



**INVITATION TO BID**

**FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE  
MAIL SORTING MACHINE FOR THE TRINIDAD AND TOBAGO POSTAL  
CORPORATION (TTPOST)**

**CONTRACT NUMBER: PSIP: OP/PROC: 01/16**

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**August 2016**

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## **SECTION I**

### **Letter of Invitation**

August, 2016

To Prospective Suppliers

#### **TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE MAIL SORTING MACHINE FOR THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)**

Trinidad and Tobago Postal Corporation (TTPost) is a Statutory Corporation and is the largest single stakeholder in the domestic Postal Sector. TTPost is also the National Designated Operator mandated to provide access to postal services to the citizens of the Republic of Trinidad and Tobago on behalf of the State.

Sealed tenders are invited from reputed Suppliers for the supply, delivery, installation and commissioning of:

- **One (1) Mail Sorting Machine.**

You are expected to examine carefully all instructions, conditions and specifications of the Tender Document. Failure to comply with the requirements of the Tender submission will be at your own risk.

All expenses incurred in the preparation of your Tender Submission as well as all incidentals circumstantial to the performance of the contract such as telephonic, insurance, printing and transport charges shall be for the account of your company.

The successful bidder shall be notified of Award of Contract after all bids have been evaluated against the Criteria set out at Section III. All contractual deliverables as regards the supply of the Mail Sorting Machine shall be considered as fulfilled upon the delivery and testing of the Mail Sorting Machine to the satisfaction of TTPost in terms of the stated standards.

I look forward to receiving your response.

Yours sincerely,  
Name: Barbara Andrews  
Title: Procurement Manager  
Trinidad and Tobago Postal Corporation

## **DEFINITIONS OF TERMS AND INTERPRETATION**

In this ITB, the words and expressions as defined shall have the following meanings assigned to them:

### **BID**

“Bid” shall comprise all the forms and supporting documentation submitted by BIDDER, in accordance with the ITB and “BIDDER” shall be construed accordingly.

### **BIDDER**

Whenever the word “BIDDER” is used, it shall mean the entity or entities submitting bids.

### **CORPORATION**

Whenever the word “CORPORATION” is used, it shall mean **Trinidad and Tobago Postal Corporation (TTPost)**.

### **COMMERCIAL**

The word “COMMERCIAL” shall be used where applicable, include every aspect that has a monetary impact in the price quoted by BIDDER.

### **CONTRACT DOCUMENTS**

The final contract documents shall consist of the Invitation to Bid package, and any subsequent amendments and clarifications thereto, the finalised successful Bid and the executed agreement between the CORPORATION and the successful BIDDER.

**DAY** The word " DAY" shall be interpreted as calendar day.

### **ITB**

Means the complete Invitation to Bid package and **any clarification and/or Addendum thereto**.

### **MACHINE**

Whenever “MACHINE” is used, it shall mean the Mail Sorting Machine.

### **TECHNICAL**

The word “TECHNICAL” shall include those aspects that have no direct monetary impact in the price quoted by BIDDER.

## SECTION II

### 1. Instructions to Bidders

<b>1.1</b>	Company is: <b>Trinidad and Tobago Postal Corporation (TTPost)</b>
<b>1.2</b>	The name and identification of the Tender Document is: <b>Supply, Delivery, Installation, Commissioning and Maintenance of One Mail Sorting Machine.</b>
<b>1.3</b>	The Contract Number is: <b>PSIP:OP/PROC: 01/16.</b>
<b>1.4</b>	The Bid prepared by the Bidder as well as all correspondence and documents relating to the Bid exchanged by the Bidder shall be in <b>English.</b>
<b>1.5</b>	The Bidder <b>shall be</b> required to include with its bid, documentation from the Manufacturer of Machine, that it has been duly authorized to supply the Machine indicated in its bid.
<b>1.6</b>	The Bidder shall bear all costs associated with preparation and submission of its bid to the Corporation, who will in no case be responsible or liable for these costs regardless of the outcome of the tendering process.
<b>1.7</b>	Before filing Bid Documents and making applications in this regard, the Bidders should carefully examine the Bid Documents. Bid shall be deemed to have been submitted after careful study and examination of this ITB with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this ITB.
<b>1.8</b>	Before bidding, the Bidders shall carefully examine the ITB and the terms and conditions of the contract thereof, and if there appears to be any ambiguity, gap(s) and/or discrepancy between any of the terms of ITB, they should forthwith refer the matter to the Corporation for necessary clarifications and / or confirmation. Such clarifications by the Corporation shall be final, conclusive and binding on the Bidder.

<p><b>1.9</b></p>	<p>Failure to furnish all information required by this ITB or submission of a Bid not responsive to this ITB, in every respect, will be at the Bidder's risk and may result in rejection of the Bid and for which the Corporation shall not be responsible.</p>
<p><b>1.10</b></p>	<p><b>For clarification purposes only:</b></p> <p>Any request from a Bidder for clarification of the Tender Document must be received by Corporation no later than three (3) working days prior to the deadline for submission of bids.</p> <p>This communication shall be in writing or via email and shall be addressed to:  Attention: <b>The Procurement Manager</b></p> <p>Address: <b>Trinidad and Tobago Postal Corporation</b></p> <p>Street Address: <b>National Mail Centre, Nos. 240-250, Golden Grove Road</b></p> <p>City: <b>Piarco</b></p> <p>Telephone: <b>868-669-5361 Ext. 230</b></p> <p>Facsimile number: <b>868-669-7666</b></p> <p>Email: <b>tenders@ttpost.net</b></p> <p>The Corporation will respond no later than two (2) working days prior to the deadline for the submission of tenders, to any request for clarification of the Tender document, which it receives. Copies of the response (including the query but without identifying the source of inquiry) will be sent to all Bidders who have received the Tender Document.</p>
<p><b>1.11</b></p>	<p>At any time prior to the deadline for submission of bids, the Corporation may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the Tender Document.</p> <p>The amendment will be communicated in writing to all Bidders who have received the Tender Document and will be binding on them.</p> <p>In order to afford Bidders reasonable time in which to take the amendment into account in preparing their bids, the Corporation may, at its discretion, extend the deadline for submission.</p>

<b>1.12</b>	No Bidder shall contact the Corporation on any matter relating to its bid from the time of the bid opening to the time of award of contract.
<b>1.13</b>	Any effort by a Bidder to influence the Corporation in its tender evaluation, tender comparison, or Contract award decision may result in the rejection of its bid.
<b>1.14</b>	The Corporation reserves the right to accept or reject any bid and to annul the tendering process and reject all bids at any time prior to the award of Contract without incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the Corporation's action.
<b>1.15</b>	The Corporation reserves the right to adjust arithmetical or other errors in the ITB. Any adjustments so made by the Corporation shall be made known to the Bidder, if the Corporation makes an offer to accept its bid. The final decision as to any error manifest or otherwise shall be at the sole discretion of the Corporation and shall be final, conclusive and binding on the Bidder.
<b>1.16</b>	The Bidder, irrespective of his/her participation in the bidding process, shall treat the details of the ITB as secret and strictly confidential at all times.
<b>1.17</b>	The Corporation does not bind itself to accept the lowest or any Bid and reserves the right to reject all or any Bid or cancel the Bid without assigning any reason whatsoever. The Corporation also has the right, but not binding obligation, to re-issue the Bid without the Bidders having the right to object to such re-issue. The Corporation further reserves the right to re-issue / re-commence the entire bid process in case of any anomaly, irregularity or discrepancy in regard thereof. Any decision of the Corporation in this regard shall be final, conclusive and binding on the Bidder(s).
<b>1.18</b>	Eligibility and legal supporting documents are mandatory. Bids that do not include the required documentation may be rejected.

<p><b>1.19</b></p>	<p>The Bidder is expected to examine and follow all instructions, forms, terms &amp; conditions, and Scope of Supply in the ITB. Failure to furnish complete information in all respects required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid by the corporation. Any decision in this regard by the Corporation shall be final, conclusive and binding on the Bidder.</p>
<p><b>1.20</b></p>	<p>Prior to the expiration of the period of validity of the tender, the Corporation will notify the successful Bidder in writing of the acceptance of its bid.</p>
<p><b>1.21</b></p>	<p><b>FOREIGN SUPPLIERS</b>  Foreign suppliers who may be unable to deliver into the Tenders Box must direct a sealed submission via <b>Courier and/or Registered Mail</b> to:</p> <p style="padding-left: 40px;"><b>The Procurement Manager  Trinidad and Tobago Postal Corporation (TTPost)  National Mail Centre  240-250, Golden Grove Road,  Piarco  Republic of Trinidad and Tobago  WEST INDIES</b></p> <p>to reach the Corporation, no later than the end of the business day on Tuesday 27<sup>th</sup> September, 2016</p> <p>For couriered Bids, the Tracking Number must be emailed to tenders@ttpost.com.</p>
<p><b>1.22</b></p>	<p><b>NO BIDS WILL BE ACCEPTED ELECTRONICALLY.</b></p>
<p><b>2. Preparation of Bids</b></p>	



<p>2.1</p>	<p>Companies must have at least three (3) years' experience in the supply and delivery of the Machine for which they are offering a bid, or otherwise will be rejected as non-responsive.</p> <p>Bidders must demonstrate that they have the <b>Financial Capability</b> to complete the Contract by submitting <b>Audited Financial Statements</b> for the past two (2) most recent years.</p> <p>Any un-audited statements must be supported by a letter from the Bidder's bankers which provide confirmation that the Bidder has the financial capability, in the event of an award of contract, to fulfill the contract.</p> <p>Each Statement must show liquid assets in an amount equivalent to two and one-half (2 1/2) times the value of the bid. <b>The Corporation reserves the right to contact the Bidder's bankers for confirmation of the liquidity of the firm.</b></p> <p>Bidders must demonstrate that they have supplied <b>Mail Sorting Machines</b> and offered maintenance for same at equivalent value as this undertaking within the last three (3) years and must indicate the value of those jobs. Each Bidder must also provide the name, mailing address, phone and fax number and e-mail address of a contact person in the company for which the supply contract(s) were executed. The Corporation reserves the right to confirm that these contracts were successfully completed.</p>
<p>2.2</p>	<p>Prices validity period shall be <b>One hundred and twenty (120) days from the closing date for the submission of Proposal.</b></p>
<p>2.3</p>	<p><b><u>Bid Prices</u></b></p> <ul style="list-style-type: none"> <li>- The Bidder shall indicate on the Price Schedule the total bid price for the Machine it proposes to supply under the contract.</li> <li>- For offered from within Trinidad and Tobago the price quoted shall be <b>EXW (ex-works, ex-factory, ex-warehouse, ex-showroom)</b>, including all customs duties and sales and other taxes already paid or payable.</li> <li>- For Machine offered from abroad, the price be quoted <b>DDP (Delivered Duty Paid)</b> named place of destination:</li> </ul> <p><b>Trinidad and Tobago Postal Corporation (TTPost), National Mail Centre, 240-250, Golden Grove Road, Piarco. Republic of Trinidad and Tobago. W.I.</b></p>

2.4	The terms <b>EXW</b> and <b>DDP</b> shall be governed by the rules prescribed in the current edition of Incoterms 2010 (effective as of 01/01/2011) published by the International Chamber of Commerce, Paris.
2.5	<p><b><u>CURRENCY OF BID AND PAYMENT TERMS</u></b></p> <p>All Fees, Rates and Expenses quoted shall be fixed and expressed in <b>Trinidad and Tobago Dollars</b> or in <b>United States Dollars</b> (inclusive of Value Added Tax "VAT") where necessary.</p> <p>If there is a price discrepancy between words and numbers, then the price in words will prevail.</p>
2.6	<p>To facilitate evaluation and comparison, the Corporation will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to <b>Trinidad and Tobago Dollars</b> at the selling exchange rate established by the Central Bank of Trinidad and Tobago.</p> <p>The current Exchange Rate would apply on Evaluation and Award.</p>
2.7	The Bidder shall be responsible for all import duties, taxes, and registration and licensing.
2.8	No additions to the quoted price(s) for claimed omissions will be entertained after the closing date.
2.9	For purposes of the Warranty, the place of final destination shall be: <b>TTPost National Mail Centre, Nos. 240-250, Golden Grove Road, Piarco</b>
2.10	Manufacturer's Authorization is <b><u>required</u></b>
2.11	Preventative Maintenance Service Contract is <b><u>required</u></b>
2.12	After Sales Service is <b><u>required</u></b>
<b>3. Submission of Bids</b>	
3.1	The Bidder is required to submit One (1) Original and Four (4) copies of the Bid.

3.2	<p>One (1) original and four (4) copies of the Bid should be placed in a sealed envelope, clearly marked:-</p> <p><b>“Supply, Delivery, Installation, Commissioning and Maintenance of One Mail Sorting Machine for the Trinidad and Tobago Postal Corporation”</b></p>
3.3	<p>The format of the <b>Technical Proposal</b> to be submitted should include the following:</p> <ul style="list-style-type: none"> <li>• The time duration.</li> <li>• Composition of the team of personnel that the Bidder proposes for installation and commissioning including team organization and the qualifications of the Bidding team.</li> <li>• The level of involvement envisaged by officers of TTPost.</li> <li>• A brief business or corporate profile.</li> <li>• Testing and Commissioning of equipment.</li> <li>• Warranty</li> <li>• Life Span: Life Expectancy of the machine- must be fully operational and supportable for at least seven (7) years, with parts being available ex-stock for at least seven (7) years.</li> <li>• Warranty: Manufacturer must warrant against all possible material defects for at least one (1) year of continuous operation. Warranty on parts and labour- at least 90 days.</li> </ul>
3.4	<p><b>Financial Proposal shall consist, of the following:</b></p> <ul style="list-style-type: none"> <li>• Completed Forms as specified in Section V of the ITB.</li> <li>• Supply of equipment.</li> <li>• Shipping and transportation to final destination (TTPost Head Office)</li> <li>• All applicable Government taxes, duties VAT (sales tax), operating licenses if applicable.</li> <li>• Installation of Machine.</li> <li>• Initial training of TTPost staff.</li> <li>• Testing and Commissioning of equipment</li> <li>• Scheduled training plan for no less than 18 months after commissioning</li> <li>• Any other applicable and relevant charges.</li> </ul>
3.5	<p><b>Site Necessities for Proper Installation and daily operation:</b></p> <ul style="list-style-type: none"> <li>• Square footage required</li> <li>• Atmospheric – e.g. air conditioning, Humidity</li> <li>• Electrical supply requirements</li> <li>• Any other provisions that may be necessary</li> </ul>

<p><b>3.6</b></p>	<p>For Tender submission purposes only, the address is:</p> <p>The envelope/s must be deposited in the Tender Box located in the <i>Procurement Department so labelled, no later than 2.30 p.m. on Tuesday 27<sup>th</sup> September, 2016 to:</i></p> <p><b>The Procurement Manager Trinidad and Tobago Postal Corporation (TTPost) National Mail Centre 240-250, Golden Grove Road, Piarco</b></p> <p>Regardless of cause, late proposals Couriered or Directly submitted, will not be accepted and will be returned unopened. It is the sole responsibility of the prospective tenderer to assure delivery of its tender submission to the Corporation at the designated place and time.</p>
<p><b>4. Evaluation and Comparison of Bids</b></p>	
<p><b>4.1</b></p>	<p>The evaluation methodology to determine the highest ranked supplier (i.e. the Bidder assessed to attain the lowest net evaluated Bid Price) based on the point system awarded as outlined in Section III Evaluation and Qualification Criteria.</p> <p><b>Bid Prices will be evaluated comparatively.</b></p>

## 5. Conditions of Contract

<b>5.1</b>	<p><b>Quality, Descriptions and Standards</b></p> <p>At the time of delivery, Machine supplied must conform to quantity, quality and description with the particulars stated in the detailed specifications and in the evaluation of goods delivered shall:</p> <ul style="list-style-type: none"><li>• be new in every aspect;</li><li>• be equal in all respects to the samples, patterns, drawings or plans or specifications provided or given by either party;</li><li>• be capable of the standard of performance required in the specifications;</li><li>• if the purpose for which they are required is indicated in the specifications either expressly or by implication, be fit for that purpose;</li><li>• comply with the latest acknowledged technical standards and health and safety requirements; and comply in all respects with the relevant requirements of any statute, statutory rule or order, or other instrument having force of law which may be in force in the Republic of Trinidad and Tobago.</li></ul>
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<p>5.2</p>	<p><b>Delivery of Machine</b></p> <p><b>The delivery date agreed upon is binding.</b></p> <ul style="list-style-type: none"> <li>• If the Supplier does not comply with the scheduled delivery date, the Corporation will be entitled to demand at his choice, completion and compensation due to non-compliance with the Contract, and a period of warning or respite will not be necessary on his part. This also applies if performance does not take place in due time owing to reason beyond the Supplier's control, unless the Bidder informs the Corporation in writing of the reasons and probable duration of the delay immediately after these terms occur.</li> <li>• The Supplier shall at his own expense deliver to the Corporation the Machine ordered within the time stipulated or any such extensions of such times granted by the Corporation.</li> <li>• The Machine shall be delivered by the Supplier to the Corporation at the place identified in 2.3 and in the manner as subsequently agreed by the parties.</li> <li>• In case of Act of God, Force Majeure, including industrial dispute, production disturbances, and destruction at the Corporation's or at the Manufacturer's/Supplier's plant; the Corporation is exempted from its obligation to accept delivery for the duration of such disorders.</li> </ul>
<p>5.3</p>	<p><b>Delivery of Documents</b></p> <ul style="list-style-type: none"> <li>• Machine when delivered shall be accompanied by a Delivery Note and the Supplier's Invoice, both documents showing the Tender Contract Number, Machine Description, Quantity, Unit Price, and Total Cost.</li> <li>• The Supplier shall also present to the Accounts Department an Original Invoice and the Original Delivery Note signed by the authorized Company's representative.</li> </ul>
<p>5.4</p>	<p><b>Payment</b></p> <ul style="list-style-type: none"> <li>• In case of discovery of defect, the Corporation will be entitled to <b><u>Hold Payment</u></b> of the complete consignment until the defect has been properly remedied.</li> <li>• The Corporation may institute different forms of payment by individual arrangements.</li> </ul>

<p><b>5.5</b></p>	<p><b>Confidentiality</b></p> <p>All documents supplied by the Corporation or which have been produced with its instructions as well as goods manufactured in accordance with these documents are the sole property of the Corporation.</p> <p>On the Corporation’s request, the Supplier must return all documents.</p> <p>The Supplier is obliged to strict confidentiality with regards to order as well as all data and documents supplied in connection with the Tender and shall take all measures to ensure that his personal and any-subcontractors observe this confidentiality.</p>
<p><b>5.6</b></p>	<p><b>Delays in Supplier’s Performance</b></p> <ul style="list-style-type: none"> <li>• The Supplier in accordance with the schedule specified in the Tender Contract shall make delivery of Machine.</li> <li>• An unexcused delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable in any or all of the following sanctions: <ul style="list-style-type: none"> <li>➤ <b>Termination of the Contract for Default</b></li> <li>➤ <b>Compensation for Breach of Contract</b></li> <li>➤ <b>Any other remedy for breach of Contract</b></li> </ul> </li> <li>• If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Machine, the Supplier shall promptly notify the Corporation in writing of the fact to the delay, likely duration of delay, and its cause(s). As soon as practicable after receipt of the Supplier’s notice, the Corporation shall evaluate the situation and may at its discretion extend the Supplier’s time for performance.</li> <li>• The delivery and acceptance of Machine, after delivery time or any extension thereof granted by the Corporation, shall not be deemed a waiver of the right of the Corporation either to terminate the Contract or to right the delivery of any further Goods in accordance with the Contract.</li> </ul>

<p><b>5.7</b></p>	<p><b>Indemnity</b></p> <p>The Supplier shall indemnify the Corporation in respect of all damage or injury to any person or to any property and against all actions, suits, claims, demands, costs, charges or expenses arising from or cause by the use of the Machine supplied to the Corporation.</p>
<p><b>5.8</b></p>	<p><b>Termination for Default</b></p> <ul style="list-style-type: none"> <li>• The Corporation may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part if: <ul style="list-style-type: none"> <li>➤ The Supplier fails to deliver Machine within the time periods specified in the Purchase order, or any extension thereof granted by the Corporation.</li> <li>➤ The Supplier fails to perform any other obligations under the Contract.</li> </ul> </li> </ul>
<p><b>5.9</b></p>	<p><b>Resolution of Disputes</b></p> <ul style="list-style-type: none"> <li>• The Corporation and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</li> <li>• If by informal negotiation any disagreement or dispute is not resolved, the dispute or disagreement shall be referred to the arbitration of a single arbitrator who shall be agreed between the parties or who, failing such agreement, shall be appointed at the request of either party by the President for the time being of the Law Society of Trinidad and Tobago. The arbitration shall be in accordance with the Arbitration Act Chapter 5:01 and any statutory modification or re-enactment thereof for the time being in force.</li> </ul>



### **SECTION III**

#### **EVALUATION AND QUALIFICATION CRITERIA**

The purpose of the Evaluation and Qualification Criteria is to specify the criteria that the Corporation will use to qualify and then evaluate bids. It is to be noted that the EQC is not a Contract document and, therefore is not a part of the Contract. The Bidder is to provide all the relevant information to enable evaluation for qualification. All information for the Qualification categories must be submitted in a clear and detailed manner.

The following criteria are to be used for Qualification and Evaluation:

Bidders will be evaluated in the following categories:

<b>a.</b>	<b>Adherence to Specifications pursuant to Section IV; Appendix I</b>	<b>50</b>
<b>b.</b>	<b>Warranty and Maintenance</b>	<b>25</b>
<b>c.</b>	<b>After Sales Service</b>	<b>15</b>
<b>d.</b>	<b>Delivery Time</b>	<b>10</b>
	<b>TOTAL</b>	<b>100</b>

The criterion in the numerical evaluation is detailed as follows:

#### **Adherence to Specifications (50 points)**

- a. Machine must have the minimum specifications as specified in the Supply Specifications

#### **Warranty and Maintenance (25 points)**

- b. Warranty (10 points)

The Bidder must provide warranty documentation, manuals and safety information

Maintenance (15 points)

The Bidder must provide a maintenance contract, which shall include the provision of parts, service and labour.

**c. After Sales Service (15 points)**

The Bidder must provide details of After Sales Service capabilities, including technical capability, provision of all parts and consumables for three years available in Trinidad and Tobago.

**d. Delivery Time (10 points)**

Bidders must supply the final product within six (6) to nine (9) Months on award of Contract

**N.B: Only Firms Scoring >(greater than) 70 points overall will be considered to have its bid advance to the price Evaluation Stage. Firms must score 50% and above in each category.**

**Price Comparison Category**

Bid prices will be evaluated comparatively. Award of contract **may be** granted to the Bidder who, after meeting all of the **Mandatory Requirements, Specifications** fulfilment qualities, **Scoring >(greater than) 70%** and has quoted the **Lowest** comparative price.

**SECTION IV – APPENDIX I**

**SUPPLY SPECIFICATION–PSIP: OP/PROC: 01/16**

**ONE MAIL SORTING MACHINE**

The Mail Sorting Machine shall meet or exceed the following minimum technical capabilities:

Item No	Description	Bidder's Response		
		YES	NO	Comments
1.	System must be able to read and process at least 750 different fonts simultaneously, with reading capabilities of 5" vertical by 11.5" horizontal Optical Character Reader (OCR). Must be able to read four (4) lines of address in upper and lower case fonts starting from the last line, upward. The reader must be able to recognize non-overlapping proportional fonts.			
2.	System must be equipped with an Ink Jet printer that can spray a Pocket Number/ Delivery Office Number and/ or a cancellation date mark indicia onto the mail piece			
3.	System must be modular in construction, in that it will allow important updates and additional hardware to be added at the customer site should the need arise			
4.	System must have the capability to be equipped with a National Street Directory, provided by TTPost, which can be upgraded as TTPost develops its National Address Database			
5.	System must be equipped with a dedicated computing system in which the National Street Directory is maintained, which is contained in a single, toggling display. This directory must be capable of being updated on a bi-monthly basis by TTPost in conjunction with the provider.			

Item No	Description	Bidder's Response		
		YES	NO	Comments
6.	System must keep track of performance and prepare appropriate audit trails for TTPost. Management reports as specified in <b>Appendix II</b> are necessary to measure system performance and overall efficiency and must be produced by the software package provided.			
7.	System must come with a printer to print the necessary customer reports. Printer must be hooked up to the sorter and be on-line.			
8.	On Demand Tray label printer(s) to be interfaced and on-line with sorter in order to generate all labels specifically to assist operators in the timely and accurate preparation of mail trays. Each tray label to have mailer identification, all required TTPost data, such as delivery office, postman route, as well as a unique ID # for TTPost verification and acceptance procedures.			
9.	Bidders to include actual samples of all required reports (see #7 above and Appendix 1) and tray labels. Failure to submit samples will result in bid being rejected.			
10.	Machine sort pockets must provide for holding mail in full, upright, and compact position for the length of the pocket. This will allow for less frequent removal of mail from pockets, increasing productivity and lessening operator fatigue. Sort pockets must have shut-off switches which engage when a pocket is full.			
11.	Sort pockets must be optionally available in a size capable of holding a full tray of mail (approx. 450 pieces of standard letter-sized mail)			

Item No	Description	Bidder's Response		
		YES	NO	Comments
12.	<p>Proposed system shall be a new (unused) current standard production model, commercially available and shall be completely prepared for customer delivery prior to the delivery date.</p> <p>Prototypes, demonstration models, or machines used in trade shows are not acceptable.</p> <p>It is preferred that the proposed system be manufactured by the proposing vendor and/ or/ in conjunction with a duly authorized agent in Trinidad and Tobago, for the purposes of providing local after sales support and warranty coverage, and not an OEM solution to ensure the vendor's commitment to the project and their authority over the Research and Development, with commitment to support Mail Sorting Machine.</p>			
13.	<p>System must be capable of handling all mail within specifications at full transport speed/throughput with the ability to slow machine down if necessary. Media Specifications:</p> <p>Minimum: 3.5" high x 5" long  Maximum: 6.125" high x 11.5" long  Thickness: 0.007" to .25"</p>			
14.	<p>System must have a minimum of 80 sort pockets for TTPost's Primary Sorting to Delivery Offices, and the capability to add additional bins should the need arise for any expansion purposes, such as Secondary sorting to the approximately 500 Delivery walks/ routes.</p>			
15.	<p><b>Service:</b> Bidders must provide service within a three (3) hour response. Also, bidders should have additional coverage seven (7) days a week, twenty-four (24) hours a day. Bidders must demonstrate that they have multiple trained technicians in the area where the system is to be installed who are capable of providing maintenance within the above mentioned response time.</p>			

Item No.	Description	Bidder's Response		
		YES	NO	Comments
16.	Ink Jet printer must be capable of spraying a Pocket Number at a minimum of 40,000 pieces per hour without smearing.			
17.	System must be UL (Underwriters Laboratory) approved for operator safety. Bidder will submit accreditation certificates showing compliance. Failure to submit certificate will result in bid being rejected.			
18.	System must be equipped with intelligent tracking to keep monitor of the mail pieces once it passes the OCR Reader until it is sprayed with the Pocket Number/ Delivery Office Number and/ or a cancellation date mark indicia and sorted to the appropriate pocket.			
19.	The system must have the capability of adding an automated interface to any Redirection Database to be developed by TTPost.			
20.	Revenue Control- System must have a client billing system which will give a summary report of postage rate qualifiers, and then produce a detailed report which will track postage and qualification for at least 1,000 mail streams within up to 1,000 clients.			
21.	The system software must have the capacity to display reports on the system computer screen before printing. The system must allow for the printing of only selected pages of reports. The system must be able to export run data to P.C. based programs, such as Microsoft Word, Excel, Access, etc.			
22.	The system must have a software-based reader, which employs multiple reading algorithms to obtain maximum address resolution. Vendor must show evidence of continued improvement of OCR since product launch. Improvements must be included under software subscription agreements, if applicable. Accuracy of address reading must be demonstrably over 98% for typewritten/ printed addresses, and over 85% for hand-written mail.			

## **SECTION IV – APPENDIX II**

### **LIST OF MAJOR REPORTS REQUIRED**

System must provide at least the following Reports:

1. Total count of mail processed per day.
2. Total count of mail processed for each primary sort destination.
3. Total count of mail per mailing customer.
4. Total count of mail per mailing customer by sort destination.
5. Generation of revenue report by mailing customer for total of mail lodged.
6. Start time, stop time, efficiency reports.
7. Start time, stop time, efficiency reports.
8. Mis-sort reports.

**MANDATORY REQUIREMENT – WORKSHOP MANUAL AND SPARE PARTS  
CATALOGUES – ALL MANUALS IN ENGLISH LANGUAGE**

**COMPLIANCE TO SPECIFICATION (SEE APPENDIX I)**



**SECTION V**

**PRICE SCHEDULE**

**APPENDIX III – SUMMARY OF PRICES**

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<b>No.</b>	<b>Item</b>	<b>Price</b>
1.	Supply of Mail Sorting Machine	
2.	Shipping and transportation to final destination (TTPost Head Office)	
3.	Installation	
4.	Operating Licenses	
5.	Testing and Commissioning	
6.	Initial Training	
7.	Scheduled training after Commissioning.	
8.	Any other applicable and relevant charges	
	<b>Sub-Total</b>	
	<b>V.A.T. (where applicable)</b>	
	<b>Total Cost of Price Proposal</b>	

## **SECTION VI**

### **BIDDING FORMS**

#### **Instructions for Completing the Bidding Forms:**

The Bidder shall fill in and complete all the blank spaces in the Bid Submission Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

#### **Bid Submission Form**

#### **Manufacturer's Authorization Form**

## **Bid Submission Form**

**Input of Information to be completed by Bidder**

**CONTRACT NUMBER: PSIP: OP/PROC: 01/16**

**Date:** [insert date (as day, month and year) of Bid Submission]\_\_\_\_\_

**To: THE TRINIDAD AND TOBAGO POSTAL CORPORATION (CORPORATION)**

I/We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, and having ascertained the nature of the Delivery of One Mail Sorting Machine, in accordance with said documents for the sum of [Subtotal, Plus Vat, overall Total (*insert amount in words and figures*)]
- (b) We understand that this Bid, together with your written acceptance, shall constitute a binding contract between the Trinidad and Tobago Postal Corporation and the undersigned Tendered, until a formal contract is prepared and executed;
- (c) We offer to supply in conformity with the Bidding Document and in accordance with the Supply Specifications;
- (d) Our bid shall be valid for a period of one hundred and twenty (120) calendar days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Firm

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Name of Signatory  
In Block Letters

---

Address of Firm

---

In Capacity of

---

Firm's Telephone  
Number

---

Date of Tender  
Document

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Firm's E-Mail  
Address

## **Manufacturer's Authorization**

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid.]

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**CONTRACT NUMBER: PSIP:OP/PROC: 01/16**

Date: **[insert date (as day, month and year) of Bid Submission]** \_\_\_\_\_

To: **THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)**

WHEREAS **\_\_[insert complete name of Manufacturer]\_\_**, who are official manufacturers of **\_\_[insert type of goods manufactured] \_\_**, having factories at **\_\_[insert full address of Manufacturer]\_\_**, do hereby authorize **\_\_[insert complete name of Bidder] \_\_** to submit a bid in relation to the Invitation for Bid indicated above, the purpose of which is to provide the following Good, manufactured by us **\_\_[insert name and or brief description of the Good]\_\_**, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty with respect to the Good offered by the above firm in reply to this Invitation for Bid.

Name \_\_\_\_\_ In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorised to sign the authorisation for and on behalf of

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Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.