MINISTRY OF TRADE AND INDUSTRY

REQUEST FOR PROPOSAL

Consultancy Services to Develop the 2024-2030 Strategic Plan for the Ministry of Trade and Industry

RFP Ref #: RFP/43/CSDSP24-30/PSD- MTI/2024

Date of Issue: May 27, 2024

TABLE OF CONTENTS

Part A: Letter of Invitation 3
Part B: Instruction to Bidders 5
Part C: Terms of Reference 13
Part D: Contract Template 22
Part E: Sample Forms 40
A. Sample Forms - Technical Proposal 40
B. Sample Forms – Financial Proposal 45

Part A: Letter of Invitation

Our ref: RFP/43/CSDSP24-30/PSD-MTI/2024
May 27, 2024

Dear Sir/Madam,

Re: RFP/43/CSDSP24-30/PSD-MTI/2024 *Consultancy Services to Develop the 2024-2030 Strategic Plan for the Ministry of Trade and Industry*

Reference is made to the captioned matter.

Ministry of Trade and Industry hereby invites Proposals for Consultancy Services to Develop the 2024-2030 Strategic Plan for the Ministry of Trade and Industry. The provision of the services will be governed by the terms and conditions of the Contract Template contained in Part 'D' of the RFP documents.

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

A. Acknowledgement of Invitation

Bidders are asked to email their acknowledgment to this RFP invitation to **MTI-Tenders@gov.tt** titled ACKNOWLEDGEMENT – (RFP/43/CSDSP24-30/PSD-MTI/2024).

B. Submission of Proposal

One (1) original, four (4) hard copies and one (1) PDF copy on a flash drive, of the Technical Proposal and the Commercial Proposal must be placed into separate sealed envelopes, labelled in accordance with *Instructions to Bidders*, Clause 13 of the RFP documents, and delivered into the appropriately labelled Tender Box located at the address below, by no later than June 17, 2024, 2:00 pm (Local Time).

Permanent Secretary
Ministry of Trade and Industry
Level 14 Nicholas Tower
63-65 Independence Square
Port of Spain

A Bidder requiring clarification of the contents of these RFP Documents must notify the Ministry of Trade and Industry in writing by email to the following email address MTI-Tenders@gov.tt.

The Bidder's requests for clarifications must be titled "QUERY – REQUEST FOR CLARIFICATION (RFP/43/CSDSP24-30/PSD-MTI/2024)". The request must be specific, must refer to the project title, specific section and clause and must be sequentially numbered. Inquiries must be received no later than June 7, 2024).

C. Selection Method

Ministry of Trade and Industry intends to select a Consultant in accordance with Quality Based Selection procedure. The Ministry of Trade and Industry does not bind itself to accept the lowest cost or any proposal.

Yours respectfully,

Permanent Secretary
Ministry of Trade and Industry

Part B: Instruction to Bidders

1. INTRODUCTION

The Ministry of Trade and Industry (MTI) is seeking to engage a suitably qualified **Firm** with which it can enter into a contract for Consultancy **Services to Develop the 2024 to 2030 Strategic Plan for the Ministry of Trade and Industry**.

Bidders are hereby invited to submit a **Technical Proposal** and a **Financial Proposal in separate sealed envelopes** in accordance with the **Quality Based Selection (QBS)** method of procurement. The Proposals will form the basis for contract negotiations and ultimately for a signed contract.

Bidders 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 Bidder associated with preparation of Responses and/or participation in this RFP are entirely the responsibility of the Bidder and shall not be chargeable in any manner to the MTI.

2. CONFLICT OF INTEREST

Bidders shall not have a conflict of interest. Bidders shall hold the interests of the MTI paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders 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 MTI.

Any Bidder who is found to have a conflict of interest with one or more parties in this RFP process shall be disqualified. A Bidder 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 MTI 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 terms of reference of the Services that are the subject of this RFP process.
f) It is a member of staff of the procuring entity who has direct influence of the decision

of the procuring entity.

In particular, any effort by Bidders to influence the MTI in the process of examination, clarification, evaluation and comparison of Proposals will result in the rejection of the respective Bidder's bid.

In addition, proposals may be rejected if:

i. The Bidder fails to provide the relevant documents requested in this RFP which supports its ability to successfully complete the Services specified herein.

ii. The Bidder has pending litigation which may adversely affect its ability to provide the Services contained in this RFP.

3. WAIVER AND ALLOCATION OF RISK

The Bidder acknowledges and agrees that it is solely responsible for obtaining its own Financial, legal, accounting and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. The Bidder who submits a Proposal to the MTI is deemed to have released the MTI 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 Bidder 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.

4. CONFIDENTIALITY

All information supplied by the MTI in connection with this Request for Proposal shall be treated as confidential by the Bidder 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 Bidders in response to this Request for Proposal shall be treated as confidential by the MTI, unless disclosure is required by law.

5. MODIFICATION AND WITHDRAWAL OF BIDS

Bidders may modify or withdraw their Proposals after submission provided that the modification or notice of withdrawal is received in writing by the MTI prior to the prescribed deadline for the submission of Proposals.

6. CLARIFICATION AND CHANGE TO PROPOSAL DOCUMENTS

A Bidder may request a clarification of any part of the RFP documents, in writing, during the tender period. Requests for clarifications must be titled "REQUEST FOR CLARIFICATION RFP/43/CSDSP24-30/PSD-MTI/2024." Inquiries must be received by no later than June 7, 2024, 4:00pm (Local Time) 10 days prior to the deadline for submission and submitted to:

Director of Strategy, Business Facilitation and Programme Management
Ministry of Trade and Industry
Level 14 Nicholas Tower
63-65 Independence Square
Port of Spain
Email: MTI-Tenders@gov.tt.

The MTI shall publish on its website all responses to clarifications.

Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so at any time before the proposal submission deadline, by issuing an amendment in writing or by standard electronic means. The amendment shall be binding and shall be published on the MTI website. Bidders may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

The MTI will not be held responsible for any interpretations made by Bidders 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 Bidder is required to acknowledge receipt of all addenda to the MTI by email to *MTI-Tenders@gov.tt*.

7. CANCELLATION OF THE RFP PROCESS

The MTI reserves the right to cancel the RFP process in its entirety or even partially for any reason without defraying any costs incurred by the individual. Notice of such cancellation will be communicated to all participating firms.

8. BID REJECTION

Notwithstanding anything to the contrary which may be contained or implied in this RFP, the MTI 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 MTI reserves the right to reject any Proposal which is judged to be in violation of the spirit and intent of this RFP.

9. EVALUATION OF PROPOSALS

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.

B. QUALIFICATIONS EVALUATION CRITERIA

Proposals that are deemed responsive following the preliminary evaluation stage will be evaluated against the following pre-determined evaluation criteria and scoring system.

Bidders are required to achieve a minimum score of not less **70%** of the maximum score attainable, to be deemed technically qualified to be considered for the award of contract.

No.	Evaluation Criteria	Max Score
1.	**General Experience of the firm** Submission of the copy of the registration, incorporation or Notice of Continuance and Company Profile to demonstrate that the firm has been providing consultancy services over at minimum the last 7 years	5
2.	**Specific Experience** Proven experience of the Firm as evidenced by having completed a minimum of 5 Strategic Plans of a similar nature and complexity over the past 7 years	25
3.	**Overall Understanding of the Assignment** Firm to demonstrate a comprehensive understanding of the assignment based on the RFP and TOR	10
4.	**Methodology & Work plan** a) Methodological approach to the assignment **(5 pts)** b) Effectiveness of work plan **(20 pts)** c) Proposed project milestones and timelines **(5 pts)**	30
5.	**Qualifications and experience of the key experts to be assigned to the contract as per the Terms of Reference** a) Lead Consultant **(15 pts)** **Team Member (10 pts)**	25
6.	**Financial Capacity of the Bidder** As demonstrated by the submission of Audited Financial Statements from the past 2 years and a Letter from a Bank or Financial Institution.	5
	Total	**100**

C. EVALUATION OF FINANCIAL PROPOSALS

The Proposals of the Bidders that pass the qualifications evaluation stage by having earned at least the minimum attainable score of 70 during the qualifications' evaluation will be accepted for further evaluation.

In accordance with the Quality-Based Selection method of procurement, after evaluation of all the technical proposals, only the financial proposal of the firm scoring the highest technical score shall be opened and be eligible for negotiation.

All other Financial Proposals will remain sealed and if an agreement is reached with the top-ranked Bidder, the envelopes will be returned to the other Bidders unopened after Contract negotiations are successfully concluded and the Contract is signed.

10. NEGOTIATION OF CONTRACT

The MTI reserves the right to enter into discussion, and as appropriate, negotiate with the top-ranked Bidder to clarify, among other things, the Scope of Services and the deliverables of the assignment. The objective of the negotiations will be for MTI to achieve best value for money. Should negotiations with the top-ranked Bidder fail, the discussions would be formally terminated. The Financial Proposal of the next ranked Bidder will be opened and evaluated. Negotiations will be conducted with the next ranked Bidder, and so on until the contract can be successfully negotiated.

11. AWARD OF CONTRACT

The contract will be executed following successful negotiations with the top-ranked, or subsequent Bidder, and the fulfilment of the MTI requirements for the creation of binding legal relations, including its internal approval process.

The successful Bidder and the MTI shall make every effort to execute the formal contract within fourteen (14) days from the date of the Letter of Award.

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

12. PROPOSAL REQUIREMENTS

All Proposals must be made in accordance with the instructions/specifications given herein. The Technical Proposal Forms and Financial Proposal Forms are to be completed, duly signed by the Bidder 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 Bidders 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 notarised by the Bidder's representative, as well as other documents required to provide evidence of the Bidder's qualifications and experience:

1) Form 1A: Technical Proposal Submission Form
2) Form 2A: Format of Curriculum Vitae (CV)
3) Form 3A: : Proposed Project Plan/Time Schedule for completing the assignment
4) Form 4A Bidder's Declaration Form

B. Financial Proposal

The Bidder's Financial Proposal shall provide a detail breakdown of the full cost of the services in Trinidad and Tobago Dollar and shall be valid for one hundred and twenty (120) days from the deadline of submission.

13. PREPARATION AND SUBMISSION OF PROPOSALS

The Bidder shall bear all costs associated with the preparation and submission of its Proposal and the MTI 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 Bidders and all correspondence and documents exchanged shall be written in the English Language.

The Proposal shall be signed by the Bidder. There shall be no erasures or correction fluid applied to the Proposal. All changes shall be "crossed off", corrected and initialled by the Bidder.

Proposals should be as thorough and detailed as possible so that the MTI may properly evaluate the proposer's capabilities to provide the Services. The Technical and Financial Proposals shall be submitted in separate, sealed envelopes.

A. Technical Proposal Submission

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

(a) A brief description of the Bidder's Organization including:
- A copy of the Bidder's Articles of Incorporation
- A disclosure statement of conflict of interest

(b) Comments on the Terms of Reference (TOR).

(c) The Bidder's understanding of the Services.

(d) The Bidder's professional/technical approach to the delivery of the Services.

(e) The list of the proposed staff team, by specialty, the tasks that would be assigned to each staff team member, and their timing.

(f) Curriculum Vitae recently signed and dated by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the consultancy and degree of responsibility held in various assignments.

(g) Any other information, in descriptive format, which would indicate that the Consultant understands the project and the methodology for approaching the tasks to be undertaken.

(h) A detailed Project Plan of the activities, human resource and other needs, and timelines that are proposed to deliver the Services.

(i) An outline of any recent work or experience of a similar nature in the subject area of the initiative.

(j) Information on the financial capacity of the Bidder:

- Copies of the Auditor's report together with audited financial statements made in accordance with approved standards for the last two (2) years.
- A Letter of Comfort i.e. a letter from the Bidder's Bank/Financial Entity certifying the Bidder is in good financial standing; and
- A Statement of all legal claims locally or abroad (previous and pending) against the Bidder or any Sub-Contractor included in the Proposal, which could impact upon the Bidder's ability to perform and/or complete the Services, if successfully contracted to perform the Services.

(k) Valid Income Tax Certificate, VAT Clearance Certificate and valid National Insurance Certificate of Compliance.

(l) Acknowledgement of any Addenda issued by the Client in response to any queries received by Bidders or for any other reason.

(m) Acknowledgement that the bidders Technical Proposal including availability of the key experts is valid for one hundred and twenty (120) days from the deadline of submission.

B. Financial Proposal Submission

The forms listed below must be completed and submitted with the Bidder's Financial Proposal:

1) Form 1B: Financial Proposal Submission Form
2) Form 2B: Price Schedule

(The information provided in these forms will provide a detailed breakdown of the full cost of the services in Trinidad and Tobago Dollar, and acceptance of the Client's payment schedule.

14. SUBMISSIONS AND DUE DATE

The Bidder is required to submit One (1) Original, four (4) Hard copies and One (1) PDF copy on a flash drive or other electronic media, of its **separate** Technical and Financial Proposal, by **June 17, 2024, 2:00 pm (Local Time**) addressed to:

The Permanent Secretary
c/o Director, Strategy, Business Facilitation and Programme Management
Ministry of Trade and Industry
Level 16, Nicholas Tower
63-65 Independence Square
Port of Spain
Trinidad and Tobago

The sealed envelopes should be labelled

Envelope A- TECHNICAL PROPOSAL

Tender for Consultancy Services to develop the 2024-2030 Strategic Plan
for the Ministry of Trade and Industry

Envelope B- FINANCIAL PROPOSAL

Tender for Consultancy Services to develop the 2024-2030 Strategic Plan
for the Ministry of Trade and Industry

and clearly labelled to the back of EACH envelope with:

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

The Dimensions of the Proposal Box's slot opening is 37.5 cm x 5.5 cm. Bidders are asked to take account of these dimensions in the packaging of their Proposals and submissions can be packaged separately so that they fit in the Proposal box. Proposals that cannot be deposited into the designated Proposal box will not be accepted.

The MTI, may at its sole discretion, extend the deadline stated above by issuing an amendment, in which shall therefore be subject to the new deadline as extended and shall be posted on the MTI's website.

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

After the deadline for submission of Proposals, only Proposals marked 'Technical Proposal' shall be opened. All Proposals marked 'Financial Proposal' shall remain unopened and shall be date-stamped, set aside and subsequently lodged with the relevant MTI Officer for safekeeping. These Financial 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.

15. 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 MTI, in exceptional circumstances, reserves the right to request all Bidders to extend the validity period of their Proposals. Any Bidder who extends the validity period in compliance with the MTI request will not be permitted to otherwise modify its Proposal.

Part C: Terms of Reference

CONSULTANCY SERVICES TO DEVELOP THE 2024-2030 STRATEGIC PLAN FOR THE MINISTRY OF TRADE AND INDUSTRY

RFP/43/CSDSP 24-30/PSD-MTI/2024

1.0 Introduction

The purpose of this project is to develop a well-constructed five-year Strategic Plan for the period 2024-2030 for the Ministry of Trade and Industry of the Republic of Trinidad and Tobago for effective implementation and oversight within its Ministry and State

Agencies. The Strategic Plan must ensure alignment with the Government of the Republic of Trinidad and Tobago Policy Agenda, Vision 2030.

2.0 Background

The Ministry of Trade and Industry[1] (MTI) is the official public sector agency responsible for leading and overseeing the implementation of the Government of the Republic of Trinidad and Tobago (GORTT) Policy Agenda for the non-energy manufacturing and services sectors which involve activities geared towards growing trade, investments, business development, and empowering consumers. These sectors remain the forefront for diversifying and transforming the economy of the Republic of Trinidad and Tobago. The objectives of the MTI are to accelerate the transition towards a more diversified economy, improve Trinidad and Tobago's export performance in the non-energy sector, attract and facilitate investment; support the development of globally competitive businesses, enhance the ease of doing business through the use of digitisation with the aim to reducing cost, time and procedures involved in major trade and business processes as well as ensuring consumer protection and empowerment.

The vision of the MTI is to lead *"a dynamic, client-oriented organization delivering integrated, quality services for business growth, trade and investment expansion and consumer empowerment".* Its mission is *"to work as an innovative team, championing business growth, trade and investment for enhanced global competitiveness and promoting consumer interests for improved well-being".*

In 2016, the MTI developed a five-year Strategic Plan for the period 2016-2020 which was premised on a two-pronged approach: The Sectoral Strategy which focused on the development of the non-energy manufacturing and services sectors; and the Institutional Strategy which focused on institutional strengthening which is key for managing and implementing the sectoral strategy.

MTI's results are facilitated not only internally but through its State Agencies - exporTT Limited, invesTT Limited (invesTT), Evolving TecKnologies and Enterprise Development Company Limited (eTecK), Trinidad and Tobago Bureau of Standards, Betting Levy Board, Trinidad and Tobago Racing Authority, Fair Trading Commission, National Flour Mills Limited, and Trinidad and Tobago Creative Industries Company Limited (CreativeTT) with strategic responsibility for three niche subsectors, namely Fashion, Music and Film. Moreover, new agencies such as the Trade and Investment Promotion Agency and the Special Economic Zones Authority will be included as implementing agencies.

The MTI is keen on pursing the development of a new Strategic Plan for the period 2024-2030 within the framework of the Government's Vision 2030: The National

[1] http://tradeind.gov.tt

Development Strategy of Trinidad and Tobago 2016-2030; and the Roadmap to Recovery for Trinidad and Tobago: Transforming to a New Economy and A New Society for the non-energy sector to strategically fulfil its mandate and to become an adaptive institution that continuously measures and improves performance and service delivery.

It is against this backdrop the MTI is seeking to engage the services of a qualified consultant to develop the MTI's new Strategic Plan for the period 2024-2030.

3.0 Objectives:

The overall objective of the consultancy is to develop a detailed five-year Strategic Plan for the Ministry of Trade and Industry for the period 2024-2030 inclusive of a detailed supporting Action Plan for the corresponding five-year period.

4.0 Scope of Services

The scope of services related to this Consultancy shall be executed in four (4) phases over a period of six months:

Phase 1: Project Initiation
Phase 2: Assessment and Diagnostic Stage
Phase 3: Drafting of Strategic Plan
Phase 4: Final Strategic Plan with Action Plan

4.1 Specific Tasks

The consultant will undertake the following key activities at a minimum that will facilitate the achievement of the objective.

Phase 1 – Project Initiation

Conduct an inception meeting with the Client upon commencement of the project to, *inter alia*, (i) review the process for conducting all activities within the project; (ii) finalise roles and responsibilities; (iii) discuss the basis on which this work will be implemented; and (iv) finalise the methodology, work breakdown structure, detailed project schedule for all project deliverables, identification of any risks and mitigation strategies and any other relevant details for the implementation of the project deliverables. This shall be documented in an Inception Report and presented to the Client.

Phase 2: Assessment and Diagnostic:

This Preliminary Assessment will provide the Consultant with insight into the current state of the MTI and its state agencies. Key elements for review include:

a) Overall organisational review.
b) Review MTI's Strategic Plan 2016-2020 and other related documents and materials;
c) Review M TI's vision; mission; objectives; and expected results;

d) Review the existing sector policies, legislation, and regulations to determine if these are in support of the MTI's mandate;
e) Review the Government of the Republic of Trinidad and Tobago Vision 2030: The National Development Strategy of Trinidad and Tobago 2016-2030;
f) Review the Roadmap to Recovery for Trinidad and Tobago: *Transforming to a New Economy and A New Society and the Community Recovery Report* for which the MTI is mandated to execute a number of programmes, projects and policies under the various key pillars related to the non-energy sector;
g) Review the MTI's Trade Policy and Strategy and also the New Trade Strategy which is being developed in collaboration with the International Trade Centre (ITC);
h) Review the organisational functions and operations of the MTI to identify functions that support or do not support the MTI's mandate, and determine organisational overlaps and duplications that may exist within the Ministry;
i) Review Departmental Work plans;
j) Conduct stakeholder consultation workshops with both MTI and all of its State Agencies and identify and develop at a minimum: key concerns of stakeholders; recommended goals, objectives and outputs, activities to be pursued at local, regional and international levels;
k) Assess MTI and its State Agencies performances based on its previous Strategic Plan 2016-2020;
l) Undertake a Situational Analysis of the MTI and its State Agencies;
m) Undertake an internal and external environmental analysis
n) Plan and undertake a Stakeholder mapping and analysis including institutional capacity within the MTI and its state agencies;

Phase 3: Drafting of Strategic Plan:

- Through a consultative process with MTI and its State Agencies, identify crucial areas and develop strategic objectives and key result areas to inform the five-year Strategic Plan;
- Develop a Draft Strategic Plan for the period 2024-2030 which shall premise on a two-pronged approach - Sectoral Strategy and Institutional Strengthening;
- Outline the strategic roles for each of MTI's department with alignment and responsibility to the MTI's State Agencies;
- Submit and present the Draft Strategic Plan 2024-2030 to the MTI and State Agencies for validation and feedback;
- Develop and submit a draft Action Plan with the corresponding years of the five-year Strategic Plan Framework and at a minimum include results: Impact, Goals, Strategies and Measures. Each result must link and must be in alignment with the Responsible Department/Agency in short, medium and long term;
- The Structure of the Strategic Plan should contain the following headings:

- Foreword:
  - Minister of Trade and Industry
- Abbreviations
- Executive Summary
- Introduction
- Rationale
- Methodology
- Environmental Analysis
- Situational Analysis
- Strategic Framework inclusive of Vision, Mission, Core Values
- Critical Success Factors
- Conclusion
- Appendices:
  - Five-Year Action Plan
  - Glossary of Terms
  - Signature page for Minister, Permanent Secretary, Heads of State Agencies

Phase 4: Final Strategic Plan with Action Plan:

- Incorporate comments and feedback and finalise the five-year Strategic Plan 2024-2030;
- Incorporate comments and feedback and finalise the Action Plan;
- Submit the final five-year Strategic Plan 2024-2030 together with the Action Plan and make a power point presentation to the Ministry and its State Agencies;

5.0 Deliverables and Payment Schedule

The deliverables expected from this Consultancy are as follows:

No.	Deliverable	Timeframe (Working Days)	Review Period (Calendar Days)	Payment Amount in Installment	Report Details
Phase 1: Project Initiation					
1.	Submit Inception Report.	Ten (10) working days.	Five (5) working days.	Ten percent (10%) of contract price payable upon client's approval of deliverable 1.	Electronic MS Word and PDF. One bound hardcopy.
Phase 2: Assessment and Diagnostic					
2.	Submit Assessment and Diagnostic Report arising out of the assessment and diagnostic done from (a) to (n).	Twenty (20) working days.	Eight (8) working days.	Twenty percent (20%) of contract price payable upon client's approval of deliverable 2.	Electronic MS Word and PDF. One bound hardcopy.
Phase 3: Drafting of Strategic Plan					
3.	Submit Draft 2024-2030 Strategic Plan and make a presentation after approval of deliverable 2.	Thirty-five (35) working days.	Twelve (12) working days.	Thirty-five percent (35%) of contract price payable upon client's approval of deliverable 3	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.
4.	Submit Draft Action Plan and make presentation after approval of deliverable 3.	Ten (10) working days.	Five (5) working days.	Fifteen percent (15%) of contract price payable upon client's approval of deliverable 4.	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.

No.	Deliverable	Timeframe (Working Days)	Review Period (Calendar Days)	Payment Amount in Installment	Report Details
Phase 4: Final Strategic Plan with Action Plan					
5.	Submit Final 2024-2030 Strategic Plan together with Action Plan.	Ten (10) working days.	Five (5) working days.	Twenty (20%) of contract price payable upon client's approval of deliverable 5.	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.

6.0 Characteristics of Consultancy

- Type of Consultant: Firm
- Duration: 4 months.
- Work Location: The Offices of the Ministry of Trade and Industry of the Republic of Trinidad and Tobago and remotely via Zoom; Microsoft Teams or other conferencing application. If remotely is selected, arrangements will be made for physical periodic visits.

7.0 Team Composition and Qualification Requirements for Key Experts

The Firm must designate a Consultancy Team consisting of a Lead Consultant and at least one Team Member with at minimum the following qualifications and experience:

Key Expert	Qualifications and Experience
Lead Consultant	A master's degree in Economics, Management or Business A minimum of ten (10) years' professional experience in the area of strategic planning. A minimum of seven (7) years' experience in the development of results-based management. Certificate in Project Management such as PMP Demonstrated experience with similar projects particularly with governmental bodies, preferably in the context of trade and investment over a period of seven (7) years.

Key Expert	Qualifications and Experience
	Familiar and knowledgeable with trade agreements and market dynamics would be an asset. Experience in international trade would be an asset. Must communicate effectively in English both verbal and written.
Team Member	A Degree in Economics, Management or Public Administration. A minimum of three (3) years demonstrated experience in policy research and data analysis, programme design and implementation. A minimum of three (3) years demonstrated experience working with government bodies. A minimum of three (3) years working on similar assignment. Must communicate effectively in English both verbal and written.

8.0 Reporting Requirement

- The Consultant shall report to the Ministry of Trade and Industry and shall meet with the Ministry of Trade and Industry and all of its State Agencies, as requested.
- All submissions must be in English Language delivered on the date requested and addressed to:

  Permanent Secretary
  Ministry of Trade and Industry
  Level 16, Nicholas Tower
  63-65 Independence Square, Port of Spain
  Trinidad and Tobago

9.0 Responsibility of the Client

As the executing agency for the project, MTI shall support the implementation of this consultancy as follows:

- Facilitate the arrangements for interviews and provision of access to project documents, related documents as required.

- Provide relevant reports, information and contacts of all of its State Agencies concerning this consultancy.
- Provide a Counterpart to guide the implementation of the Consultancy.
- Provide relevant and appropriate information as required by this Consultancy.
- Provide in-house space to facilitate meetings and other activities as it relates to this consultancy.

10.0 Responsibility of the Consultant

The Consultant will:

- Absorb all expenses related to and including, additional staff, survey instruments, statistical and conferencing software, travel expenses, hard copy report deliveries and any other incidentals.
- Undertake the activities of the consultancy utilising primarily his/her own resources.
- Respect and adhere to the proposed time-frames.
- Conduct meetings with stakeholders in a professional, responsible manner.
- Ensure the validity and reliability of any instruments and tools developed and/or utilised by the Consultant for collecting and analysing data.
- Ensure the confidentiality of all aspects of the process/consultancy.

Part D: Contract Template

REPUBLIC OF TRINIDAD AND TOBAGO

THIS CONTRACT is entered into this day of , by and between, **RANDALL KARIM**, Permanent Secretary (Acting), Ministry of Trade and Industry (which expression shall mean and include the person or person for the time being carrying out the duties of Permanent Secretary in the said Ministry) acting herein for and on behalf of the Government of the Republic of Trinidad and Tobago (hereinafter referred to as "the Client") of Levels 9 and 11-17, Nicholas Tower, No. 63-65 Independence Square, Port of Spain, Trinidad, and **[ ]**, of [ ] (hereinafter referred to as "the Consultant").

WHEREAS

(a) The Client is desirous of retaining a Consultant to provide Consultancy Services to [ ] (hereinafter referred to as the "the Services");

(b) On [ ] the Client published a Request for Proposals (hereinafter referred to as the "RFP"), a copy of which is hereto attached as ***Appendix A***, in [ ];

(c) In response to the RFP, the Consultant submitted its Technical Proposal dated [ ], a copy of which is hereto attached as ***Appendix B*** and a Financial Proposal dated [ ] a copy of which is hereto attached as ***Appendix C***;

(d) By a Notice of acceptance of successful submission dated [ ], a copy of which is hereto attached as ***Appendix D***, the Client awarded the contract to the Consultant at a total cost of [**] [(TT$)]** inclusive of Value Added Tax (VAT); and

(e) The Consultant, having represented to the Client that it has the required professional skills, personnel and technical resources, has agreed to provide the said Services on the terms and conditions set forth in this Contract.

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

(i) The Consultant shall provide the Services detailed in the Scope of Services attached as [ ] which is made an integral part of this Contract.

(ii) The Consultant shall submit to the Client the Documents specified in the **Deliverables and Payment Schedule** hereto attached as ***Appendix E*** within the time periods specified therein.

2. Term

This Contract shall commence on […….] and shall continue in force for [ ] or any other period as may be subsequently agreed by the Parties in writing or unless terminated in accordance with Clause 15.

3. Payment

A. Contract Price

(i) In consideration for the provision of the Services, the Client shall pay the Consultant the sum of [**] [(TT$)]** inclusive of VAT (hereinafter referred to as the "Contract Price").

(ii) The Contract Price has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The Contract Price shall be payable to the Consultant in accordance with the schedule of payment specified in the **Deliverables and Payment Schedule** attached hereto as ***Appendix E.***

C. Payment Conditions

(i) Payments to the Consultant shall be made in Trinidad and Tobago Dollars within [ ] days of the date of the Client's written notice to the Consultant that the Services have been accepted by the Client. Such notice shall be provided to the Consultant no later than the time frame set out in ***Appendix E*** or such other period as mutually agreed between the Parties.

(ii) Original invoices are to be addressed and submitted by the Consultant to 'Permanent Secretary, Ministry of Trade and Industry'.

(iii) Where the Client finds that the Services have not been satisfactorily provided to the Client due to some fault of the Consultant, and the Client has notified the Consultant of same, payment shall be made only upon satisfactory provision of the Services.

4. Appendices to Contract

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

Appendix A:

Appendix B:

Appendix C:

Appendix D:

Appendix E:

Where any conflict arises between this Contract and any of its Appendices, this Contract shall take precedence. Where such conflict arises out of

written amendment of this Contract by the Parties, as provided by Clause 24 herein, such amendment will take precedence with regard to the issue or matter which it sought to modify.

5. Project Administration

5.1. Client's Coordinator The Client designates [……..] as the Client's Coordinator. The Client's Coordinator will be responsible for the coordination of activities under this Contract and for receiving invoices for payment from the Consultant.

5.2 Submission of Reports The report(s) listed in the **Deliverables and Payment Schedule** at ***Appendix E*** shall be submitted by the Consultant in accordance with the timelines stated.

6. Performance Standards The Consultant undertakes to provide the Services with the highest standards of professional and ethical competence and integrity. In the event that the performance of any part of the Services by the Consultant is considered unsatisfactory by the Client, the Client will so notify the Consultant in writing specifying the problem. The Consultant will have a period of [ ] working days from the date of receipt of the notification, to remedy or correct the problem.

7.Relation between the Parties None of the provisions of this Contract shall be interpreted as establishing or creating an employer and employee relationship between the Parties, their representatives and employees. It is understood that the legal status of the Consultant is that of an independent contractor.

8. Consultant's Responsibilities

The Consultant shall supply the Services as outlined in ***Appendix A.***

8.1 Supply of Services

8.2 Warranty

The Consultant warrants that it shall perform the Services set forth herein in a timely and professional manner using competent personnel having expertise suitable to their assignments. The Consultant warrants that the Services shall conform to or exceed, in all material respects, the Scope of Works described in the [ ], as well as the standards generally observed in the industry for similar services.

9. Confidentiality

(a) Each Party shall keep confidential :

(i) the terms of this Contract;

(ii) any confidential information that it may acquire in relation to the business affairs of the other Party; and

(iii) any information which it has acquired in relation to the other Party in consequence of negotiating this Contract and supplying and implementing the Services.

(b) Neither Party shall use the other Party's confidential information for any purpose other than to provide its obligations under this Contract. Each Party shall ensure that its officers and employees comply with the provisions of this Clause.

(c) The obligations on a Party set out in this Clause shall not apply to any information which:

(i) is publicly available or becomes publicly available through no act or omission of that Party; or

(ii) a Party is required to disclose by order of a court of competent jurisdiction or

(iii) is required by law.

The provisions of this Clause shall survive any termination of this Contract for a period of five (5) years after termination.

10.Prohibition of conflicting activities

The Consultant:

(a) shall not engage, either directly or indirectly, during the term of this Contract in any business or professional activities which would be in conflict with the execution of this Contract; and

(b) warrants that it has the full capacity to enter into this Contract 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 its knowledge, information and belief.

11.Indemnification

The Consultant shall defend, indemnify, protect and hold harmless the Client and its agents, servants and employees from and against any and all suits, claims, demands and damages of whatsoever kind or nature arising out of any negligent act, error, breach or default or omission of the Consultant, its agents, servants, subcontractors and employees in the performance of its obligations hereunder including but not limited to expenditure for and costs of investigations, hiring of experts, witnesses, court costs, Attorneys' settlements, judgments or otherwise.

12. Extra Services

If the Consultant is of the opinion that any services to be provided are outside the scope contemplated herein and constitute Extra Services, the Consultant shall notify the Client, in writing within seven (7) days of that fact. In the event that the Client determines that any services constitute

Extra Services, it shall provide extra compensation to the Consultant upon a mutually agreed fair and equitable basis. In the event that the Client and the Consultant do not reach mutual agreement on what constitutes Extra Services or fair and equitable compensation, the dispute resolution provisions of Clause 18 hereof shall apply.

13. Force Majeure

13.1 Definition

(a) For the purposes of this Contract "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts, or other industrial action (except where such strikes, lockouts or other industrial action are within the powers of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

(b) Force Majeure shall not include:

(i) any event which is caused by the negligence or intentional action of a Party or such Party's subcontractors, agents or employees;

(ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of the negotiation of this Contract and avoid or overcome in the carrying out of its obligations hereunder; nor

(iii) insufficiency of funds or failure to make any payment

required hereunder.

13.2 No Breach of Contract The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

13.3 Measures to be taken

(a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.

(b) A Party affected by an event of Force Majeure shall notify the other Party in writing of such event as soon as possible, and in any event not later than [ ] days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

(c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

13.4 Extension of Time Any period within which a Party shall, pursuant to this Contract, complete any action, deliverable, report or task shall be extended for a period equal to the time during which such Party was unable to provide such action as a result of Force Majeure.

13.5 Payments The Client shall not be liable to make any payments under the Contract in respect of the period of the Consultant's inability to provide the Deliverables herein as a result of an event of Force Majeure and any sum already paid thereunder in respect of that period shall be credited to the

period following the resumption of the provision of the Deliverables.

13.6 Consultation Not later than [ ] days after the Consultant , as the result of an event of Force Majeure has become unable to provide a material portion of the Deliverables, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

14. Inspection of records and Audit

(a) Duly authorized Client representatives shall have access upon the provision of reasonable notice, to all records pertaining to the Deliverables performed for inspection for the purposes of supervision, checking, observations and reporting directly to the Client when such need arises. The Consultant further agrees to co-operate with the Client's officers assigned to the Inspection or Audit. All reports arising from inspections shall be kept strictly confidential between the Client's officers and the Client.

(b) The Consultant agrees to give access to auditors appointed by the Client, upon the provision of reasonable notice, to all records pertaining to the Deliverables herein for the purposes of auditing, when such need arises. The Consultant further agrees to co-operate with the audit staff assigned to the audit.

15. Termination

15.1 Termination by the Client The Client may terminate this Contract by not less than [ ] days written notice to the Consultant, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause:-

(a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice herein, within [ ] days of receipt of such notice or within such further period as the Client may have subsequently approved in writing;

(b) If the Consultant submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the Consultant knows to be false;

(c) If, as the result of Force Majeure, the Consultant is unable to provide a material portion of the Deliverables for a period of not less than [ ] days ;

(d) If the Consultant fails to comply with any final decision reached as a result of a dispute resolution process outlined in Clause 18 hereof; or

(e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

15.2 Termination by the Consultant The Consultant may terminate this Contract by not less than [ ] days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause:

(a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute resolution pursuant to Clause 18 hereof within [ ] days after receiving written notice from the Consultant that such payment is overdue;

(b) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within [ ] days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach;

(c) If, as the result of Force Majeure, the Consultant is unable to provide a material portion of the Deliverables for a period of not less than [ ] days;

(d) If the Client fails to comply with any final decision reached as a result of a dispute resolution process outlined in Clause 18 hereof; or

(e) If the Client submits to the Consultant a statement which has a material effect on the rights, obligations or interests of the Consultant and which the Client knows to be false.

15.3 Payment upon Termination

(a) If the Consultant has a claim for compensation in respect of termination, the Parties shall discuss the claim for compensation and if the Parties are unable to come to an agreement, the Parties agree to refer the matter to dispute resolution pursuant to Clause 18 hereof.

(b) Any termination of the Contract (howsoever occasioned) shall not affect any accrued rights or liabilities of either party.

15.4 Disputes about events of Termination

(a) If either Party disputes whether an event specified in Clauses 15.1 or 15.2 hereof has occurred, such Party may, within [ ] days after receipt of notice of termination from the other Party, refer the matter to dispute resolution pursuant to Clause 18 hereof and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting dispute resolution settlement.

(b) If the Parties do not agree upon the value of the Services provided prior to the termination of the Contract, the provisions for dispute resolution outlined in Clause 18 hereof shall apply.

16. Assignment

The Consultant shall not assign this Contract any portion of it without the Client's prior written consent.

17. Notices

17.1

Any notice given under this Contract shall be in writing and may be served

on the other Party:-

(a) personally;

(b) by registered mail; or

(c) by email correspondence.

17.2 A notice shall be deemed to have been served:-

(a) if it was served in person, at the time of service;

(b) if it was served by registered mail; or

(c) if it was sent by email to the other party and the other party acknowledges receipt via a read receipt or an email reply.

17.3 Each party's address for service shall be:

FOR THE CLIENT

Permanent Secretary
Ministry of Trade and Industry
Level 17, Nicholas Tower
63-65 Independence Square
Port of Spain

Phone No.: [ ]
Email Address:

[FOR THE CONSULTANT

Phone No.: (868)
Fax No.: (868)]

17.4 Change of address

Each of the Parties shall give notice to the other of the change of any address, telephone number or email address at the earliest possible opportunity but in any event within forty-eight (48) hours of such change.

18. Dispute Resolution

(a) Any dispute between the parties as to matters arising pursuant to this Contract which 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 for resolution by either party to a mediator mutually agreed upon by the parties herein.

(b) Unless otherwise agreed by both Parties neither Party shall be entitled in any proceeding, whether before a mediator or in any court of law or otherwise, and whether or not in relation to the dispute, to invoke or rely on any of the views expressed or statements made or written by either Party during the negotiations referred to in this Clause.

(c) In the event that the Parties are unable to mediate the dispute, either party may initiate legal proceedings in the Courts of Trinidad and Tobago in accordance with the Supreme Court of Judicature Act, Chapter 4:01, unless otherwise agreed by the Parties.

19. Law governing Contract

(a) This Contract, its meaning and interpretation and the relation between the Parties shall be governed by the Laws of the Republic of Trinidad and Tobago which shall mean the present laws, and any amendments thereto or new laws passed during the continuance of this Contract and shall be deemed to have been made in the Republic of Trinidad and Tobago.

(b) Any proceedings arising out of, or in connection with this Contract may be brought in any court of competent jurisdiction in the Republic of Trinidad and Tobago.

20. Intellectual Property

(a) Any and all copyright, trademarks and other intellectual property rights that are created as a direct result of the delivery of the Services by the Consultant under this Contract shall be deemed to be assigned absolutely in perpetuity to the Client.

(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 for use of same by the Parties.

(c) All documents provided by a Party to this Contract shall remain the property of the providing Party and shall be returned upon the completion of the Contract.

(d) The Consultant 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 Client, such permission to be in writing and not unreasonably withheld.

22. Intellectual Property Indemnity

(a) The Consultant shall indemnify and hold harmless the Client and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Client may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of the supply of the Services by the Consultant or the use of the Services.

(b) Such indemnity shall not cover any use of the Services or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, any infringement resulting from the use of the Services or any part thereof, or any products produced thereby in association or combination with any other materials not supplied by

the Consultant, pursuant to the Contract.

(c) If any proceedings are brought or any claim is made against the Client arising out of the matters referred to in Clause 21, the Client shall promptly give the Consultant notice thereof, and the Consultant may at its own expense and in the Client's name, conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

(d) If the Consultant fails to notify the Client within [ ] days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Client shall be free to conduct the same on its own behalf.

(e) The Client shall, at the Consultant's request, afford all available assistance to the Consultant in conducting such proceedings or claim, and shall be reimbursed by the Consultant for all reasonable expenses incurred in so doing.

(f) The Client shall indemnify and hold harmless the Consultant and its employees, officers, and subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Consultant may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Client.

23.Entire Contract This Contract contains all covenants, stipulations and provisions by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or Contract not set forth herein.

24. Amendments The Legal Representative of the Client will be **Randall Karim** or the person

he delegates, for the purpose of the signature of the present Contract or of any modification in the terms of the same that may be necessary. The Client will not be responsible for any additional cost incurred by the Consultant in case of modifications in the Terms of Reference of the present Contract, that have not been authorized by the legal representative of the Client.

The mutual rights and obligations of the Client and the Consultant shall be as set forth in this Contract, in particular:

(a) the Consultant shall supply the Services in accordance with the provisions of this Contract;

(b) the Client shall make payments to the Consultant in accordance with the provisions of this Contract; and

(c) the Permanent Secretary, Ministry of Trade and Industry shall not be personally liable for anything arising out of this Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

SIGNED by the within-named **RANDALL KARIM**,)

Permanent Secretary (Acting), Ministry of Trade and Industry,)

for and on behalf of the Government of the Republic of)

Trinidad and Tobago in the presence of: -)

…….

Witness signature

……

Witness name *(in block letters)*

……

Post

……

……

Address

Signed by)

in the presence of: -)

……

Witness signature

……

Witness name *(in block letters)*

……

Post

……

……

Address

Part E: Sample Forms

A. Sample Forms - Technical Proposal

Form 1A: Technical Proposal submission form.

Form 2A: Format of curriculum vitae (CV)

Form 3A: Proposed Project Plan/Time schedule for completing the assignment

Form 4A: Bidder's Declaration Form

Note: The Bidders must fill in the appropriate information in the enclosed forms and submit these forms with the Proposal. In addition, the Bidder 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 Bidder's submission not being considered, or not achieving maximum scores during the evaluation of Proposals***.

FORM 1A: TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

Permanent Secretary
Ministry of Trade and Industry
Level 16, Nicholas Tower
63-65 Independence Square
Port of Spain
Trinidad and Tobago

Sir,

I, the undersigned, offer to provide *Consultancy Services to develop the 2024-2030 Strategic Plan for the Ministry of Trade and Industry* in accordance with your Request for Proposal dated June 17, 2024 and subsequent Addenda _____*,(if applicable)*. I hereby submitting my Proposal which includes this Technical Proposal, and a Financial 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, I undertake to negotiate on the basis of the proposed staff. My Proposal is binding and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Address:

2A: FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Individual: _____

Date of Birth: _____

Years of Operations: _____ Nationality: _____

Membership in Professional Societies: _____

_____

Detailed Tasks Assigned: _____

_____

Key Qualifications:

_____

Education:

_____

Employment Record:

FORM 3A: PROPOSED PROJECT PLAN / TIME SCHEDULE FOR COMPLETING THE ASSIGNMENT

A. Project Plan / Time Schedule

	[1st, 2nd, etc. are days from the start of assignment.]												
	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 4A: BIDDER'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.

I……..make this declaration conscientiously believing the same to be true, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I 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:

B. Sample Forms – Financial Proposal

Form 1B: Financial Proposal Submission Form.

Form 2B: Summary of Costs.

Note: The Bidders 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 Bidder's submission not being further considered.*

FORM 1B: FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

Permanent Secretary
Ministry of Trade and Industry
Level 16, Nicholas Tower
63-65 Independence Square
Port of Spain
Trinidad and Tobago

Dear Sir:

I, the undersigned, offer to provide [*Title of services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal (Technical and Financial Proposals submitted in separate sealed envelopes). Attached is the Financial Proposal proposed in the sum of TT$ [insert the a*mount 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*].

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

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

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of individual:

Address:

FORM 2B: SUMMARY OF COSTS

Costs	Amount(s)
_____	
_____	
_____	
_____	
Subtotal	
Value Added Tax (VAT)	
Total Amount of Financial Proposal	_____