



OFFICE OF THE PRIME MINISTER  
CENTRAL ADMINISTRATIVE SERVICES TOBAGO

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REQUEST FOR TENDER PACKAGE

FOR

THE DESIGN, DEVELOPMENT, HOSTING AND  
MAINTENANCE OF AN INTRANET FOR OFFICE OF THE  
PRIME MINISTER, CENTRAL ADMINISTRATIVE  
SERVICES, TOBAGO

**DATE RELEASED: Thursday 18<sup>th</sup> February, 2021**

**DATE DUE: Thursday 01<sup>st</sup> April, 2021**

**INVITATION TO TENDER FOR THE DESIGN, DEVELOPMENT, HOSTING AND MAINTENANCE OF AN INTRANET FOR THE OFFICE OF THE PRIME MINISTER, CENTRAL ADMINISTRATIVE SERVICES TOBAGO**

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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 Tenders from eligible companies for the;

***Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago***

The Tender 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

### **I. BACKGROUND**

The Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST) is in the process of digitizing its ICT infrastructure in a bid to improve the efficiency and effectiveness of the service delivery of the organization. A part of the process involves the development of communication mechanisms which can be realized via an Intranet System, which is integral for facilitating effectual communication and collaboration internally. OPM-CAST is seeking proposals from duly qualified and experienced firms/organisations in the Information Technology industry for the design, development, hosting and maintenance of an Intranet for the organization.

### **II. OBJECTIVE**

To promote engaging internal communication and collaboration among staff members and to provide a platform for secure information sharing and sound data management.

### **III. EXPECTATIONS**

OPM-CAST operates with very high standards and it is expected that the successful Tenderer will create an Intranet System that incorporates:

- Social Intranet Features
- Intranet Customization Features
- Information Management Features
- People Management Features
- Productivity Features
- Hosting and Maintenance Services

### **IV. VIRTUAL PRE-TENDER MEETING**

All prospective Tenderers will be invited to attend a virtual Pre-Tender Meeting. The meeting will be held on **Monday 01<sup>st</sup> March, 2021 at 9:00 A.M.** on the Microsoft Teams Application. Prospective Tenderers must send an e-mail to [opm-cast@gov.tt](mailto:opm-cast@gov.tt) on or before **Thursday 25<sup>th</sup> February, 2021 at 12:00 noon**, indicating the name, designation and firm/organization of the persons attending the meeting. The email must have the subject heading **“Virtual Pre-Tender Meeting: OPM-CAST Intranet”**.

Upon confirming the attendees, an invitation to the meeting would be emailed to Tenderers on **Friday 26<sup>th</sup> February, 2021 no later than 3:00 P.M.** It is strongly recommended that Tenderers attend the Microsoft Teams Meeting.

- V. The OPM-CAST will select a firm/organization from those Tender Packages which are deemed eligible and which satisfy the Evaluation Criteria identified herein. By submitting a Tender, Tenderers accept that they are bound by the OPM-CAST's procurement process and the terms and conditions contained herein. Tenderers must carefully examine ALL the bidding documents and ALL information provided by the Ministry and shall:
- i. Fully acquaint themselves with the OPM-CAST requirements for the Intranet and factor these conditions in the preparation of their Tender Packages;
  - ii. Consider all risks, contingencies and other circumstances relating to the delivery of the services, and include adequate provision in the Tender Package to manage such risks and contingencies and;
  - iii. Exercise all due diligence in the fulfillment of the obligation under the Agreement and shall carry out his /her responsibilities in accordance with the recognized professional standard.
- VI. This Request for Tender ("RFT") does not constitute a binding offer of award for the Design, Development, Hosting and Maintenance of the Intranet for the OPM-CAST. Neither the RFT document nor the RFT process create a process contract or any legally binding relationship between the OPM-CAST and a Tenderer.
- VII. Tenderers should not, and must ensure the 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 RFT process. Tenderers must immediately inform the OPM-CAST, in writing, should a conflict of interest (this includes any actual, potential or perceived conflict of interest) arise at any time during the procurement process. Tenderers are advised that a conflict of interest may result in a Tenderer being disqualified and debarred from participating further in the procurement process.
- VIII. In submitting a Tender Package, a Tenderer warrants that its Tender Package has not been prepared in collusion with any competitor. The Tenderer will immediately be disqualified from participating further in the procurement process where the Tenderer: -

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

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

- IX.** Late submissions will not be accepted or considered in any circumstances. Information submitted by Tenderers shall become the property of the OPM-CAST. Tender Packages will not be returned to Tenderers at the end of the procurement process. The OPM-CAST assumes no liability for delivery failures. Electronically mailed submissions will not be accepted. The OPM-CAST reserves the right to accept or reject any application received. The OPM-CAST also reserves the right to cancel this RFT in its entirety or even partially, without defraying any cost or liability incurred by any person or firm/organization.

### **REQUIREMENTS FOR ALL BIDDERS**

All Tenderers **MUST** meet the qualifications stated below. Tender Packages which do not satisfy all of the following requirements **WILL NOT BE** considered:

- i. Firm/organization must be currently providing Intranet design, development, hosting and maintenance services, and must have been doing so, at a minimum, for the past five (5) consecutive years. Evidence must be produced to support this.
- ii. Firm / organization must provide a demo / mockup of a designed Intranet and submitted via CD or flash drive. Requirements would be further explained in the “Scope of Work” section.

- iii. Firm/Organization must ensure that the OPM-CAST personnel nominated to manage the Intranet is adequately trained on all modules. User manuals for all categories of users shall be made in printable format.
- iv. Firm/organization must provide a detailed, high level implementation schedule / method statement for the delivery of the Scope of Works to be completed by Wednesday 25<sup>th</sup> August, 2021.
- v. Firm/organization must provide a letter from a financial institution indicating tenure, financial standing and credit rating.
- vi. Firm/organization must submit the following mandatory documents to qualify:
  - a. National Insurance Certificates (NIS),
  - b. Board of Inland Revenue (BIR)
  - c. Value Added Tax (V.A.T.) Clearance Certificate.

### **INSTRUCTIONS TO TENDERERS**

Tenderers are advised to read all instructions carefully since failure to comply may result in the rejection of their offers.

#### **1. SUBMISSION OF TENDERS**

Tenderers must provide the following in their tenders: -

- a) Profile of the Company (full name, office and business address, brief overview of the company, telephone and email addresses of the Tenderer)
- b) Signature of the person making the offer, or in the case of a company, partnership or business firm, by a duly authorized 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 case of any discrepancy between the copies of the Tender Package, the original will govern;
- d) Firm/organization must provide a detailed, high level implementation schedule / method statement for the delivery of the Scope of Works including:

- a. Indicative time input required providing specific details, where possible, for completion of each stage of this project. Expected completion date is Wednesday 25<sup>th</sup> August, 2021.
  - b. The envisaged Intranet development activities to be employed at each stage.
  - c. The extent of innovation and creativity in addressing the requirements.
- e) Firm / organization must provide a demo / mockup of a designed Intranet and submitted via CD or flash drive. Requirements would be further explained in the “Scope of Work” section.
  - f) 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 Tender or as stated otherwise.
  - g) Submit the aforementioned details with documentary evidence to fulfill the above eligibility requirements.

## 2. TENDER PACKAGE

Tenders would be evaluated according to a two-stage quality and cost based selection tendering process where a Commercial Tender and Technical Tender are to be submitted. For both the Commercial Tender and Technical Tender, Tenderers are required to submit one **(1) original of their tender along with four (4) hardcopies and one (1) softcopy of the completed tender package** on a CD or USB Stick. The demo / mockup of the Intranet should also be placed on the CD or USB stick. All submissions are to be presented in packages with the below captions clearly marked on the outside of the envelopes accordingly: -

### Commercial Tender

*“Request for Tender for the Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago, Commercial Tender”*

### Technical Tender

*“Request for Tender for the Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago, Technical Tender”*



The envelopes 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 Boxes (slot dimensions **15 inches x 4 inch**) located in the lobby on Ground Floor, OPM-CAST on or before **Thursday 01<sup>st</sup> April, 2021 no later than 1:00 P.M.**
- The Commercial Tender will contain pricing information whereas the Technical Tender will contain the technical details. The Technical Tender should not contain any commercial or pricing information. Failure to comply would deem the submission non-compliant.
- OPM-CAST may call for further clarifications, additional particulars, if any, on the Technical and Commercial Tenders submitted.
- Amendments to the Tender document may be issued at any time prior to the deadline for the submission of Tenders and shall be deemed to form an integral part of the Tender document.
- Tenderers must provide a Profile of their company and additional information such as:
  - Certificate of Registration pursuant to the Companies Act, Chap 81:01;
  - Certificate of Continuance pursuant to the Companies Act 81:01;
  - Registration / Certification document in the prescribed field of stud.
  - Notice of Directors with names of Directors and Principal Officer;
  - High level implementation Schedule / Method Statement, showing key project dates and their expected duration.
  - A list of previous and present clients;
  - Organization Chart of Company.
  - Curriculum Vitae of key personnel;
  - Three (3) years Financial statements within the last five (5) years;

- Letter from Financial Institution indicating tenure, financial standing and credit rating;
- Details of three (3) Intranet development contracts undertaken of similar size and nature undertaken in the past five (5) years;
- Three (3) signed references from clients required (written letter or report with contact information for each) and;
- Information on legal proceedings (criminal or civil), Court Judgements (pending or otherwise).

### **Income Tax and Value Added Tax (V.A.T)**

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

### **National Insurance Certificate.**

- Tenders must be accompanied by a valid National Insurance Compliance Certificate issued in accordance with the National Insurance Act, Chap 32:01

### **Deadline for Submission of Tenders**

- Tenders shall be deposited in the respective tender box located in the Lobby of the Office of the Prime Minister, Central Administrative Services Tobago, Orange Hill Road, Lower Scarborough, Tobago on or before **Thursday 01<sup>st</sup> April, 2021 no later than 1:00 P.M.**

### **3. SCOPE OF WORK**

Tenderers are asked to organize and itemize their proposals into six (6) main areas for the OPM-CAST consideration of their services as follows:

1. Social Intranet Features;
2. Intranet Customization Features;
3. Information Management Features;
4. People Management Features;
5. Productivity Features;
6. Hosting and Maintenance Services

Tenderers will be responsible for the following:

- Designing a flexible and scalable Intranet System to accommodate suggested changes/modifications including design and information architecture (IA), as and when required.
- Determining a consistent look and feel for the Intranet, including color schemes, graphic elements, and navigation tools that provide straightforward navigation within a unifying graphic theme
- Offering an Intranet System with a responsive design.
- Accommodating at least 500 GB storage space for files.
- Providing an Intranet System with simple workflow and publishing controls.
- Providing an Intranet System with simple and easy administration
- Providing an Intranet System with strong security features
- Providing training to the users of the System as identified by OPM-CAST
- Transfer of Source code and other credentials for the Intranet.
- Providing a demo / mockups of a designed Intranet.

The OPM-CAST Intranet should facilitate the duties and daily tasks of the OPM-CAST and should incorporate the following features:

### **Social Intranet Features**

- **Communication**  
Message colleagues on intranet.
- **Collaboration & corporate social networking**  
Connect teams and boost collaboration at OPM-CAST.
- **Quiz**  
Build interactive quizzes for staff.
- **Forums**  
Create and moderate message boards
- **Notifications**  
Staff receive notifications in-system or via email

### **Intranet Customization Features**

- **Pages**  
Build an engaging and up-to-date intranet with drag and drop CMS.

- **Intranet Design & Themes**  
Easy to use software.
- **Menu Builder**  
Create and maintain permission-based menus.

### **Search Capabilities**

- A robust Search Feature that uses document meta tags, file names, file extension and all text contained in non-scanned documents for smart search and retrieval
- The solution shall provide necessary search capabilities, with the ability to perform advanced searching with content filtering
- The Solution shall allow users to search on a combination of keywords with operators/parameters simultaneously. The Solution shall return relevant results considering the multiple keywords and operators/parameters being applied.
- The Solution has the ability to allow users to see the various lines and pages where the search word appears, before deciding to view the document or image.

### **Information Management Features**

- **Document Management**  
Enterprise-level document management system, complete with version and access control that allows for real time collaboration on documents amongst internal OPM-CAST staff
- **Intranet News**  
Categorize and publish News articles to targeted audiences.
- **Knowledge Base**  
Share knowledge, ask questions, and collaborate with ease.
- **Policy Management**  
Manage OPM-CAST policies' lifecycle, from draft to acceptance.
- **Digital Assets Management**  
Centrally manage OPM-CAST digital assets, including company logos and branding.
- **Image Gallery**  
Store, organize, and share OPM-CAST photos.
- **Intranet Analytics**

Monitor user insights with powerful intranet statistics.

- **Polls & Surveys**  
Capture valuable employee feedback.
- **Audit Logs**  
Track, analyze, and archive intranet audit logs.
- **Announcements**  
Communicate and track urgent updates.
- **Intranet Blogs**  
Share story and follow fellow intranet bloggers.
- **Intranet Searching**  
Search and explore OPM-CAST intranet with ease.

### **People Management Features**

- **Employee Profiles**  
Manage OPM-CAST staff directory and intranet user profiles. The solution shall be able to assign user roles, groups and permissions.
- **HR**  
Self-service HR management directly in OPM-CAST intranet.
- **Badges**  
Create our own employee recognition program,  
live submission of all forms/request  
Downloading and uploading of forms/request

### **Productivity Features**

- **Intranet Calendar**  
Manage OPM-CAST schedule with drag & drop calendars
- **Holiday Planner**  
Manage employee business absences, including vacation and sickness days
- **Expenses Management**  
Manage and process corporate expenses

- **Room Booking**  
Manage rooms, equipment and services within OPM-CAST
- **Events**  
Centrally manage all OPM-CAST corporate and training events
- **Compliance Management**  
Ensure target audiences view specific information and has the capacity to download
- **Audit Management**  
Automate quality management processes

### **Security and Audit**

- The solution shall allow only authorised credentials to log in and use the system.
- The solution shall enable standard security protocols for the application layer to mitigate against threats including but not limited to Cross Site Scripting (XSS) and Cross-Site Request Forgery (CSRF).
- The solution shall change session ID when a user logs in or logs out of the website. Ensuring that the session ID used from one state is invalid and the new state has an entirely new session ID.
- The solution shall lock a user out after a specified number of consecutive failed log-in attempts.
- The Solution allows navigational security, with multiple layers of user definable security to limit access at department, user, user group, location of users, system, function, and file levels, including support/accommodation of any secure networks, which may be inaccessible to unauthorised staff.
- The Solution has the ability to time-out users due to inactivity of their client connection (admin configurable time limits).
- The solution shall provide audit reports/logs to system administrators comprising of all operations performed by individual users such as but not limited to: Login and logout times and all Data that was created, read, update, deleted, retrieved and archived with time stamp.
- The solution shall provide a secure ‘forgot password’ function.
- The Solution has the ability to transmit and store passwords in a secured manner. At minimum passwords should be hashed.
- The solution shall support role-based access capable of mapping each user to one or more roles, and each role to one or more system function or access privileges.
- The solution shall enable network domain directory (AD) services integration (to access AD credentials) if client has Active Directory.

## **Hosting and Maintenance**

- The successful Tenderer will have to undertake operations, maintenance, support and modification of the Intranet

All content used to populate the Intranet would be provided by OPM-CAST

### **4. PROJECT TIMELINE**

The OPM-CAST expects to be handed over a functional Intranet from the successful Tenderer by **Wednesday 25th August, 2021**. The Implementation Schedule / Method Statement should include a structured timeline for each of the phases of development with the handover date in mind.

### **5. DURATION OF CONTRACT**

The duration of the contract, i.e, the operation, maintenance, support and modification of any part of the Intranet will be for a period of three (3) years, subject to review of services every year. OPM-CAST reserves the right to extend the contract for a period of up to twelve (12) months with a maximum of two (2) such extensions on the same terms and conditions, subject to the performance of the selected service provider. The exact period would be outlined in the contract document.

### **6. MAINTENANCE**

The successful tenderer is expected to conduct complete maintenance of the Intranet for a period of three (3) years.

### **7. SECURITY**

The Tenderer will ensure and provide the following security features:

- Tools for control and monitoring Intranet application security.
- Protection against defacement and hacking of the application

### **8. EVALUATION OF TENDER**

In evaluating the applications submitted, the OPM-CAST reserves the absolute right to:

- Accept or reject any Tenderer that does not adequately meet the criterion.

- Assess applications as it sees fit, without any obligation to select any Tenderer. OPM-CAST also reserves the right to republish this Request for Tender.
- Shortlist Tenderers for interview on the basis of the written tender before making a final decision on contract award. Specific dates and times may be specified in due course.
- Determine whether any Tenderer satisfactorily meets the established evaluation criteria.
- Request clarification from the Tenderer after submission of their tender documents.
- Assess the Tender's capability to perform the contract should the circumstances warrant such.

### **Opening of Tender**

A link would be provided via email to Tenderers who would have submitted bids so that they may witness the live reading of the bid submissions virtually via the Microsoft Teams Application. The date and time would also be specified in the said email.

## **9. EVALUATION CRITERIA**

Tenders would be evaluated according to a two-stage evaluation process based on a Commercial Evaluation Criteria and a Technical Evaluation Criteria. **Tenderers must submit adequate evidence to support each of the criterion listed below and must attain a minimum score of 55% in the Technical Evaluation in order to qualify for Commercial Evaluation. Tenderers must obtain an overall minimum average of 70% in order to be considered for award of contract.**

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

### **9.1 Commercial Evaluation Criteria**



Tenders will be evaluated against a set of weighted commercial evaluation criteria. The evaluation criteria have been broken down into sections and a percentage weighting for each section is allocated.

<b>Commercial Evaluation Criteria</b>		
Proposed Cost for Solution	<ul style="list-style-type: none"> <li>▪ Submissions of offers that are reasonable for the scope of works outlines.</li> </ul>	15
Proposed Cost for Maintenance / Support	<ul style="list-style-type: none"> <li>▪ Submissions of offers that are reasonable for the scope of works outlines</li> </ul>	15
<b>Total</b>		<b>30</b>

## 9.2 Technical Evaluation Criteria

Tenders will be evaluated against a set of weighted technical evaluation criteria. The evaluation criteria have been broken down into sections and a percentage weighting for each section is allocated.

**Table 4.2 Technical Evaluation Criteria**

<b>Technical Evaluation Criteria</b>		
Technical Criteria Item	Description	Criteria Weighting
<b>Administrative and Delivery and Execution Capability</b>		
Staff experience in designing, developing, hosting and maintenance of Intranets.	Team should at minimum comprise of persons qualified in: <ul style="list-style-type: none"> <li>*HTML &amp;CSS / Technical Lead</li> <li>*Developer</li> <li>* Graphic Design</li> </ul> <ul style="list-style-type: none"> <li>▪ Curriculum Vitae (CV) for key technical staff being proposed for this project.</li> <li>▪ Proof of related qualification and certification.</li> </ul>	35

Company experience in designing, developing, hosting and maintenance of Intranets, particularly for the government.	<ul style="list-style-type: none"> <li>▪ Evidence within the last five (5) years in the execution of at least three (3) similar projects.</li> <li>▪ Submission of three (3) references via reports or letters for past project, valid contact information, references from past clients.</li> </ul>	
Delivery and Execution Capability	Tenderer submits a high level implementation schedule / Method Statement showing key project dates which coincide with the August 25 <sup>th</sup> handover date.	
<b>Responsiveness to RFT / Technical Requirements/ Available Resources</b>		
Intranet Demo/Mockup	<ul style="list-style-type: none"> <li>▪ Proposed Intranet Demo / Mock-up.</li> </ul>	30
Training Manual and Support and Maintenance Plan	<ul style="list-style-type: none"> <li>▪ Training Manual</li> <li>▪ Post Implementation Plan</li> <li>▪ 3 years ongoing support and maintenance.</li> </ul>	
Intranet Layout	<ul style="list-style-type: none"> <li>▪ Innovation content of the proposal / technical solution, suggested layout</li> </ul>	
Intranet Security	<ul style="list-style-type: none"> <li>▪ Ability to meet required security features</li> </ul>	
<b>Financial Capability</b>		
Proof of ability to fund the scope of works	Letter from Financial Institution indicating tenure, financial standing and credit rating and three (3) financial statements within the last 5 years.	5
<b>Total</b>		<b>70</b>

## **10. DATA OWNERSHIP**

- The ownership of all the data hosted in the OPM-CAST Intranet, in all forms including text, data, graphics, animations, audio/video content, etc., will rest only with the OPM-CAST whether or not the content on the Intranet is hosted on a server owned by the successful Tenderer. The source code must be handed over to OPM-CAST immediately upon completion and handover of the Intranet.
- Similarly, the ownership of all source code of Intranet / software used for the purpose of hosting the content on behalf of OPM-CAST rest with OPM-CAST.

## **11. CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

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

## **12. COSTING/PRICE PROPOSAL**

The OPM-CAST requests that Tenderers provide a competitive price proposal in Trinidad and Tobago Dollars based on the Scope of Works. Tenderers 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 RFT and the tender documents. This is to be submitted as part of the Commercial Tender Package. The OPM-CAST further reserves the right to negotiate any and all ensuing contract (s) terms including price.

## **13. PAYMENT TO CONTRACTOR**

Payment for the services shall be made in Trinidad and Tobago Currency in the following manner:

- a) 20% of total on approval of Software Requirement Specification (SRS).
- b) 30% of total cost on approval of the Design and Development of the Intranet.
- c) 30% of total cost on deployment of Intranet.
- d) 20% handing over source code along with training manuals.

## **14. BID VALIDITY**

Tenderers are required to confirm the veracity of the information and of the documents they have submitted in response to the RFT in the form of the declaration at **Appendix I**. Tenderers are also required to complete the Bid Compliance and Conformance checklist in the form at **Appendix III** and the Form of Tender at **Appendix IV** (This is to be submitted as part of the Commercial Tender Package).

## **15. FEES AND TAXES**

OPM-CAST would not be responsible for the cost of items necessary for project completion incurred by the contractor via third party transactions. No cost for items procured by the contractor on behalf of the OPM-CAST shall be the responsibility of OPM-CAST.

## **16. CLARIFICATIONS**

Any questions and requests for clarification must be emailed to the Secretary, Tenders Committee, Office of the Prime Minister Central Administrative Services Tobago, Orange Hill Road, Lower Scarborough, Tobago. Email: [opm-cast@gov.tt](mailto:opm-cast@gov.tt). The deadline for clarifications is **Friday 05<sup>th</sup> March, 2021 no later than 2:00 P.M**

### **SUCCESSFUL TENDERER'S OBLIGATIONS**

- 1.** In circumstances, including but not limited to natural disaster, accidents, emergency situations (fire, flooding) or other circumstances beyond the control of the OPM-CAST, the Contractor hereby warrants the services at the regular contracted/fix cost.
- 2.** To perform the required services in an efficient and professional manner to ensure that all works performed shall be carried out to the satisfaction of the Permanent Secretary.
- 3.** To provide at its own cost all equipment, supplies, materials, labor and any other item necessary or convenient for the proper provision of the "required services".
- 4.** To ensure that all its equipment for use in this contract are certified to be in safe and good working condition and fully operational.
- 5.** To provide qualified, honest, courteous, and competent personnel to carry out the required services.
- 6.** To ensure that all workers are over 18 years old and legally allowed to work in Trinidad & Tobago.

### **EXPECTATIONS OF SUCCESFUL TENDERER**

1. Establishes cordial liaison with the Administrative Personnel, their clients and representatives.
2. Provides the services as indicated in contract.
3. Accepts responsibility for remedying defects within the stipulated timeframe which would be determined in the contract document.
4. Inform the OPM-CAST immediately of the inability to provide the required service.

### **INSPECTION AND APPROVAL OF WORK**

1. OPM-CAST officials demand strict conformance to the scope of work specified.
2. OPM-CAST officials will inspect the completed work and will ascertain that the task has 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: Request for Tender for the Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)**

I/We, the undersigned for and on behalf of the Tenderer, hereby offer to provide the captioned services in line with your Request for Tender as advertised. We hereby submit our Tender Package for the Services.

I/We, hereby declare that all the information provided pursuant to our Tender Package is true and correct. We/I accept that any misinterpretation contained in it may lead to our disqualification. We/I further accept and We/I shall bear all costs associated with the preparation and submission of our Tender Package and any contract negotiations. The Office of the Prime Minister Central Administrative Services Tobago (OPM-CAST) 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 we are/I am successful in the award) the contract, 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 Tender Package you receive.

Yours respectfully,

Duly Authorized Signature: \_\_\_\_\_

Name and Signatory Designation: \_\_\_\_\_

Name of Firm, Address and Company Stamp: \_\_\_\_\_

**“APPENDIX II”**

**TENDERER UNDERTAKING AND PRICING PROPOSAL**

Date:

To: The Permanent Secretary, Office of the Prime Minister Central Administrative Services  
Tobago (OPM-CAST)

**Re: Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)**

I/WE, for and on behalf of **THE UNDERSIGNED TENDERER**, having examined ALL the RFT requirements and Tender documents, fully understand (i) the extent and character of the works covered by the RFT; (ii) the location, arrangements, and specified requirements of the works; (iii) conditions relative to labour, transportation, access and delivery of resources; and (d) any and all other factors and conditions affecting or which may be affected by the works.

I/WE HEREBY PROPOSE to furnish all the requirements/required information/documentation in accordance with the RFT, and the Tender 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.

<b>Item</b>		<b>Costs TT\$</b>
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01	Proposed Cost for the Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)	
02	Proposed Cost for the maintenance and support of the Intranet for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST) for a period of three (3) years.	
	<b>SUBTOTAL</b>	
	<b>VAT (12.5%)</b>	
	<b>TOTAL PRICE</b>	

\_\_\_\_\_  
**Signature of Duly Authorized Tenderer**

\_\_\_\_\_  
**Name of Signatory (block letters)**

\_\_\_\_\_  
**Bid Date**  
**Name of firm/organization**

\_\_\_\_\_  
**Signatory Designation**

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**Stamp:**



**“APPENDIX III”**

**BID COMPLIANCE AND CONFORMANCE SHEET**

Tender for the *Request for Tender for the Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)*

Tenderers MUST complete this checklist for submission of their proposal document.

1.	Company Profile & Information/Disclosures (Legal Proceedings)	YES		NO	
2.	References / Similar Contracts	YES		NO	
3.	Detailed, high level Implementation Schedule / Method Statement	YES		NO	
4.	Training Manuals	YES		NO	
5.	Valid Income Tax Clearance Certificate for Trinidad and Tobago Companies	YES		NO	
6.	Valid VAT Clearance Certificate	YES		NO	
7.	Valid National Insurance Certificate of Compliance	YES		NO	
8.	Three (3) Financial Statements within the last five (5) years	YES		NO	
9.	Letter from Financial Institution indicating tenure, financial standing and credit rating.	YES		NO	
10.	Bid Validity Period	YES		NO	
11.	Pricing/Costing Submission	YES		NO	

*\*I/We certify that the above checked items have been included in our Tender Package. We/I understand that any non-disclosure or failure to provide all the required information or documents may lead to the OPM-CAST's non-acceptance of our offer.*

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**Name (In Block Letters)**

---

**Date**

---

**Duly Authorized Signature**

---

**Company Address & Stamp**

**“APPENDIX IV”**

**FORM OF TENDER**

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

**EQUEST FOR TENDER FOR THE DESIGN, DEVELOPMENT, HOSTING AND  
MAINTENANCE OF AN INTRANET FOR THE OFFICE OF THE PRIME MINISTER,  
CENTRAL ADMINISTRATIVE SERVICES TOBAGO (OPM-CAST)**

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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 Tender Documents – Invitation to Tender inclusive, Instructions to Tenderers, Form of Tender, Checklist, Performance Bond, the Tender Specification Sheet, Appendices and, if any, Addenda of the above named Tender, we offer to undertake and complete the said works for which our Tender is accepted, in conformity with the said Tender Documents

for the sum of:

.....  
.....  
(VAT INCLUDED)

TTS(.....VAT INCLUDED)

or such other sum as may be ascertained under the Contract for *the Design, Development, Hosting and Maintenance of an Intranet for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)*

This Tender is submitted without collusion with any other Tenderers. We understand that collusion will immediately invalidate our Tender.

We further declare that we have carefully examined the Tender Documents and that we have satisfied ourselves as to the terms and conditions under which the works are to be performed. This Tender is made according to the provisions and terms of the Tender of the Tender Documents, which are hereby made a part of this Tender.

We further agree that we have exercised our judgment in providing the appropriate information required to prepare and submit our Tender and have utilized all relevant data available from the OPM-CAST and other sources in arriving at our conclusion.

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

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

Dated this.....day of .....2021

..... (Signature of Tenderer)\*

..... (Name of Signatory) in the capacity

**Block Letters**

of ..... duly authorized to sign Tenders for and on

behalf of

..... (Name of Company)

..... (Address in full)

.....

.....

.....

Witness .....

Address: .....

.....

.....

.....

Occupation: .....

Date: .....

**Note:** In case of a Tender 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.

