



TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

Reference Number; RFT/FM/005/2023

REQUEST FOR TENDERS FOR FACILITIES MAINTENANCE SERVICES

LOT 4

HYGENIC BIN SERVICES

Schedule 1- Scope of Services

Appendix 4 Lot 4- Hygienic Bin Services

Purpose and Objectives

To provide the sanitary/hygiene bins services in the most convenient, discreet and with dignity so that to enable and facilitate the healthy and conducive gender sensitive work environment. These services must be available throughout the month and must conform to the highest standards. The service provider staff are required to observe stringiest discipline and conduct themselves with respect.

Scope of Work

As a minimum the company is expected to adequately address items as listed below:

- a. Supply treated Hygiene/Sanitary bins in the female washrooms at all TTPPOST locations.
- b. Replace the Hygiene/Sanitary bins weekly/monthly with freshly treated ones.
- c. Remove the “used” bins for emptying/disposal and re- treatment.
- d. Apply sanitizers and de odorizes as and when necessary. Feminine hygienic bins must contain fragrant disinfectant powder which will eliminate odor and deactivate any germs or bacteria inside the bin.
 - a. The féminine hygienic bins must at a minimum possess the following features:
 - Automatic/ manual operation
 - Standard size to fit space appropriately
 - Durable
 - Aesthetically pleasing
 - Low odour scent

Qualification and Experience

Registered and licensed companies with proven experience with reputable organisations of at least three (3) years in hygiene services. Experience with international organizations is an added advantage.

Service provider should clearly indicate the role played and their involvement in the above-mentioned assignments.

Contacts.

The company will work very closely with the Facilities Department. Upon delivery of serviced and treated bins the unit must be informed to verify quality and standard of service.

Schedule 2- Form of Tender

Unconditional and Irrevocable offer to Trinidad and Tobago Postal Corporation

240-250 Golden Grove Rd,

Piarco

Re: RFT # FM/005/2023 for Facilities Maintenance

Tender of: for the Provision of Facilities Maintenance (lot #) at various TTPost locations.

To: The Tenders Committee Trinidad and Tobago Postal Corporation

Sir,

On behalf of (Full legal name of Tenderer), I submit with this tender in response to TTPOST’s Request for Tenders (“RFT”) Ref# RFT/FM/005/2023 for HYGENIC BIN SERVICES: In this connection, I state the following:

1. I have full authority to bind tenderer with respect to this response to the Request for Tenders and any oral or written presentations and representations made to TTPOST.
2. I have read and understand the Request for Tender (RFT) and am fully capable and qualified to provide the goods and/or services as described within this Request for Tenders (RFT).
3. I have read and understand the Request for Tenders, including addenda numbers___ [insert number of addenda issued] _____.
4. I understand that TTPOST will rely on my firm’s response to the Request for Tenders, and I agree to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. I agree to hold my Proposal open for a period of 90 days from the date and time established for notification of award, and, if requested by TTPOST, for an additional 30 days thereafter.
6. If requested by TTPOST, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist TTPOST in evaluating its Proposal.
7. Neither I nor Tenderer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with TTPOST and no conflict of interest which could interfere with the provision of services to TTPOST.
8. Proposer understands that TTPOST will rely upon the material representations set forth in the Request for Tenders and that Tenderer has a continuing obligation to update any information which changes, or which Tenderer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Tenders have been submitted for consideration. Tenderer warrants that all electronic copies are identical to the original in all respects.
10. If selected by TTPOST, Tenderer agrees to negotiate and enter into an Agreement for HYGENIC BIN SERVICES with TTPOST.

11. I declare that all Required Forms A through D have been examined by me and to the best of my knowledge and belief are true, correct, and complete.

We are, Sir,

Yours faithfully,

SIGNED FOR THE TENDERER

Dated:

Name and Title

Signature

Name of Company)

(Address in full)

* Note: In case of a Tender by a Firm or Company, the signature of the person fully authorised by the Firm or company to sign on behalf of the Firm or company.

Schedule 3- Pricing Schedules**Lot 4- Hygienic Bins**

To service and maintain hygienic bins in accordance with standards and specifications identified and ensure all locations are maintained in the Network and NMC

Item	Description	Qty of bins	Service per month	Cost /Service per Year	Vat 12.5%	Total
1	<i>Chaguanas Delivery</i>	2	Fortnightly			
2	<i>Chaguanas Retail</i>	1	Fortnightly			
3	<i>Cunupia</i>	1	Monthly			
4	<i>Couva</i>	1	Fortnightly			
5	<i>Carapichaima</i>	1	Monthly			
6	<i>Gasparillo</i>	1	Monthly			
7	<i>Williamsville</i>	1	Monthly			
8	<i>Claxton Bay</i>	1	Fortnightly			
9	<i>New Grant /Prinestown</i>	2	Monthly			
10	<i>Rio Claro</i>	1	Monthly			
11	<i>Mayaro</i>	1	Monthly			
12	<i>Debe</i>	1	Monthly			
13	<i>Barrackpore</i>	1	Monthly			
14	<i>Siparia</i>	1	Monthly			
15	<i>Santa Flora</i>	1	Monthly			
16	<i>La Romain</i>	2	Fortnightly			
17	<i>Fyzabad/ South Oropuche</i>	2	Monthly			
18	<i>Cedros</i>	1	Monthly			
19	<i>La Brea</i>	1	Monthly			
20	<i>Valencia</i>	1	Monthly			
21	<i>Arima</i>	2	Fortnightly			
22	<i>Maloney</i>	1	Fortnightly			
23	<i>Tunupuna</i>	2	Fortnightly			
24	<i>Tacarigua</i>	1	Fortnightly			

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25	<i>Curepe</i>	2	Fortnightly			
26	<i>San Juan</i>	2	Fortnightly			
27	<i>Laventille</i>	1	Monthly			
28	<i>Lower Santa Cruz</i>	1	Fortnightly			
29	<i>Upper Santa Cruz</i>	1	Monthly			
30	<i>Belmont</i>	1	Monthly			
31	<i>Morvant</i>	1	Monthly			
32	<i>Maraval</i>	1	Fortnightly			
33	<i>St Anns</i>	2	Fortnightly			
34	<i>St Vincent Street</i>	3	Weekly			
35	<i>St James</i>	2	Fortnightly			
36	<i>Diego Martin</i>	2	Fortnightly			
37	<i>Carenage</i>	1	Monthly			
38	<i>Scarborough</i>	3	Fortnightly			
39	<i>Bon Accord</i>	1	Monthly			
40	<i>Roxborough</i>	1	Monthly			
41	<i>Gonzales</i>	1	Monthly			
42	<i>Point Fortin</i>	2	Monthly			
43	<i>Tabaquite</i>	1	Monthly			
44	<i>La Horquetta</i>	1	Fortnightly			
45	<i>National Mail Centre</i>	8	Weekly			
46	<i>Guaico</i>	1	Monthly			
47	<i>Tragerete</i>	1	Monthly			
48	<i>San Fernando</i>	2	Fortnightly			
49	<i>Carlifonia</i>	1	Monthly			
				Sub Total		
				Total		



Acknowledgement

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

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Tender (RFT) No. RFT/FM005/2023 for Facilities Maintenance Service- Hygienic Bin Services, dated September, 2023, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a Tender to the Trinidad and Tobago Postal Corporation by the deadline date of October 03rd 2023, at 3:00 PM and that we:

INTEND DO NOT INTEND

to send xxx(x) authorized representative to Site visit on xxx.

We acknowledge that this RFT is confidential and proprietary to TTPost, and contains privileged information. Upon request, we will return this RFT 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 RFT.
- We do not think we can make a competitive offer at this time.
- Other (please specify): _____