



**OFFICE OF THE PRIME MINISTER
CENTRAL ADMINISTRATIVE SERVICES TOBAGO**

**REQUEST FOR PROPOSAL / PROPOSAL PACKAGE
(2021-002)**

FOR

**THE PROVISION OF SERVICES FOR THE DAY CARE & AFTER
SCHOOL PROGRAMME**

**AT THE OFFICE OF THE PRIME MINISTER, CENTRAL
ADMINISTRATIVE SERVICES, ORANGE HILL ROAD, LOWER
SCARBOROUGH, TOBAGO**

DATE ISSUED: Tuesday 16th November 2021

DATE DUE: Monday 17th January 2022

**INVITATION TO SUBMIT PROPOSALS FOR THE PROVISION OF SERVICES FOR
THE DAY CARE & AFTER SCHOOL PROGRAMME AT THE GENERAL
ADMINISTRATIVE BUILDING, OFFICE OF THE PRIME MINISTER, CENTRAL
ADMINISTRATIVE SERVICES, ORANGE HILL ROAD, SCARBOROUGH TOBAGO.**

The Office of the Prime Minister Central Administrative Services Tobago (OPM-CAST) for and on behalf of the Government of the Republic of Trinidad and Tobago (GoRTT) hereby invites sealed Proposals from eligible companies for;

The Provision of Services for the Day Care & After School Programme at the General Administrative Building, Office of the Prime Minister, Central Administrative Services, Orange Hill Road, Lower Scarborough, Tobago for a period of two (2) years.

Proposal documents are comprised of the following as attached:

- General Information
- Instructions to Tenderers
- Scope of Works
- Declaration “APPENDIX I”
- Tenderer Undertaking and Pricing Proposal at “APPENDIX II”
- Bid Compliance and Conformance Sheet “APPENDIX III”
- Form of Tender “APPENDIX IV”

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GENERAL INFORMATION

A. BACKGROUND

OPM-CAST is seeking proposals from duly qualified and experienced local individuals/firms/organisations to manage the Day care and After School Programme for a period of two (2) years at the General Administrative Building, OPM-CAST, Orange Hill Road, Lower Scarborough, Tobago. It is with great expectation that such individuals/Companies MUST be service driven and possess the necessary qualities in order to carry out the mandate required for the daily operation of its Day Care and After School Programme. OPM-CAST requires the services of the Day Care and After School Programme to be fully operational within one (1) week of the award of contract. The commencement and conclusion of the two (2) years period would be outlined in the contract document to the selected Tenderer.

B. SITE VISIT

All prospective Service Providers are required to attend a **mandatory site visit** of the location. The site visit will be held at **10:00 a.m. on Tuesday 14th December 2021** at the OPM-CAST, Orange Hill Road, Lower Scarborough, Tobago.

Prospective Service Providers must send an e-mail to opm-cast@gov.tt on or before **Monday 13th December 2021, no later than 1:00 p.m.** indicating the names and designations of the persons attending the site visit. The email must have the subject heading, **“Site Visit: Day Care and After School Programme”**. Failure to attend the site visit will deem the Proposal ineligible.

C. VIRTUAL PRE-TENDER MEETING

All prospective Tenderers who attend the mandatory site visit will be invited to attend the virtual Pre-Tender Meeting. The meeting will be held on **Thursday 16th December 2021 at 10:00 a.m.** on the Microsoft Teams Application. The invitation to attend the meeting would be sent out no later than Wednesday 15th December 2021 at 3:00 p.m.

D. OPM-CAST will select a Service Provider(s)/local Firm/Organization from those proposals which are deemed eligible and which satisfy the Evaluation Criteria identified herein. By submitting a Proposal, Service Providers accept the OPM-CAST's bidding process and the terms and conditions contained herein. Service Providers must carefully examine ALL the bidding documents and ALL information provided by the Department and shall:

i. Consider all risks, contingencies and other circumstances relating to the delivery of the services, and include adequate provision in the Proposal Package to manage such risks and contingencies.

E. This Request for Proposal (RFP) does not constitute a binding offer of award for the Provision of Services for the Day Care and After School Programme at the OPM-CAST, Orange Hill Road, Lower Scarborough, Tobago, for the period of two (2) years. Neither the RFP document nor the RFP process creates a contract or any legally binding relationship between the OPM-CAST and a Service Provider.

F. Service Providers should not, and must ensure their officers, employees, agents or personnel do not place themselves in any situation that may or does give rise to an actual, potential or perceived conflict of interest during and in relation to the RFP process. Service Providers must immediately inform the OPM-CAST, in writing, should a conflict of interest arise (this includes any actual, potential or perceived

conflict of interest), at any time during the procurement process. Service Providers are advised that a conflict of interest may result in a Service Provider being disqualified and debarred from participating further in the procurement process.

G. In submitting a Proposal Package, a Service Provider warrants that its Proposal Package has not been prepared in collusion with any competitor. The Proposal Package will immediately be disqualified from participating further in the procurement process where the Service Provider:-

- Engages in any collusive, fraudulent, obstructive or improper conduct in the preparation and submission of their Proposal;
- Engage in collusive, coercive or improper conduct in discussion or negotiations with OPM-CAST's representatives;
- Attempts to influence or provide any form of inducement (personal or otherwise), rewards or benefit to any of the OPM-CAST's representatives; OR
- Seek or attempts, by any means whatsoever, to manipulate the procurement proceedings.

OPM-CAST reserves the absolute right to report any suspected irregular, collusive, or anti-competitive conduct by Service Providers to the relevant Authority/Authorities and to provide that Authority/those Authorities with all relevant information, including but not limited to, the Service Providers tender package.

H. Late submissions will not be accepted or considered in any circumstances. Information submitted by Service Providers shall become the property of the OPM-CAST. Proposal Packages will not be returned to Service Providers at the end of the procurement process. OPM-CAST assumes no liability for delivery failures. Electronic submissions will not be accepted. OPM-CAST reserves the right to accept or reject any Proposals

received. OPM-CAST also reserves the right to cancel this RFP in its entirety or even partially, without defraying any cost or liability incurred by any person or firm/organization.

QUALIFICATIONS FOR ALL BIDDERS

All Service Providers **MUST** meet the qualifications stated below. Proposals which do not meet these requirements, **WILL NOT** be considered:

- i. Service Provider/Company must be currently providing service and must have been doing so, at a minimum, for the past three (3) consecutive years. Evidence must be produced to support this. Service Providers must possess:
 - Five CXC O'Levels including English Language.
 - A Certificate in Early Childhood Care.
 - Three (3) years' experience in Child Care.
 - Training in Microsoft Office Suite.
 - A valid Certificate in First Aid procedures or a valid First Aid Certificate

- ii. Knowledge, Skills and Abilities:
 - To help children with feeding, changing clothing, washroom breaks, etc.
 - To help maintain hygienic standards at all times.
 - To provide comfort and warmth to the children.
 - To ensure that meal times are a time of pleasant social sharing.
 - To report any signs of illnesses, neglect or apparent accidental and non-accidental injuries.
 - To ensure each child is collected in accordance with the collection procedure.
 - To supervise children during homework sessions.

- iii. Service Provider/Firm,/organization should submit the following documents, where applicable, to qualify:
 - a. National Insurance Certificates (NIS)
 - b. Board of Inland Revenue (BIR)

c. Value Added Tax (V.A.T.) Clearance Certificate

NB. Copies of original Certificates of Qualification **MUST** be submitted. Failure to submit same, will result in immediate **DISQUALIFICATION**.

INSTRUCTIONS TO SERVICE PROVIDERS

Service Providers are advised to read all instructions carefully since failure to comply may result in the rejection of their proposal.

Submission Of Proposals

1. Service Providers must provide the following in their proposal.
 - a) Profile/Background of Service Provider/Company e.g. (full name, office and business address of Service Provider, etc).
 - b) Signature of the person making the offer, or in the case of a company, partnership of business firm, by a duly authorised officer or employee of such company, partnership of the business firm;
 - c) The initials of the person making the offer must be inserted next to any alterations or erasures made, or in the case of a company, partnership or business firm. In the event of any discrepancy between the copies of the proposal packages, the original will govern.
 - d) An assurance that prices will remain valid for an initial minimum period of one hundred and twenty (120) days from the closing date of the proposal or as stated otherwise.
 - e) All supporting documents must be attached.

2. Proposal Package

The Service Provider must submit an original of their Proposal package along with four (4) hardcopies and one (1) soft copy on a CD/USB flash drive of the completed proposal package. All submissions are to be presented in one package with the below caption clearly marked on the outside of the envelope:-

**“Proposal for the Provision of Services for the Day Care and After School
Programme at the Office of the Prime Minister, Central Administrative Services,
Tobago”**

The envelope shall:-

- Be addressed to:

**The Chairman
Permanent Secretary Tenders Committee
Office of the Prime Minister
Central Administrative Services Tobago
Orange Hill Road
Lower Scarborough
Tobago**

- Be deposited in the respective Tender Box (slot dimensions **15 inches x 4 inches**) located in the Lobby of the OPM-CAST on or before **Monday 17th January. 2022, no later than 1:00 p.m.**

Service Providers Profile of their Company, (if any), must include:

- Certificates of Registration pursuant to the Companies Act, Chapter 81:01 (where applicable);
- Contact information sheet (contact person, telephone contact, email address, and mailing address).

Certificate of Continuance pursuant to the Companies Act 81:01 (where applicable).

- Notice of Manager with names of other Child Care Professionals.
- Financial Statements for the last three (3) years (where applicable).
- Details of training programmes, disciplinary procedures and recruitment procedures.
- A list of previous and present clients.
- Copies of all Certification and Curriculum Vitae of key personnel.
- Three (3) References required, (written letter or report with contact information for each).
- Information on legal proceedings (criminal or civil), Court Judgements (pending or otherwise) (if any).

3. Income Tax and Value Added Tax (V.A.T) (where applicable).

- Proposals must be accompanied by Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.

4. National Insurance Certificate (where applicable)

- Proposals must be accompanied by a valid National Insurance Compliance Certificate issued in accordance with the National Insurance Act, Chap 32:01 (where applicable).

5. Deadline for submission of Proposal

- Proposals shall be deposited in the respective tender box located in the lobby of the OPM-CAST, Orange Hill Road, Lower Scarborough Tobago **on or before Monday 17th January 2022, no later than 1:00pm.**

6. In evaluating the applications submitted, OPM-CAST reserves the absolute right to:
- Accept or reject any Proposal that does not adequately meet the criterion;
 - Assess Proposal as it sees fit, without obligation to select any Service Provider.
 - Determine whether any Service Provider satisfactorily meets the established evaluation criteria;
 - Request clarification from the Service Provider after submission of their Proposal documents;
 - An Evaluation of the submitted Proposals would be undertaken and Service Providers would be informed of the outcome of the Evaluation process accordingly.

7. Evaluation Criteria

Proposals will be evaluated in accordance with the following criteria.

Evaluation Criteria	Points %
Presentation of Documents (layout, compilation, and format)	5
Administrative Capability (certification; training, disciplinary procedures) workman compensation; Health and Safety Plan	15
Methodology/Approach – services and solutions proposed; Detailed Work Plan	25
Available Resources (Manpower and Support Staff, CV of Key Personnel)	15
Work Experience/Past Performance/References	15
Cost	25
Total	100

Service Provider must submit adequate evidence to support each of the criteria listed above and must attain an average score of 70% in order to qualify for consideration.

OPM-CAST will invite the top-ranked Service Provider to enter into contract negotiations with a view to contract. Where the contract negotiations prove unsatisfactory, OPM-CAST, at its sole discretion, may discontinue the negotiations and initiate negotiations with the second-ranked qualified Service Provider. OPM-CAST will notify all unsuccessful Service Providers of the outcome of the evaluation process, including the name of the successful Service Provider, if any.

8. Costing/Price Proposed

Service Provider must indicate the fixed monthly and annual rate in Trinidad and Tobago Dollars inclusive of all costs used in the calculations of their offer.

OPM-CAST requests that Service Providers provide a competitive Price proposal in Trinidad and Tobago Dollars based on the Scope of Works. Service Providers are required to complete their Price Proposal in the form of the undertaking at **Appendix II**, as confirmation of their understanding and acceptance of the terms and conditions of the Request For Proposal (RFP) and the proposed documents. OPM-CAST reserves the right to negotiate any and all ensuing contract(s) terms, including price.

9. Bid Validity

Service Providers are required to confirm the accuracy of the information and of the documents they have submitted in response to the Request For Proposal in the form of the declaration at **Appendix I**. Service Providers are also required to complete the Bid Compliance and Conformance checklist in the form at **Appendix III** and a Form of Proposal at **Appendix IV**.

10. Clarifications

Any questions and requests for clarification must be emailed to the Administrative Officer V or Administrative Assistant, Services of OPM-CAST, Orange Hill Road, Lower Scarborough, Tobago. Email: opm-cast@gov.tt. The deadline for clarifications is **Monday 10th January, 2022, no later than 1:00 p.m.**

11. Virtual Opening of Tender Box

There will be a virtual opening of the tender box for prospective service providers to attend on **Wednesday 19th January, 2022, at 1:30 p.m.** A Microsoft teams link would be sent out no later than Tuesday 18th January 2022 at 3:00 p.m.

SCOPE OF WORKS

**Proposal for the Provision of Services for the Day Care and After School
Programme at the Office of the Prime Minister, Central Administrative
Services, Orange Hill Road, Lower Scarborough, Tobago,
For a period of two (2) years.**

The Service Provider shall be required to provide Day Care and After School Programme services for the children of members of staff, at OPM-CAST; on a daily basis from Monday to Friday. Providing support activities to encourage good nutrition, health and safety and assisting in the general supervision of children at the Centre/Day Care.

Objectives

The objectives of the Day Care and After School Programme are to provide a Supervised and safe environment for the children of members of staff to do homework, research projects, read, learn and art and craft. This will allow employees the opportunity to be more focussed and productive in the workplace.

Operational

The programme will be operational from Mondays to Thursdays during the hours of 8:00 a.m. to 4:15 p.m. and on Fridays from 8:00am to 4:00pm. The Centre/Day Care will remain closed on weekends and Public Holidays. The Programme will accommodate up to thirty (30) children/ward, between the ages of 3 to 15 years old.

Services Required

Service Provider(s) is/are required to:

- Supervise and monitor the safety of children in their care.
- Assist in the delivery of the curriculum and other activities to the children of the Day Care.
- Ensure that children maintain proper hygiene.
- Organize activities or implement a curriculum that allows children to be active academically.
- Provide support activities to encourage good nutrition, health and safety.
- Develop schedules and routines to ensure that children have enough physical activity.
- Monitor children in the use of the computer and other materials.
- Assist in the provision of an attractive and stimulating range of activities, creative displays and indoor and outdoor activities; relevant to the ages and needs of individual children.
- Ensure Health and Safety rules are adhered to for all occupants of the Day Care.
- Perform other duties as may be required.

CONTRACTOR'S OBLIGATION

Service Provider(s) is/are obligated to:

- Perform the required services in a timely, efficient and professional manner to ensure that all work performed shall be carried out to the satisfaction of the Permanent Secretary and by extension, the users of the Day Care and After School Programme, OPM-CAST.
- Ensure that all services provided by the Service Provider shall be carried out in such a manner to cause minimum inconvenience and disruption to the staff and the daily operations of OPM-CAST.
- Undertake that all personnel employed in the performance of the Service Provider's duties outlined should have been or would be subjected to a thorough medical examination and shall have been declared fit for their duties.
- Provide qualified, honest, courteous and competent personnel to carry out the required services.
- Ensure that all workers are over 18 years old and legally allowed to work in Trinidad and Tobago.
- To ensure that all workers are appropriately and safely attired in the relevant PPE while on duty.
- Take all necessary measures to perform the services in a safe and diligent manner so as to avoid hazards and prevent accidents.
- Acquaint oneself with all statutory provisions and regulations related to the Agreement and be responsible for compliance of same.
- Report to the Client or his/her designated representative.
- Maintain, in strict confidence, all information that he/she is privy to under this Agreement.

EXPECTATIONS OF SUCCESSFUL SERVICE PROVIDER(S)

All successful Service Provider(s) are expected to:

- Establishes cordial liaison with the Administrative Personnel, their clients and representatives.
- Accepts responsibility for employees who do not perform in accordance with terms and conditions of the employer's contract with the OPM-CAST.
- Provides the services as indicated in the contract.
- Ensures that staff executes their functions with the highest level of responsibility and decorum.
- Inform the OPM-CAST on a timely basis of the inability to provide the required service.

INSPECTION AND APPROVAL OF WORK

- OPM-CAST officials demand strict conformance to the standards and frequency specified.
- OPM-CAST officials will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.

APPENDICES

APPENDIX I

DECLARATION

Date:

Permanent Secretary
Office of the Prime Minister
Central Administrative Services, Tobago
Orange Hill Road
Lower Scarborough
Tobago

Dear Sir/Madam,

Re: Proposal for the Provision of Services for the Day Care and After School Programme for the Office of the Prime Minister, Central Administrative Services, Tobago, for a period of two (2) years.

I/We, the undersigned for and on behalf of the Service Provider, hereby offer to provide the captioned service in line with your Request for Proposal. I/We are hereby submitting my/our Proposal Package for the Services.

I/We, hereby declare that all the information provided pursuant to our Proposal Package is true and correct. I/We accept that any misinterpretation contained in it may lead to my/our disqualification. I/We further accept that I/we shall bear all costs associated with the preparation and submission of my/our Proposal and any contract negotiations. The Office of the Prime Minister, Central Administrative Services, Tobago, shall in no case be responsible or liable for these costs regardless of the conduct or outcome of the procurement process.

I/We, further agree, that in competing for (and, if I am/we are successful in the award) the contract, I/we undertake to observe all the laws of the Republic of Trinidad and Tobago relevant to this process, including but not limited to laws against collusion, fraud and bribery.

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

I/We fully understand and agree to the conditions contained in this Request for Proposal.

Yours Respectfully,

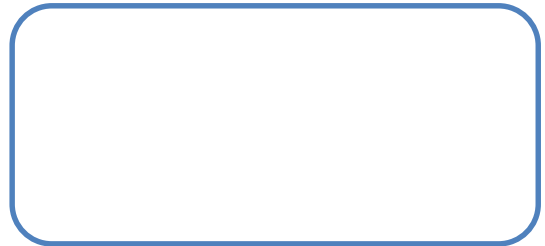
Duly Authorized Signature:

Name and Signatory Designation:

Name of Service Provider/Firm, Address and Company Stamp (if any):

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.....



APPENDIX II

SERVICE PROVIDER UNDERTAKING AND PRICING PROPOSAL

Date:

To: The Permanent Secretary, Office of the Prime Minister, Central Administrative Services, Tobago

Re: Proposal for the Provision of Day Care and After School Programme for the Office of the Prime Minister, Central Administrative Services, Tobago, for the period of two (2) years.

I/We, for an on behalf of **THE UNDERSIGNED SERVICE PROVIDER**, having examined ALL the Request for Proposal requirements and bidding documents, fully understand (i) the extent and character of the works covered by the Request for Proposals; (ii) the location, arrangements and specified requirements of the services; (iii) conditions relative to capacity, experience and delivery of resources; and (iv) any and all other factors and conditions affecting or which may be affected by the services.

I/WE HEREBY PROPOSE to furnish all the required information/documentation in accordance with the Request for Proposal and the bidding documents specifications hereto (or any modification thereof) for and in consideration of the price stated herein.

I/WE HEREBY WARRANT that the price stated herein is valid for a period of One Hundred and Twenty (120) days.

Day Care and After School Programme Services at the Office of the Prime Minister, Central Administrative Services, Tobago		
	V.A.T Exclusive	V.A.T Inclusive
Monthly	\$	\$
Annually	\$	\$

.....
Signature of Duly Authorized Service Provider

.....
Name of Signatory (Block Letters)

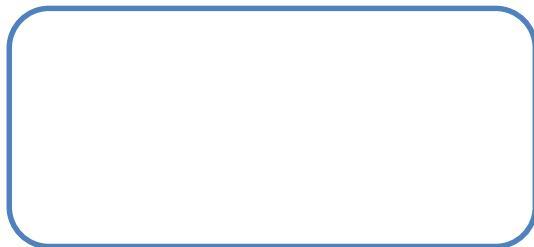
.....
Bid Date

.....
Signatory Designation

Name of Service Provider/Firm/Organization:

Address:

Stamp:



APPENDIX III

BID COMPLIANCE AND CONFORMANCE SHEET

Proposal for the Provision of Services for the Day Care and After School Programme at the Office of the Prime Minister, Central Administrative Services, Tobago.

Prospective Service Providers must complete the checklist for submission of their Proposal package.

1	Company Profile & Information/Disclosures (OSHA, Legal Proceedings) (where applicable)	YES		NO		N/A	
2	References /Similar Contracts	YES		NO		N/A	
3	Valid Income Tax Clearance Certificate (where applicable)	YES		NO		N/A	
4	Valid VAT Clearance Certificate (where applicable)	YES		NO		N/A	
5	Valid National Insurance Certificate of Compliance (where applicable)	YES		NO		N/A	
6	Financial Statements for the last three (3) years (where applicable)	YES		NO		N/A	
7	Professional Early Childhood Care Certificate or relevant discipline	YES		NO		N/A	
8	Bid Validity Period	YES		NO		N/A	
9	Pricing/Costing Submission	YES		NO		N/A	

** I/We certify that the above checked items have been included in our Proposal Package. I/We understand that any non-disclosure or failure to provide all the required information or documents may lead to the Office of the Prime Minister, Central Administrative Services Tobago non-acceptance of my/our offer.*

Name in Block Letters

Date

Duly Authorized Signature

Service Provider Company Address & Stamp

APPENDIX IV

FORM OF PROPOSAL

**PROPOSAL FOR THE PROVISION OF SERVICES FOR THE DAY CARE AND
AFTER SCHOOL PROGRAMME AT THE OFFICE OF THE PRIME MINISTER,
CENTRAL ADMINISTRATIVE SERVICES, ORANGE HILL ROAD, LOWER
SCARBOROUGH, TOBAGO**

To: The Permanent Secretary
 Office of the Prime Minister
 Central Administrative Services Tobago
 Orange Hill Road
 Lower Scarborough
 Tobago

Sir/Madam,

Having examined all the Proposal Documents – Invitation to Tender inclusive, Instructions to Service Providers, Form of Proposal, Checklist, the Proposal Specification Sheet, Appendices and, if any, Addenda of the above named Proposal, we offer to undertake and complete the said services for which my/our Proposal is accepted, in conformity with the said Proposal Documents for the sum of:

.....
.....

TT\$.....(VAT INCLUDED)

Or such other sum as may be ascertained under the Contract for the *Provision of Services for the Day Care and After School Programme at the Office of the Prime Minister, Central Administrative Services, Orange Hill Road, Lower Scarborough, Tobago.*

This Proposal is submitted without collusion with any other Service Providers. I/We understand that collusion will immediately invalidate my/our Proposal. I/We further declare that I/we have carefully examined the Proposal Documents and that I/we have satisfied myself/ourselves as to the terms and conditions under which the services are to be performed. This Proposal is made according to the provisions and terms of the Proposal of the Proposal Documents, which documents are hereby made a part of this Proposal.

I/We further agree that I/we have exercised my/our judgement in providing the appropriate information required to prepare and submit my/our Proposal and have utilized all relevant data available from the Office of the Prime Minister, Central Administrative Services, Tobago, and other sources in arriving at my/our conclusion.

I/We agree to abide by this Proposal (Proposal Documents) for a period of One Hundred and Twenty (120) days from the date fixed for receiving the same and it shall remain binding upon us and may be in acceptance at any time before the expiration of that period.

I/We understand that you are not bound to accept the highest, lowest or any Proposal you may receive.

Dated, thisday of, 2022

Signature of Service Provider:

Name of Signatory: **(Block Letters)**

duly authorized to sign Proposals for and on behalf of:

Name of Service Provider/Company:

Address (In Full)

.....

.....

Witness: **(Block Letters)**

Signature of Witness:

Address:

.....

.....

Occupation:

Date:

Note: In case of a Proposal by a Firm or Company, the signature of a person fully authorized by the Firm or Company to sign on behalf of the Firm or Company.