



GOVERNMENT OF
THE REPUBLIC OF TRINIDAD AND TOBAGO

REQUEST FOR PROPOSAL

For

The Supply of a Driver's Rehabilitation Programme

- Instructions to Bidders
- Form of Tender
- Specifications
- Summary Sheet

Contents

INSTRUCTIONS TO BIDDERS	3
Background	3
1. Purpose.....	4
2. SUBMISSION OF PROPOSALS.....	4
3.0 INCOME TAX, VALUE ADDED TAX (V.A.T.) and NATIONAL INSURANCE.....	5
4.0 AMENDMENT OF PROPOSAL DOCUMENTS	5
5.0 COST OF PROPOSAL.....	5
6.0 CONTENT OF PROPOSAL DOCUMENTS	6
7.0 COLLUSION.....	6
8.0 EVALUATION CRITERIA	6
9.0 PREPARATION OF PROPOSAL	6
10.0 CLARIFICATIONS.....	7
11.0 DEADLINE FOR SUBMISSION OF PROPOSALS	7
12.0 LATE PROPOSALS.....	8
13.0 MODIFICATION AND WITHDRAWAL OF PROPOSAL	8
14.0 PROPOSAL VALIDITY	8
15.0 ACCEPTANCE	8
16.0 CANCELLATION.....	8
17.0 CONDITIONS OF AGREEMENT	9
18.0 TRINIDAD AND TOBAGO	10
19.0 FORM OF TENDER	13
20.0 SUMMARY SHEET	15
23.0 SPECIFICATIONS.....	16

INSTRUCTIONS TO BIDDERS

“The Supply of a Driver’s Rehabilitation Programme for the Ministry of Works and Transport”

Background

The Ministry of Works and Transport (MOWT) bears responsibility for the development and implementation of modern traffic law enforcement measures and the pursuit of new initiatives for the effective regulation of road use by motorists and the promotion of road safety in Trinidad and Tobago.

The Ministry has recently implemented a new Fixed Penalty System in accordance with Act No. 9 of 2017 which is

“AN ACT to amend the Motor Vehicles and Road Traffic Act, Chap. 48:50 to introduce a system of traffic violations for certain breaches of the Act, to provide for the implementation of a red-light camera system, a demerit points system and the reform of the fixed penalty system and related legal proceedings and other related matters:

Key to this new initiative is the introduction of:

- i.) A Reform Fixed Penalty Traffic Ticketing System
- ii.) A Demerit Points System, and
- iii.) Imposition of sanctions by the Licensing Authority
- iv.) Suspension of Driver’s Permits
- v.) Disqualification from holding a driving permit

Act No. 9 of 2017 stipulates the following:

88N. (1) A driving permit suspended by a Court or by the Licensing Authority shall, during the period of suspension, be of no effect. (2) A person whose driving permit is suspended, or who is declared by a Court or by the Licensing Authority to be disqualified from holding or obtaining a driving permit, shall, during the period of suspension or disqualification, not apply to the Licensing Authority to have his permit reissued unless the period of disqualification has expired or is removed under section 88M(8). (3) A person who is disqualified from holding or obtaining a driving permit may be reissued with a driving permit by the Licensing Authority where he—

- (a) participates in a driver’s rehabilitation programme approved by the Licensing Authority;
- (b) passes a driving test; and
- (c) pays the prescribed fee for the reissue of the driving permit.

1. Purpose

- 1.1 The Ministry of Works and Transport (MOWT) through the Licensing Authority is seeking to partner with suitable agencies qualified and sufficiently experience to provide a Programme geared towards Driver's Rehabilitation for the purpose of reissue at the end of suspension or disqualification.

2. SUBMISSION OF PROPOSALS

- 2.1 Bidders must provide the following in their proposal:-

- (i) The full name, signature, office and business address ;
- (ii) Signature of the person making the proposal, or in the case of a company, partnership or business firm the signature of a duly authorized officer or employee of such company, partnership or the business firm;
- (iii) The initials of the person making any proposal, must be inserted next to any alterations or erasures made or in the case of a company, or employees of company, partnership or business firm:
- (iv) A firm implementation period.
- (v) Estimated price for each student seeking redial redress through the required programme. *(Note this price is expected to be paid by the student and not the Ministry).*
- (vi) Accommodation Particulars
 - a. Classroom Size
 - b. Classroom number of students
 - c. Classroom Tools
 - d. Other

- 2.2 Bidders must submit an original and two copies of the Proposal.

- 2.3 The envelope should be labeled:

**“The Supply of a Driver’s Rehabilitation Programme for the
Ministry of Works and Transport”**

- 2.4 The envelope shall be addressed to the Secretary, Permanent Secretary Tenders Committee, **1st Floor** Ministry of Works and Transport, Corner Richmond and London Streets, Port of Spain. The package is then to be deposited in accordance with the timeline outlined in the Letter of Invitation or Tender Notice in the Tender Box located in the Procurement Unit, Level 1,

Ministry of Works and Transport, Administration Building, Corner of Richmond and London Streets, Port-of-Spain.

- 2.5 In case of any discrepancy between the copies of the proposal, the original will govern. The original and copies of the proposal must be prepared in indelible ink and must be signed by the authorized representative of the Bidder.

3.0 INCOME TAX, VALUE ADDED TAX (V.A.T.) and NATIONAL INSURANCE

- 3.1 Proposal must be accompanied by **valid**:-
- (i) Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the proposal;
 - (ii) Certificate of Compliance issued in accordance with the National Insurance Act from the National Insurance Board.

4.0 AMENDMENT OF PROPOSAL DOCUMENTS

- 4.1 At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by the issuance of an Addendum.
- 4.2 The Addendum will be sent in writing to all prospective bidders who have been issued the proposal documents and will be binding upon them. Prospective bidders shall promptly acknowledge receipt thereof by letter or email.
- 4.3 In order to afford prospective bidders reasonable time in which to take an addendum into account on preparing their bids, the Ministry may, at discretion, extend the deadline for the submission of bids.

5.0 COST OF PROPOSAL

The Bidder shall bear all costs associated with the preparation and submission of his proposal and the Ministry will in no case be responsible or liable for these costs regardless of the conduct or outcome of the proposal.

6.0 CONTENT OF PROPOSAL DOCUMENTS

- 6.1 The set of proposal documents issued for the purpose of soliciting proposals includes:-
- Instructions to Bidders; and
 - Specifications.
- 6.2 The Bidder is expected to examine carefully all instructions, terms and specifications. Failure to comply with the request for proposal submission will be at the bidders own risk.

7.0 COLLUSION

Each bidder shall submit only one proposal. A bidder who submits or participates in more than one (1) proposal shall cause all proposals with their participation to be disqualify.

8.0 EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:-

Organization Structure	- 10 Points
Past Performance/Track Record/Reliability	- 20 Points
Financial Capability	- 10 Points
Adherence to Specifications	- 35 Points
Implementation Period	- 10 Points
Extent of Warranty and provision of after sale service and support	- 15 Points
Total	- 100 Points

Bidders must submit adequate evidence to support each of the criteria listed above and must attain a minimum of at least 50% in each criteria with a total score of 80 points to be further considered.

9.0 PREPARATION OF PROPOSAL

- 9.1 Bidders are expected to examine all terms and instructions included in the proposal documents. All information requested in the request for proposal document must be provided. Failure to do so will be at your own risk and may result in rejection of the proposal.
- 9.2 Bidders must provide the following information:-
- (i) Include a minimum of three references including name, address, phone number, point of contact and description of relevant service offered.
 - (ii) A statement advising whether there is any litigation or claims affecting completion/operation of any project pending against the proponent and if there is such litigation include the nature of the claim, the parties, the name(s) of the court (s), and whether settled by arbitration/litigation over the last seven (7) years.

10.0 CLARIFICATIONS

- 10.1 Bidders requiring a clarification of the proposal documents must notify the Employer in writing via email and should be referred to:-

Mr Clive Clarke
Transport Commissioner
Ministry of Works and Transport
Email: driversremedialhelp@mowt.gov.tt

- 10.2 Requests for clarification shall be raised no later than 12:00 noon three (3) days before the deadline for submission of proposal to permit the circularizing of the replies to all Bidders, but without identifying the source.
- 10.3 Such answers as are necessary shall be given as a matter of assistance to the Bidder but that shall not be construed as adding to, or taking away from, or otherwise altering the meaning and intent of the proposal, and/or the Bidders' obligations thereunder which can be varied only by letter signed by the Permanent Secretary, Ministry of Works and Transport.

11.0 DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals shall be delivered at the address specified not later than the time and date specified in the Proposal Notice.

12.0 LATE PROPOSALS

Any proposal received after the deadline prescribed in the proposal document will be rejected and returned to the Bidder.

13.0 MODIFICATION AND WITHDRAWAL OF PROPOSAL

The Bidder may NOT modify or withdraw his proposal after the submission.

14.0 PROPOSAL VALIDITY

Bidders must provide in their proposal an assurance that prices will remain valid for an initial minimum period of sixty (60) days from the closing date of proposal or as stated otherwise.

In exceptional circumstances, prior to expiry of the original offer validity period, the Employer may request the Bidder for a specified extension in the period of validity. The request and response thereto shall be made in writing.

15.0 ACCEPTANCE

- 15.1 The Permanent Secretary Tenders Committee reserves the right to reject any submission or all submissions and without limiting the generality of the foregoing, a proposal will be summarily rejected if it is incomplete; obscure or irregular; if it has erasures or corrections in the submission or if it has unit rates that are obviously unbalanced.
- 15.2 The Permanent Secretary Tenders Committee reserves the right to accept or reject any proposal, and to annul the process and reject submissions at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.
- 15.3 The Permanent Secretary Tenders Committee may declare the proposal void when none of the proposals meet the intent of the Specifications.

16.0 CANCELLATION

The Government of the Republic of Trinidad and Tobago reserves the right to cancel the Bidding process in its entirety or even partially without defraying any costs incurred by a firm.

The Permanent Secretary Tenders Committee may reject any offer that does not comply with any of the requirements listed above.

17.0 CONDITIONS OF AGREEMENT

“The Supply of a Driver’s Rehabilitation Programme for the Ministry of Works and Transport”

The Ministry will seek to establish a Memorandum of Understanding (MOU) between the successful party(ies) for period of three years.

Companies are required to submit a draft MOU for consideration and ratification.

DRAFT
FORM OF AGREEMENT

18.0 TRINIDAD AND TOBAGO

THIS AGREEMENT made this day of in the Year Two Thousand and Twenty between the Transport Commissioner (hereafter called the Employer”) of the One Part and (Name of Contractor) Company duly incorporated under the Companies Act, Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago and having its registered office situate at (state address) (hereinafter called ‘the Supplier’) of the Other Part. The Employer and the Supplier are sometimes individually referred to herein as “Party” or jointly referred to herein as “Parties”.

WHEREAS:

- A. The Employer is desirous that a Supplier perform and execute “**The Supply of a Driver’s Rehabilitation Programme for the Ministry of Works and Transport**”.
- B. The Supplier was invited to submit a tender proposal for the performance and completion of the works by invitation to tender dated the _____day of _____ 2020
- C. By a letter dated the day of 2020, the Supplier was informed that the Permanent Secretary Tenders Committee had accepted its tender to perform and execute **The Supply of a Driver’s Rehabilitation Programme for the Ministry of Works and Transport** and was awarded the opportunity in accordance with the terms and conditions of the MOU.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement:
 - (a) *Tender Notice;*
 - (b) *Tender Documents from the Employer;*
 - (c) *The Addenda, if issued;*
 - (d) *The Tender Submission of the Supplier; and*
 - (e) *The letter of Award of Contract*
 - (f) *Memorandum of Understanding*
3. The Supplier for itself and its assigns and the Employer (but not so as to impose any personal liability on the Transport Commissioner, Ministry of Works and Transport.
4. The Parties Mutually covenant that they will respectively perform and observe the several provisions of the MOU to be performed and observed by them respectively under this Agreement.

IN WITNESS WHEREOF **Transport Commissioner,**
 Ministry of Works and Transport or his/her representative for and on behalf of the Government
 of the Republic of Trinidad and Tobago has hereunto set his/her hand the
 day of _____ 2020.

SIGNED by the within-named _____)

.....
 (Name in Block letters) _____)

Permanent Secretary or his/her _____)

Representative for and on behalf of the _____)

Government of the Republic of)
Trinidad and Tobago)
in the presence of)

Transport Commissioner)
Representative for and on behalf of the)
Government of the Republic of)
Trinidad and Tobago)
in the presence of)

THE COMMON SEAL OF)
)
Hereto affixed by)

.....)
(Name in Block letters))

It's Secretary in the)
presence of)
)

.....)
(Name in Block letters))

One of its Managing Directors)
who signed same in accordance)
with its By-Laws in the)
presence of)

19.0 FORM OF TENDER

MINISTRY OF WORKS AND TRANSPORT

FORM OF TENDER

“The Supply of a Driver’s Rehabilitation Programme for the Ministry of Works and Transport ”

The Chairman,
Permanent Secretary Tenders Committee,
Ministry of Works and Transport,
1st Floor,
Corner Richmond and London Streets,
Port of Spain.

Dear Sir,

I/We, _____
(Name of Bidder)

having examined the documents, do hereby offer to provide and deliver the services for the **“The Supply of a Driver’s Rehabilitation Programme for the Ministry of Works and Transport ”**

I/We agree to provide and deliver the services within _____ days or within such extended period as may be approved by the Ministry of Works and Transport.

Signature of Tenderer

Name of Firm

Name of Signatory in BLOCK LETTERS

in capacity of _____
(Position held)

Address of Firm

Date of Tender: _____

Telephone No: _____

Phone / Fax: _____

Company Seal/Stamp

20.0 SUMMARY SHEET

The Supply of a Driver's Rehabilitation Programme for the Ministry of Works and Transport

Description	Unit Cost TT\$	Vat TT\$	Total Cost TT \$
Program 1			
Program 2			
Program 3 etc.			
Total			

.....
Name of Firm/Tenderer

.....
Signature of Tenderer

.....
Date of Tender

.....
.....
Address of Tenderer

.....
Telephone No.

23.0 SPECIFICATIONS

Modules	Duration	Credits
Clinical Assessment		
Knowledge of the Demerit Point System (<i>Threshold Implication</i>)		
Seatbelts and Restraints		
Dealing with Driving Distraction		
Impact of Substance abuse and driving		
Utilization of Roundabouts		
Traffic Light and Traffic Signals		