

REQUEST FOR QUOTATION (RFQ) FORM

Trinidad and Tobago Postal Corporation 240 – 250 Golden Grove Road Piarco 350462, Trinidad and Tobago	Date: 28/02/2023
	Reference Number: PRP-068/22

Dear Sir/Madam,

We kindly request you to submit your quotation for **to service/repair and replace all filters of the water coolers at NMC and Various Network Locations.**

Please note that all quotes shall be subject to TTPOST terms and condition for the supply of goods.

The RFQ details are as follows:

1. SCOPE:

- a. Details as stated in section 2 below Table 1
- b. The cost of the package is \$100 + VAT

2. REQUIREMENTS/QUOTATION:

Table 1- Offer to provide Compliant Requirements

Item	Specifications	Units	Quantity	Unit Price	Total Price
1	To supply all filter, carbon filter block, etc for complete equipment.	Each	49		
2	To install all filter, carbon filter block, etc for complete equipment.	Each	49		
3	To repair all parts inclusive of water tubes, valves, etc.	Each	49		
4	To service/sanitize all coolers and make good.	Each	49		
5	To install independent valves for each equipment.	Each	49		
				Sub-total	
				Vat @ 12.5%	
				Total	

(N.B. All price should be quoted in TTD)

Other Requirements:

Please fill out the Form of Acknowledgement and send it to email address mellisa.castillo@ttpost.net

Delivery is expected 10 - 14 days after a Purchase Order is issued.

Scope of Works:

- To supply and install all filter, carbon filter block, etc for complete equipment.
- To repair all parts inclusive of water tubes, valves, etc.
- To service/ sanitize all coolers and make good.
- To install independent valves for each equipment.
- To ensure equipment are fully operational.

The National Mail Centre and Network location has a 3 stage Filtration or 4 stage Reverse Osmosis Filtration water system through a water cooler to provide drinkable water for staff on a continuous basis.

Equipment specifications are as follows:

- Dimension - 13w x 15d x 42” h
- Shipping weight- 58lbs
- Cold tank volume – 1 gal
- Hot tank volume – 0.5 gal
- Cooling rate – 1.5 gal/ hr at 37- 50 degrees Fahrenheit
- Heating rate – 1.3 gal/hr at 180 degrees Fahrenheit

Filtration System:

- Stage 1 – 5 micron sediment filter
- Stage 2 – 1 micron granulated activated carbon filter
- Stage 3 – 0.5 micron carbon block filter
- Stage 4 – reverse osmosis technology

Table 2 – Location and Quantity of Water Coolers

Item	Location	Quantity of water coolers	Frequency per year
1	Sangre Grande/Guaico	1	4
2	Valencia	1	4
3	Arima	1	4
4	Maloney	1	4
5	Tunapuna	1	4
6	La Horquetta	1	4
7	Tacarigua	1	4
8	Curepe	1	4
9	El Socorro/ San Juan	1	4
10	Laventille	1	4

Quotations are evaluated based on value for money.

Request for Quotation

11	Lower Santa Cruz	1	4
12	Upper Santa Cruz	1	4
13	Belmont	1	4
14	Morvant	1	4
15	Gonzales	1	4
16	Maraval	1	4
17	St Anns	1	4
18	St James	1	4
19	Diego Martin	1	4
20	Carenage	1	4
21	National Mail Centre	3	4
22	Scarborough	1	4
23	Roxborough/Speyside	1	4
24	Bon Accord (Retail)	1	4
25	Cunupia	1	4
26	Chaguanas (Retail)	1	4
27	Chaguanas (Delivery)	1	4
28	Tabaquite	1	4
29	Couva	1	4
30	Carapichaima	1	4
31	California	1	4
32	San Fernando	1	4
33	Fyzabad	1	4
34	New Grant/Princess Town	1	4
35	Gasparillo	1	4
36	Williamsville	1	4
37	Claxton Bay	1	4
38	Rio Claro	1	4
39	Debe	1	4
40	Barrackpore	1	4
41	Siparia	1	4
42	Santa Flora	1	4
43	South Oropouche	1	4
44	Point Fortin	1	4
45	La Brea	1	4
46	St Vincent Street	1	4
47	Tragarete (Retail)	1	4

3. RESPONSE DATES:

QUERIES- The deadline for the receipt of QUERIES is **Monday 06th March 2023 @ 4:00 p.m.** Queries are to be submitted no later than two (2) working days prior to the closing date.

CLOSING DATE- Quotations should be submitted on or before **Monday 13th March 2023 at 3:00pm** via email to the following email address: quotations@ttpost.net

Bids sent after this closing date and time will not be accepted.

4. EVALUATION CRITERIA: Bids will be evaluated as follows:

- Lowest Price Compliant Tender (Cost 100%)

Quotations are evaluated based on value for money.

5. **PAYMENT TERMS:** Please note that TTPOST terms of payment are Net 30 days.

6. **TENDERING CONDITIONS:**

- a. TTPOST reserves the right to reject any and all tenders without incurring any liability to participants in so doing and is under no obligation to award to the lowest cost or any tender.
- b. TTPOST reserves the right, at its own discretion, to negotiate with the preferred bidder.
- c. TTPOST reserves the right at its discretion to award in 'part' or in 'whole', any aspect of the materials, works or services, as required by the relevant tender.
- d. The start date shall be agreed by all relevant parties following award of a contract.

Any additional documents in connection with this RFQ that may be issued by TTPOST subsequent to this RFQ will bear specific reference to this package.

Procurement Department
Trinidad and Tobago Postal Corporation

PARTICIPANT'S RESPONSE:

Delivery Address: The Trinidad and Tobago Postal Corporation #240-#250 Golden Grove Road Piarco

Delivery Date:

COMPANY NAME:

ADDRESS:

TELEPHONE:

EMAIL:

We are pleased to submit our offer set out in Table 1, in accordance with TTPost terms and conditions for the supply of goods.

AUTHORISED SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

[Insert Company Stamp]