

# REQUEST FOR PROPOSAL

The East Port of Spain Development Company Limited hereby invites suitably qualified firms which are registered and compliant with the Office of Procurement Regulations (OPR) to submit bids for the following:

## CONSULTANCY SERVICES FOR THE STRUCTURAL ASSESSMENT OF THE COURTS SOUND SPECIALISTS LAVENTILLE PAN THEATER

### Document Collection:

Eligible bidders can request a copy of the Terms of Reference (TOR) by emailing the Procurement Officer at [ccaller@epos.gov.tt](mailto:ccaller@epos.gov.tt) **Please use the subject line "Re: Request for TOR - The Structural Assessment of The Courts Sound Specialists"**

From Wednesday 29 <sup>th</sup> May 2024	Collection of TOR - Email
Monday 3 <sup>rd</sup> June 2024	Pre-Submission Meeting 10:30 a.m.
Monday 3 <sup>rd</sup> June 2024	Site Visit 1:30 pm
Monday 17 <sup>th</sup> June 2024	Deadline for Enquiries
Thursday 20 <sup>th</sup> June 2024	Delivery of Proposal submissions due by 11:45 a.m.

**Your attendance at both the pre-tender meeting and the site visit is highly recommended.**

### Proposal Submission: Faxed/ emailed proposals will not be considered.

Proposals must be submitted using the two-envelope system, with separate sealed envelopes for the Technical Proposal and the Financial Proposal.

Submit both envelopes in **Tender Box B**, located in the upstairs lobby on the 1st floor of East Port of Spain Development Company Limited.

**Deadline:** Proposals must be submitted no later than **11:45 a.m.** (Local Time) on **Thursday, 20th June 2024.**

**LATE Submissions will not be accepted under any circumstances.**

### Invitation to Witness Tender Opening:

We cordially invite tenderers to witness the opening of tenders for the project. The opening meeting will take place on **Thursday 20<sup>th</sup> June 2024 at 11:15 a.m.** at our office located at #76 Eastern Main Road, Laventille.

**Note: Only the Technical Proposal will be opened immediately after the closing of Tenders.**

The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the bidding documents. The services to be provided will be governed by the terms and conditions outlined in the respective bidding documents.

EPOS does not bind itself to accept the lowest or any bid and the company reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their bids.

Failure to comply with any of these instructions or to submit any documentation required in the bidding documents may result in the bids not being considered.

For any enquiries or clarification, please contact the Procurement Officer Ms Candice Callender.

Email: [ccaller@epos.gov.tt](mailto:ccaller@epos.gov.tt)

Tel: 623-6007 Ext 210