



The Government of the Republic of Trinidad and Tobago

MINISTRY OF RURAL DEVELOPMENT & LOCAL GOVERNMENT

PROCUREMENT NOTICE – REQUEST FOR PROPOSAL

The Ministry of Rural Development and Local Government (MRDLG) hereby invites proposals for the following Consultancy Service, under the Public Procurement and Disposal of Public Property Legislation:

1. THE PROVISION OF TECHNICAL SERVICES TO PREPARE LOCAL AREA PROFILES (LAPS) FOR THE FOURTEEN (14) MUNICIPAL CORPORATIONS.

The fourteen (14) Municipal Corporations are geographically divided into the following four (4) distinct groups for the purpose of tendering and subsequent project execution:

- **Group A** - Port of Spain, Diego Martin, San Juan/Laventille
- **Group B** - Mayaro/Rio Claro, Couva/Tabaquite/Talparo, Chaguanas, Princes Town
- **Group C** - Penal/Debe, Siparia, Point Fortin, San Fernando
- **Group D** – Tunapuna/Piarco, Arima, Sangre Grande

Pre-qualified service providers listed in the Procurement Depository, maintained by the Office of Procurement Regulation (OPR) shall be issued electronically the Request for Proposal (RFP) and Terms of Reference (TOR)/ Bidding documents for the aforementioned tender, under the **Line of Business Code: 93142101 – Regional Planning Services**.

Where there are no Consultants listed on the Registry under the **Line of Business Code: 93142101 – Regional Planning Services**, upon request, the said bidding documents shall be issued electronically to suitably qualified and experienced service providers.

Service Providers who are not registered in the Procurement Depository and are desirous to tender for the aforementioned service are advised to register with OPR and apply for pre-qualification for the above Line of Business Code.

Any further information or request for bidding documents can be obtained from the General Administration Unit, Ministry of Rural Development and Local Government at 622-9426 or 622-1979 Ext. 3308 or request for information regarding this tender can be emailed to RDLG.Procurement@gov.tt.

The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the Terms of Reference (TOR)/ Bidding documents and shall be governed by the terms and conditions defined in the said documents.

Bid (or Bids) must be completed in accordance with the instructions outlined in the Terms of Reference (TOR)/ Bidding documents and must be accompanied by valid:

- (i) **Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing of the tender (applicable to local firms).**
- (ii) **Certificate of Compliance issued in accordance with the National Insurance Act (applicable to local firms).**
- (iii) **Company Profile.**

Bidder/s are required to utilize that the **two-envelope system** (separate sealed envelopes) to submit their technical competence and price proposal.

Envelopes should be clearly marked as follows:



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ENVELOPE #1- TECHNICAL PROPOSAL

NAME OF SERVICE PROVIDER/CONSULTANT/FIRM

**“Consultancy Services to Prepare Local Area Profiles for Municipal Corporations in Group
(state Group Letter, A, B, C or D)”**

ENVELOPE #2- FINANCIAL PROPOSAL

NAME OF SERVICE PROVIDER/CONSULTANT/FIRM

**“Consultancy Services to Prepare Local Area Profiles for Municipal Corporations in Group
(state Group Letter, A, B, C or D)”**

Both sealed Technical and Financial Proposals, appropriately labelled, as instructed above, are to be placed in an outer sealed envelope marked **“Consultancy Services to Prepare Local Area Profile for Municipal Corporations”**, address to:

**“The Named Procurement Officer,
Ministry of Rural Development & Local Government,
Kent House, Long Circular Road, Maraval”.**

Bids/Tenders must be deposited in the assigned Brown Tender Box located at 2nd Floor, in the lobby area of the Engineering Department, Ministry of Rural Development and Local Government Kent House, Long Circular Road, Maraval, **NO LATER THAN 1:00 p.m. on Wednesday 31st July, 2024.**

Bidders should note that the dimensions of the **slot** in the Tenders Boxes are **40cm x 8cm**, as such, bids should be packaged accordingly **(One (1) Original Bid/Tender, plus three (3) copies)**.

Late proposals will NOT be considered under any circumstances.

The Ministry of Rural Development and Local Government does not bind itself to accept the lowest or any bid/proposal.

Further, the Procurement Unit of the Ministry of Rural Development and Local Government reserves the right to cancel the present notice in its entirety or even partially, without defraying the cost incurred by any firm in submitting their proposal.

Bids delivered in accordance with the instructions in the Terms of Reference (TOR)/ Bidding Documents will be opened virtually on a date to be announced, after the closing of the Tender Boxes. Bidders and/or their representatives are invited to be present at the virtual opening.

Failure to comply with any of these instructions or to submit any documentation required in the bidding document may result in bid (or bids) not being considered.