



## INVITATION TO BID (ITB)

**INVITATION TO BID FOR WASHING AND  
CLEANING FIFTY-ONE (51) TPOST VEHICLES  
FOR A PERIOD OF ONE (1) YEAR**

**Date: 24/10/2024**

**Reference: ITB/TRAN002/2024**

Dear Sir / Madam:

The Trinidad and Tobago Postal Corporation (hereafter "The Corporation") kindly request your company to submit a bid for Invitation to Bid for Fleet Maintenance for a period of one (1) year.

**The detailed specification of TPOST requirements is provided in Annex 1 of this ITB**

When preparing your bid, please be guided by the attached hereto as Annexes 1 - 3.

### **Submission of Tender**

Bidders should note that bids must be delivered **in a sealed envelope** and placed in the tender box no later than **November 11<sup>th</sup>, 2024 at 2:00 pm**. (1) Original in hardcopy, two (2) additional hardcopies and One (1) electronic submission must be provided in your tender envelope which must be labelled as follows;

**Invitation to Bid for Washing and Cleaning of Fifty-one (51) TPOST Vehicles for a period of One (1) year- (Insert Date), 2024**

The Procurement Department  
Trinidad and Tobago Postal Corporation  
240-250 Golden Grove Rd,  
Piarco 350462  
Trinidad WI

It shall remain your responsibility to ensure that your bid will reach the address above on or before the deadline. Bids that are received by The Corporation after the deadline indicated above for whatever reason, shall not be considered for evaluation.

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Please take note of the following requirements and conditions pertaining to the supply of the abovementioned Service(s):

<b>Delivery Location</b>	<b>As stated in Annex 1- Background and Specifications</b>
<b>Currency of Bid</b>	TT Dollars
<b>Value Added Tax on Price Bid</b>	Where applicable
<b>Deadline for Submission of Bids</b>	November 11 <sup>th</sup> , 2024 at 2:00 p.m.
<b>All documentations, including catalogues, instructions and operating manuals etc.</b>	Shall be written in English
<b>Documents to be submitted with your Bid</b>	<b>Duly Completed documents as provided in Annex 2 and Annex 3 and in accordance with the list of requirements in Annex 1;</b>
<b>Period of Validity of Quotes starting the Submission Date</b>	Prices to be valid for one hundred and twenty (120) days. In exceptional circumstances, <b>the Corporation</b> may request the Supplier to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Bid.
<b>Payment Terms</b>	Net (30) days upon satisfactory delivery and presentation of each invoice.
<b>Evaluation Criteria</b>	See Annex 2
<b>Bidding Procedure</b>	A <b>one (1) envelope system</b> will be used for the receipt and evaluation of tenders. Accordingly, the participant shall submit its <b>Technical</b> and its <b>Price (Cost) bid in one envelope.</b>
<b>The Corporation can Award to</b>	One Supplier
<b>Type of Contract</b>	Service Contract
<b>Special Conditions of Contract</b>	Period of contract will be for a One (1) Year
<b>Condition for Release of Payment</b>	Written Acceptance of services / works based on full compliance with ITB requirements and submission of invoice(s)
<b>Annexures to ITB</b>	Background and Specifications of the services (Annex 1) Evaluation Criteria (Annex 2) Forms for Submission of Bid (Annex 3) Form of Acknowledgement (Annex 4) General Terms and Conditions/Special Conditions (Annex 5) Draft Contract (Annex 6) Ethical Code of Conduct for Supplier's and Contractors (Annex 7)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
<b>Contact Information for Inquiries (Written inquiries only)</b>	<a href="mailto:tenders@tpost.gov.tt">tenders@tpost.gov.tt</a>  Any delay in <b>the Corporation's</b> response shall not be used as a reason for extending the deadline for submission, unless <b>the Corporation</b> determines that such an extension is necessary for the submission of your bid and communicates a new deadline to the suppliers.

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The service / works offered shall be reviewed based on completeness and compliance of the bid with the minimum specifications described above and any other annexes providing details of the Corporation's requirements.

The bid that meets all mandatory requirements under the eligibility criteria, meets or exceeds the minimum requirements of the Technical Evaluation, and offers the most economically advantageous price, will be deemed the top-ranked proponent. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by the Corporation. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on the Corporation's re-computation and correction of errors, its bid will be rejected.

The Corporation may ask for clarifications to be provided prior to award of a contract to the lowest evaluated bidder to confirm, verify, validate and ascertain the worthiness of all the statements made and documents submitted.

At any time during the bid validity period, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the Corporation after it has received the bid. At the time of award of Contract or Contract, the Corporation reserves the right to vary (increase or decrease) the quantity of services and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract that will be issued as a result of this ITB shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a bid implies that the vendor accepts without question the General Terms and Conditions of the Corporation herein attached as Annex 3.

The Corporation is not bound to accept any bid, nor award a contract/Contract, nor be responsible for any costs associated with a Supplier's preparation and submission of a bid, regardless of the outcome or the manner of conducting the selection process.

The Corporation encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this ITB.

The Corporation implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against it, as well as third parties involved in the Corporation activities.

In participating in the procurement process and submitting a tender, you agree NOT to canvass, discuss your tender submission or your participation in the process or any requirements regarding clarifications or meeting requests, with ANY Corporation Staff, members or other parties, other than those explicitly identified in this ITB document. Any breach of this code of conduct may be:

- a) A breach of confidentiality requirements;
- b) A breach of the Data Protection Act 2011;
- c) Or potentially anti-competitive, collusive or corrupt.

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**Moreover, all vendors must comply with the Code of Conduct published by the Office of Procurement Regulation available in annex 7 attached, You are required to read, sign and resubmit page 9 of the document when submitting your tender.**

If the Corporation identifies any breach of this Code of Conduct, it will result in the disqualification of your bid.

### **CONTRACT MANAGEMENT**

The Corporation will appoint a Corporation's Manager and the Contractor will appoint a competent, qualified and experienced person to act as a Contractor's Manager and the Parties will inform the other immediately of any change in appointment.

The Contractor's Manager will be authorised to act on behalf of the Contractor for all purposes connected with the Contract and any statement or direction given to the Contractor's Manager will be deemed to have been given to the Contractor.

If the Contractor requires an explanation or clarification of part of the Contract it will contact the Corporation's Manager and will accept and comply with the Corporation's Manager's explanation or direction which will be given or confirmed in writing.

From time to time the Corporation's Manager may appoint one or more other persons to act as their deputy and will notify the Contractor of any appointments in writing.

The Contractor's Manager must be available during Normal Working Hours (specify what normal working hours are i.e. Monday through Friday 8:00am to 4:00pm); if the Contractor's Manager is unavailable because of holiday, sickness, or statutory daily breaks, they must nominate a deputy to perform their duties.

The Corporation's Manager, acting reasonably, may because of the nature of the Services or the locations at which it is to be provided or by virtue of the behaviour of any of the Contractor's Personnel, require the Contractor to remove certain Personnel from the provision of the Services by giving the Contractor's Manager written notice to that effect, stating the reasons.

The Contractor will immediately remove the Personnel referred to in paragraph 6 above and will, as soon as practicable, provide replacement Personnel of appropriate skills and experience.

For the avoidance of doubt, removal of any Contractor's Personnel from the provision of the Services does not mean dismissal from the employment or cessation of Services to the Contractor and the Corporation will not be liable either to the Contractor or to any of its Personnel in respect of any liability, loss or damage as a result of that removal.

The Contractor's Manager and the Corporation's Manager will meet, as laid out in the Specification, or as otherwise agreed from time to time by the Parties, in order to monitor the Contractor's performance under the Contract.

Thank you and we look forward to receiving your bid.

Sincerely yours,

**Trinidad and Tobago Postal Corporation**

Procurement Department

**ANNEX 1 –BACKGROUND AND SPECIFICATIONS**

**Required services: General: Provide full-service exterior and interior washing and cleaning of TPost vehicles at the NMC Piarco Hub, Penal/Debe Hub and Scarborough Hub**

**Description of Vehicles and Frequency of washing - Weekly**

1. Standard Size Passenger Cars	3 EA	52 Weeks
2. Light Duty Trucks	1 EA	52 Weeks
3. Med Duty Trucks & Vans	8 EA	52 Weeks
4. Full Size Panel Vans	38 EA	52 Weeks
5. Heavy Duty Trucks	1 EA	52 Weeks

**Scope of Work: Washing and cleaning must include the following services:**

**1 Weekly: Full-Service Car Wash: Includes both exterior and interior cleaning on Weekends only.**

**2 Exterior Cleaning**

2.1 Wash: Exterior vehicle wash and hand dry, includes cleaning of the hood, tires using clean soap and water.

2.2 Rinse: Complete rinsing of the exterior of the vehicle which removes all cleaning agents used in the exterior washing operation.

2.3 Mats: Remove and clean all floor mats and replace in vehicle.

2.4 Carpets: Interior vacuum of floor area inclusive of the cargo area and trunks as needed

2.5 Windows: Clean outside and inside of all windows with cleaning solution designed for this purpose

**3 Interior Cleaning:**

3.1 Mats: Remove and clean all floor mats and replace in vehicle. Carpets: Interior vacuum of floor area including the cargo areas of Panel vans and Sedans as needed.

3.2 Dashboard: Remove dust from dashboard, console, door panels and seats.

3.3 Windows: Clean outside and inside of all windows with cleaning solution designed for this purpose.

3.4 Sanitize the entire interior of each vehicle with the appropriate solution designed and approved for this purpose.

**4 Locations of Service**

NMC Hub – National Mail Center: 240-250 Golden Grove Road Piarco

Debe Penal Hub - #4: Wellington Road Penal

Tobago Hub – 36 Wilson Road Scarborough

## ANNEX 2 – ELIGIBILITY CRITERIA

### 1. *Selection Criteria -Mandatory Requirements*

Evidence of valid statutory documents; BIR Clearance Certificate, Income Tax Clearance Certificate, Value added Tax (VAT) Clearance Certificate and the National Insurance Scheme (NIS) compliance certificate.

***Note:*** Failure to submit the mandatory requirements will result in immediate disqualification of your bid.

### 2. *Compliance with Specification (Pass/Fail)*

Tenderers must clearly demonstrate how their products meet all aspects of the specification for each core item listed in the Specification. This must be clearly demonstrated.

### 3. *Compliance with Delivery Timescales (Pass/Fail)*

This must confirm they can deliver orders to meet the timescales set out in the Ordering and Delivery section of the Tender Specification. This must be agreed to in the Eligibility Criteria under Compliance with Delivery Timescales.

### 4. *Economic and Financial Standing (Pass/Fail)*

In order to determine your organisation's current financial standing, please provide a letter/reference from your bank which must detail that your account is conducted in a satisfactory manner and that, from a financial perspective only, your organisation could fulfil a contract of the stated value as well as accounting documents/Financial Statements for the last 3 years (2021-2023).

Please note: the bank / financial organisation must state the value of credit facilities that you qualify for to achieve a pass in this criterion. This reference must be dated within the last 6 months. The information you provide in this section will be used to assess your company financial position.

### 5. *Insurances (Pass/Fail)*

Tenderers are required to possess minimum \$1,000,000.00 Workmen Compensation Insurance, a minimum of \$1 Million Public Liability Insurance. Tenderers must acknowledge, within the Eligibility Envelope, that they possess the required level of Public Liability Insurance and workmen compensation Cover. If you do not possess this level of Insurance Cover at this current time, then you must submit a letter from the insurer indicating willingness to provide the insurance coverage should you be awarded this contract.

**EVALUATION OF BIDS**

**Evaluation Criteria**

No	Criteria	Max Score	Min %
1	<b>Compliance of Bid to the Technical Requirements and specifications</b> <ul style="list-style-type: none"> <li>- Bids must meet all requirements as stated in the ITB</li> <li>- Specific Requirements outlined in Annex 2</li> </ul>	15	7.5
2	<b>Maintenance Schedule</b> <ul style="list-style-type: none"> <li>- A servicing schedule outlining the level of service that will be required for each vehicle at every 5000 Km interval.</li> </ul>	25	12.5
3	<b>Experience</b> <ul style="list-style-type: none"> <li>- Minimum number of similar projects undertaken within the past 5 years (minimum 2 similar projects)</li> </ul>	20	10
4	<b>Management Structure and Key Personnel</b> <ul style="list-style-type: none"> <li>- Comprehensive CV's which should establish competence and demonstrate qualifications in areas relevant to the requirements of this RFT</li> <li>- Organization structure in relation to the specific project (5)</li> <li>- Detailed CV's of the personnel in relation to the specific projection (10)</li> </ul>	20	10
Total		80	56

**To pass the technical evaluation, bidders must score at least 50% in each category and achieve a total minimum of 56 points (70%) out of the maximum score of 80 points. This ensures that the bidder has met the minimum standards across all areas, including technical requirements, experience, and personnel qualifications. Bidders who fail to achieve the minimum score in any of the listed categories will not move forward in the evaluation process.**

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**ANNEX 3- FORMAT FOR SUBMITTING SUPPLIER'S BID**

We, the undersigned, hereby accept in full the Corporation's General Terms and Conditions, and hereby offer to supply the services listed below in conformity with the specification and requirements of ITB Reference No. ITB/TRAN001/2024.

Please indicate by ticking (√)YES/NO in the table below, whether the requirement can be met:

<b>No.</b>	<b>SPECIFIC REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
1.	Washing and cleaning must be done between Monday to Friday between the hours of 6:00am to 6:00pm.		
2.	Washing and cleaning facility must be available in North and South and Tobago		
3.	Washing and cleaning includes both exterior and interior cleaning on Weekends only.		
4.	All washing and cleaning of vehicle must be done with the appropriate solution designed and approved for this purpose.		



**2. PRICE SCHEDULE**

Offer to Comply with Other Conditions and Related Requirements:

Item no.	Description	Cost		VAT	Total Cost (Inclusive of VAT & Profit)
		QTY	Unit Price		
1.	Standard Size Passenger Cars	3			
2.	Light Duty Trucks	1			
3.	Med Duty Trucks & Vans	8			
4.	Full Size Panel Vans	38			
5.	Heavy Duty Trucks	1			
6.	Cost for washing and cleaning of TTPost vehicles for a period of twelve months	51			
<b>Total</b>					

[Name and Signature of the Supplier's Authorised Person]

[Designation]

**ANNEX 4 – FORM OF ACKNOWLEDGEMENT**

Trinidad and Tobago Postal Corporation  
240-250 Golden Grove Road  
Piarco 350462  
Trinidad WI

Dear Sir,

We, the undersigned, acknowledge receipt of your Invitation to Bid (ITB No. ITB/TRAN002/2024 – for Invitation to Bid for Washing and Cleaning of Fifty-one (51) TTPOST Vehicles for a period of one (1) year and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a Bid to the Trinidad and Tobago Postal Corporation by the deadline date of 11<sup>th</sup> November, 2024 at 2:00 PM.

We acknowledge that this ITB is confidential and proprietary to TTPost and contains privileged information. Upon request, we will return this ITB or any part thereof, and all copies thereof, to the Corporation.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name and Address of Tenderer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

If you do not intend to submit a proposal, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFP.
- We do not think we can make a competitive offer at this time.
- Other (please specify): \_\_\_\_\_

## **ANNEX 5 - GENERAL TERMS AND CONDITIONS**

### **1. ACCEPTANCE OF THE CONTRACT**

This Contract may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the services in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Contract, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind the Corporation unless agreed to in writing by a duly authorised officer of the Corporation.

### **2. PAYMENT**

2.1 The CORPORATION shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Contract, make payment within 30 days of receipt of the Supplier's invoice for the services and copies of the supporting documents specified in this Contract.

2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Contract, provided payment is made within the period required by such payment terms.

2.3 Unless otherwise authorized by the CORPORATION, the Supplier shall submit multiple invoices for services provided under this Contract. Each invoice must reference the Contract's identification number and correspond to the completed washing and cleaning of vehicles as outlined in the agreement.

2.4 The prices shown in this Contract may not be increased except by express written agreement of the CORPORATION.

### **3. FITNESS OF SERVICES**

The Supplier warrants that the services, conforms to the terms and conditions set out under this Contract.

### **4. INSPECTION**

The CORPORATION shall have a reasonable period after the completion of the services to inspect and issue a Completion Certificate. The issuance of the Completion Certificate will serve as formal acceptance of the services. Payment for services under this Contract shall not be considered as acceptance until the Completion Certificate has been completed and signed.

### **5. RIGHTS OF CORPORATION**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Contract, including but not limited to provide all or part of the services by the agreed date or dates, The Corporation may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

5.1 Procure all or part of the services from other sources, in which event the Corporation may hold the Supplier responsible for any excess cost occasioned thereby.

5.2 Refuse to accept delivery of all or part of the services.

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5.3 Cancel this Contract without any liability for termination charges or any other liability of any kind to the CORPORATION.

### **6. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the services by the delivery date(s) stipulated in this Contract, the Supplier shall; (i) immediately consult with the Corporation to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by the Corporation.

### **7. ASSIGNMENT AND INSOLVENCY**

7.1. The Supplier shall not, except after obtaining the written consent of the Corporation, assign, transfer, pledge or make other disposition of this Contract, or any part thereof, or any of the Supplier's rights or obligations under this Contract.

7.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, the Corporation may, without prejudice to any other rights or remedies, immediately terminate this Contract by giving the Supplier written notice of termination.

### **8. USE OF CORPORATION OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of the Corporation for any purpose.

### **9. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing services or services to the Corporation without specific permission of the Corporation in each instance.

### **10. SETTLEMENT OF DISPUTES**

10.1 Amicable Settlement- The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Mediation Act Chapter 5:32, or according to such other procedure as may be agreed between the Parties.

10.2 Arbitration- Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the Arbitration Act Chapter 5:01 of Trinidad and Tobago. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

### **11. OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of the Corporation has received, nor will be offered, any direct or indirect benefit by the Contractor in connection with this Contract or its award. The Contractor acknowledges that any violation of this provision constitutes a breach of an essential term of this Contract.

**12. AUTHORITY TO MODIFY:**

Pursuant to the policies of the Corporation, only the Corporation authorised official possess the authority to agree on behalf of the Corporation to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against the Corporation unless provided by an amendment to this Agreement signed by the Contractor and jointly by the Corporation Authorised Official.

**ANNEX 6 – DRAFT CONTRACT**

**END OF DOCUMENT**