

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

TENDER # 002 -2023-2024

REQUEST FOR TENDER

The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) is seeking to engage an experienced Contractor to Design and Build its Head Office and Conduct Site Development Works at Cove Development, Cove Estate Tobago. This comprises land space of 2,240sq. Ft and will be a single storey office and will also include the development works for the operational areas.

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

Email submissions, consisting of One (1) email, but Two (2) attachments, labelled Technical Proposal and Commercial Proposal will be received up to 2:00 p.m. on Tuesday 07th May 2024, and must be addressed to tenders@swmcol.co.tt and sent via email:

**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 “**TENDER # 002-2023-2024**” - “**DESIGN AND BUILD THE HEAD OFFICE AND SITE DEVELOPMENT WORKS AT COVE DEVELOPMENT, COVE ESTATE TOBAGO**” and sent via email to tenders@swmcol.co.tt:

1. The deadline for submission of your proposal is on or before **07th May 2024, at 2:00 p.m., Eastern Standard Time.**
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.
7. The successful Tenderer would be required to effect a Performance Bond of no less than ten percent (10%) of the contract price **within 7 days** of receiving the letter of award;
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. A mandatory site visit is scheduled for **Monday 08th April 2024 at the location, Cove Estate Tobago, for 10:00am.**
11. Queries on this Request for Tender shall be entertained up to **12:00 noon on Friday April 19th, 2024.**

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

- i. Audited Financial Statements for the past three (3) years;
- ii. Completed Tender Form, as per Section 1.17 in the RFT; Instructions to Tenderers;
- iii. BIR Compliance Certificate;
- iv. VAT Registration Certificate;
- v. VAT Compliance Certificate;
- vi. Updated Annual Returns (Where applicable);
- vii. NIS Compliance Certificate;
- viii. Certificate of Incorporation;
- ix. Certificates of Continuance;
- x. A valid copy of public liability insurance;

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**