



REQUEST FOR QUOTATION (RFQ)

**REQUEST FOR QUOTATION FOR UNARMED
SECURITY OFFICERS WITH VEHICLES**

Date: 03/03/2023

Reference: RFQ/SEC/001/2023

Dear Sir / Madam:

The Trinidad and Tobago Postal Corporation (hereafter the "Corporation") kindly request your company to submit a quotation for the supply of Unarmed Security Officers with Vehicles at TTPost Offices.

The detailed specification of TTPOST requirements is provided in Annex 1 of this RFQ.

When preparing your quotation, please be guided by the attached hereto as Annex 1 and Annex 2.

Submission of Tender

Bidders should note that quotations should be received **by hand** no later than 3:00 pm on March 22, 2023. One Original and electronic submission in your returned tender envelope which should be labelled as follows;

Request for Quotation for Unarmed Security Officers with Vehicles

March 22, 2023 at 3:00 PM

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 quotation will reach the address above on or before the deadline. Quotations that are received by the Corporation after the deadline indicated above for whatever reason, shall not be considered for evaluation.

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

Delivery Location	As stated in Annex 1- Specifications
Currency of Quotation	TT Dollars
Value Added Tax on Price Quotation	As required
Deadline for Submission of Quotations	March 22, 2023 at 3:00 p.m.
All documentations, including catalogues, instructions and operating manuals etc.	Shall be written in English
Documents to be submitted with your Quotation	<ul style="list-style-type: none"> a) Duly Completed documents as provided in Annex 2, and in accordance with the list of requirements in Annex 1; b) Valid NIS, VAT and BIR compliance certificates Documents confirming that the bidder is an authorised provider of the offered services;
Period of Validity of Quotes starting the Submission Date	Prices to be valid for twelve (12) months. Supplier to advise on expected price variations. In exceptional circumstances, Corporation may request the Supplier to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Payment Terms	Net (30) days upon satisfactory delivery and presentation of an invoice.
Evaluation Criteria	Least Cost Compliant (Price 100%)
Corporation can Award to	One Supplier
Type of Contract	Service contract
Special Conditions of Contract	Number of officers for each day can vary but it must total sixty (60) officers over the two (2) days to complete deliveries, each month.
Condition for Release of Payment	Written Acceptance of services / works based on full compliance with RFQ requirements
Annexures to RFQ	<p>Specifications of the services (Annex 1) Forms for Submission of Quotation (Annex 2) General Terms and Conditions/Special Conditions (Annex 3)</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>saraiah.lewis@ttpost.net</p> <p>Any delay in the Corporation's response shall not be used as a reason for extending the deadline for submission, unless the Corporation determines that such an extension is necessary and communicates a new deadline to the suppliers.</p>

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

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. 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 quotation will be rejected.

The Corporation may carry out Post Qualification 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 validity of the quotation, 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 quotation. At the time of award of Contract or Purchase Order, the Corporation reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation 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 quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, 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 RFQ.

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 RFQ 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.

Moreover all vendors must comply with the Code of Ethics published by the Office of Procurement Regulation available at: <https://img1.wsimg.com/blobby/go/e892ea65-c516-4b5a-afd3-5b6b16c02145/downloads/Ethical%20Code%20of%20Conduct%20for%20Suppliers%20and%20Cont.pdf?ver=1620664585605>

Should the Corporation identify such a breach of this code of conduct, the Corporation reserve the right to remove your quotation from further consideration.

Thank you and we look forward to receiving your quotation.

Sincerely yours

Trinidad and Tobago Postal Corporation

Saraiah Lewis

For and on behalf of

Procurement Department

ANNEX 1 -SPECIFICATIONS

Objectives

The Trinidad and Tobago Postal Corporation (TTPost) is contracted by the Ministry of Social Development and Family Services (MSDFS) to deliver Social Welfare Cheques throughout Trinidad and Tobago. TTPost is committed to ensuring that all cheques are delivered securely to our customers. As such, TTPost seeks to provide additional unarmed security service at designated locations that are deemed high-risk, in an effort to safeguard our employees, as well as, to deliver the cheques securely to our customers.

Scopes of Services

1. Number of Officers Required: To provide Sixty (60) Unarmed Security Officers with vehicles, to facilitate the safe and secure delivery Social Welfare Cheques to our customers, each month, for a period of One (1) Year (Twelve [12] Months).
2. When will the Service be required: This service would be required, during the last week of each month, over a two (2) days period, to be determined by the Security Department of TTPost, based on the receipt of social welfare cheques. **(Total of sixty (60) Officers each month).**
3. Hours of work: The Security Officers would be required to work between the hours of 8:00 am to 4:00 pm.
4. Vehicles: All vehicles supplied by Security Company must be road worthy, inspected by the Licensing Authority of Trinidad and Tobago and fueled to perform the required task.
5. Reporting: Security Officers shall report to the Delivery Leader, Team Leader or Mail Officer at the respective Delivery Offices.
6. Security Officers: All Security Officers must be properly attired, well rested and alert. All Security Officers must be able to follow reasonable verbal instruction from the person in charge of the respective Delivery Office.
7. Escort Service: Security Officers would be required to provide transport and accompany any number of Delivery Officers on their routes to deliver Social Welfare Cheques. The Security Officers, while on delivery with the Delivery Officers, must be vigilant at all times.
8. Completion of Delivery: On completion of the delivery of Social Welfare Cheques, Security Officers are required to transport all Delivery Officers to their respective Office.
9. Locations: Please see Table 1 for locations where the service will be required.

Table 1

Nos.	Delivery Office	Address
1	Chaguanas	# 38 Immashah Street. Chaguanas
2	Cunupia	8 Chin Chin Road, Cunupia
3	Tabaquite	294 Main Road. Tabaquite
4	Tacarigua	20 Eastern Main Road. Tacarigua
5	Tunapuna	76-78 Eastern Main Road. Tunapuna
6	Curepe	22 Eastern Main Road. Curepe
7	Maloney	6 Flamingo Boulevard. Maloney
8	Arima	17 Prince Street, Arima
9	La Horquetta	#6 Arthur Murray Crescent. La Horquetta
10	San Juan	# 5 Eastern Main Road. San Juan (Croisee Junction)
11	Lower Santa Cruz	280 Saddle Road. Boug Mulatresse
12	Upper Santa Cruz	893 Saddle Road. Cantaro
13	Point Fortin	Techier Main Road. Point Fortin
14	La Brea	Southern Main Road. La Brea

ANNEX 2- Format for Submitting Supplier's Quotation

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 RFQ Reference No. RFQ/SEC/001/2023.

Deliverable/ Activity description	Cost Per Month
Total of Sixty (60) unarmed security officers with vehicles each month, over a two (2) days period for twelve (12) months	
VAT 12.5%	
TOTAL	

Offer to Comply with Other Conditions and Related Requirements:

Other Information pertaining to our Quotation are as follows:	Supplier's Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, please indicate counter proposal
Availability of sixty (60) unarmed security officers with vehicles during the last week of each month, over a two (2) days period (number of officers for each day can vary but it must total 60 officers over the two (2) days to complete deliveries).			
Delivery Lead Time			
Validity of Quotation			
All Provisions of the General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

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

ANNEX 3 - General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order 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 Purchase Order, 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 CORPORATION shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the services and copies of the supporting documents specified in this Purchase Order.

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

2.3 Unless authorised by the CORPORATION, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.

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

3. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by the Corporation, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

4. INSPECTION

4.1 CORPORATION shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

4.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

5. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by Corporation of the goods sold under this Purchase Order does not infringe any patent, design, tradename or trademark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold the Corporation harmless from any actions or claims brought against Corporation pertaining to the alleged infringement of a patent, design, tradename or trademark arising in connection with the goods sold under this Purchase Order.

6. RIGHTS OF CORPORATION

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary import licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, 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:

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

6.2 Refuse to accept delivery of all or part of the goods.

6.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of CORPORATION.

7. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall; (i) immediately consult with Corporation to determine the most expeditious means for delivering the goods 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 Corporation.

8. ASSIGNMENT AND INSOLVENCY

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

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

9. 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.

10. PROHIBITION ON ADVERTISING

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

11. SETTLEMENT OF DISPUTES

11.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order 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.

11.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order 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.

12.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of Corporation has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

13. AUTHORITY TO MODIFY:

Pursuant to the policies of Corporation, only the Corporation authorised official possess the authority to agree on behalf of 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 Corporation unless provided by an amendment to this Agreement signed by the Contractor and jointly by the Corporation Authorised Official.

END OF DOCUMENT