



**REQUEST FOR PROPOSAL
FOR PROJECT MANAGEMENT SERVICES: PERIMETER WALL
RENOVATION**

REFERENCE #: MTCE05-2019

RELEASE DATE: Monday 24th June 2019

PROPOSALS DUE: Friday 12th July 2019 at 4:00pm

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1 PREAMBLE

1.1 COPYRIGHT

The contents of this document belong to the copyright owner Angostura Holdings Limited (AHL) and is being issued in confidence, on behalf of Trinidad Distillers Limited (TDL), only for the purpose for which it is supplied. It must not be reproduced in whole or part or used for tendering purposes except under an agreement or with consent in writing from TDL. No information relating to the contents or subject matter of this document shall be given orally or in writing or communicated in any manner to any third party being an individual, firm or employee without the prior consent in writing of TDL.

1.2 CONFIDENTIALITY

This document constitutes confidential and proprietary information of TDL and shall not be disclosed in whole or in part by the bidder to any third party, or to any employees of the bidder other than those who have a need to access such information. The information contained therein shall not be duplicated, or used by the bidder for any other purpose than to supply a response to this RFP. This restriction does not limit the bidder's right to use the information contained therein to obtain information or requirements from another source such as governmental agencies, insurance entities, subcontractors etc. which may be necessary for the submission of a comprehensive proposal to TDL. The bidder however shall exercise a duty of care when exposing such information and ensure that confidentiality is communicated and maintained.

1.3 ETHICS

Trinidad Distillers Limited requires all participants in this bidding process adhere to the highest ethical standards, both during the procurement process and throughout the execution of the resulting contract. The engagement in or encouragement of corrupt practices including bribery, extortion, fraud or collusion are deemed unacceptable to TDL. If, at any time, it is demonstrated or identified that a bidder in the procurement process, an AHL employee acting on his/her behalf or supplier/contractor during the execution of the resultant contract committed or encouraged corrupt practices in connection with this or any project the Company will take appropriate measure including but not limited to the cancellation of the awarded contract, cessation of relations with the relevant company and/or termination of the employment of the employee(s) involved.

1.4 TERMS & CONDITIONS

For purposes of these clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations.

i. Terms of Issue: The issue of this document by TDL (hereafter also referred to as “the Company”) does not constitute an offer to trade and the Company is not bound to conduct business based on any responses to the document. Any subsequent commercial arrangements are subject to contract negotiation and award and such contracts must be issued and agreed upon prior to commencement of business. All commitments are therefore subject to written confirmation from TDL by a duly authorized person.

ii. Content of Proposals: In response to this document, TDL expects all bidders to provide relevant responses to the specific requirements in a concise and comprehensive manner. Any proposal which does not fully address this RFP may affect the evaluation of the proposal and may be rejected.

iii. Cost of Proposal: The bidder shall bear all costs associated with the preparation and submission of the proposal. TDL will in no case be responsible or liable for those costs, regardless of the outcome of the solicitation.

iv. Period of Validity of Proposals: Proposals shall remain valid for one hundred and twenty (120) days following the tender closing date. In exceptional circumstances, TDL may solicit an extension of the period of validity which shall be made in writing. A bidder in granting the request will not be allowed to modify the proposal.

v. Modification and Withdrawal of Proposals: The bidder may withdraw its proposal after its submission, provided that written notice of the withdrawal is received by TDL prior to the deadline prescribed for submission.

vi. Request for Clarification of Proposals: To assist in the evaluation and comparison of proposals, TDL may at its discretion, issue a request for clarification in writing which shall also be responded to in writing. No change in price or content of the proposal shall be sought, offered or permitted.

vii. Amendment of Solicitation Documents: At any time prior to the deadline for submission of proposals, TDL may, at its own initiative or in response to a query by a prospective bidder, modify the solicitation documents by amendment. Any amendment will be issued to all persons who received the original RFP. To afford prospective bidders reasonable time in which to take the amendments into account in preparing their proposals, TDL may at its discretion, extend the deadline for the submission of proposals.

viii. Late Proposals: Any proposal received by TDL after the deadline date and time for submission will be rejected and not be considered as part of the evaluation process.

ix. Proposal Rejection: TDL reserves the right to reject any or all proposals after evaluation. The rejection of proposals will mean that the Company has determined that it is in its best interest not to pursue the acquisition of the services. Failure to furnish the required information or to follow the instructions may lead to the Bid being deemed incomplete. Under such circumstances the Bid may be rejected. TDL will not be liable to affected Respondents for any cost incurred as a result

of this decision. TDL will also have no obligations to affected Respondents to disclose the grounds for any decisions of this nature.

x. Notification of Award: Bidders of successful proposals will receive written notification of award of the contract and unsuccessful bidders shall also receive written notification of the non-acceptance of their proposals.

xi. Contract Negotiation: The supplier must be prepared to immediately begin contract negotiations upon notification of the award. If the supplier is not able to begin contract negotiations, TDL reserves the right to begin negotiations with other suppliers who submitted bids as a part of the process. TDL also reserves the right to negotiate the contract to include any portion or portions of the scope of work as it deems necessary to meet the current requirements of the business. Should the supplier for any reason be unable to finalize or perform its obligations and undertakings under the contract, TDL reserves the right to enter into contract with another supplier for the provision of the goods or service.

xii. Contract Participation: The supplier of the winning proposal will be offered the opportunity to enter into an agreement with TDL, which shall be in substantial conformance with:

- TDL's standard contract terms and conditions
- The scope of work and specifications described in this RFP
- The proposal submitted by the supplier
- Agreed key performance indicators or service level agreements

xiii. Proposal currency: All prices shall be quoted in **Trinidad and Tobago Dollars (TTD)** with applicable Tax (VAT etc.) clearly identified.

xiv. Adherence to Policy: Employees of the selected supplier/s will be required to adhere to AHL's HSE, Security, Procurement and other policies during the period of their engagement, which shall be provided to the supplier prior to commencement of the contracted tasks.



2 OVERVIEW

Trinidad Distillers Limited is pleased to issue a Request for Proposal for Engineering and Project Management Services: Perimeter Wall Renovation.

TDL, a subsidiary of Angostura Holdings Limited, is one of the Caribbean's leading rum producers with a superb collection of rum brands such as Angostura 1824, Angostura 1919, Angostura Single Barrel Reserve, White Oak, Forres Park Puncheon, Black Label, Royal Oak, Angostura Reserva, Angostura 5-year-old, Angostura 7-year-old rum. It is also the world's market leader for Bitters with products such as Angostura Aromatic Bitters, Angostura Orange Bitters, the Angostura AMARO and a signature beverage Angostura Lemon Lime and Bitters.

The House of Angostura will soon be celebrating 200 years of excellence and in preparation for this major milestone as well as staying on top of the ever-increasing need for security, the Company is taking the opportunity to renovate its perimeter boundary while enhancing its image. Hence, TDL is pleased to issue an invitation for proposals from suitably qualified, experienced and responsible suppliers for the provision of Consultancy and Project Management Services. The desired outcome would be for the selected Consultants to provide guidance and advice to the Company and have oversight of all works related to the existing perimeter of the Laventille compound.

Prospective bidders are expected to study this document carefully before submitting their proposal and to consider all the requirements stated herein. Allowances will not be facilitated for changes to proposals resulting from omissions or exclusions on the part of the bidder.

More information on our business can be found on the company's website: www.angostura.com

3 PRE QUALIFICATION DOCUMENTS

The following documents must be submitted a part of your proposal under the appropriate heading in the order in which they are listed below. Failure to submit will result in your bid being excluded from the evaluation process.

1. A brief company profile.
2. An outline of your firm's experience in providing similar product/service.
3. Your company's Organizational Chart.
4. A list of all company directors.
5. A brief outline of the company's HSE Policy and any policy related to sustainability, pollution, carbon emission reduction, green initiatives etc.
6. Certificate of Incorporation, or any other documentation related to the Business/Company Registration.
7. Valid Income Tax Clearance Certificate or equivalent for foreign suppliers.
8. Valid VAT Clearance Certificate or its equivalent for foreign suppliers.
9. A bank reference letter indicating **tenure, financial standing and credit rating**.
10. Listing of recent or existing contracts (within the last three (3) years), include three (3) testimonials from past clients of a similar size and nature.

4 SCOPE

The Consultant is responsible for ensuring the project is delivered on time, within scope and within budget. TDL shall assign Representatives who will supervise the Consultant and provide authorization as well as intervention on behalf of the Company. The works to be performed by the Consultant would include but is not limited to:

1. Reviewing the scope and related drawings of proposed redesign, see Appendix 1 (Note: full detailed design and structural drawings will only be provided to the successful bidder)
2. Assisting with preparation of Bill of Quantities and Cost Estimates by a Certified Quantity Surveyor.
3. Assisting with preparation of Tender documents, for Contractor services comprising:
 - Request for Proposal in the format specified by TDL. Ensuring all works are in technical alignment with TDL and in compliance with our ISO 9001, ISO 14001, Occupational Safety & Health (OSH) and Food Safety System Certification (FSSC) standards.
 - Technical/structural drawings of the perimeter redesign, as required and project specifications.
4. Coordinating the Public Tender process as guided by AHL's Procurement procedures. This process includes the following:
 - Coordination of site visit during the tendering process.
 - Providing responses and feedback to any questions, enquiries or concerns raised by the contractors participating in tendering process.

5. Assisting in the evaluation process, as guided by TDL's Procurement procedures, including:
 - Developing selection criteria for review of tender submissions.
 - Evaluating all substitute and alternate materials, equipment, designs, components including costing benefits as provided by tender submissions.
 - Analysing and evaluating submissions based on selection criteria and preparing justification for the selected contractor for works. Clearly state all details during this stage.
 - Providing negotiation support to TDL as needed during contract development, with respect to technical requirements and recommendations.
6. Developing a Project Management Plan, as guided by TDL's Project Management procedures, including project objectives, scope, deliverables, role/responsibilities/contact information, communication protocols, document control methodology, cost management, schedule management and quality management plans ensuring technical feasibility. **This project must not cause major disruptions to the regular operations of TDL, as far as practically possible. Additionally, care and attention must be taken as these works will be performed around an active area including industrial site, residential area and Community Centre.**
7. Developing and maintaining the overall project milestone schedule, and vetting the project execution schedule, as prepared by the contractor, making the necessary changes and submitting the final plan to TDL for approval.
8. Developing and maintaining a Project Risk Management Plan for the project life.
9. Maintaining ongoing dialogue with the Contractor and sub-Contractors to review and approve the details of their construction methodology for all works and to confirm, these works are in alignment with the expectations of TDL. This includes ensuring that the relevant ISO 9001, ISO 14001, OSH & FSSC standards are upheld and, where necessary, escalating issues to the Company's Representative(s).
10. Providing a report every two weeks, or as otherwise requested by TDL, to the Company on the progress of the project.
11. Keeping track of the budget and advising the Company on the status of the budget and schedule. This will include timely advice on any situation which may increase the cost of the project or result in delayed completion. The TDL representatives will retain management and oversight of the budget including approval and issuance of payments, adjustments to budget, contingency, insurance, etc.
12. Co-ordinating and chairing site meetings with both TDL Representatives and the Contractor; reviewing and verifying valuations from the Contractor, etc. in accordance with the frequency determined by TDL and submitting same to the TDL Representatives for approval and issuance.
13. Ensuring all works are effected as defined by the technical drawings and specifications given. This includes verification and quality assurance of the construction methods and materials used.

14. Ensuring that all required permits and approvals are obtained and remain current for the duration of the project.
15. Creating and maintaining comprehensive project documentation files.
16. Reviewing any requests for changes and submitting written recommendations to TDL with final terms and prices for consideration and approval.
17. Mitigating risk and critical impacts where there are minor or major deviations in scope, schedule and budget.
18. Issuing the Certificate of Practical Completion and preparing the Final Account at the end of the Defects Notification Period.

4.1 REQUIRED STANDARDS, CODES & PRACTICES

The Consultant will be required to ensure compliance with all applicable legislation and regulations throughout the project. This includes:

- Compliance to the requirements of our existing certifications (ISO 9001, ISO 14001, FSSC 22000 and OSH Act of Trinidad & Tobago) as well as any future certifications that the company may achieve.
- Compliance to the following relevant construction standards:

ASTM C 62	– Standard Specification for Building Brick (Solid Masonry Units Made From Clay or Shale)
ASTM C 67	– Standard Test Methods for Sampling and Testing Brick and Structural Clay Tile
ASTM C 216	– Standard Specification for Facing Brick (Solid Masonry Units Made from Clay or Shale)
ASTM C 270	– Standard Specification for Mortar for Unit Masonry
ASTM C 476	– Standard Specification for Grout for Masonry
ASTM C 652	– Standard Specification for Hollow Brick (Hollow Masonry Units Made From Clay or Shale)
ASTM C1405	– Standard Specification for Glazed Brick (Single Fired, Brick Units)
ASTM D 1056	– Standard Specification for Flexible Cellular Materials Sponge or Expanded Rubber
TMS 602/ACI 530.1/ASCE 6	– Specifications for Masonry Structures
AWWA C218	– Standard for Coating the Exterior of Above ground Steel Water Pipelines & Fittings, American Water Works Association
AWWA D102	– Coating Steel Water Storage Tanks, American Water Works Association
MPI Maintenance Repainting Manual & MPI Specifications Manual	– Master Painters Institute

Accordingly, the Consultant must provide documentation indicating their competence in the various standards and demonstrate their ability to meet these standards during the execution of the project.

4.2 TECHNICAL REQUIREMENTS - PERSONNEL

Bidders are required to provide an outline of the approach and methodology proposed to undertake the project, including an outline of key factors to be considered.

The Consultant will be required to demonstrate evidence of the expertise and experience of the Project Manager, as well as the individuals in each of the technical disciplines that will assume responsibility for the Project. These qualifications should also demonstrate the Consultant's ability to identify and account for the remediation of distress in masonry and other ancillary building systems that may have an adverse impact on the perimeter, including potential structural concerns.

Include at least the following:

- The name of the professional personnel by skill and qualification that will be employed in the work and specify the person that will act as the project manager and point of contact for the Company.
 - The project manager should have some combination of education and experience equivalent to graduation from an accredited college or university with major course work in construction management, engineering, or project management; plus five (5) years' experience or ten (10) years of combined experience as a Project Manager/Consultant
- Other knowledge Skills and Abilities
- Knowledge of building codes, policies and guidelines;
 - Knowledge of construction standards;
 - Negotiation skills;
 - Problem solving skills;
 - Effective written and oral skills.
- Also include for all personnel:
 - Brief Resumes
 - Corporate affiliation and Professional registrations
 - Role on the Project, including the period for which the individual is to be associated with the project, and the extent of the individual's time that will be devoted to the project during that period
 - A list of projects completed within the past 10 years on which this individual has provided services comparable to the services contemplated for the Project (maximum of four projects per individual). For each of the listed projects include: project name, description of project and role of the individual, construction budget,

year design was completed, the owner's name and the owner's contact information (name, address, phone number, and email address)

- State whether your firm can perform all services described in this RFP.
- If your firm intends to subcontract any of the services to other consultants or outside source, the Proposal shall identify those sub-consultants and describe their experience in providing the type of Services covered by this RFP.

All personnel that will be involved in on-site activities must attend Health & Safety Orientation and Training, provided by the Company at no cost to the Consultant, prior to commencement of work. An Orientation Card will be issued by the Company to persons upon completion of training. The Orientation Card must be presented to Security prior to entry and commencement of work daily.

4.3 ENVIRONMENTAL REQUIREMENTS

- All used materials from project such as removed masonry brick, iron rebar, chain link fencing, etc., are to be properly stored whilst on site, then, upon approval from the Company, securely transported and disposed of at an environmentally safe offsite location.
- The noise level for works carried out during the project are not to exceed 75dB.
- Air pollution guidelines to be followed as stated in the EMA regulations.
- All pollutant chemicals (paints, cement, oils, etc.) must be safely disposed of in accordance with AHL's Food Safety, Environmental Health and Safety and Quality Policy.
- All job items executed are to be guided, in general, by the Occupational Safety and Health Act.

4.4 TESTING & VERIFICATION

The Consultant shall ensure quality control throughout the project, by inspection of the removal and renovation works for the perimeter boundary at the following progress stages:

- Initial inspection prior to removal/demolition of any existing perimeter walls, fence, gates etc. including the review of the final approved drawings, review of the removal/demolition procedures, and agreement upon the scheduling of the intermediate inspections.
- Intermediate inspections during removal/demolition will include the review and verification that these works do not compromise or threaten the integrity of any neighbouring structures that are out of the scope of this project. Also to ensure removal works do not pose any health or safety threats to the operations within the compound as well as the immediate surrounding areas.
- Initial inspection prior to construction/installation of new walls, gates, etc. will include the review of the final approved drawings, verification of cadastral boundaries, verification of material certifications, review of the construction/installation procedures, and agreement upon the scheduling of the intermediate inspections.

- Intermediate inspections will include the review of the new walls, fences, gates, etc. in compliance with statutory codes, the final approved installation drawings, verification of material certifications and manufacturer's construction procedures where applicable.
- Final inspection at the completion of each section of the perimeter boundary in accordance to the approved drawings and adherence to regulations and standards previously identified.
- The Consultant shall provide written and photographic reports, to be submitted to the Company, appraising the construction works at each of the project progress stages. The contractor shall make all necessary corrections, additions or remedial actions to resolve issues raised in the reports.
- The Consultant, with the awareness of TDL's Representatives, shall have the authority to have construction work corrected, as required, to ensure the proper installation and integrity of the perimeter, in accordance with the previously mentioned specifications and procedures. Where such corrective action may negatively impact the project's schedule or budget, the Consultant must seek the approval of the Company's Representatives prior to taking any actions.
- In the event of safety issues where there is immediate risk of injury to personnel or damage to property the Consultant is authorized to intervene to prevent such occurrences. The Consultant is then required to immediately inform TDL about the details of this incident.

4.5 APPROVALS

Where the Company so directs, TDL and the Consultant shall carry out a periodic performance review in accordance with this section concerning the provision of services by the Consultant.

Performance under the Contract shall be assessed by reference to the following criteria:

- General responsiveness of the work relationship;
- Conformity of the provision of services with the Project's Scope of Works;
- General dependability of the Services supplied;
- General conformity with the reasonable expectations of the Company under the terms of the Contract in their entirety;
- Accuracy of carrying out instructions.

The respective representatives of TDL and Consultant shall meet at mutually agreeable times at the midpoint and endpoint of the project in accordance with the approved project schedule. Where a performance review is conducted, each of the agreed aspects of the Consultant's performance shall be ranked by the Company at one of the following standards:

- (a) Excellent (performance well above general standard of TDL service providers).
- (b) Good (performance above general standard of TDL service providers).
- (c) Satisfactory (performance in accordance of general standard of TDL service providers).

- (d) Poor (performance below the general standard of TDL service providers).
- (e) Unacceptable (performance well below the general standard of TDL service providers).

At any performance review under this section, the Consultant shall be entitled to identify any aspect of the TDL's operations that is undermining the Consultant's ability to deliver at least a satisfactory level of performance with respect to some criteria of assessment, and where TDL concludes that this is in fact the case, in its sole and unfettered jurisdiction, the ranking given to the Consultant with respect to that criteria of assessment shall be adjusted accordingly.

Where at a performance review, one or more criteria of assessment are ranked as satisfactory, poor or unacceptable:

- The parties shall agree at the time of the conduct of the review or within 5 Business Days thereafter, on the measures to be taken by the Consultant during the ensuing contract review period to improve its performance to at least a good standard;
- Within 3 Business Days of agreeing on those measures, the Consultant shall confirm in writing that the measures in question have been implemented.

Where the Consultant fails or refuses to implement measures as described herein, it shall be deemed to be in default under the Contract, and TDL may take such remedies as provided for in the Contract Documents or are otherwise available at law or in equity.

4.6 WARRANTY/GUARANTEE

The Consultant shall provide a guarantee for their Services and the delivery of all Work Product, diligently, skilfully, safely, prudently and with a standard of care and quality that is reasonably consistent with professional practices and relevant legislative and regulatory standards, as outlined in previous sections, for the performance of such services.

4.7 POST SALE/INSTALLATION SUPPORT

The Consultant shall oversee management of the Contractor's warranty for the duration of that warranty period. Should any defects or other related issues arise, the Consultant shall provide expert guidance to the Company and liaise with the Contractor on fulfilment of the warranty towards remedying such defects, etc.

5 PROPOSAL REQUIREMENTS

5.1 REQUIRED DOCUMENTS

Bidders are required to provide the following as part of their submission in the following order:

1. A completed proposal based on the requirements outlined in Scope.
2. A clear outline of TDL's responsibilities in the provision of the required services.
3. A clear statement of exclusions.

4. A brief statement outlining how quality standards and customer service levels will be maintained in the delivery of product and services.
5. Anticipated resources you will assign to the project (staff: roles, titles and experience as outlined in section 4.2).
6. Required supporting documents as outlined in sections 4.1 and 4.2 of the Scope.
7. Evidence of your Professional Liability Insurance Policy (e.g., a Certificate of Insurance), including a description of annual per claim and aggregate limits and any claims history in the last 5 years.
8. A list of any claims made against The Consultant within the last five years alleging that your firm breached a contract for services, was negligent in performance of services, or otherwise caused harm or damage to the claimant. Describe the nature and current status of the claims. Claims should be fully disclosed regardless of whether they involved litigation, arbitration or other formal or informal dispute resolution process. The disclosures required under this provision also apply to any claims arising out of services of any principal or officer of your firm or any member of the project team regardless of whether the person was associated with your firm at the time of the claim
9. A completed Supplier\Contractor Information Form (located on the company's website).

5.2 DECLARATION OF CONFLICT OF INTEREST

The Consultants are required to provide professional, objective, and impartial advice and at all times hold TDL's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. Given this Consultants, and any of their affiliates, must disclose information regarding relationships that may be perceived to be a conflict of interest in doing business with the Company.

NB: Failure to submit these requirements may result in your bid not being considered.

Submission of these documents and forms as part of your proposal does not automatically indicate that your company has been registered as a supplier with TDL. Suppliers who are successful because of the evaluation process will be contacted to commence contract negotiations as per Section 1.3 Part xi and xii. Providing that negotiations are successful and there is offer and acceptance of the contract, selected suppliers will be subsequently registered on the company's supplier database.

6 SITE VISITS

Prospective bidders are required to attend a site visit scheduled for **Tuesday 2nd July 2019** at our Laventille compound and must confirm their attendance via email to **tenders_al@angostura.com** by **Friday 28th June 2019**. There is a space restriction for the site visit and as such, there is a limit of **one (1)** representative allowed per company. The email must have the subject heading **"MTCE05-2019 Site Visit – Project Management Services: Perimeter Wall Renovation"** and must state the name and contact details of the representative that will be attending the site visits.



Site visits must be confirmed by email on or before the stipulated date to ensure entry onto our compounds. Failure to do so will result in representative not being allowed to partake in the site visit.

7 PRICING AND PAYMENT

Prices submitted should be valid for a period of at least one hundred and twenty (120) days after the closing date of the tender to allow for the evaluation of bids and the selection of the contract awardee. Pricing structure should take the form of a monthly breakdown of the fees regarding the various project milestones, aligned to the proposed project duration.

Payments shall be made via Automatic Clearing House (ACH) for local suppliers and via wire transfer for foreign suppliers. All bidders must ensure Section C of the Supplier/Contractor Information form is completed properly, reflecting the correct banking details, to ensure timely settlement of invoices.

8 EVALUATION CRITERIA

Bidders will be evaluated according to the following criteria:

Category	Description	Weight
Proposal meets Technical requirements	<ul style="list-style-type: none"> Methodology, approach and ability to meet project specifications, deliverables and objectives. Understanding of project requirements, implementation of strategy and follow-up. Sustainable benefits 	35
Proposers' Technical Competencies	<ul style="list-style-type: none"> Project Manager(s) and other resource(s) qualifications and experience Familiarity with identified standards/regulations Quality assurance capabilities 	30
Aggregate Cost of Proposal	<ul style="list-style-type: none"> Competitiveness of fee structure 	15
Experience in provision of services	<ul style="list-style-type: none"> Demonstrated successful performance providing services similar in size, scope and complexity to other clients References 	20

TDL reserves the right to perform a site visit of the Bidders operations to determine whether adequate skills, equipment and resources are available for the performance of the intended contract. The Company also reserves the right to request any additional information that it may deem necessary to make an informed decision on any proposal.

Interviews may be conducted to gain additional understanding of the proponents' qualifications and fees. The Company then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.

If presentations are required, the purpose of the presentation shall be to:

- Determine in greater detail the qualifications and relevant experience,
- Explore in further detail the proposed methodology,
- Address any questions the Evaluation Committee may have for clarification purposes only.

In conducting the interviews, there shall be no disclosure of any information derived from other proposal submissions. Bidders shall be accorded fair and equal treatment.

All invitees for a presentation will be given 5 business days' notice.

9 SUBMISSION INSTRUCTIONS

- RFPs shall be submitted on 8½” by 11” paper with normal margins and spacing, properly bound and submitted in a sealed envelope indicating Proposer’s name, address contact information and the RFP reference number.
- Responses to the RFP must be signed in ink by an authorized officer of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer.
- The original with one (1) additional physical copy and one (1) electronic version, preferably on a flash drive, of the proposal must be placed in sealed envelopes that clearly identify the name, address and contact information of the Proposer and quote the RFP reference: MTCE05-2019 Site Visit – Project Management Services: Perimeter Wall Renovation
- RFPs must be contained in a sealed envelope, addressed and delivered to

Executive Manager – Operations
Angostura Holdings Limited
Corner Trinity Avenue and Eastern Main Road
Laventille

Re: MTCE05-2019 - Project Management Services: Perimeter Wall Renovation

- All packages must be deposited in the respective marked box on or before 12th July 2019 by 4:00PM local time. Late submissions will not be considered.
- The dimensions of the tender box slot are **11” wide by 3” thick**; respondents are advised to package their submissions appropriately.
- Bidders are required to deposit their packages in the marked box during the hours of 8.00am to 4.00pm Monday to Friday on the deadline date and must sign the delivery log sheet located at the Reception desk.
- Any queries related to the RFP document should be made in writing only via email to **tenders_al@angostura.com** with a subject heading **“Query MTCE05-2019 - Project Management Services: Perimeter Wall Renovation.”** Queries will not be facilitated via



telephone call, any other form of discussion or on the deadline date for submission. Please allow at least one (1) working day for responses to queries.

10 RFP TIMELINE

ACTION	DATE	TIME (GMT-04:00)
RFP Release	24 th June, 2019	-
Site Visit(s)	2 nd July, 2019	10:00 AM
Deadline for questions	8 th July 2019	4:00 PM
Deadline for submissions	12 th July 2019	4:00 PM
Acknowledgement of submissions	16 th July 2019	4:00 PM
Evaluation period	15 th July - 16 th August 2019	-----
Notification to unsuccessful bidders (tentative)	16 th August 2019	4:00 PM
Notification to successful bidders (tentative)	16 th August 2019	4:00 PM
Contract start (projected)	2 nd September 2019	-----

-----END-----

11 APPENDICIES

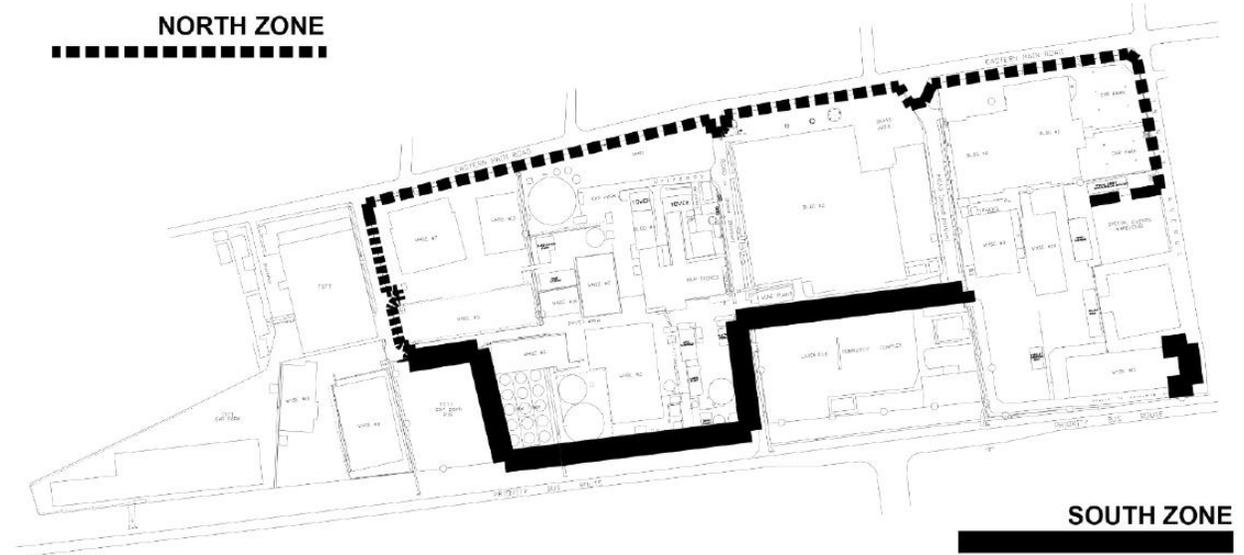


Figure 1: Map Showing Perimeter Renovation Boundaries.

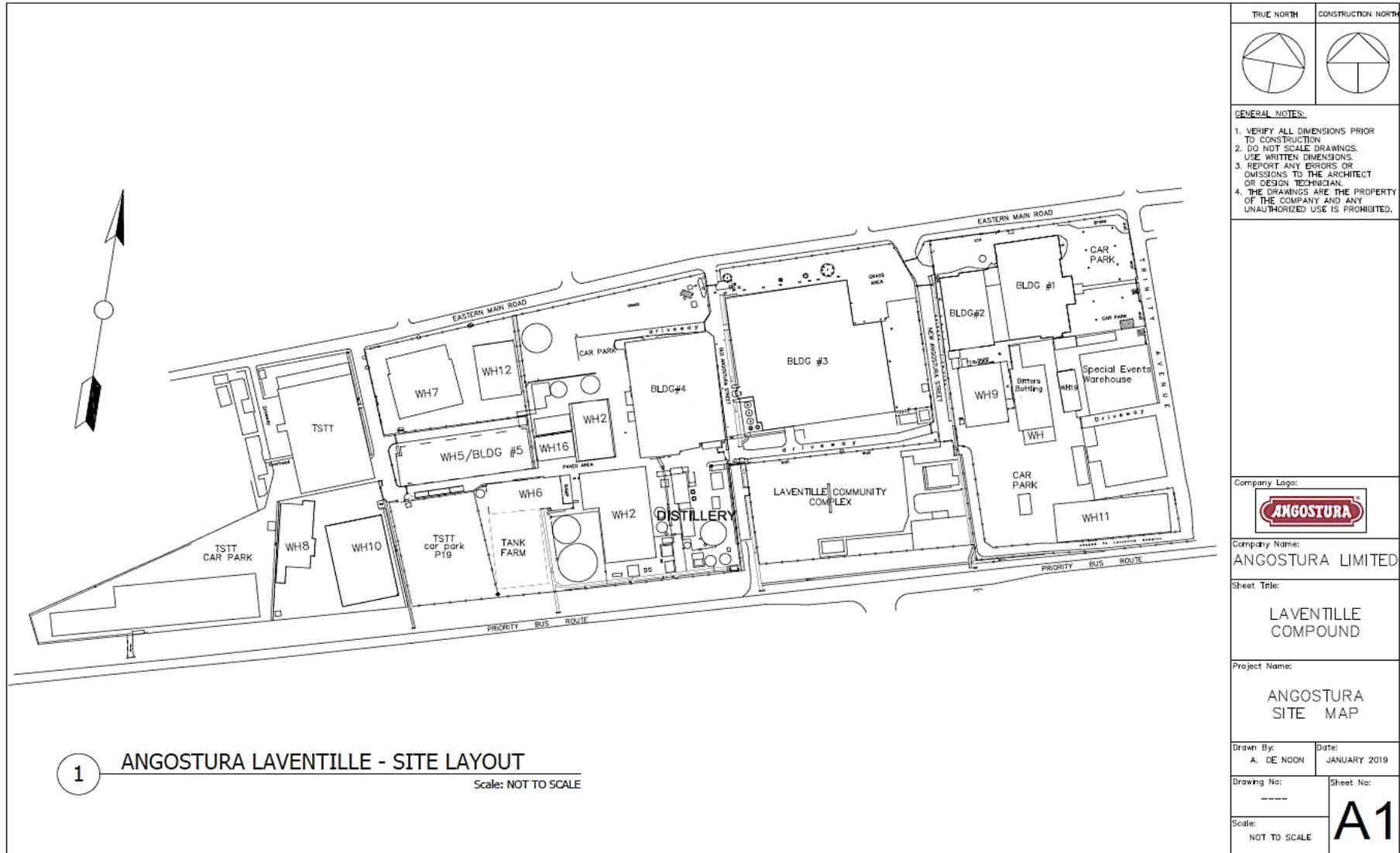


Figure 2: Map Showing Angostura Laventille Compound Layout.