
12	NIS Compliance Certificate (where applicable)	Mandatory	
13	Income Tax Clearance Certificate/BIR	Mandatory	

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’.

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.	20 pts	Section 8 (h)
2	Firm provided evidence of financial capacity.	20 pts	See Section 8 (i)
3	Firm provided resume of its key technical staff with qualifications in works of a similar as identified in this RFP	20 pts	See Section 8 (j)
4	Firm provided a detailed proposal that captures the objectives of the scope of works	20 pts	See Section 8 (k)
	SUBTOTAL	80 pts	

PRICE SUBMISSION			
5	Comprehensive quotation	20 pts	Offer is reasonable for the scope of works outlined
	TOTAL	100 pts	

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.
- (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.

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- (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.

18. 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**

19. GOVERNING LAW

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

-End-

APPENDICES

SCOPE OF WORKS

THE LEASING OF TWO (2) MULTIFUNCTION PRINTERS FOR THE CHIEF ADMINISTRATOR'S OFFICE AND THE PROTOCOL OFFICE OCS-ISD-004

SPECIFICATIONS

General	
Resolution	600 dpi
Monthly Volume	20000
Supported Paper Weights	Standard Trays: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m2) Bypass Tray: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m2) Duplex Unit: 14 -68 lb. Bond/142 lb. Index (52 - 256 g/m2)
Duplexing	Automatic (Standard)
Colour / Black & White	Colour
Supported Paper Sizes	1st Paper Tray: 8.5" x 11" (A4) 2nd Paper Tray: 5.5" x 8.5" - 12" x 18" (SRA3, A3-A6, B4-B6), Envelopes Bypass: Up to 12" x 18", Envelopes Custom Sizes: Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm)
Supported Paper Types	Plain, Recycled, Special, Coloured, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss
Output Speed Copy/Print	30 ppm B&W & FC (LTR)
Printer Specifications	
Interfaces	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B Wireless LAN (IEEE 802.11a/b/g/n)
Network Protocol	TCP/IP (IPv4, IPv6)

Print Resolution	Up to 1200 x 1200 dpi
Printer Languages	PCL5c, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation
Scanner Specifications	
Scan Modes	E-mail, Folder, USB, SD Card
File Formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF
Scanning Resolution	Up to 1200 dpi
Copier	
Multiple copying	Up to 999 copies
Copy resolution	Up to 600 x 600 dpi
Finisher	
1,000-sheet Booklet finisher	Paper size: Letter, Legal, Ledger, HLT, A3-A6, B4-B6 Paper weight: 52-300 g/m ² Stack capacity: 1,000 sheets Staple capacity: 50 sheets – Letter, A4; 30 sheets – Legal, B4 or larger Staple paper size: Letter, Legal, Ledger, A3-B5 Staple paper weight: 52-105 g/m ² Staple positions: Top, Bottom, 2 staples, Booklet Dimensions: 22.6" x 24.4" x 37.8" (575 x 620 x 960 mm) Weight: 95.9 lbs (43.5 kg)
Other	
Line conditioner	Tripp Lite LC1800

REQUIREMENTS OF LEASOR:

- a. Provide two (2) new multifunction printers that must meet or exceed the specifications as listed in the table above;
 - b. Note that from past experiences, the Chief Administrator's Office as well as the Protocol Office are expected to be doing an average minimum of 2000 copies/prints monthly; both in black and coloured;
 - c. Deliver the new multifunction printers, to the premises of the Office of the Chief Secretary (OCS) within 14 days of signing the contract;
 - d. Set-up, install, and test the multifunction printers and give on site basic training to users on how to operate the machines;
 - e. Equipment installation and removal shall be done in consultation with OCS, and in the case of removal or relocation of the machines the supplier shall bear the cost;
 - f. Be responsible for the proper maintenance and repair, ordinary and extraordinary, so that the machines are kept in optimum condition acceptable to the OCS;
 - g. Be responsible for regular maintenance which must be performed monthly - i.e. every one [1] month;
 - h. Upgrading and servicing of the multifunction printers should be done without any extra cost to OCS;
 - i. Maintenance services should be provided during the business hours of 8:00 a.m. to 4:00 p.m. on Mondays to Fridays;
 - j. Be responsible to keep and guarantee availability of spare parts for the whole period of the lease agreement (i.e. three [3] years);
-

- k. Be responsible for maintaining and replacing all consumables (excluding paper) regularly and when requested by the OCS for at least the whole lease agreement period (i.e. three [3] years);
 - l. Provide an on-site back-up machine within one [1] day from fault log-in should the machines supplied break down and are impossible to repair within a twenty-four [24] hour period;
 - m. Replace the machines supplied with another new machine at his/her expense without having the right for extra payment, this in the event that the machine supplied failed to meet expectations of the OCS;
 - n. Guarantee that the persons involved in:
 - the setup of the multifunction printers;
 - the giving of onsite basic training to users on how to operate the machines;
 - the proper maintenance and repair, ordinary and extraordinary, so that the machines are kept in optimum condition acceptable to the OCS;
 - are duly qualified to carry out such work.
-

TENDER ACKNOWLEDGEMENT FORM

TO: **Public Procurement Officer, OCS**

TENDER: **The Leasing of Two (2) Multifunction Printers for the Chief Administrator's
Office and the Protocol Office
OCS-ISD-004**

☐ (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):

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 by
Friday 02nd December, 2022 @ 10:00am

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 – 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

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

FORM OF TENDER

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

TENDER: **The Leasing of Two (2) Multifunction Printers for the Chief Administrator's Office and the Protocol Office OCS-ISD-004**

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.....

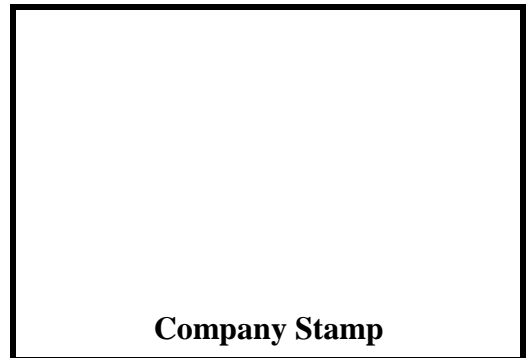
.....
Signature

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. Notice of Address	
10. Valid VAT Compliance Certificate	
11. Valid NIS Compliance Certificate	
12. Valid Income Tax Clearance Certificate/BIR	
13. Evidence of Pas Experience	
14. Ability to Finance Project	
15. Resume of Key Personnel	
16. Project Proposal/Methodology	
17. Quotation	