

REQUEST FOR PROPOSALS (WITH NEGOTIATIONS)

RFP Ref #: 003/2025-JAM

RFP Date: 17th July, 2025

PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH
COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO
LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA

Closing Date – 3:00 P.M. on 17th July, 2025

HIGH COMMISSION TO THE REPUBLIC OF TRINIDAD AND TOBAGO
#25 WINDSOR AVENUE,
KINGSTON 5,
JAMAICA.

ATTENTION: MS. AMANDA FRASER

TABLE OF CONTENTS

Part A: Letter of Invitation 2

Checklist of Documents to Accompany the Proposal 5

Part B: Instruction to Proponents 6

Part C: Terms of Reference 18

Part D: Draft Contract 23

A. Technical Proposal 31

B. Sample Forms – Commercial Proposal 49

Part A: Letter of Invitation

HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO
#25 WINDSOR AVENUE,
KINGSTON 5,
JAMAICA.

Our ref: 003/2025-JAM

14th July, 2025.

Dear Sir/Madam,

Re: PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA

Reference is made to the captioned matter.

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica, hereby invites Proposals for **PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA.**

The provision of the services will be governed by the terms and conditions of the draft Contract contained in Part 'D' of the RFP documents.

A copy of the **Request for Proposal** ("RFP") is attached to this Letter for your careful review and consideration in preparation for submission of your Proposal.

A. Acknowledgement of Invitation

Proponents are asked to email their acknowledgment to this RFP invitation using the *RFP Acknowledgement Form (Appendix I)* to **Ms. Amanda Fraser** via email at afraser@kgnhctt.org and murraya@foreign.gov.tt by **3:00 p.m. on 17th July, 2025.**

B. Pre-submission Meeting

A pre-submission meeting is scheduled for **1:00 p.m. on 21st July 2025** at the address below. A maximum of three (3) representative from the Proponent's organization can be facilitated at the meeting.

**THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT
#25 WINDSOR AVENUE, KINGSTON 5, JAMAICA**

C. Submission of Proposal

Three (3) copies - One (1) original and two (2) hard copy and one (1) PDF copy on a flash drive or other electronic media, of the Technical Proposal and the Commercial Proposal must be placed into **separate sealed envelopes**, labelled in accordance with *Instructions to Proponents*, Clause 15 of the RFP documents, and delivered into the appropriately labelled Tender Box located at the address below, by **3:00 p.m. on 1st August, 2025**.

**THE HIGH COMMISSION TO THE REPUBLIC OF TRINIDAD AND TOBAGO
#25 WINDSOR AVENUE, KINGSTON 5, JAMAICA.**

Attention: Named Procurement Officer

**Re: PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION TO THE REPUBLIC
OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA**

A Proponent requiring clarification of the contents of these RFP Documents must notify The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica in writing by email to the following email address afraser@kgnhctt.org and murraya@foreign.gov.tt

The Proponent's requests for clarifications must be titled "**QUERY – REQUEST FOR CLARIFICATION (Ref#: 003/2025-JAM)**". The request must be specific, must refer to the project title, specific section and clause and must be sequentially numbered. Inquiries must be received by no later than **24th July, 2025 at 2:00 p.m.**

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica does not bind itself to accept the lowest cost or any proposal.

Yours respectfully,

**THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO
#25 WINDSOR AVENUE, KINGSTON 5, JAMAICA**

Checklist of Documents to Accompany the Proposal

Proponents are to place a tick in the checkbox for each item that is included in the Proposals

Title Page	<input type="checkbox"/>
Table of Contents	<input type="checkbox"/>
Letter of Transmittal	<input type="checkbox"/>
Company Profile	<input type="checkbox"/>
Form 1A: Technical Proposal Form	<input type="checkbox"/>
Form 2A: Work Experience	<input type="checkbox"/>
Form 3A: Comments on the TOR	<input type="checkbox"/>
Form 4A: Methodology and Workplan	<input type="checkbox"/>
Form 5A: Team Composition	<input type="checkbox"/>
Form 6A: Curriculum Vitae	<input type="checkbox"/>
Form 7A: Proposed Project Plan / Time Schedule	<input type="checkbox"/>
Form 8A: Proponent's Declaration Form	<input type="checkbox"/>
Form 9A: Confidentiality Agreement	<input type="checkbox"/>
Form 10A: Sample Banker's Reference Letter	<input type="checkbox"/>
Client Reference Form	<input type="checkbox"/>
Qualification Certificates	<input type="checkbox"/>
Certification of Incorporation / Continuance / Registration	<input type="checkbox"/>
Return of Beneficial Interest Form	<input type="checkbox"/>
Valid Income Tax Clearance Certificate	<input type="checkbox"/>
Valid Value Added Tax Clearance Certificate	<input type="checkbox"/>
Valid National Insurance Board Compliance Certificate	<input type="checkbox"/>
Sample Letter of Engagement/Service Level Agreement	<input type="checkbox"/>
OSH Documents	<input type="checkbox"/>
Evidence of Insurance (e.g. Professional Indemnity)	<input type="checkbox"/>
Form 1B: Commercial Proposal Submission Form	<input type="checkbox"/>
Form 2B: Price Schedule	<input type="checkbox"/>
Form 3B: Breakdown of price per activity.	<input type="checkbox"/>
Form 4B: Breakdown of remuneration per activity.	<input type="checkbox"/>
Form 5B: Reimbursable and Miscellaneous Expenses.	<input type="checkbox"/>

Part B: Instruction to Proponents

1. INTRODUCTION

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica is seeking to engage a suitably qualified Firm with which it can enter into a contract for PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA

Proponents are hereby invited to submit **a Technical Proposal and a Commercial Proposal in separate sealed envelopes**. The Proposals will form the basis for contract negotiations and ultimately for a signed contract.

Proponents are responsible for examining with care all the documents and information provided in this Request for Proposal (RFP) and will also be responsible for informing themselves of all relevant conditions, which may in any way affect their Proposal.

All costs incurred by the Proposer associated with preparation of Responses and/or participation in this RFP are entirely the responsibility of the proposer and shall not be chargeable in any manner to **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica**.

2. PROPONENTS' REPRESENTATIVE

Proponents must advise **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** representative, of the name, business address, telephone number and email address of an individual who is designated as the Proponent's representative for the purpose of this RFP.

3. CONFLICT OF INTEREST

Proponent shall not have a conflict of interest. Proponent shall hold **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Proponent shall not qualify for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica**.

Any Proponent who is found to have a conflict of interest with one or more parties in this RFP process shall be disqualified. A Proponent may be considered to have a conflict of interest with one or more parties in this RFP process if:

- a) It has, directly or indirectly, controlling shareholders or partners in common; or
- b) Its legal representatives are the same as or have a common party in their executive boards or management, or when the decision-making quorum of their shareholders at assemblies or meetings belongs directly or indirectly to the same natural persons or entities; or
- c) It has a relationship, directly or through common third parties, that puts it in a position where they have access to information or can influence other Proposals or the decision of **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** regarding this RFP process; or
- d) It submits more than one (1) application for this RFP process.
- e) It has participated directly or indirectly, in any capacity, in the preparation of the design, feasibility studies, terms of reference, or technical specifications of the works or related services that are the subject of this RFP process.

In particular, any effort by Proponents to influence **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** in the process of examination, clarification, evaluation and comparison of Proposals will result in the rejection of the respective Proponent's bid.

In addition, proposals may be rejected if:

- i. The Proponent fails to provide the relevant documents requested in this RFP which supports its ability to successfully complete the services specified herein.
- ii. The Proponent has pending litigation which may adversely affect its ability to provide the services contained in this RFP.

4. WAIVER AND ALLOCATION OF RISK

The Proponent acknowledges and agrees that it is solely responsible for obtaining its own commercial, legal, accounting, engineering, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. The Proponent who submits a Proposal to **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** is deemed to have released **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** from, and waived any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected or arising out of the contents of this RFP or any such information as is described in this paragraph.

A Proponent who submits a Proposal is deemed to have agreed that it is solely responsible for and liable to ensure that it has obtained and considered all information necessary to enable it

to understand the requirements of this RFP, and of the project, and to prepare and submit its Proposal.

5. CONFIDENTIALITY

All information supplied by **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** in connection with this Request for Proposal shall be treated as confidential by the Proponent save for such information that may be disclosed so far as necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submissions of the Proposals.

All information supplied by Proponents in response to this Request for Proposal shall be treated as confidential by **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** unless disclosure is required by law.

6. MODIFICATION AND WITHDRAWAL OF BIDS

Proponents may modify or withdraw their Proposals after submission provided that the modification or notice of withdrawal is received in writing by **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** prior to the prescribed deadline for the submission of Proposals.

7. CHANGE TO PROPOSAL DOCUMENTS

Any clarification or change to these Proposal Documents, prior to the Closing date specified herein will be made only by written addenda issued by **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** to each potential Proponent collecting these Proposal documents as at the date the clarification or change was made.

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica will not be held responsible for any interpretations made by Proponents as a result of information received by any means other than by written addenda.

Each addendum, when issued, is to become a part of these Proposal Documents and each Proponent is required to acknowledge receipt of all addenda to **The High Commission to the Republic of Trinidad and Tobago, Kingston 5, Jamaica** by email afraser@kgnhctt.org and murray@foreign.gov.tt

8. CANCELLATION OF THE RFP PROCESS

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica reserves the right to cancel the RFP process in its entirety or even partially for any reason without defraying any costs incurred by any company/firm/joint venture/partnership/consortium. Notice of such cancellation will be communicated to all participating firms.

9. BID REJECTION

Notwithstanding anything to the contrary which may be contained or implied in this RFP, **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** does not bind itself to accept the lowest Proposal and further reserves the right to reject any and all parts of any and all Proposals. **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** reserves the right to reject any Proposal which is judged to be in violation of the spirit and intent of this RFP.

10. EVALUATION OF PROPOSALS

Proposals received shall be subjected to a combination of pass/fail or yes/no and weighted evaluation criteria. Proponents will be required to demonstrate that they meet the minimum criteria outlined in **(Section 6 of the Terms of Reference)**, on a pass or fail basis.

The evaluation of Proposals will be conducted in the following stages:

A. PRELIMINARY EXAMINATION

Proposals that are received will be reviewed to ensure that all documents and information requested in the RFP documents are included in the submission. At this point, incomplete submissions may be deemed non-responsive to the requirements outlined in the RFP and will not be considered further.

In addition, the Proposals will be examined, on a **yes or no** or **pass or fail** basis to ensure that the mandatory minimum criteria outlined in **(Section 6 of the Terms of Reference)** have been met. Proposals that are deemed substantially non-responsive and/or that fail to meet the minimum mandatory criteria contained therein shall not be further considered.

B. EVALUATION OF TECHNICAL SPECIFICATIONS

Each submission deemed substantially responsive during the preliminary examination stage and that meets the mandatory minimum criteria shall be subjected to a technical evaluation to ensure that the proposed PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA meets the requirements outlined in the RFP documents. The technical evaluation shall be conducted on a pass/fail basis.

C. QUALIFICATIONS EVALUATION CRITERIA

Proposals that are deemed successful following the evaluation of technical specifications stage will be evaluated against the following pre-determined evaluation criteria and scoring system.

Proponents are required to achieve a minimum score of not less than 50% of the points allocated for each evaluation criterion, as well as not less than 75% of the maximum score attainable, to be deemed technically qualified to be considered for the award of contract.

Table 1: Evaluation Criteria and Scoring System

No.	Technical Criteria	Max Score	Min Score
1	Background and Experience Proven experience of the Proponent as evidenced by its number of years' experience and projects completed of a similar nature and complexity <ul style="list-style-type: none"> a) Firm's experience in work of similar nature not less than eight (8) years (3 pts) b) Experience with electrical installation, sizing and replacing of standby generators greater than 250 kVa. (5 pts) c) Firm's experience in electrical upgrade to commercial properties, specific to high voltage equipment. (5 pts) d) Completion of a minimum of 8 similar projects in last 5 years (12 pts) 	25	50%
2	Methodology <ul style="list-style-type: none"> a) Methodological approach to the assignment (5 pts) b) Effectiveness of work plan (risk assessment, planning, handover, etc.) (10 pts) c) Quality, type and make of the proposed Standby Generator (10 pts) d) Proposed project milestones and timelines (5 pts) 	30	50%
3	Qualifications and experience of the key personnel to be assigned to the contract <ul style="list-style-type: none"> a) Professional certification in Project Management and Electrical Engineering. (5 pts) b) Relevant experience in high voltage commercial electrical installation related qualifications and experience (3 pts) c) Demonstrated experience in Electrical Engineering Management. (5 pts) d) Demonstrated experience in replacement of commercial standby generators. (2 pts) 	15	50%
4	Financial Capacity of the Proponent	5	50%
5	Client References (from three Clients)	5	50%
6	Cost	20	
	Total	100	50%

D. EVALUATION OF COMMERCIAL PROPOSALS

The Proposals of the Proponents that pass the qualifications evaluation stage (having earned at least the minimum attainable score of **50%** in each of the five (5) evaluation criterion, and at least **75%** overall) during the qualifications evaluation will be accepted for further evaluation. On completion of the qualifications evaluation, the Commercial Proposal of proponents that passed that stage of the evaluation process will be opened and evaluated. The Commercial Proposals of the Proponents that do not pass the qualification evaluation stage will be returned unopened after the contract has been awarded.

The Commercial Proposal of all proponents that passed the qualification evaluation stage will be reviewed to ensure that all activities required in the scope of services were priced, and that there are no arithmetical errors in the Proponents' Commercial Proposals. In the event of discrepancies between words and figures, the written words will prevail. In the event of discrepancies between unit prices and total amounts, unit prices will prevail.

11. NEGOTIATION OF CONTRACT

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica reserves the right to enter into discussion, and as appropriate, negotiate with the top-ranked proponent to clarify, among other things, the scope of services and the deliverables of the assignment. The objective of the negotiations will be for **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** to achieve best value for money. Should negotiations with the top-ranked Proponent fail, the discussions would be formally terminated. The Commercial Proposal of the next ranked Proponent will be opened and evaluated. Negotiations will be conducted with the next ranked Proponent, and so on until the contract can be successfully negotiated.

12. AWARD OF CONTRACT

The contract will be executed following successful negotiations with the top-ranked, or subsequent Proponent, and the fulfilment of **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** requirements for the creation of binding legal relations, including its internal approval process.

The successful Proponent and **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** shall make every effort to execute the formal contract within two (2) days from the date of the Letter of Award.

Unsuccessful Proponents will be so notified as soon as possible after the award of contract.

13. PROPOSAL REQUIREMENTS

All Proposals must be made in accordance with the instructions/specifications given herein. The Technical Proposal Forms and Commercial Proposal Forms are to be completed, duly signed and/or notarised by the Proponent's Authorised Representative and submitted in the appropriately labelled Proposal envelopes. Failure to submit all requested documentation may result in the Proposals not being considered for evaluation, or in Proponents failing to achieve maximum scores during the evaluation of Proposals.

A. Technical Qualification Proposal

The Technical Proposal shall contain the following Forms, duly completed and where applicable signed and notarized by the Proponent's Authorized Representative, and other documents required to provide evidence of the Proponent's qualifications and experience:

- 1) Form 1A: Technical Proposal Submission Form
- 2) Form 2A: Work Experience
- 3) Form 3A: Comments and Suggestions of Consultants on the Terms of Reference and on the Data, Services and Facilities to be Provided by **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica**
- 4) Form 4A: Description of the Methodology and Work Plan for Performing the Assignment
- 5) Form 5A: Team Composition and Task Assignments
- 6) Form 6A: Format of Curriculum Vitae (CV) for Proposed Key Professional to be assigned to the Project (Please complete as required. Do not complete with "See Attached Resume")
- 7) Qualification (academic, technical, training) certificates of proposed key staff
- 8) Form 7A: Proposed Project Plan / Time Schedule for completing the assignment
- 9) Form 8A: Proponent's Declaration Form
- 10) Form 9A: Confidentiality Agreement
- 11) Form 10A: Sample Banker's Reference Letter
- 12) Brief Company Profile (if applicable)
- 13) Certificate of Incorporation and (where applicable continuance) pursuant to the Companies Act 1995, as amended
- 14) Certificate of Registration (if applicable)
- 15) Copy of the completed Return of Beneficial Interest in the Shares of a Company Form (Form 45 of the Companies Act, Chapter 81:01 (Section 337C(6), 337D)) (where applicable)
- 16) Copy of Tax Compliance Certificate valid as at the deadline date for submission of proposals, or a letter of exemption from the Board of Inland Revenue
- 17) Copy of National Insurance Scheme Compliance Certificate valid as at the deadline date for submission of Proposals, or a letter of exemption from the National Insurance Board
- 18) Audited Financial Statements or Management Accounts signed by the Company's directors for the financial years **(2022, 2023, 2024)** (to be edited with current information)
- 19) Statement of compliance with the OSH Act 2004 (as amended) in the form of OSH requirements and OSH Policy Statement, as applicable

- 20) Statement of compliance with the Minimum Wages Act 1998 and any amendments thereto. *Refer to Form 8A – Proponent’s Declaration Form*
- 21) Disclosure of any or all criminal or civil matters that the Proponent has had for the past ten (10) years. *Refer to Form 8A – Proponent’s Declaration Form*
- 22) Sample Letter of Engagement/Service Level Agreement
- 23) Any additional information the Proponent deems necessary.

B. Commercial Proposal

The Proponent’s Commercial Proposal shall detail an estimate of fees for the services to be provided which will form the basis of a fixed contract price between the parties. Fees for any additional projects and/or services must be mutually agreed upon by the Proponent and **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** prior to the commencement of any such project and/or services.

14. PREPARATION AND SUBMISSION OF PROPOSALS

The Proponent shall bear all costs associated with the preparation and submission of its Proposal and **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** will in no way be responsible or liable for such costs, regardless of the conduct or the outcome of the evaluation process.

The Proposal submitted by Proponents and all correspondence and documents exchanged shall be written in the English Language.

The Proposal shall be signed by the Proponent or by his duly authorized representative. There shall be no erasures or correction fluid applied to the Proposal. All changes shall be “crossed off”, corrected and initialed by the Proponent’s duly authorized representatives.

Proposals should be as thorough and detailed as possible so that **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** may properly evaluate the proposer’s capabilities to provide the required services. **The Technical and Commercial Proposals shall be submitted in separate, sealed envelopes.**

A. Technical Proposal Submission

Proposers are required to submit the following items as a complete Technical Proposal:

- a) Title Page showing the RFP subject, the name of the Proposer’s firm, local address, telephone number, the name of a contact person, and the date.
- b) Table of Contents.
- c) Letter of Transmittal.
- d) Checklist of documents submitted in the Proposal.

- e) The documents and completed forms listed in Section 13A: Qualifications Proposal, above.

B. Commercial Proposal Submission

The forms listed below must be completed and submitted with the Proponent's Commercial Proposal:

- 1) Form 1B: Commercial Proposal Submission Form
- 2) Form 2B: Price Schedule
- 3) Form 3B: Breakdown of price per activity
- 4) Form 4B: Breakdown of remuneration per activity
- 5) Form 5B: Reimbursable and Miscellaneous Expenses

(The information provided in these forms will provide a detailed estimate of the provision of the services, and the Proponent's proposed payment terms.)

15. SUBMISSIONS AND DUE DATE

The Proposer is required to submit three hard copies - One (1) Original and three (3) copies and One (1) PDF copy on a flash drive or other electronic media, of its **separate** Technical and Commercial Proposal, by 4:00 p.m. on 10th April, 2025 addressed to:

Proposal – 003/2025-JAM

PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA

THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO
#25 WINDSOR AVENUE
KINGSTON 5
JAMAICA

Attention: Named Procurement Officer

The sealed envelopes should be labelled “TECHNICAL PROPOSAL”, “COMMERCIAL PROPOSAL”, “ORIGINAL” or “COPY”, as appropriate and clearly labelled to the back of EACH envelope with:

[NAME OF PROPOSER]
[ADDRESS]
[CONTACT PHONE NUMBERS]

THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO, KINGSTON 5, JAMAICA, may at its sole discretion, extend the deadline stated above by issuing an amendment, in which case all Proponents would be notified in writing and shall therefore be subject to the new deadline as extended.

Proposals received after the deadline date shall be rejected and immediately returned unopened to the proponent.

After the deadline for submission of Proposals, only Proposals marked 'Technical Proposal' shall be opened. All Proposals marked 'Commercial Proposal' shall remain unopened and shall be date-stamp and set aside and subsequently lodged with the Deputy Permanent Secretary for safekeeping. These Commercial Proposals shall be securely stored in a locked Tender Box and shall only be opened, in accordance with the guidelines set out in the solicitation documents.

Submissions may be withdrawn by bidders in keeping with the procedures in the solicitation document and shall be returned unopened to the Bidders. In this regard, envelopes marked 'Withdrawal' or 'Withdrawn' shall be read out and recorded, and proposals submitted by those firms shall remain unopened and set aside. The original and all copies of the bid will be returned unopened to the bidder.

Each envelope marked 'Modification' shall be opened immediately following the corresponding Proposal from the bidder making the modified submission.

16. VALIDITY PERIOD

Proposals shall be valid for a period not less than One Hundred and Twenty (120) Days from the closing date for the submission of Proposals. **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** in exceptional circumstances, reserves the right to request all Proponents to extend the validity period of their Proposals. Any Proponent who extends the validity period in compliance with **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** request will not be permitted to otherwise modify its Proposal.

Part C: Terms of Reference

PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA— # 003/2025-JAM

SCOPE OF WORK FOR Replacement of Standby Generator

1. General Requirements

The work involves providing all necessary labour, materials, and equipment for the removal of the existing standby generator and associated components and the installation of a new standby generator. This includes modifications (if required) to the existing reinforced concrete (RC) plinth slab or the construction of a new reinforced concrete plinth with thickened edges to accommodate the new generator. The new generator must be appropriately sized based on the load requirement, with a 25% spare capacity. The installation site is at the High Commission of the Republic of Trinidad and Tobago, Kingston, Jamaica, 25 Windsor Avenue, Kingston 5. The project includes commissioning and start-up of the new unit.

The contractor is responsible for electrical installation works related to the decommissioning and commissioning of both the old and new units. All work must comply with this Scope of Work and any additional mandated requirements, including Appendix "A."

2. Commencement, Prosecution, and Completion of Work

Upon acceptance, the contractor shall commence work within three (3) months after receiving the notice to proceed. The project must be completed within twelve (12) weeks from the contract award, including adequate curing time for the new concrete pad before the installation of the generator. The contractor must coordinate with the Mission and any designated representatives acting on behalf of the High Commission.

3. Scope of Work

The contractor shall provide all labour and materials necessary to:

1. Disconnect and remove the existing generator and prepare the site for the installation of the new unit.
2. Remove the existing generator and associated components.
3. Remove the existing concrete plinth and related structures, if required.
4. Construct a new concrete pad per the generator manufacturer's specifications, if necessary.
5. Install and securely anchor the new generator to the plinth as per the manufacturer's specifications.
6. Connect the fuel supply to the new generator.
7. Verify the installation and conduct start-up checks, transfer tests, and load bank testing to ensure proper operation of all electrical and mechanical components.
8. Clear and dispose of all work debris and materials from the site following proper waste disposal procedures.
9. Install and disconnect a temporary emergency generator, if required:
 - Include the cost of connection/disconnection of the temporary generator.
 - Ensure the temporary generator is tied into the existing emergency feeds and automatic start circuit.

4. Examination and Preparation

1. The contractor must assess site conditions, considering limited overhead clearance for delivery of the generator and construction materials, such as ready-mixed concrete.
2. Beginning installation signifies acceptance of surface and site conditions.
3. Work will not commence unless all pre-installation conditions are satisfied.

5. Material Specifications

1. **Generator Specifications:**
 - One (1) new diesel packaged generator set with a brushless generator.
 - Rated at 200 kW, 3-Phase, 400 VAC, 50 - 60Hz @1500 – 1800 RPM, 0.8 Power Factor.
 - Spare capacity of at least 25% of the calculated load.
 - Programmable Automatic Transfer Switch (ATS) sized for the generator.
 - Appropriately sized conductors.
 - Two isolators.
 - Emergency panel/distribution board with overload protection devices and a minimum of ten (10) knock-outs for spare capacity.

- Weatherproof enclosure with sound attenuation.
- 2. **Engine Specifications:**
 - Electronic governor.
 - 12 VDC electrical system.
 - Cartridge-type filters.
 - Batteries, rack, and cables included.
 - Coolant and lube oil sump drains piped to the base frame edge.
- 3. **Fuel System:**
 - Generator must include an appropriately sized day tank for 24-hour runtime.
 - The day tank must include a primary and backup fuel transfer pump, piped to the existing Secondary storage tank and filter system.
 - All materials must conform to manufacturer specifications and relevant industry standards.

6. Installation

The installation of all equipment must strictly follow the manufacturer's specifications.

7. Warranty

For a period of three (3) years from the date of substantial completion, the installed equipment must:

1. Be free from defects in material, manufacturing, and workmanship.
2. Maintain the specified capacities and ratings as outlined by the manufacturer.

8. Quality Assurance

1. All materials and components must come from reputable suppliers experienced in manufacturing electrical generators, switchgear, conductors, and fittings.
2. The contractor must have performed similar-scale installations within the last three (3) years.
3. The installer must be recognized and approved by the generator manufacturer.

9. Conditions Affecting the Work

Bidders are required to visit the site and assess all factors that may impact the project cost and execution, including site access limitations. Failure to conduct a site visit will not relieve bidders of responsibility for properly estimating project difficulty or costs. The High Commission

assumes no responsibility for misinterpretations or misunderstandings that arise from the failure to assess site conditions adequately.

10. Work outside Regular Hours

Work outside of regular business hours (5:00 p.m. to 9:00 p.m., Monday to Friday) requires coordination with the High Commission. If the contractor wishes to work on weekends, public holidays, or beyond normal hours, a written request must be submitted to the Head of Chancery for approval. The contractor must allow adequate time for the Chancery to arrange for work inspections.

1. TECHNICAL DETAILS OF THE REQUIREMENTS

No Special products are prescribed for this projects.

2. MINIMUM QUALIFICATIONS OF THE PROPONENT

The preferred service provider must be able to demonstrate a minimum level of certification and experience as follows:

1. BSc. Electrical Engineering.
2. Craftsman Diploma – Electrical Engineering Technician.

*Part D: Draft Contract***REPUBLIC OF TRINIDAD AND TOBAGO**

THIS CONTRACT is made this ____ day of _____ 20__ between the _____, ("the Purchaser") having its principal place of business at _____ in the island of Jamaica and _____ ("the Consultant") having its principal office located at _____.

WHEREAS:

(i) The Purchaser wishes to have the Supplier (description of services to be provided).

(ii) The Purchaser and the Supplier have agreed to the Proposals submitted by the Supplier, in accordance with the terms and conditions set out below.

THE PARTIES HEREBY AGREE AS FOLLOWS:**1. APPENDICES TO AGREEMENT**

The following appendices shall be deemed to form an integral part of this Agreement:

Appendix 1: Terms of Reference

Appendix 2: Proposal

Appendix 3: Deliverables and Payment

Appendix 4: Activity and Time Schedule

Appendix 5: Letter of Award dated _____

Where any conflict arises between this Agreement and any of its Appendices, this Agreement shall take precedence. Where such conflict arises out of written modification of this Agreement by the Parties, as provided by Clause 3 herein, such modification will take precedence with regard to the issue or matter which it sought to modify.

2. TERM

The Supplier shall perform the Services over a _____ period commencing from _____ and ending on _____ or any other period as may subsequently be agreed by the Parties in writing.

3. MODIFICATION

Modification of the terms and conditions of this Agreement, including but not limited to any modification of the Services or the Contract Price, May only be made by written agreement between the Parties.

4. PAYMENT

A. Schedule of Payments

4.1 The High Commission to the Republic of Trinidad and Tobago, Kingston 5, Jamaica shall pay the Supplier in accordance with the schedule of payments agreed between the Parties to the contract.

B. Payment Conditions

4.2 Payment of any fees by the Purchaser shall be without prejudice to any claims or rights which the Purchaser may have against the Supplier and shall not constitute any admission by the Purchaser as to the performance by the Supplier of its obligations hereunder. Prior to making any such payment, the Purchaser shall be entitled to make deductions or deferments in respect of any disputes or claims whatsoever with or against the Supplier.

4.3 Where the Deliverable is unsatisfactory and the Purchaser has within the specified period, i.e. seven (7) days, notified the Supplier that the Deliverable is unsatisfactory, payment shall be made only upon resubmission of a Deliverable that is satisfactory to the Purchaser. A decision that a deliverable is satisfactory to the Purchaser shall be based upon criteria accepted by both the Purchaser and the Supplier.

5. PROJECT ADMINISTRATION

5.1 The Purchaser designates _____ as its Project Coordinator. The Coordinator will be responsible for the coordination of the activities, the acceptance and approval of the reports and other deliverables by the Purchaser, and for receiving, certifying and securing the approval of invoices for payment under this Agreement.

6. DELIVERABLES

6.1 The deliverables listed in Appendices 1 and 2 shall be submitted within the period stated therein on the dates set out in the Activity and Time Schedule agreed to by the Parties, said Schedule being attached hereto, as **Appendix 4**.

6.2 Notwithstanding Clause 6.1 above, the Parties may agree to extend the time and dates for the submission of the deliverables listed in the Proposal.

7. INDEPENDENT SUPPLIER STATUS

The Supplier shall at all times remain the independent Supplier of the Purchaser, and neither Party shall represent itself to be an agent of the other. The Supplier shall be responsible for any and all taxes, duties, fees, levies and other impositions imposed on the Supplier in respect of this Agreement.

8. INTELLECTUAL PROPERTY

- (a) Any and all copyright, trademarks and other intellectual property rights that are created as a direct result of the performance of the Services by the Supplier under this Agreement shall be deemed to be assigned absolutely in perpetuity to the Purchaser.
- (b) In the event that any third-party intellectual property rights are used in the provision of the Services, the responsible Party will obtain the necessary consents, approvals and licenses for use of same by the Parties.
- (c) All documents of whatever nature provided by one Party to the other party in connection with the Services shall remain the intellectual property of the providing Party, but the other shall have a one-time use license to use the documents for purposes relating to the provision of the Services only. The Party receiving the documents shall not be entitled to make use of any documents provided for the carrying out of additional or similar work on or for any other project, works or brief unrelated to the provision of these Services. All documents provided by a Party to this Agreement shall remain the property of the providing party and shall be returned upon the completion of the Services.
- (d) The Supplier shall not publish either jointly or severally with any other person any article, photograph or other illustration relating to the provision of the Services without the permission of the Purchaser, such permission to be in writing and not unreasonably withheld.

9. OWNERSHIP OF MATERIAL

Any studies, reports or other material, graphic, software or otherwise, prepared by the Supplier for the Purchaser under the Agreement shall belong to and remain the property of the Purchaser.

10. PERFORMANCE STANDARDS

The Supplier undertakes to perform the Obligations and Services, as more particularly set out in Appendices 1-4 herein, with the highest standards of professional and ethical competence and integrity.

11. COMPLIANCE WITH INSTRUCTIONS

The Supplier shall comply with all reasonable instructions of the Purchaser regarding the requirements of the Purchaser under the Agreement.

12. PROHIBITION OF CONFLICTING ACTIVITIES

The Supplier:

- a) shall not engage, either directly or indirectly, during the term of this Agreement in any business or professional activities which would be in conflict with the execution of this Agreement;
- b) warrants that he has the full capacity to enter into this Agreement and is not engaged in, or has not been engaged in, any situation that would give rise to a conflict of interest situation, to the best of his knowledge, information and belief.

13. CONFIDENTIALITY

The Supplier:

- a) shall maintain in confidence any information provided to him either directly or indirectly, under, or in participation in, the execution of this Agreement, taking all such reasonable security measures as he would usually take to protect his own confidential information and trade secrets, and shall use all information provided to him only for the purposes of facilitating this Agreement;
- b) shall not, either during the term of this Agreement or within two (2) years of its expiration, or such earlier time as the confidential information reaches the public domain other than through the default of the Supplier disclose any proprietary or confidential information relating to the Project, the Services, this Agreement or the Purchaser's business or operations without the prior written consent of the Purchaser.

14. INDEMNIFICATION

The Supplier shall defend, indemnify, protect and save harmless the Purchaser and its agents, servants and employees from and against any and all suits, claims, demands of whatsoever kind or nature arising out of any negligent act, error or omission of the Supplier, its agents, employees and representatives in the performance of services, including but not limited to expenditure for costs of investigations, hiring of experts, witnesses, court costs, attorneys' settlements, judgments or otherwise.

The Supplier shall reimburse the Purchaser for any cost incurred by the Purchaser to correct or modify any of the services submitted by the Supplier that are found to be defective or not in accordance with the provisions of this agreement and all works resulting from and related to such of the services submitted by the Supplier as are found to be defective or not in accordance with the provisions of the Agreement.

15. PROVISION OF SERVICES AND FACILITIES

The Purchaser shall:

- a) provide the Supplier with all information that is to be part of, or assist in the performance of the Services, once it is capable of so doing;
- b) make all payments to the Supplier in a timely manner according to the terms of Clause 4 and Appendix 3 of this Agreement;
- c) provide any and all instructions to the Supplier, giving the Supplier a minimum of two (2) days to so comply.

16. FORCE MAJEURE

16.1 If the performance of the Agreement or any obligation under it is prevented, restricted or interfered with by reason of the following circumstances which are deemed by these, presents to be beyond the reasonable control of the party obliged to perform it, such as fire or other causality, Act of God, strike or labour dispute, war or any law, order or requirement of any HIGH COMMISSION agency, the party so affected, upon giving prompt notice to the other Party, shall be excused from performance to the extent of the prevention, restriction or interference, but the Party so affected shall use its best endeavours to avoid or remove the causes of non-performance and shall continue performance under the Agreement with the utmost dispatch whenever such causes are removed or diminished.

17. TERMINATION

17.1 Upon the breach by the Supplier of any of its duties or obligations under this Agreement in relation to the provision of the services, the Purchaser shall have the right to terminate this Agreement by notice in writing to the Supplier.

17.2 Following any such termination of this Agreement, the Supplier shall indemnify the Purchaser against any direct commercial loss that is associated with the relevant deliverable, up to 50% of the fee paid for the said deliverable suffered by the Purchaser as a result of the Supplier's breach of any of its duties or obligations under this Agreement.

17.3 The Purchaser may terminate this Agreement for convenience at any time, upon not less than thirty (30) days prior written notice to the Supplier. Upon such termination, the Purchaser will be liable to the Supplier for payment of (i) all fees payable for deliverables accepted by the Purchaser to date of such termination, (ii) all fees payable for the work-in-progress, as demonstrated to the reasonable satisfaction of the Purchaser, on a time and material basis; and (iii) such other costs of the Supplier, demonstrated to the reasonable satisfaction of the Purchaser to be directly related to the winding down of the Services and work which are being terminated.

17.4 Either the Purchaser or the Supplier may terminate the Agreement forthwith by notice in writing if (i) the other party is in default of any of its obligations hereunder and such default remains unremedied within fourteen (14) calendar days of the date of receipt of the notice thereof from the party not in default.

17.5 Either the Purchaser or the Supplier may terminate this Agreement forthwith if either party is declared bankrupt, or a receiver or administrative receiver is appointed of any of the other's property.

17.6 The Supplier or its personal representatives shall, upon the termination of the engagement, immediately deliver up to the Purchaser all correspondence, documents, specifications, papers and property belonging to the Purchaser, which may be in the Supplier's possession or under its control.

18. INSURANCE

The Supplier will be responsible for taking out any appropriate insurance coverage in respect of its duties under this Agreement.

19. SUPPLIER'S ACTIONS REQUIRING PURCHASER'S PRIOR APPROVAL

The Supplier shall obtain the Purchaser's prior approval in writing before taking any of the following actions:

- (e) entering into a sub-contract for the performance of any part of the Services, it being understood that:
 - i. the selection of a Sub-supplier and the terms and conditions of the sub-contract shall have been approved in writing by the Purchaser prior to the execution of the sub-Contract, and
 - ii. the Supplier shall remain fully liable for the performance of the Services by the Sub-supplier and its Personnel pursuant to this Agreement;
- (f) modifying the scope of deliverables as stated in Appendix 3;
- (g) modifying the Terms of Reference as stated in Appendix 2.

20. ASSIGNMENT

The Supplier shall not assign this Agreement or sub-contract any portion of it without the Purchaser's prior written consent, such consent to not be unreasonably withheld.

21. LAW GOVERNING AGREEMENT AND LANGUAGE

The Agreement shall be construed, enforced and performed in accordance with the laws of Jamaica.

22. CONSEQUENCES OF CHANGE IN THE APPLICABLE LAW

If, after the date of this Agreement, there is any change in the Applicable Law which increases or decreases the reimbursable expenses incurred by the Supplier in performing the Services, then the reimbursable expenses otherwise payable to the Supplier under this Agreement shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts specified in Clause 4.

23. SURVIVAL OF PROVISIONS

Clauses 8, 9 and 13 of this Agreement and any corresponding rights and/or obligations conferred on either Party shall be enforceable after completion.

24. WAIVER

Failure or neglect by either Party to enforce at any time any of the provisions of this Agreement shall not be construed nor shall be deemed to be a waiver of that Party's rights nor in any way affect the validity of the whole or any part of this Agreement nor prejudice either Party's rights to take subsequent action.

25. NOTICES

Any notice, request or consent made pursuant to this Agreement shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the following addresses, which may be changed by notice:

The Purchaser:

Supplier:

26. DISPUTE RESOLUTION

All disputes or differences of opinion relating to the application or interpretation of this Agreement shall be resolved in the first instance by negotiations between the Parties, failing which, recourse may be had to mediation by a third party to be jointly agreed by the Parties.

Any dispute, difference, controversy or claim between the Parties as to matters arising out of or in connection with this Agreement, that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement by arbitration. Arbitration proceedings shall be conducted in accordance with the Arbitration Act 2017, No. 13 of Jamaica or any modifications thereof.

27. MISCELLANEOUS

In any arbitration

- a) Unless otherwise agreed by the Parties, proceedings shall be held in the Republic of Trinidad and Tobago;
- b) the English language shall be the official language for all purposes; and
- c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties have hereunto set their hand the day and year first hereinabove written.

Signed by:

Signed by:

For and on behalf of the within named

For and on behalf of the within named

Purchaser

Supplier

In the presence of:

In the presence of:

.....
Witness

.....
Witness

.....
Address

.....
Address

.....
Occupation

.....
Occupation

A. Technical Proposal

Form 1A:	Technical Proposal submission form.
Form 2A:	Proponent's Work Experience
Form 3A:	Comments and suggestions of Consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
Form 4A:	Description of the methodology and Work Plan for performing the assignment.
Form 5A:	Team composition and task assignments.
Form 6A:	Format of curriculum vitae (CV) for proposed professional staff.
Form 7A:	Proposed Project Plan / Time schedule for completing the assignment
Form 8A:	Proponent's Declaration Form
Form 9A:	Confidentiality Agreement
Form 10A:	Sample Banker's Letter
Appendix 1	RFP Acknowledgement Form
Appendix 2	Client Reference Form

Note: The Proponents must fill in the appropriate information in the enclosed forms and submit these forms with the Proposal. In addition, the Proponent may include any other form(s), which in his opinion will assist in presenting, clearly and concisely, pertinent information relevant to the Work Plan and time schedule. *Failure to submit these forms, completed as instructed in the RFP, may result in the Proponent's submission not being considered, or not achieving maximum scores during the evaluation of Proposals.*

FORM 1A: TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

High Commission for the Republic of Trinidad and Tobago

#25 Windsor Avenue,

Kingston 5,

Jamaica.

Attention: Ms. – Amanda Fraser

Sir,

We, the undersigned, offer to provide PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA in accordance with your Request for Proposal dated 10th March, 2025. We are hereby submitting our Proposal which includes this Technical Proposal, and a Commercial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal of one hundred and twenty (120) days, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Address:

FORM 2A: PROPONENT'S WORK EXPERIENCE**Relevant Services Carried Out in the Last Three Years
That Best Illustrate Qualifications**

Using the format below, provide information on assignments of similar nature and complexity completed by your firm/entity i.e. three (3) contracts for the provision of *(Name of Services)* over the past three (3) years. Proponents are advised that all fields must be completed, as the information provided therein is required to ensure the achievement of maximum points during the evaluation of Proposals.

Contract of similar size and nature	
Contract Name	
Award Date	Completion Date
Total Contract Value	
Client information	
Client Name	
Client Address	
Contact Name (Client Representative)	
Telephone (Fixed and Mobile)	
Email	
Description of contract similarity	
<ul style="list-style-type: none"> - Description of services provided - Contract Duration - Number of professional and support staff assigned to the engagement - Proposed and actual start and end dates - Contract variance (amount and reasons) 	

FORM 3A: COMMENTS AND SUGGESTIONS OF PROPONENTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO, KINGSTON 5, JAMAICA.

On the Terms of Reference:

- 1.
- 2.
- 3.

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica will provide throughout the term of engagement:

1. Water
2. Electricity
4. Toilet

RFP Ref#: 003/2025-JAM

Request for Proposal with Negotiations

RFP Name: PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA

RFP Date: 14/07/2025

FORM 4A. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

RFP Ref#: 003/2025-JAM

Request for Proposal Documents

RFP Name: PROCUREMENT OF STANDBY GENERATOR

RFP Date: 10/03/2025

FORM 5A: TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

FORM 6A: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarise college/university and other specialised education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment position held. List positions held by staff member, giving dates, names of employing organisations, titles of positions held, and locations of assignments. Be succinct.]

Languages:

[For each language (if applicable) indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorised representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorised representative: _____

FORM 7A: PROPOSED PROJECT PLAN / TIME SCHEDULE FOR COMPLETING THE ASSIGNMENT

A. Project Plan / Time Schedule

	<i>[1st, 2nd, etc. are days from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work) etc													

Note: Provide a detailed listing of the tasks to be completed for perform the services, along with an estimated timeline for each task.

FORM 8A: PROPONENT'S DECLARATION FORM

A. LITIGATION

1. Have you ever been convicted of any criminal offence in any jurisdiction?
☐ Yes ☐ No
2. Has any of the director(s) ever had a professional license suspended or revoked?
☐ Yes ☐ No
3. Has your organisation ever been the subject of any petition for bankruptcy?
☐ Yes ☐ No
4. Has your organisation ever had any civil judgment against you?
☐ Yes ☐ No
5. Does your organisation have any pending civil litigation matters?
☐ Yes ☐ No
6. Does your organisation have any pending criminal matters before the court?
☐ Yes ☐ No
7. Has your organisation, or any organisation which you have had control over, ever been the subject of any inquiry or investigation?
☐ Yes ☐ No

If you checked **Yes** to any of the above questions, kindly provide the key facts and decisions, including dates, relating to these matters on a separate page to be annexed to this document.

B. STATUTORY COMPLIANCE

1. Is your organization in compliance with the Jamaica **OSH Act 2017** (as amended) in the form of OSH requirement applicable to your organization? Kindly provide details of the compliance with the most recent supporting documents.
☐ Yes ☐ No ☐ Not applicable

If no or not applicable is selected, please provide details:

2. Is your organization in compliance with the **Minimum Wages Act**, (as amended)?
☐ Yes ☐ No ☐ Not applicable

If no or not applicable is selected, please provide details:

I/We.....make this declaration conscientiously believing the same to be true, and I/we am/are aware that if there is any statement in this declaration which is false in fact, which I/we know or believe to be false or do not believe to be true, I/we may be disqualified from the Tendering process or if awarded the Tender, the contract will be immediately terminated.

..... Declarant Name Declarant Signature Date
Position:	Company Seal:	<div></div>

FORM 9A: CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is made the _____ day of _____ 20__.

BETWEEN

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica
_____ with its Head Office located at #25 Windsor Avenue,
Kingston 5, Jamaica (hereinafter referred to as "_____") of the One
Part; and

.....
(hereinafter referred to as "the Contractor/Supplier/Consultant") of the Other Part.

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica is considering seeking Proposals in anticipation of awarding a Contract (hereinafter called the "Contract") for the provision of **PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA.** Goods/Services/Works.

1. The Contractor/Supplier/Consultant wishes to submit a Proposal for the said Contract.
2. Whereas, the Parties intend to exchange information and in the course of such activities it is anticipated that the Parties may wish to disclose to each other proprietary information, which information the Parties regard as confidential.

NOW IT IS HEREBY AGREED as follows:

Definitions

1. In this Agreement, the following words shall have the meanings hereby assigned to them:

"Agent", in relation to any office or other person includes its/his employees, directors, contractors, sub-contractors, advisers, consultants, legal representatives, accountants and auditors.

"**The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica**" means "**the Client**" and the legal successors in title to this entity.

"Disclose" includes but is not limited to any act of divulging, releasing, communicating, transmitting, broadcasting or otherwise transferring or imparting Material Information by

any means whatsoever to any person, whether individual or corporate. "Disclosed", "disclosure" and "disclosing" shall be construed accordingly.

"Excepted Information", in relation to either party disclosing or otherwise using the same, means any Material Information which:

- a) at the time of Disclosure or use is, or has come to be, in the possession of that party lawfully and otherwise than in consequence of any improper conduct; or
- b) has been created, originated or supplied by that party and is not composed or derived from or dependent for its meaning or effect upon Material Information already created, originated or supplied by the other party or any of its Agents; or
- c) if obtained directly or indirectly from or through another person or persons, was or came to be (or is reasonably believed to have been or came to be) in the possession of such other person or persons lawfully and otherwise than in consequence of any breach of confidentiality owed by such other person or persons to Ministry of Foreign and CARICOM Affairs; or
- d) is not the subject of any prior or concurrent obligation of confidentiality owed to **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** by the party disclosing or using the same or by any of its Agents to **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica**; or
- e) is, or subsequently becomes, otherwise than in consequence of improper conduct, a matter of common or public knowledge or record.

"Improper conduct" includes a breach of any express or implied term of this Agreement or of any other agreement between **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** and the Contractor/Supplier/Consultant or any of its Agents. Improper conduct also includes a breach of any other obligation of confidentiality owed by or to **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** to or by the Contractor/Supplier/Consultant or any of its Agents.

"Information" includes but is not limited to any information, facts, data, programs, formulae, opinions, comments or ideas expressed in communicable form.

"Material Information" means any information concerning any and all of the past, present or future business, activities, projects, policies, plans or contracts of **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** or the Contractor/Supplier/Consultant.

"Relevant Period" means a period commencing on the date of this Agreement and expiring five years thereafter or, if within such period the Contract is awarded to the Contractor/Supplier/Consultant, a period commencing on the date of this Agreement and expiring five (5) years from the date on which the Contract is substantially completed or terminated early or abandoned.

The Contractor/Supplier/Consultant's undertakings

2. In consideration of the undertakings by **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica**, the Contractor/Supplier/Consultant undertakes during the Relevant Period: -
- a) not to cause or permit any third party to contravene or prejudice the requirements of this clause;
 - b) not to disclose any Material Information disclosed by or obtained from **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica**; and
 - c) not to use Material Information for any purpose except for: -
 - i. the preparation and submission of the Proposal and supporting documents to **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** for the Contract, and any necessary correspondence, discussions or negotiations with **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** in anticipation of the award of such Contract;
 - ii. the proper performance and observance of the Contract, if awarded to the Contractor/Supplier/Consultant together with any correspondence, discussions, negotiations, or other matters necessarily arising in connection with the Contract or with any modification or proposed modification thereof or with the ordering or carrying out of any variations or the placing or performance of any subcontract in connection therewith.

The Public Body's undertakings

3. In consideration of the undertakings by the Contractor/Supplier/Consultant in clause 2 hereof and subject to clause 5 hereof, **The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica** undertakes during the Relevant Period: -
- a) to invite the Contractor/Supplier/Consultant to submit a Proposal for the Contract and to make available to the Contractor/Supplier/Consultant any Information, including Material Information that The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica may consider necessary to enable the Contractor/Supplier/Consultant to prepare and submit the Proposal and to perform the Contract if awarded to the Contractor/Supplier/Consultant ;
 - b) not to disclose any Material Information disclosed by or obtained from the Contractor/Supplier/Consultant except as permitted so to do by the Contract;
 - c) not to cause or permit any third party to contravene or prejudice the requirements of this clause.

Exceptions

4. Clauses 2 and 3(b) and 3(c) shall not apply to any Material Information that is: -
- i. Excepted Information or disclosed or used with the prior consent in writing of the other party.
 - ii. Ordered or required to be disclosed by any applicable law or competent judicial, governmental or other authority or in accordance with the requirements of any stock exchange. Provided always that if such an order or requirement arises the party proposing to disclose shall give to the other party prompt written notice thereof.
5. Notwithstanding clause 2, hereof, the Contractor/Supplier/Consultant may disclose any Material Information disclosed by or obtained from The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica to any of its Agents for a purpose or purposes for which the Contractor/Supplier/Consultant is entitled to use the same, provided that the Contractor/Supplier/Consultant undertakes during the Relevant Period: -
- i. to ensure that all persons to whom Material Information is or may be disclosed are aware of the terms of this Agreement and will comply with the obligations of the Contractor/Supplier/Consultant as if party themselves to the Agreement; and
 - ii. if so requested by The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica by notice in writing, before making any or any further disclosure, procure the execution by any person or persons identified in the notice, of an agreement in writing (to be prepared by the Ministry of Foreign and CARICOM Affairs) between The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica and each such person containing substantially the same terms as those contained in this Agreement.

Return or Destruction of Confidential Information

6. If during the Relevant Period the Contractor/Supplier/Consultant receives from The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica or any of its Agents, Material Information in any tangible form and either then or subsequently: -
- a) submits an unsuccessful Proposal, or fails or is not invited to submit a Proposal, for the Contract; or
 - b) the Contract in connection with which the Material Information has been supplied to the Contractor/Supplier/Consultant is not proceeded with; or
 - c) the Contract, if awarded to the Contractor/Supplier/Consultant, is substantially

completed or terminated early or abandoned; or

- d) for any other reason the Contractor/Supplier/Consultant does not or is unlikely to have any further need of the Material Information

Then the Contractor/Supplier/Consultant undertakes, if The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica requests by notice in writing, to return forthwith the Material Information to The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica and/or its Agent and/or to destroy or procure the destruction of the Material Information, including any copies thereof or any part or parts thereof, which may be in the possession of the Contractor/Supplier/Consultant or any of its Agents and to certify in writing to The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica that any destruction requested has been carried out, provided that:-

- i. The Contractor/Supplier/Consultant shall not be obliged to return or destroy or procure the destruction of any Material Information which is properly and necessarily held by the Contractor/Supplier/Consultant as formal documentation;
- ii. The Contractor/Supplier/Consultant shall not be obliged to return or destroy or procure the destruction of any Material Information, which the Contractor/Supplier/Consultant may otherwise reasonably require to retain for purposes of its own essential records in connection with the Contract or the performance of any of its obligations thereunder still outstanding, or as evidence of the terms thereof in the event of any dispute, difference or doubt;
- iii. Where, pursuant to proviso (i) above, the Contractor/Supplier/Consultant does not return or destroy or procure the destruction of the Material Information, the Contractor/Supplier/Consultant undertakes without delay to send to The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica a statement in writing giving particulars of:
 - a) the Material Information concerned;
 - b) the reasons why the Contractor/Supplier/Consultant considers it to be formal documentation;
 - c) the Contractor/Supplier/Consultant's reasons for not returning or destroying the same or procuring the destruction thereof.
- iv. The Contractor/Supplier/Consultant also undertakes to supply any further particulars and/or take any steps for the continued security thereof during the remainder of the Relevant Period which The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica may reasonably require.

-
7. Without prejudice to clause 6 above, if any Material Information whose return or destruction is requested is in the possession of any of the Contractor/Supplier/Consultant's Agents, the Contractor/Supplier/Consultant undertakes to do everything in its power to procure any action on the part of its Agents to enable the Contractor/Supplier/Consultant to comply with its obligations.

Maintenance of regular exchange of information

8. This Agreement shall not be construed as restricting any normal and/or regular interchange of information between the parties and/or their Agents which may be necessary in connection with the Contract.

Security Measures

9. Each party shall be fully and solely responsible for instituting, maintaining, implementing and enforcing all security or other measures to comply with its obligations under this Agreement. Each party undertakes to use its best endeavours to introduce, implement and enforce any specific security measures or any change in its existing security measures, which may be requested in writing by the other party, which are considered reasonable and practicable and likely to assist or improve the performance of its obligations.

Governing Law

10. This Agreement shall be governed by and construed in accordance with the laws of Jamaica and in the event of any dispute relating thereto the parties hereto submit to the exclusive jurisdiction of the High Court in Jamaica.

IN WITNESS whereof The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica and the Contractor/Supplier/Consultant have caused this Agreement to be signed for and on their behalf by the signatories hereto who have been duly authorised so to do by The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica and the Contractor/Supplier/Consultant respectively.

For and on behalf of

The High Commission for the Republic of Trinidad and Tobago, Kingston 5, Jamaica

Witness

Witness

Signature.....

Signature.....

Name.....

Name.....

Title.....

Title.....

Date.....

For and on behalf of CONTRACTOR/SUPPLIER/CONSULTANT [Name]

Witness

Signature.....	Signature.....
Name.....	Name.....
Title.....	Title.....

FORM 10A: SAMPLE BANKER’S REFERENCE LETTER

Date:

PRIVATE AND CONFIDENTIAL

High Commission for the Republic of Trinidad and Tobago
#25 Windsor Avenue,
Kingston 5,
Jamaica.

Attention: Ms. Amanda Fraser

Dear Sir:

(Name of company)

The following information is provided at the request of our above-named customer, in strict confidence, without guarantee, for your private use and without responsibility on the part of this bank or its officials.

The captioned company is involved in (indicate nature of business) and has been banking with us since (year). Credit facilities in the (low, medium or high) (four, five or six) figure bracket have been marked for this account and are being handled to our satisfaction.

We consider the company good for normal contracting transactions and do not think that they would enter into any obligations they could not fulfil.

We hope that the foregoing report is suitable for your purposes.

Yours faithfully
(Signature) _____
(Position) _____

B. Sample Forms – Commercial Proposal

Form 1B: Commercial Proposal Submission Form.

Form 2B: Summary of Costs.

Form 3B: Breakdown of price per activity.

Form 4B: Breakdown of remuneration per activity.

Form 5B: Reimbursable and Miscellaneous Expenses.

Form 2B: Price Schedule. (Alternative, based on the requirements of the project)

Note: The Proponents must fill in the appropriate information in the enclosed forms and submit these forms with the Proposal. *Failure to submit these forms, completed as instructed in the RFP, may result in the Proponent's submission not being further considered.*

FORM 1B: COMMERCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide [Title of services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Commercial Proposals submitted in separate sealed envelopes). Our attached Commercial Proposal is proposed in the sum of [Amount in words and figures]. This amount is exclusive of 12.5% Value Added Tax, which we have calculated as [Amount(s) in words and figures].

Our Commercial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the **(one hundred and twenty (120) day)** validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

RFP Ref#: 003/2025-JAM
RFP Name: PROCUREMENT OF STANDBY GENERATOR
RFP Date: 10/03/2025

Request for Proposal Documents

FORM 2B: SUMMARY OF COSTS

Costs	Amount(s)
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Subtotal	
Value Added Tax (VAT)	
Total Amount of Commercial Proposal	<hr/>

Proposed payment terms

Proponents are required to provide their proposed payment terms for the provision of the services.

RFP Ref#: 003/2025-JAM
RFP Name: PROCUREMENT OF STANDBY GENERATOR
RFP Date: 10/03/2025

Request for Proposal Documents

FORM 3B: BREAKDOWN OF PRICE PER ACTIVITY

Activity No.	Description	Person Hours	Amount (TT\$)
	Grand Total		

RFP Ref#: 003/2025-JAM
RFP Name: PROCUREMENT OF STANDBY GENERATOR
RFP Date: 10/03/2025

Request for Proposal Documents

FORM 4B: BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____	
Names	Position	Input ¹	Amount
Regular staff			
Consultants			
Grand Total			_____

¹ Staff months, days, or hours as appropriate.

RFP Ref#: 003/2025-JAM

Request for Proposal Documents

RFP Name: PROCUREMENT OF STANDBY GENERATOR

RFP Date: 10/03/2025

FORM 5B: REIMBURSABLE AND MISCELLANEOUS EXPENSES

No.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT (TT\$ VAT EX)
1.	(PLEASE SPECIFY)				
2.					
	SUBTOTAL				
	VAT @12.5%				
	TOTAL AMOUNT (TT\$ VI)				

FORM 2B: PRICE SCHEDULE (ALTERNATIVE, BASED ON REQUIREMENTS OF PROJECT)

No.	Description	Unit of Measure	Quantity	Unit Cost (TT\$)	Extended Price (TT\$)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Subtotal					
VAT at 12.5%					
Total					

RFP Ref#: 003/2025-JAM
RFP Name: PROCUREMENT OF STANDBY GENERATOR
RFP Date: 10/03/2025

Request for Proposal Documents

Appendix I

RFP ACKNOWLEDGEMENT FORM

High Commission for the Republic of Trinidad and Tobago
#25 Windsor Avenue,
Kingston 5,
Jamaica.

ATTENTION: Named Procurement Officer

Dear Sir,

Subject: RFP # 003/2025-JAM for PROCUREMENT OF STANDBY GENERATOR FOR THE HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO LOCATED AT #25 WINDSOR AVENUE, KINGSTON 5, JAMAICA

We acknowledge receipt of the above referenced Request for Proposal (RFP) and “will/will not” be submitting a Proposal by the due date.

We confirm that the Proposal that we will submit shall be valid for a period of **(one hundred and twenty (120 days))** from the closing date for the submission of the RFP.

Yours Faithfully,

Signature: _____

Date: _____

Name: _____

Title: _____

All communications regarding this Request for Proposal should be sent to the undersigned who is responsible for our Tender.

Signature: _____

Date: _____

Name: _____

Direct Tel No: _____

Title: _____

Email Address: _____

Company: _____

Co. Tel. No: _____

Company: _____

Mobile Tel: _____

Address _____

Appendix II

CLIENT REFERENCE FORM

PART A <i>(To be completed by the Proponent)</i>	
Provider Name	
Project Location	
Project Description	
Reference Company	
Reference Name/Designation	
Reference Direct Contact Phone	
Reference Direct Contact Email Address	

PART B <i>(To be completed by the Proponent)</i>	
Project Contract Scope	
Assignment Start Date	
Assignment Completion Date	
Reasons for Delays (project start and/or finish)	
Reasons for Variations (contractual changes)	

Signature (Proponent's Duly Authorised Representative): _____

Date

PART C <i>(To be completed by the Public Body)</i>					
Performance Indicators (Please tick appropriate box)	Poor	Fair	Satisfactory	Very Good	Excellent
How would you rate the quality of the services provided?					
How would you rate the quality of the finish product?					
How would you rate the provider's response time in addressing your requests or queries?					
How would you rate the provider's professional interaction with representatives of your organisation?					
How would you rate the overall performance of the service?					

General comments:

.....
.....
.....

Signature (Evaluation Committee Member(s)):

Date