

RFP#0107\_23

**REQUEST**

**FOR**

**PROPOSAL**

**TO PROVIDE B2B MATCHMAKING SERVICES FOR A TRINIDAD AND TOBAGO TRADE MISSION TO BARBADOS**

**Due Date: Thursday August 31, 2023, 12:00noon (UTC-4)**

**Extension of Due Date: Wednesday 06th September 2023, 12:00noon (UTC-4)**

Proprietary and confidential

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***Checklist of Documents to Accompany the Proposal***

**Please Tick (√) in the appropriate column and include comments where necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT** | **YES** | **NO** | **COMMENTS** |
| Title Page |  |  |  |
| Table of Contents |  |  |  |
| Company Profile |  |  |  |
| Form 1A: Technical Proposal Form |  |  |  |
| Form 2A: Work Experience |  |  |  |
| Form 3A: Comments on the TOR |  |  |  |
| Form 4A: Methodology and Work plan |  |  |  |
| Form 5A: Team Composition |  |  |  |
| Form 6A: Curriculum Vitae |  |  |  |
| Form 8A: Proponent’s Declaration Form |  |  |  |
| Form 10A: Banker’s Reference Letter |  |  |  |
| 3D Rendition of concept design (if not possible, a 2D rendition) |  |  |  |
| Client Reference Form |  |  |  |
| Qualification Certificates |  |  |  |
| Certification of Incorporation / Continuance / Registration |  |  |  |
| Valid Income Tax Clearance Certificate (If Applicable) |  |  |  |
| Valid Value Added Tax Clearance Certificate (If Applicable) |  |  |  |
| Valid National Insurance Board Compliance Certificate (If Applicable) |  |  |  |
| OSH Documents (If applicable) |  |  |  |
| Evidence of Insurance (e.g. Professional Indemnity) (If applicable) |  |  |  |
| Form 1B: Commercial Proposal Submission Form |  |  |  |
| Form 2B: Summary of Costs |  |  |  |
| Form 3B: Breakdown of price per activity. |  |  |  |
| Form 4B: Breakdown of remuneration per activity.  |  |  |  |
| Form 5B: Reimbursable and Miscellaneous Expenses |  |  |  |

# Part A: Letter of Invitation

Dear Sir/Madam,

**RE:** **TO SUPPLY** **BUSINESS TO BUSINESS MATCHMAKING FOR A BUSINESS DELEGATION FROM TRINIDAD AND TOBAGO IN THE BARBADIAN MARKET**

The Trinidad and Tobago Chamber of Industry and Commerce also referred to as the T&T Chamber hereby invites proposals for the supply of **“****Business to Business Matchmaking for a Business Delegation from Trinidad and Tobago”.** The provision of the services will be governed by the terms and conditions of the draft Contract contained in ‘Part D’ of the **Request for Proposal** (RFP) document attached for your careful review and consideration in preparation for the submission of your proposal.

1. **Submission of Proposal**

Proponents are required to submit their proposal in PDF format and send via email to msuite@chamber.org.tt **no later than 12:00noon (UTC-4) on Thursday 31st August, 2023.**

**Subject line of the email**: Proposal to Supply **Business to Business Matchmaking for a Business Delegation from Trinidad and Tobago** in the Barbadian Market

**Addressed to: The Chief Operating Officer**

Trinidad and Tobago Chamber of Industry and Commerce

Columbus Circle

Westmoorings, Port of Spain

1. **Procurement Depository**

The T&T Chamber will be collaborating with exporTT on this trade mission. All vendors are now required to register on the Procurement Depository to be considered to work with exporTT Limited. In this regard, proponents are invited to start the registration process by visiting The Office of Procurement Regulation’s *Procurement Depository* using the following link: <https://depository.oprtt.org/> to ensure future consideration.

Respectfully,

***Michelle Gonsalves Suite***

Chief Operating Officer

Trinidad and Tobago Chamber of Industry and Commerce

# Part B: Instructions to Proponents

1.0 INTRODUCTION

**The Trinidad and Tobago Chamber of Industry and Commerce** is seeking to engage a suitably qualified Individual/Firm with which it can enter into a contract to provide **“Business to Business Matchmaking for a Business Delegation from Trinidad and Tobago in The Barbadian Market.”**

Proponents are hereby invited to submit **a Technical Proposal and a Commercial Proposal in separate PDF documents.** The Proposals will form the basis for contract negotiations and ultimately for a signed contract.

Proponents are responsible for examining with care all the documents and information provided in this Request for Proposal (RFP) and will also be responsible for informing themselves of all relevant conditions, which may in any way affect their Proposal.

All costs incurred by the Proposer associated with preparation of Responses and/or participation in this RFP are entirely the responsibility of the proposer and shall not be chargeable in any manner to **The T&T Chamber**.

**Pre-submission Clarifications**:

A Proponent requiring clarification of the contents of this RFP Document must notify **The T&T Chamber** in writing **ONLY**, by email, to the following email address: msuite@chamber.org.tt

The Proponent’s requests for clarifications must be titled “**QUERY – REQUEST FOR CLARIFICATION (***RFP#0107\_23***)**”. The request must be specific, must refer to the project title, specific section and clause and must be sequentially numbered. All questions must be solicited into one submission per proponent and inquiries must be received by no later than **12:00 noon on August 25th, 2023.**

The text of questions and answers of a substantive nature will be forwarded to all proponents being solicited. Questions of a similar nature may be combined into a common question based on The Trinidad and Tobago Chamber of Industry and Commerce discretion.

2.0 PROPONENT’S REPRESENTATIVE

Proponents must advise **The T&T Chamber** representative of the name, business address, telephone number and email address of an individual who is designated as the Proponent’s representative for the purpose of this RFP. The Proponent´s Representative is the only person authorized to communicate with **The T&T Chamber** for the purposes of this RFP and **The T&T Chamber** is not required to communicate or otherwise deal with any other person on behalf of the Proponent.

3.0 CONFLICT OF INTEREST

Proponents shall NOT have a conflict of interest. Proponents shall hold **The T&T Chamber** interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Proponents shall not qualify for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of **The T&T Chamber**.

Any Proponent who is found to have a conflict of interest with one or more parties in this RFP process shall be disqualified. A Proponent may be considered to have a conflict of interest with one or more parties in this RFP process if:

* 1. It has, directly or indirectly, controlling shareholders or partners in common; or
	2. Its legal representatives are the same as or have a common party in their executive boards or management, or when the decision- making quorum of their shareholders at assemblies or meetings belongs directly or indirectly to the same natural persons or entities; or
	3. It has a relationship, directly or through common third parties, that puts it in a position where they have access to information or can influence other Proposals or the decision of **The T&T Chamber** regarding this RFP process; or
	4. It submits more than one (1) application for this RFP process.
	5. It has participated directly or indirectly, in any capacity, in the preparation of the design, feasibility studies, terms of reference, or technical specifications of the works or related services that are the subject of this RFP process.

In particular, any effort by Proponents to influence **The T&T Chamber** in the process of examination, clarification, evaluation and comparison of Proposals will result in the rejection of the respective Proponent’s bid.

In addition, proposals may be rejected if:

1. The Proponent fails to provide the relevant documents requested in this RFP which supports its ability to successfully complete the services specified herein.
2. The Proponent has pending litigation which may adversely affect its ability to provide the services contained in this RFP.

4.0 WAIVER & ALLOCATION OF RISK

The Proponent acknowledges and agrees that it is solely responsible for obtaining its own commercial, legal, accounting, engineering, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. The Proponent who submits a Proposal to **The T&T Chamber** is deemed to have released **The T&T Chamber** from, and waived any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected or arising out of the contents of this RFP or any such information as is described in this paragraph.

***A Proponent who submits a Proposal is deemed to have agreed that it is solely responsible for and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its Proposal.***

5.0 CONFIDENTIALITY OF PROPOSALS

All information supplied by **The T&T Chamber** in connection with this Request for Proposal shall be treated as confidential by the Proponent save for such information that may be disclosed so far as necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submissions of the Proposals.

All information supplied by Proponents in response to this Request for Proposal shall be treated as confidential by **The T&T Chamber**, unless disclosure is required by law.

6.0 COMMUNICATIONS

Contact with **The T&T Chamber** personnel pursuant to this RFP shall be restricted to **The T&T Chamber** contacts identified and in accordance with the terms described herein. Only those communications that are in writing from **The T&T Chamber** contacts may be considered as a duly authorized expression on behalf of **The T&T Chamber**.

7.0 MODIFICATION & WITHDRAWAL OF BIDS

Proponents may modify or withdraw their Proposals after submission provided that the modification or notice of withdrawal is received in writing by **The T&T Chamber** prior to the prescribed deadline for the submission of Proposals.

8.0 AMENDMENTS, MODIFICATIONS & CANCELLATION OF RFP

Receipt of a Proposal and/or any and all discussions occurring during this RFP does not obligate **The T&T Chamber** in any way. **The T&T Chamber** reserves the right to accept or reject any and all Proposals.

Any clarification or change to these Proposal Documents, prior to the Closing date specified herein will be made only by written addenda issued by **The T&T Chamber** to each potential Proponent collecting these Proposal documents as at the date the clarification or change was made.

**The T&T Chamber** will not be held responsible for any interpretations made by Proponents as a result of information received by any means other than by written addenda.

Each addendum, when issued, is to become a part of these Proposal Documents and each Proponent is required to acknowledge receipt of all addenda to **The T&T Chamber** by email to msuite@chamber.org.tt .

9.0 NO COLLUSION

Proponents must not communicate, directly or indirectly, with any other Proponents (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals. Each proposal must be submitted without any collusion, or knowledge, in the preparation of or about any other proposal. Submission of a proposal to **The T&T Chamber** is deemed to be a representation and warranty by the Proponent submittingthat proposal that it has complied with the requirements of this paragraph. If **The T&T Chamber** determines that a Proponent has violated this section, **The T&T Chamber** is entitled to disqualify that Proponent and to reject his/her proposal as being invalid.

10.0 CORRUPT & FRAUDULENT PRACTICES

Proponents shall adhere to the highest ethical standards and refrain from engaging in corrupt or fraudulent practices. Corrupt practices shall include the offering or giving by Proponents or any officer, employee, or person acting on their behalf to any officer employee or person acting on behalf of **The T&T Chamber** any gift or consideration of any kind as an inducement or reward for doing or fore-bearing to do or for having done or fore-borne to do any act in relation to this RFP process including the evaluation of proposals and the negotiation and execution of the agreements.

Fraudulent practice means any misrepresentation of the facts in order to influence the evaluation and selection process described in this RFP or the negotiation and execution of the agreements to the detriment of **The T&T Chamber** and includes collusive practices among Proponents (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive **The T&T Chamber** of the benefits of free and open competition. If **The T&T Chamber** determines that a Proponent or any officer, employee or person acting for the Proponent has engaged in a corrupt or fraudulent practice, **The T&T Chamber** will, without prejudice to any other right or remedy reject that Proponent´s Proposal.

11.0 EVALUATION OF PROPOSALS

Proposals received shall be subjected to a combination of pass/fail or yes/no and weighted evaluation criteria.

The evaluation of Proposals will be conducted in the following stages:

1. **PRELIMINARY EXAMINATION**

Proposals that are received will be reviewed to ensure that all documents and information requested in the RFP documents are included in the submission. At this point, incomplete submissions may be deemed non-responsive to the requirements outlined in the RFP and will not be considered further.

1. **EVALUATION OF TECHNICAL SPECIFICATIONS**

Each submission deemed substantially responsive during the preliminary examination stage shall be subjected to a technical evaluation to ensure that the proposed “**Business to Business Matchmaking for a Business Delegation from Trinidad and Tobago in The Barbadian Market”** Proposal meets the requirements outlined in the RFP documents. The technical evaluation shall be conducted on a pass/fail basis.

1. **EVALUATION CRITERIA**

Proposals will be evaluated against the following pre-determined evaluation criteria and scoring system.

Proponents are required to achieve a minimum score of not less than 50% of the points allocated for each evaluation criterion, and no less than 70% of the total score, to be deemed qualified to be considered for the award of contract.

The Proponent will be evaluated based on the following:

|  |  |  |
| --- | --- | --- |
| **FACTORS** | **DESCRIPTION** | **WEIGHT** |
| **Qualifications & Experience**0= Unable to rate1= Poor- Meets some requirements2= Good- Meets most requirements3= Very Good- Meets all requirements4= Excellent- Exceeding requirements | Suitable qualifications, also demonstrated experience, location of the consultant and past performance in the related topic to be considered the lead Consultant. | 6 |
| **Delivery Timeframe**0= Unable to rate1= Poor- Meets some requirements2= Good- Meets most requirements3= Very Good- Meets all requirements4= Excellent- Exceeding requirements | Demonstrated evidence that the project can be completed in the requested timeframe. | 3 |
| **Effectiveness**0 = unable to rate 1 = Poor2 = Good3 = Very Good4 = Excellent | The degree to which the Proponent’s proposal presents an efficient and realistic approach to requesting, organizing and confirming meetings. | 6 |
| **Cost** 0= Unable to rate1= Extremely over budget2= Just over budget3= On budget4= Under Budget | The cost is acceptable given the qualifications and experience of the Proponent, and the extent of work involved in executing the project. | 5 |

1. **EVALUATION OF COMMERCIAL PROPOSALS**

The Proposals of the Proponents that pass the qualifications evaluation stage (having earned at least the minimum attainable score of **50%** in each of the three (3) evaluation criterion, and over 70% overall in the technical criteria, will be accepted for further evaluation. On completion of the qualifications evaluation, the Commercial Proposal of proponents that passed that stage of the evaluation process will be opened and evaluated.

The Commercial Proposal of all proponents that passed the qualification evaluation stage will be reviewed to ensure that all activities required in the scope of services were priced, and that there are no arithmetical errors in the Proponents’ Commercial Proposals. In the event of discrepancies between words and figures, the written words will prevail. In the event of discrepancies between unit prices and total amounts, unit prices will prevail. The commercial proposals of proponents that have not passed the qualification evaluation stage will not be opened/considered. The Commercial proposals will then be evaluated using the scoring system outlined above and the proponents will be ranked according to the highest combined score achieved.

**The T&T Chamber** reserves the right to select proposals where it has determined that the superiority of the Proponent’s technical ability or quality to be equal to or more important than the proposed cost or price. **The T&T Chamber** also reserves the right not to select any Proponent at all.

12.0 NEGOTIATION OF CONTRACT

**The T&T Chamber** reserves the right to enter into discussion, and as appropriate, negotiate with the proponent to clarify, among other things, the scope of services and the deliverables of the assignment. The objective of the negotiations will be **The T&T Chamber** to achieve best value for money. Should negotiations with the top-ranked Proponent fail, the discussions would be formally terminated.

13.0 AWARD OF CONTRACT

The contract will be executed following successful negotiations with the Proponent, and the fulfilment of **The T&T Chamber’s** requirements for the creation of binding legal relations, including its internal approval process.

The successful Proponent and **The T&T Chamber** shall make every effort to execute the formal contract within fourteen (14) days from the date of the Notice of Acceptance.

Unsuccessful Proponents will be so notified as soon as possible after the award of contract.

14.0 PROPOSAL PREPARATION

All Proposals must be made in accordance with the instructions/specifications given herein. The Technical Proposal Forms and Commercial Proposal Forms provided are to be completed, duly signed and/or notarised by the Proponent’s Authorised Representative and submitted in the appropriately labelled document. Failure to submit all requested documentation may result in the Proposals not being considered for evaluation, or in Proponents failing to achieve maximum scores during the evaluation of Proposals. If you intend to submit a proposal, kindly express your interest by submitting the relevant form provided, via email to the address indicated below by the deadline date of **Friday August 25th, 2023.**

1. **Technical Qualification Proposal**

The Technical Proposal shall contain the following Forms, duly completed and where applicable signed and notarised by the Proponent’s Authorised Representative, and other documents required to provide evidence of the Proponent’s qualifications and experience:

1. Form 1A: Technical Proposal Submission Form
2. Form 2A: Work Experience
3. Form 3A: Comments and Suggestions of Consultants on the Terms of Reference and on the Data, Services and Facilities to be Provided by **The T&T Chamber**
4. Form 4A: Description of the Methodology and Work Plan for Performing the Assignment
5. Form 5A: Team Composition and Task Assignments
6. Form 6A: Format of Curriculum Vitae (CV) for Proposed Key Professional to be assigned to the Project (Please complete as required. Do not complete with “See Attached Resume”)
7. Qualification (academic, technical, training) certificates of proposed key staff
8. Form 8A: Proponent’s Declaration Form
9. Form 10A: Sample Banker’s Reference Letter
10. Brief Company Profile (If applicable)
11. Certificate of Incorporation and (where applicable continuance) pursuant to the Companies Act 1995, as amended
12. Certificate of Registration
13. Copy of Income Tax and Value Added Tax Clearance (if applicable)
14. Copy of National Insurance Scheme Compliance Certificate (if applicable)
15. Disclosure of any or all criminal or civil matters that the Proponent has had for the past ten (10) years. *Refer to Form 8A – Proponent’s Declaration Form*
16. Any additional information the Proponent deems necessary.
17. **Commercial Proposal**

The Proponent’s Commercial Proposal shall detail an estimate of fees for the services to be provided which will form the basis of a fixed contract price between the parties. Fees for any additional projects and/or services must be mutually agreed upon by the Proponent and **The T&T Chamber,** prior to the commencement of any such project and/or services.

1. **PREPARATION AND SUBMISSION OF PROPOSALS**

The Proponent shall bear all costs associated with the preparation and submission of its Proposal and **The T&T Chamber** will in no way be responsible or liable for such costs, regardless of the conduct or the outcome of the evaluation process.

The Proposal submitted by Proponents and all correspondence and documents exchanged shall be written in the English Language.

The Proposal shall be signed by the Proponent or by his duly authorised representative. There shall be no erasures or correction fluid applied to the Proposal. All changes shall be “crossed off”, corrected and initialled by the Proponent’s duly authorised representatives.

Proposals should be as thorough and detailed as possible so **The T&T Chamber** may properly evaluate the proposer’s capabilities to provide the required services. **The Technical and Commercial Proposals shall be submitted in separate PDF documents.**

1. **Technical Proposal Submission**

Proposers are required to submit the following items as a complete Technical Proposal:

1. Title Page showing the RFP subject, the name of the Proposer’s firm, local address, telephone number, the name of a contact person, and the date.
2. Table of Contents.
3. Checklist of documents submitted in the Proposal.
4. The documents and completed forms listed in Section 14.0 A: Technical Qualifications Proposal, above.
5. **Commercial Proposal Submission**

The forms listed below must be completed and submitted with the Proponent’s Commercial Proposal:

1. Form 1B: Commercial Proposal Submission Form
2. Form 2B: Price Schedule
3. Form 3B: Breakdown of price per activity
4. Form 4B: Breakdown of remuneration per activity
5. Form 5B: Reimbursable and Miscellaneous Expenses

(The information provided in these forms will provide a detailed estimate of the provision of the services, and the Proponent’s proposed payment terms.

1. **SUBMISSIONS AND DUE DATE**

The Proposer is required to submit proposals via email to msuite@chamber.org.tt by **Thursday 31st August, 2023 at 12:00noon (UTC-4)** addressed to:

**Subject line of the email**:Proposal to supply Business to Business Matchmaking for a Business Delegation from Trinidad and Tobago in the Barbadian Market

**Addressed to: Chief Operating Officer**

 **Trinidad and Tobago Chamber of Industry and Commerce**

 Columbus Circle

 Westmoorings, Port of Spain

**The T&T Chamber**, may at its sole discretion, extend the deadline stated above by issuing an amendment, in which case all Proponents would be notified in writing and shall therefore be subject to the new deadline as extended.

***Proposals received after the deadline date shall be considered late and non-responsive and shall be rejected.***

1. **VALIDITY PERIOD**

Proposals shall be valid for a period not less than **One Hundred and Twenty (120)** Days from the closing date for the submission of Proposals. **The T&T Chamber**, in exceptional circumstances, reserves the right to request all Proponents to extend the validity period of their Proposals. Any Proponent who extends the validity period in compliance with **The T&T Chamber**’s request will not be permitted to otherwise modify its Proposal.

# Part C: Terms of Reference

**TO SUPPLY BUSINESS TO BUSINESS MATCHMAKING FOR A BUSINESS DELEGATION FROM TRINIDAD AND TOBAGO IN THE BARBADIAN MARKET- RFP 0107\_23**

15.0 STATEMENT OF PURPOSE

**The Trinidad and Tobago Chamber of Industry and Commerce** is seeking to conduct a trade mission to Barbados. We are therefore seeking an in-market consultant to conduct business-to-business matchmaking with Barbadian importers, distributors and retailers and assist with engaging identified agencies for an opening ceremony.

The target sectors\* for the B2B Matchmaking include, but are not limited to:

* Tourism
* Renewable Energy
* Professional Services
* Food and Beverage
* Paper Products & Packaging
* ICT & FinTech
* Household and Personal Care Products

*\*Please see Appendix A for a listing of products to be covered*

Kindly note that both the target sectors and the list of products are subject to review by both the Consultant and The T&T Chamber. As such, the sectors and products may be amended after discussions and upon the decision of The T&T Chamber.

16.0 BACKGROUND INFORMATION

The Trinidad and Tobago Chamber of Industry and Commerce’s (T&T Chamber) Strategic plan for 2022-2024 indicates its vision to be the Champion of Business towards the development of a strong and sustainable national economy with a keen focus on Small and Medium Enterprises (SMEs) growth and expansion into the global market. Accordingly, the strategic intent of the Government of Trinidad and Tobago is to diversify the markets for non-energy exports. In light of this, the T&T Chamber is proposing to conduct a Trade Mission to Barbados, a member of the Caribbean Community (CARICOM), which supports our goal to enhance the business community’s competitive advantage, assist in providing opportunities for business expansion, increased foreign exchange earnings and wealth generation through export-led growth.

Trade Mission Partner – exporTT

exporTT Limited was designated by the Cabinet of the Republic of Trinidad and Tobago to be the sole National Export Facilitation Organization of Trinidad and Tobago with the mission to develop a sustainable and diversified export sector for Trinidad and Tobago. Our mandate is to:

• Generate export growth and diversification in the goods and services sectors

• Increase the international competitiveness of exporters

• Develop new exporters across the various sectors of interest

• Expand to new markets, based on market research

In keeping with our mandate to increase non-energy exports, this trade mission is being planned for the month of October 2023. The aim of this exercise is to have a better understanding of the opportunities and challenges in the market through in-person meetings with buyers/importers, distributors, partnering firms and government agencies.

17.0 SCOPE OF SERVICES

**The T&T Chamber** is seeking to retain the services of a qualified Consultant to fulfil the following specifications:

* 1. **Meetings**

The selected Consultant will be required to:

* + 1. Provide a prospective list of Barbadian companies
		2. Arrange and confirm a minimum of 5 meetings per T&T company based on the T&T company’s profile and objectives which will be provided by the T&T Chamber upon confirmation of the company’s participation during late August - the month of September.
		3. Co-ordinate and manage the business meetings over the set period under the headings of products as noted under section 17.1.3.
		4. Prepare profiles of confirmed Barbadian companies and share with T&T Chamber
		5. Follow up on invitations and confirmations with agencies to be identified for the opening ceremony
			- 1. Invitations and confirmations for the opening ceremony to be arranged with agencies such as:
1. Ministry of Foreign Affairs and Foreign Trade
2. Invest Barbados
3. Barbados Coalition of Services Industries
4. Barbados Chamber of Commerce and Industry
5. Barbados Private Sector Association
6. Barbados Manufacturers’ Association
7. Caribbean Export Development Agency
8. Customs
9. Port Authority
10. Logistics Firms
11. Ministry of Health
12. Ministry of Finance (or body responsible for promotion of financial services)
13. Office of the Prime Minister
14. Media
	* 1. **Products and Services:**
			1. The meetings should consist of buyers/importers, distributors and retailers from small, medium and large companies in Barbados within the identified sectors who are:
15. in business for at least 3 years
16. In good financial standing
17. An appropriate match for the Trinidad and Tobago exporters who are interested in the market (company profiles will be made available to the Consultant prior to the matchmaking process)
18. interested in exploring or carrying new products and services or utilizing the services offered within their own companies
19. the decision makers of the company
	* 1. A first draft of the business agenda for the meetings will be required 3 weeks prior to the mission inclusive of:
20. the number and type of meetings consistent with 17.1.2 to 17.1.5 above
21. name and position of company representative, telephone contact, email address, virtual meeting link and website (if available)
22. company profile of buyers/importers and distributors
23. any product concerns
24. any general interests/concerns

The T&T Chamber in consultation with the T&T companies will review the prospective list of Barbadian companies and provide comments as well as confirm or decline any potential meetings identified prior to the Consultant making the booking. Kindly note that meetings are not to be booked prior to the Chamber’s approval being given and that meetings confirmed without prior approval will not be compensated for. Templates of the inception report and final report, meeting notes, buyer’s profile and business agenda will be provided to the successful Consultant to be used as a point of reference. Major deviations from the templates provided may result in the non-acceptance of the work submitted.

* 1. **Reporting**

The selected Consultant will be required to:

* + 1. Meet with the **T&T Chamber and/or** **exporTT Limited** team via electronic means, (e.g. MS Teams or Zoom), on a weekly basis or as required to discuss the project updates in the development of the meetings schedule.
		2. Provide a closing report on all meetings confirmed, cancelled and/or postponed.

As mentioned previously, templates of these reports will be provided to the successful Consultant.

* 1. **Skills and Knowledge Base**
* At least 5 years’ experience in arranging business meetings for international firms.
* Have an existing network of contacts in the market relevant to the industries and products identified.
* Have a firm understanding of the socio-economic and business landscape of Barbados.
* The ability to identify appropriate businesses and agencies that can provide the information needed.
* Capability and ease of use in navigating online platforms.

A minimum of 2 references from successful projects completed within the past 5 years (particularly in-market).

18.0 OBJECTIVES

The primary objectives for the trade mission are:

* To identify business opportunities for T&T’s manufacturers and services providers.
	+ Strategic partnerships with private firms as well as government and trade facilitation agencies in Barbados, including the Barbados Chamber of Commerce and Industry (BCCI) and Invest Barbados
	+ To determine business opportunities and market intelligence within the Barbadian Market for Trinidad and Tobago’s companies post COVID-19
	+ Strengthened capacity of Members of the T&T Chamber, specifically with respect to Trade in Services to increase their export potential (expand to include EBI language/objectives)

19.0 DELIVERABLES

Deliverables include:

* Initial Report on Prospect Listing
* Draft Meeting Schedule
* Update report on Opening Ceremony invitations
* Final Meeting Schedule
* Lead Classification for Exporters and Buyers
* Closing Report on all meetings confirmed, cancelled and/or postponed.
* Contact Database of Buyers/Distributors

A template of the meeting schedule and closing report will be shared with parties who indicate their interest in submitting a proposal to assist with clarifying expectations.

Proponents are also invited to ask questions concerning the deliverables or other aspects of the project via email.

20.0 PAYMENT

**The T&T Chamber** shall pay the Supplier in accordance with the schedule of payments agreed between the Parties to the contract.

**Payment Conditions**

**Payment is activated and/or output based and is made as follows:**

* + - 10% - Upon signing of the agreement between the Consultant and The T&T Chamber and delivery of the Initial Prospect listing.
		- 50%- Upon execution of the completion of B2B meeting coordination ( a minimum of 40 meetings).
		- 40% - Upon submission of a Final Report providing a comprehensive overview of the Mission, all B2B meetings confirmed, cancelled and/or postponed including lead classification and opportunities identified and a contact listing.

The payment process shall be initiated by The T&T Chamber upon presentation of the relevant Consultant’s invoice to The T&T Chamber and the satisfactory completion of the deliverables.

Kindly note that the number of meetings will be considered when making the final payment and as such consultants are requested to give a per-meeting cost in the budget.

A discussion will be held between The T&T Chamber and the Consultant to clarify exactly what the expectations are on both sides. Any changes to these expectations after the signing of the contract must be documented as a supplementary agreement and any adjustment to payments must be discussed and agreed upon in writing by both parties.

* Payment of any fees by The T&T Chamber shall be without prejudice to any claims or rights which The T&T Chamber may have against the Supplier and shall not constitute any admission by The T&T Chamber as to the performance by the Supplier of its obligations hereunder. Prior to making any such payment, The T&T Chamber shall be entitled to make deductions or deferments in respect of any disputes or claims whatsoever with or against the Supplier.
* Where the Deliverable is unsatisfactory, The T&T Chamber has within the specified period, i.e. seven (7) days, to notify the Supplier that the Deliverable is unsatisfactory. Payment shall be made only upon resubmission of a Deliverable that is satisfactory to The T&T Chamber. A decision that a deliverable is satisfactory to The T&T Chamber shall be based upon criteria accepted by both The T&T Chamber and the Supplier.

# Part D: Draft Contract

**REPUBLIC OF TRINIDAD & TOBAGO**

**CONSULTANCY AGREEMENT**

**THIS AGREEMENT** is made in duplicate this day of XX month between XX Consultants**,** (Consultant Description) (hereinafter referred to as the **“Consultant**”) of the One Part and **The T&T Chamber** a company duly incorporated under the laws of the Republic of Trinidad and Tobago having its registered office at MCGV+XQ6, Columbus Circle Westmoorings, Port of Spain, in the Republic of Trinidad and Tobago (hereinafter referred to as “**Trinidad and Tobago Chamber of Industry and Commerce**”) of the Other Part, (hereinafter individually referred to as the **“Party”** and collectively referred to as the **“Parties”**).

1. **OBLIGATIONS OF THE PARTIES**
	1. **The Trinidad and Tobago Chamber of Industry and Commerce** agrees to retain the **Consultant** for the provision of the services outlined in the Scope of Services set out in **Appendix I** of this Agreement being **To Supply Business to Business Matchmaking for a Business Delegation from Trinidad and Tobago in the Barbadian Market October 2023**.
	2. The **Consultant** agrees to perform the services outlined in the Scope of Services under the terms and conditions outlined in this Agreement.
	3. The **Consultant** shall exercise all reasonable skill, care and diligence in the discharge of their duties under this Agreement, and the **Consultant’s** duties and responsibilities shall be limited to those imposed on it by this Agreement and any applicable law.
2. **TERM**
	1. This Agreement shall come into effect on the date at the head of this Agreement.
	2. Unless earlier terminated pursuant to the provisions of Clause 5 or extended as mutually agreed by both Parties, this Agreement shall remain in effect for a period of three (3) months that is until the day of 2023.
3. **INDEPENDENCE OF THE PARTIES**
	1. The **Consultant** and **The Trinidad and Tobago Chamber of Industry and Commerce** are independent contractors. Both Parties acknowledge and agree that the **Consultant's** engagement hereunder is not exclusive and that either Party may provide to, or retain from, other similar such services provided that it does so in a manner that does not otherwise breach this Agreement. Neither Party is, nor shall claim to be, a legal agent, representative, partner or employee of the other, and neither shall have the right or authority to contract in the name of the other nor shall it assume or create any obligations, debts, accounts or liabilities for the other.
4. **FINANCIAL PROVISIONS**
	1. **The Trinidad and Tobago Chamber of Industry and Commerce** agrees to pay the **Consultant,** and the **Consultant** agrees to accept the fee in full and final settlement for undertaking the Scope of Services, in accordance with the Disbursement Schedule set out in **Appendix II** to this Agreement.
	2. All payments shall be made by **The Trinidad and Tobago Chamber of Industry and Commerce** within twenty (20) working days of the receipt of both due deliverables and presentation of the appropriate **Consultant’s** invoice to **The Trinidad and Tobago Chamber of Industry and Commerce** in the format agreed between the Parties, or if issued separately, within twenty (20) working days of receipt of whichever is later in time.
	3. Payments shall be made via a payment method agreed upon by both Parties.
	4. Payments shall be made in United States Dollars.
	5. Payments shall only be made if, in the sole discretion and estimation of **The Trinidad and Tobago Chamber of Industry and Commerce**, the **Consultant** satisfactorily performs the Scope of Services specified in **Appendix I** in accordance with the Performance Standards set out in Clause 11.
5. **TERMINATION**
	1. If the **Consultant** shall be guilty of any misconduct or any breach or non-observance of any of the conditions of this Agreement, or shall neglect or fail or refuse to carry out the duties assigned to it, **The Trinidad and Tobago Chamber of Industry and Commerce** shall be entitled summarily to terminate this Agreement without notice and without payment in lieu of notice.
6. **CONFIDENTIALITY**
	1. In this clause ‘Confidential Information’ shall mean, but shall not be limited to, any operating experience, including financial information, production information, sales information, marketing techniques or methods, ideas, concepts, designs, technical information, inventions, specifications or other related documents prepared by **The Trinidad and Tobago Chamber of Industry and Commerce** or which **The Trinidad and Tobago Chamber of Industry and Commerce** has developed or acquired in relation to the Project and includes any information disclosed in any form whatsoever, including but not limited to, disclosure made in writing, orally or in the form of accounts, documents, drawings, samples, models, computer programs, or other papers and instruments by **The Trinidad and Tobago Chamber of Industry and Commerce** to the **Consultant** under this Agreement.
	2. Subject to the provisions herein contained, the **Consultant** undertakes not to print, publicise or disclose to any third party any confidential information whatsoever relating to this Agreement, **The Trinidad and Tobago Chamber of Industry and Commerce** or its operations without **The Trinidad and Tobago Chamber of Industry and Commerce** prior written agreement, such approval shall not be unreasonably withheld. In the case of Confidential Information, the **Consultant** must have an executed Non-Disclosure Agreement for the protection of Confidential Information with such third party.
	3. The **Consultant** shall exercise the same degree of care it normally accords its own confidential information, but in no event less than a reasonable degree of care shall be exercised to prevent the unauthorised disclosure, use, dissemination or publication of the confidential information of **The Trinidad and Tobago Chamber of Industry and Commerce**. The **Consultant** shall restrict circulation in accordance with Clause 6.2 of the Confidential Information of the other Party to employees within the **Consultant’s** organisation who are involved in the Project, and who have a legitimate need to receive such Confidential Information.
	4. The **Consultant** shall not issue or make any public announcement or disclose any information regarding this Agreement unless prior to such public announcement or disclosure it furnishes **The Trinidad and Tobago Chamber of Industry and Commerce** with a copy of such announcement or information, and obtains prior written consent.
	5. The **Consultant** shall remain liable for any unauthorised disclosure, use, dissemination, or publication of Confidential Information by persons, including but not limited to current and past employees, or entities to whom the **Consultant** under this Agreement has the right to disclose Confidential Information, except that the **Consultant** shall not be liable for such inadvertent or unauthorised disclosure if it has used the same degree of care in safeguarding such Confidential Information as it does for its own Confidential Information. However, the **Consultant** must in any case have used not less than a reasonable degree of care, and upon becoming aware of such inadvertent or unauthorised disclosure, use, dissemination, or publication, notify **The Trinidad and Tobago Chamber of Industry and Commerce** thereof and take reasonable measures to mitigate the effects of such disclosure and to prevent any further disclosure.
	6. The obligations of this Clause 6 shall not apply to information which:
		1. was known, was developed or was in the possession of the **Consultant** before it was provided by **The Trinidad and Tobago Chamber of Industry and Commerce** as evidenced from its written records;
		2. is, or becomes, publicly available through no fault of the **Consultant**;
		3. is provided to the **Consultant** without restriction or disclosure by a third party, who did not breach any confidentiality obligations by making such a disclosure;
		4. is required to be disclosed in response to a valid order of a Court in Trinidad and Tobago or is otherwise required by Law, provided that the Party subject to the disclosure order must provide the other Party prompt notice of the order.
	7. This Clause 6 shall survive termination of this Agreement for a period of three (3) years.
	8. Any Confidential Information supplied by either Party shall remain the property of **The Trinidad and Tobago Chamber of Industry and Commerce**.
7. **MODIFICATIONS**
	1. Should circumstances arise which call for modifications of this Agreement these may be made by mutual consent of the Parties given in writing. Proposals in this respect from one Party shall be given due consideration by the other Party.
8. **TITLE RIGHTS AND COPYRIGHT**
	1. The ownership of and sole right to the copyright in any design, document and other intellectual property prepared by the **Consultant** under this Agreement shall be vested in **The Trinidad and Tobago Chamber of Industry and Commerce.**
	2. If the **Consultant** believes that any third party is infringing any Intellectual Property Rights in this Agreement, it shall notify **The Trinidad and Tobago Chamber of Industry and Commerce**. If either Party wishes to take action against any third party for infringement of any Intellectual Property Rights under this Agreement it shall give notice of such proposed action to the other Party.
9. **NOTICES**
	1. Any notice, request or consent required or permitted to be given or made pursuant to this Agreement by either Party shall be in writing to:

For **The T&T Chamber**: For the **Consultant:**

Michelle Gonzales Suite XX Name

Chief Operating Officer XX Position Client Services

The T&T Chamber XX Company

Columbus Circle XX address

Westmoorings, Port of Spain XX address

1 868 637-6966 Ext XX phone number

msuite@chamber.org.tt XX email address

* 1. The Parties shall give notice to each other of the change of any principal address, email, primary telephone, facsimile or other number at the earliest possible opportunity but in any event within forty-eight (48) hours of such change.
1. **INFRINGEMENT OF INTELLECTUAL PROPERTY**
	1. The **Consultant** undertakes and warrants that the copyright and other intellectual property in any design, document and other intellectual property made by (or on behalf of) the **Consultant** do not infringe any patents, registered and unregistered designs, copyright and all other intellectual property protection, wherever in the world enforceable, of third parties and no claims of such infringement have been made or are the subject of any litigation actual or threatened.
2. **PERFORMANCE STANDARDS, WARRANTY AND INDEMNIFICATION**
	1. The **Consultant** shall submit to **The Trinidad and Tobago Chamber of Industry and Commerce** the deliverables on matters specified in the Scope of Services in **Appendix I**, within the time periods set forth in **Appendix II** and shall at all times support and safeguard **The Trinidad and Tobago Chamber of Industry and Commerce** legitimate interests in this Agreement.
	2. The **Consultant** shall perform its obligations and execute the Scope of Services in **Appendix I** with all due diligence efficiency and economy in accordance with generally accepted techniques and practices used in management and with applicable scientific and technical standards and methodologies consistent with international standards and practices, due regard being had at all times to environmental preservation and concerns.
	3. **The Trinidad and Tobago Chamber of Industry and Commerce** shall not be responsible in any way for any misrepresentation, negligent act or omission or wilful misconduct of the other Party, its affiliates, officers, directors, agents, or employees in connection with the entry into or performance of any obligation of this Agreement. Further, the **Consultant** shall indemnify, defend and hold **The Trinidad and Tobago Chamber of Industry and Commerce** harmless from and against all claims, actions, suits or other proceedings, and any and all losses, judgments, damages, expenses or other costs (including reasonable counsel fees and disbursements), arising from or in any way relating to:
		1. any actual or alleged infringement of any trademark, copyright, trade name or other proprietary ownership interest resulting from the use or creation of any copyrights and/or trademarks under this Agreement,
		2. any negligent act or omission, default or wilful misconduct of either Party or its directors, officers, employees, agents or assigns in connection with the entry into or performance of this Agreement,
		3. any deliberate or negligent action by the **Consultant** performed outside of the terms and conditions of this Agreement.
	4. The **Consultant** hereto agrees that it shall co-operate with each other in the defense of any such action, including providing **The Trinidad and Tobago Chamber of Industry and Commerce** with prompt notice of any such action and the provision of all material documentation.
	5. The Parties further agree that they have a right to retain their own counsel to conduct a full defense of any such action.
	6. Any failure or delay in the performance by either Party of its obligations shall not be a breach of this Agreement if such failure or delay results from any force majeure event including an act of God, war, riot, terrorism, embargo, civil unrest, disease outbreak, power or telecommunications failure or any other circumstances reasonably beyond the control of the defaulting Party.
	7. Any Party affected by a force majeure event shall notify the other Party of such event as soon practicable and in any event not later than two (2) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event and shall similarly give notice of the restoration of normal conditions as soon as possible.
3. **INCORPORATION OF APPENDICES AND ENTIRE AGREEMENT**
	1. This Agreement represents the only one and entire understanding between the Parties for the services requested and to be provided and supersedes any previous agreement, representations, understandings, promises, warranties, covenants or undertakings for the services identified in this Agreement.
	2. The following Appendices shall be construed as forming an integral part of and shall be incorporated into this Agreement in their entirety as if set out herein, namely:
		1. **Appendix I** - Scope of Services
		2. **Appendix II** – Disbursement Schedule
	3. Each Party acknowledges that this Agreement contains the entire contract between the Parties.
4. **APPLICABLE LAW, JURISDICTION AND DISPUTE RESOLUTION**
	1. This Agreement shall be governed and construed in all respects in accordance with the Laws and Courts of the Republic of Trinidad and Tobago.
	2. The Parties undertake to act in good faith with respect to each other’s rights under this Agreement and to adopt all reasonable measures to ensure the realisation of the objectives of this Agreement.
	3. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.
5. **MISCELLANEOUS**
	1. The Parties hereto covenant, warrant and represent to each other good faith, complete co- operation, due diligence and honesty in the performance of all obligations of the Parties pursuant to this Agreement. All promises and covenants are mutual and dependent.
	2. If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be thereby affected.
	3. A delay or failure by any Party to exercise a right under this Agreement, or a partial or single exercise of that right, shall not constitute a waiver of that or any other right.
	4. This Agreement or any section thereof shall not be construed against any Party due to the fact that said Agreement or any section thereof was drafted by said Party.

IN WITNESS WHEREOF the Parties have hereto set their hands the date hereinabove written.

**Ms. Michelle Gonzales Suite** }

Chief Operating Officer }

for and on behalf of }

**The T&T Chamber** }

In the presence of }

*Witness signature:*

*Witness name:*

*Witness address:*

*Witness occupation:*

**XX Name** }

XX Position }

for and on behalf of }

**XX Company** }

In the presence of }

*Witness signature:*

*Witness name:*

*Witness address:*

*Witness occupation:*

APPENDIX I

**SCOPE OF SERVICES**

To Supply Business to Business Matchmaking for a Business Delegation

from Trinidad and Tobago in the Barbadian market

**October 2023**

* 1. **STATEMENT OF PURPOSE**

**The Trinidad and Tobago Chamber of Industry and Commerce** will be conducting a trade mission to Barbados. This trade mission will therefore focus on fostering economic collaboration and exploring new business prospects between the two countries. By facilitating meetings and networking opportunities, the trade mission seeks to strengthen bilateral trade relations, promote cross-border investments, and encourage partnerships between businesses in Trinidad and Tobago and Barbados. Additionally, the trade mission aims to showcase the diverse range of products and services offered by Trinidad and Tobago's business community to the Barbadian market, creating opportunities for market expansion and economic growth for both countries.

Overall, this project will support the Government of Trinidad and Tobago’s strategic thrust in extra- regional markets while fulfilling **The Trinidad and Tobago Chamber of Industry and Commerce** mandate to diversify the nation’s markets for non-energy exports and consolidate Trinidad and Tobago’s market position in current markets.

The target sectors\* for the trade mission include, but are not limited to:

* Tourism
* Renewable Energy
* Professional Services
* Food and Beverage
* Paper Products & Packaging
* ICT & FinTech
* Household and Personal Care Products

*\*The listing of products and services to be covered can be found in Appendix A.*

* 1. **SCOPE OF WORK**

**The T&T Chamber** retains the services of the **Consultant** to fulfil the following specifications according to the schedule listed in the Schedule of Events outlined below or as agreed upon by both the **Consultant** and **The T&T Chamber**:

|  |  |  |
| --- | --- | --- |
| **EVENT** | **DATE** | **TIME*****(Atlantic Standard Time: UTC-04:00)*** |
| Questions from Proponents about scope or approach due | 25th August 2023 | 12 noon |
| Proposal due date (12:00 noon)Any proposal received after the required time and date specified shall be considered late and non-responsive. Any late proposals will not be evaluated for reward under any circumstances. | 31st August, 2023 | 12 noon  |
| Anticipated commencement of work period and initial virtual meeting to be scheduled between the Consultant and The T&T Chamber | 8th September 2023 | N/A |
| Delivery of the Initial Report on Prospect Listing  | 20 September 2023 | 12 noon |
| Draft Meeting Schedule Due | 28 September 2023 | 12 noon |
| Final Meeting Schedule Due | 4 October 2023 | 12 noon |
| Meetings Ongoing | 12- 13 October | N/A |

\*\* This Schedule of Events is to be agreed upon between the **Consultant** and **The T&T Chamber** following discussions.

APPENDIX II

**DISBURSEMENT SCHEDULE**

**To Supply Business to Business Matchmaking for a Business Delegation**

**from Trinidad and Tobago in the Barbadian market**

**October 2023**

|  |  |  |
| --- | --- | --- |
| **Activities** | **USD** | **USD** |
| Upon signing of the agreement between the **Consultant** and **The T&T Chamber** and delivery of the Initial Report on the Prospect Listing. | 10% |  |
| Upon execution of at least 40 of the required meetings. (In accordance with the per-meeting fee) | 50% |  |
| Upon submission of a Final Report providing a comprehensive overview of the Mission, all B2B meetings confirmed, cancelled and/or postponed including lead classification and opportunities identified and a contact listing. | 40% |  |
| **TOTAL** | **100%** |  |

The payment process shall be initiated by **The T&T Chamber** on presentation of the appropriate **Consultant’s** invoice to **The T&T Chamber** and the satisfactory completion of the relevant deliverables. A period of twenty(20) working days shall be allowed for the delivery of payment.

Kindly note that the payment will be impacted by the number of meetings and meetings are to be priced individually.

A discussion will be held between **The T&T Chamber** and the **Consultant** to analyze the quality of the meetings prior to acceptance by **The T&T Chamber**.

Any changes to the above deliverables after the signing of the contract must be documented as a supplementary agreement and any adjustment to payments must be discussed and agreed upon in writing by both Parties.

-000-

APPENDIX A

**Priority List of Products**

|  |  |  |
| --- | --- | --- |
| **HS Code** | **Product Description** | **Sector** |
| '151710 | Margarine (excluding liquid) | Food and Beverage |
| '160100 | Sausages and similar products, of meat, offal or blood; food preparations based on these products | Food and Beverage |
| '190410 | Prepared foods obtained by swelling or roasting cereals or cereal products, e.g. corn flakes | Food and Beverage |
| '190590 | Bread, pastry, cakes, biscuits and other bakers' wares, whether or not containing cocoa; communion ... | Food and Beverage |
| '190531 | Sweet biscuits | Food and Beverage |
| '210690 | Food preparations, n.e.s. | Food and Beverage |
| '220290 | Non-alcoholic beverages (excluding water, fruit or vegetable juices and milk) | Food and Beverage |
| '220890 | Ethyl alcohol of an alcoholic strength of < 80% vol, not denatured; spirits and other spirituous ... | Food and Beverage |
| '340220 | Surface-active preparations, washing preparations, auxiliary washing preparations and cleaning ... | Household and Industrial Chemicals |
| '392321 | Sacks and bags, incl. cones, of polymers of ethylene | Printing and Packaging |
| '392329 | Sacks and bags, incl. cones, of plastics (excluding those of polymers of ethylene) | Printing and Packaging |
| '392390 | Articles for the conveyance or packaging of goods, of plastics (excluding boxes, cases, crates ... | Printing and Packaging |
| '482110 | Paper or paperboard labels of all kinds, printed | Printing and Packaging |
| '482390 | Paper, paperboard, cellulose wadding and webs of cellulose fibres, in strips or rolls of a ... | Printing and Packaging |
| '252329 | Portland cement (excluding white, whether or not artificially coloured) | Construction  |
| '320810 | Paints and varnishes, incl. enamels and lacquers, based on polyesters, dispersed or dissolved ... | Construction  |
| '391723 | Rigid tubes, pipes and hoses, of polymers of vinyl chloride | Construction  |
| '730890 | Structures and parts of structures, of iron or steel, n.e.s. (excluding bridges and bridge-sections, ... | Construction |
| '732690 | Articles of iron or steel, n.e.s. (excluding cast articles or articles of iron or steel wire) | Construction |
| '843143 | Parts for boring or sinking machinery of subheading 8430.41 or 8430.49, n.e.s. | Construction |

**Priority List of Services**

* Professional Services
* Tourism
* Renewable Energy
* ICT and FINTECH

-END-

# Part E: Forms

# A. Forms - Technical Proposal

Form 1A: Technical Proposal submission form.

Form 2A: Proponent’s Work Experience

Form 3A: Comments and suggestions of Consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.

Form 4A: Description of the methodology and Work Plan for performing the assignment.

Form 5A: Team composition and task assignments.

Form 6A: Format of curriculum vitae (CV) for proposed professional staff.

Form 7A: Proposed Project Plan / Time schedule for completing the assignment

Form 8A: Proponent’s Declaration Form

Form 10A: Sample Banker’s Letter

Appendix 2 Client Reference Form

**Note:** The Proponents must fill in the appropriate information in the enclosed forms and submit these forms with the Proposal. In addition, the Proponent may include any other form(s), which in his opinion will assist in presenting, clearly and concisely, pertinent information relevant to the Work Plan and time schedule. ***Failure to submit these forms, completed as instructed in the RFP, may result in the Proponent’s submission not being considered, or not achieving maximum scores during the evaluation of Proposals***.

**Form 1A: Technical Proposal Submission Form**

[*Location, Date*]

To:

Trinidad and Tobago Chamber of Industry and Commerce

MCGV+XQ6, Columbus Circle Westmoorings,

Port of Spain

To whom it may concern:

 We, the undersigned, offer to supply “*Name of services to be provided*” in accordance with your Request for Proposal dated *Date (*and subsequent Addenda *(if applicable))*. We are hereby submitting our Proposal which includes this Technical Proposal, and a Commercial Proposal submitted as two separate PDF documents.

If negotiations are held during the period of validity of the Proposal of **thirty (30) working days**, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

 We remain,

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Address:

**Form 2A: Proponent’s Work Experience**

**Relevant Services Carried Out in the Last Five Years**

**That Best Illustrate Qualifications**

Using the format below, provide information on assignments of similar nature and complexity completed by your firm/entity i.e. three (3) contracts for the provision of *Similar Projects* over the past five (5) years. Proponents are advised that all fields must be completed, as the information provided therein is required to ensure the achievement of maximum points during the evaluation of Proposals.

|  |
| --- |
| **Contract of similar size and nature** |
| **Contract Name** |  |
| **Award Date** | **Completion Date** |
| **Total Contract Value** |  |
| **Client information** |
| **Client Name** |  |
| **Client Address** |  |
| **Contact Name (Client Representative)** |  |
| **Telephone (Fixed and Mobile)** |  |
| **Email** |  |
| **Description of contract similarity** |
| * Description of services provided
* Contract Duration
* Number of professional and support staff assigned to the engagement
* Proposed and actual start and end dates
* Contract variance (amount and reasons)
 |

**Form 3A: Comments and Suggestions of Proponents on the Terms of Reference and on Data, Services, and Facilities to be Provided by The Trinidad and Tobago Chamber of Industry and Commerce**

On the Terms of Reference:

1.

2.

3.

On the data, services, and facilities to be provided by **The Trinidad and Tobago Chamber of Industry and Commerce**:

1.

2.

3.

4.

5.

**FORM 4A. Description of the Methodology and Work Plan for Performing the Assignment**

**Form 5A: Team Composition and Task Assignments**

|  |
| --- |
| **1. Technical/Managerial Staff/Support Staff** |
| Name | Position | Task |
|  |  |  |
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**Form 6A: Format of Curriculum Vitae (CV) for Proposed key personnel**

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications:**

[*Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

**Education:**

[*Summarise college/university and other specialised education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

**Employment Record:**

[*Starting with present position, list in reverse order every employment position held. List positions held by staff member, giving dates, names of employing organisations, titles of positions held, and locations of assignments. Be succinct.*]

**Languages:**

[*For each language (if applicable) indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

 Date:

*[Signature of staff member and authorised representative of the firm]* *Day/Month/Year*

Full name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM 7A: PROPOSED PROJECT PLAN / TIME SCHEDULE FOR COMPLETING THE ASSIGNMENT**

|  |
| --- |
| **A. Project Plan / Time Schedule** |
|  | ***[1st, 2nd, etc. are days from the start of assignment.]*** |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |  |
| Activity (Work) etc |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Note: Provide a detailed listing of the tasks to be completed for perform the services, along with an estimated timeline for each task. This table can be modified/replaced by you, to more accurately reflect the timelines according to activity.* |

**FORM 8A: Proponent’s Declaration Form**

1. LITIGATION
2. Have you ever been convicted of any criminal offence in any jurisdiction?

 Yes No

1. Has any of the director(s) ever had a professional license suspended or revoked?

 Yes No

1. Has your organisation ever been the subject of any petition for bankruptcy?

 Yes No

1. Has your organisation ever had any civil judgment against you?

 Yes No

1. Does your organisation have any pending civil litigation matters?

 Yes No

1. Does your organisation have any pending criminal matters before the court?

 Yes No

1. Has your organisation, or any organisation which you have had control over, ever been the subject of any inquiry or investigation?

 Yes No

If you checked **Yes** to any of the above questions, kindly provide the key facts and decisions, including dates, relating to these matters on a separate page to be annexed to this document.

1. STATUTORY COMPLIANCE
2. Is your organisation in compliance with the **Barbados - Safety and Health at Work Act 2005 (2005-12) or the equivalent in your jurisdiction**? Kindly provide details of the compliance with the most recent supporting documents.

 Yes No Not applicable

If no or not applicable is selected, please provide details:

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

1. Is your organisation in compliance with the **Barbados** **Minimum Wage Bill, 2017 or the equivalent in your jurisdiction**?

 Yes No Not applicable

If no or not applicable is selected, please provide details:

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

I/We……………………. make this declaration conscientiously believing the same to be true, and I/we am/are aware that if there is any statement in this declaration which is false in fact, which I/we know or believe to be false or do not believe to be true, I/we may be disqualified from the Tendering process or if awarded the Tender, the contract will be immediately terminated.

……………………………….. …………………..………..… ……………………………..
Declarant Name Declarant Signature Date

Position: ………………………. Company Stamp/Seal:

**FORM 10A: SAMPLE BANKER’S REFERENCE LETTER**

Date:

PRIVATE AND CONFIDENTIAL

Trinidad and Tobago Chamber of Industry and Commerce

MCGV+XQ6, Columbus Circle Westmoorings,

Port of Spain

Dear Sir:

(Name of company)

The following information is provided at the request of our above-named customer, in strict confidence, without guarantee, for your private use and without responsibility on the part of this bank or its officials.

The captioned company is involved in (indicate nature of business) and has been banking with us since (year). Credit facilities in the (low, medium or high) (four, five or six) figure bracket have been marked for this account and are being handled to our satisfaction.

We consider the company good for normal contracting transactions and do not think that they would enter into any obligations they could not fulfil.

We hope that the foregoing report is suitable for your purposes.

Yours faithfully

(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position) ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Forms – Commercial Proposal

Form 1B: Commercial Proposal Submission Form.

Form 2B: Summary of Costs.

Form 3B: Breakdown of price per activity.

Form 4B: Breakdown of remuneration per activity.

Form 5B: Reimbursable and Miscellaneous Expenses.

Form 2B: Price Schedule. (Alternative, based on the requirements of the project)

**Note:** The Proponents must fill in the appropriate information in the enclosed forms and submit these forms with the Proposal. ***Failure to submit these forms, completed as instructed in the RFP, may result in the Proponent’s submission not being further considered.***

**Form 1B: Commercial Proposal Submission Form**

[*Location, Date*]

To:

Trinidad and Tobago Chamber of Industry and Commerce

MCGV+XQ6, Columbus Circle Westmoorings,

Port of Spain

Ladies/Gentlemen:

 We, the undersigned, offer to supply “***Name of services*”** in accordance with your Request for Proposal dated *Date* and our Proposal (Technical and Commercial Proposals submitted as separate PDF files). Our attached Commercial Proposal is proposed in the sum of [*Amount in words and figures*]. This amount is exclusive of 12.5% Value Added Tax, which we have calculated as [*Amount(s) in* *words and figures*].

 Our Commercial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the **thirty (30) working days** validity period of the Proposal.

 We understand you are not bound to accept any Proposal you receive.

 We remain,

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**FORM 2B: Summary of Costs**

|  |  |
| --- | --- |
| Costs | Amount(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SubtotalValue Added Tax (VAT)Total Amount of Commercial Proposal | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Proposed payment terms**

***Proponents are required to provide their proposed payment terms for the provision of the services.***

**FORM 3B: Breakdown of Price per Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity No.** | **Description** | **Person Hours** | **Amount (TT$)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Grand Total |  |  |

**FORM 4B: Breakdown of Remuneration per Activity**

|  |  |
| --- | --- |
| Activity No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Names | Position | Input[[1]](#footnote-1)  | Amount |
| Regular staffConsultantsGrand Total |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 **Form 5B: Reimbursable and Miscellaneous Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE** | **TOTAL AMOUNT (TT$ VAT EX)** |
| **1.** | **(*Please Specify*)** |  |  |  |  |
| **2.** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Subtotal** |  |  |  |  |
|  | **Vat @12.5%** |  |  |  |  |
|  | **total amount (tt$ VI)** |  |  |  |  |

**Client Reference Form**

|  |
| --- |
| PART A *(To be completed by the Proponent)* |
| Provider Name |  |
| Project Location |  |
| Project Description  |  |
| Reference Company |  |
| Reference Name/Designation |  |
| Reference Direct Contact Phone |  |
| Reference Direct Contact Email Address |  |

|  |
| --- |
| PART B *(To be completed by the Proponent)* |
| Project Contract Scope |  |
| Assignment Start Date |  |
| Assignment Completion Date |  |
| Reasons for Delays (project start and/or finish) |  |
| Reasons for Variations (contractual changes) |  |

Signature (Proponent’s Duly Authorised Representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

1. Staff months, days, or hours as appropriate. [↑](#footnote-ref-1)