

THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)

REQUEST FOR PROPOSAL # 003 -2023-2024

REQUEST FOR PROPOSAL (RFP)

The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) is seeking to engage an experienced Consultancy Team comprising a Senior and a Junior Waste Management Expert to conduct pre-requisite studies to develop the implementation plan for the Beverage Containers Deposit Return System (BCDRS) in Trinidad and Tobago.

The Scope of Services will range from conducting an inception meeting and stakeholder engagement consultations, generating data on the materials value chain, developing material and financial flows and developing a collection network strategy.

The following requirements will apply to all responses to this Request for Proposal, which are submitted to SWMCOL for consideration. Proposals are to be submitted as a two-envelope process (i.e., Technical and Financial as separate envelopes) in **ONE** email but separate attachments.

Submissions will be received up to 2:00pm on Thursday May 23rd, 2024, and must be addressed to and sent in via email to tenders@swmcol.co.tt:

**THE PROCUREMENT MANAGER
THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED
34 INDEPENDENCE SQUARE NORTH
PORT OF SPAIN**

THEY MUST BE SIGNED, DATED, AND MARKED “REQUEST FOR PROPOSAL # 003-2023-2024” - “CONSULTANCY SERVICES TO SUPPORT THE DEVELOPMENT AND IMPLEMENTATION OF A BEVERAGE CONTAINER DEPOSIT RETURN SYSTEM (BCDRS) IN TRINIDAD AND TOBAGO”.

1. The deadline for submission of your proposal is on or before **23rd May 2024, at 2:00 p.m., Eastern Standard Time via email at tenders@swmcol.co.tt.**
2. Proposals sent after the deadline date shall not constitute receipt and will not be considered.
3. No exceptions or extensions will be granted for delivery failures of any sort unless explicitly stated by SWMCOL. SWMCOL assumes no liability for delivery failures.
4. Your proposal will become part of the contract if it is selected for award.
5. All costs associated with the development and presentation of the proposal will be at the sole expense of the Proponent and will not be reimbursed by SWMCOL.
6. Proposals and all supporting documentation will become the property of SWMCOL and will not be returned. The SWMCOL reserves the right to copy the material for evaluation and informational purposes.
8. SWMCOL reserves the right to reject all proposals and to waive any irregularity therein.
9. SWMCOL is under no obligation to award this contract to the proposal that reflects the lowest cost.
10. Queries on this Request for Tender shall be entertained up to **12:00 noon on Wednesday May 07th, 2024.**

The Request for Proposal process shall remain valid for a minimum of **ninety (90) days** and **must** be accompanied by:

- i. Completed Tender Form, as per Section 1.17 in the RFP; Instructions to Tenderers;
- ii. BIR Compliance Certificate;
- iii. VAT Registration Certificate;
- iv. VAT Compliance Certificate;
- v. Updated Annual Returns (Where applicable);
- vi. NIS Compliance Certificate;
- vii. Certificate of Incorporation;
- viii. Certificates of Continuance;
- ix. Evidence of Professional Indemnity Insurance in the amount of \$750,000.00.

The Proposal is obtainable by sending an email to tenders@swmcol.co.tt to receive an electronic copy of the Package.

**Procurement Manager,
The Trinidad and Tobago Solid Waste Management Company Limited**