

Request for Proposal (RFP)
For the
Provision of Overseas Public Relations
& Marketing Services for The United
Kingdom (UK)

Dated: 2024 January 3

Tender No. 2024002

Table of Contents

Dated: 2024 January 3	1
1.0 INTRODUCTION	4
2.0 BACKGROUND AND PROJECT OVERVIEW	4
3.0 INSTRUCTIONS TO BIDDERS.....	5
3.1 Invitation and Request	5
3.2 Definition of Terms and Interpretation	5
3.3 General Notes to Tenderers.....	5
3.4 Clarification of Tender Documents.....	5
3.5 Cost of Submission of Tenders	5
3.6 Confidentiality	6
3.7 Submissions of Tenders	6
3.9 Deadline for Submission of Tender Documents	7
3.10 Skill and Experience of Tenderer.....	7
3.11 Modification and Withdrawal	7
3.12 Responsiveness of Tenders	7
3.13 Tender Validity	7
3.14 Pre-Qualification.....	8
3.15 Tender Evaluation	8
3.16 Evaluation Criteria	9
3.17 Discrepancies in Proposal	10
3.18 Exceptions to RFP.....	10
3.19 Pre-Award Correspondence	10
3.20 Tender Opening and Recording	10
3.21 Non-Disclosure and Non-Interference	10
3.22 Currency and Payment	11
3.23 Language of the Proposal.....	11
3.24 Tender Acceptance and Award of Contract	11
3.25 Information to Accompany Tender	11
3.26 Proposal Rejection and Reservations	11
4.0 PROJECT SCOPE AND SPECIFICATIONS.....	11
4.1 Purpose.....	11
4.2 Marketing Strategy.....	11
4.3 Project Specifications.....	12
4.4 Requirements	13
5.0 FORM OF PROPOSAL.....	13
5.1 Prequalification Requirements	13
FORM A - Information on Entity	14
5.3 Commercial Information Required in Proposal	15
5.4 Other Information.....	15
5.5 Use of Subcontractors	15

Tender No. 2024002 RFP for the Provision of Overseas Public Relations & Marketing Services for the United Kingdom

5.6	Schedule of Personnel.....	15
5.8	Tenderer’s Warranty of the Services.....	16
5.9	Local Conditions.....	16
5.10	Local Taxes, Permits and Surcharges	16
5.11	Additional Information.....	16
6.0	LIST OF ATTACHMENTS.....	17

1.0 INTRODUCTION

The Government of the Republic of Trinidad and Tobago (GORTT) has identified the development of the Tourism sector as a key enabler for sustainable economic growth and foreign exchange revenue generation for the country and deems it critical to a wider diversification strategy away from energy. In 2017 GORTT established Tourism Trinidad Limited (the Company) to advance the tourism sector in Trinidad through solid product development, promotion and marketing of Trinidad's tourism offerings, attracting tourism investment and driving education, awareness and co-operation, for the advancement and diversification of the economy.

Tourism Trinidad Limited was incorporated in Trinidad and Tobago on June 29th, 2017. The organisation was born out of the strategic need to separate the product offering of our two islands, so that greater focus is placed on each island's destination strengths and target markets. The Company has been mandated to:

1. Develop and market of Trinidad's tourism offerings;
2. Lead and facilitate the marketing and promotion of Destination Trinidad internationally;
3. Take the lead in attracting tourism investment in Trinidad;
4. Promote education, awareness and cooperation in advancing economic expansion through tourism;
5. Encourage a tourism friendly approach through well-defined and coordinated marketing strategies, inclusive of social media and other technology-based platforms.

It is therefore our aim to deliver a positive and unforgettable Destination Trinidad experience (via solid destination product development and compelling marketing), as a means of diversifying our economy.

2.0 BACKGROUND AND PROJECT OVERVIEW

Trinidad is the hub of the English-speaking Caribbean, securely located below the hurricane belt and is a convenient link between Latin and North America. Trinidad is a melting pot of global traditions as every culture has been preserved by generations of migrants from all over the world (40% Indian, 39% African, 18% Mixed, 0.6% White, 0.4% Chinese). Our unique selling preparty (USP) as a destination lies in our diversity as a nation, which is reflected in our culinary tradition, our multicultural festivals, our religious celebrations and our music. As a nation we have been the originators and birthplace of many cultural traditions which are now known as Caribbean, such as the steelpan and soca.

As part of the National Tourism Policy, Tourism Trinidad Limited is charged with developing a visible International Brand and a destination brand identity that embodies Trinidad's culture, products, and service (bearing in mind the regional approach) must be developed and aid in the communication of the brand promise to the global marketplace across all target segments and platforms.

The Company is seeking proposals from qualified PR & Marketing firms in the United Kingdom (UK) to create, develop, and execute comprehensive public relations, marketing, and promotional plans aimed at stimulating and enhancing overall visitor arrivals from the UK market . In alignment with the Company's strategic plan, we are looking for a partner who can work with us to promote Trinidad as a desirable destination for Diaspora (VFR's), MICE, Sport, and Festivals markets.

3.0 INSTRUCTIONS TO BIDDERS

3.1 Invitation and Request

Tourism Trinidad Limited hereby invites the submission of proposals for the provision of **Overseas Public Relations & Marketing Services for the UK** as per the information, specifications and scope contained herein.

3.2 Definition of Terms and Interpretation

In this RFP, the words and expressions as defined shall have the following meanings assigned to them:

PROPOSAL – “Proposal” shall comprise all the forms and supporting documentation submitted by Tenderer, in accordance with the RFP and shall be construed accordingly. It shall have the same meaning as ‘Bid’ and ‘Tender’.

TENDERER– “Tenderer” shall mean the entity submitting Proposal. It shall have the same meaning as ‘Proposer’.

COMPANY – “Company” shall mean Tourism Trinidad Limited - the client.

RFP – “RFP” shall mean Request for Proposal.

3.3 General Notes to Tenderers

3.3.1 A Tenderer planning to submit a Proposal is responsible for examining with appropriate care the complete RFP and is also responsible for informing itself with respect to all conditions which might in any way affect the cost or the performance of any service. Failure to do so shall be at the sole risk of the Tenderer, and no relief can be given for error or omission by the Tenderer.

3.3.2 The Tenderer is expected to examine all instructions, forms and terms in the RFP and to furnish all information or documentation required by the RFP.

3.4 Clarification of Tender Documents

A Tenderer requiring clarification of the documents comprised in the RFP or finding discrepancies in or omissions from the RFP or finding the intent or meaning unclear or ambiguous, or having any other question relative to the RFP, may notify the Company in writing by email at RFP@visittrinidad.co.tt. The Tenderer making such request shall be solely responsible for its timely receipt by the Company. Replies to such notices (if any) may be made in the form of addenda to the RFP. The Company will respond in writing by email to any request for clarification received earlier than **one (1) day** prior to the deadline for the submission of the Tender. Copies of the queries and responses will be forwarded to all parties invited to tender for the services. Tenderers are requested to make their requests for clarification specific and shall provide reference(s) to the RFP by section as may be applicable.

3.5 Cost of Submission of Tenders

Tenderers shall bear all costs associated with the preparation and submission of Tenders and the Company will in no way be responsible or liable for those costs regardless of the conduct or outcome of the evaluation process.

3.6 Confidentiality

All information, specifications, and technical information provided to the Tenderer shall be treated as confidential by the Tenderer. The Tenderer agrees NOT to permit such information, specifications, or other information to be shown or disclosed to anyone other than those who need it in connection with the preparation of the Proposal. The Tenderer further agrees to require a similar agreement on the part of any supplier to whom any information, specifications, or technical information is shown or disclosed. Any public disclosure must have the Company's prior approval.

3.7 Submissions of Tenders

- 3.7.1 The Proposal shall be typed and shall be signed by the person or persons duly authorised to bind the Tenderer. Submitted Proposals shall become the property of the Company.
- 3.7.2 The complete Tender shall be without alterations, interlineations or erasures, except those in accordance with instructions issued by the Company or as necessary to correct errors made by the Tenderer. In the case(s) of corrections such as described above, and where any entries or amendments are made by the Tenderer, all such amendments shall be initialed by the person or persons signing the Tender.
- 3.7.3 Only ONE (1) Tender shall be submitted by each Tenderer. No Tenderer may participate in the Tender of another in any relation whatsoever. If Tenderers submit or participate in more than one Bid, all Proposals in which the Tenderer has participated shall be disqualified.
- 3.7.4 The Tender submission shall include the full legal name, registered office and business address of the Tenderer, and shall contain all information requested in the RFP. Tenderers will be required to submit full details of any matter which may affect its offer, including but not limited to, price proposals, payment conditions and time for completion.
- 3.7.5 Tenders containing all material that the Tenderer wishes to have considered as part of its Tender shall be emailed to **RFP@visittrinidad.co.tt**. Two separate files are to be uploaded (Technical and Commercial whereby the Commercial File must be encrypted with a password which shall be provided at a later date upon request).
- 3.7.6 DEADLINE FOR SUBMISSION OF TENDER: 2024 JANUARY 31st at 3:00 PM AST**

3.8 Amendment of RFP

- 3.8.1 Any change or clarification of the RFP Documents shall be made prior to the RFP closing date by written Addenda only and issued by the Company to each Tenderer.
- 3.8.2 The Company shall not be responsible for any interpretations made by the Tenderer as a result of information received by any means other than by written Addenda.
- 3.8.3** Each Addendum when issued, shall become part of the RFP Documents. The Tenderer shall acknowledge receipt of all Addenda, by communicating with the Company via e-mail to **RFP@visittrinidad.co.tt**.

3.9 Deadline for Submission of Tender Documents

- 3.9.1** Tender documents must be received by the Company at the email address specified above no later than 3:00 pm AST time on the deadline date for submission of Tenders – **2024 JANUARY 31st**.
- 3.9.2 Late Submissions - Tender documents received by the Company after the deadline date and time indicated for submission shall be unopened and shall not be evaluated.
- 3.9.3 The Company may in exceptional circumstances and at its discretion, extend the deadline for submission of Proposals by issuing an Addendum in which case all rights and obligations of the Company and the Tender previously subject to the original deadline will thereafter be subject to the original deadline as extended.
- 3.9.4 Under no circumstances would late submissions be accepted.

3.10 Skill and Experience of Tenderer

- 3.10.1 Tenderers are expected to have the practical skill and experience required in the supply of services and be fully competent to undertake the services. This presumption shall in no way relieve the Tenderer from the obligation in respect of its Tender.

3.11 Modification and Withdrawal

- 3.11.1 Tenderers may modify or withdraw a Proposal after submission, provided that the modification or notice of withdrawal is received in writing by the Company prior to the prescribed deadline for submission of Tenders.
- 3.11.2** The Tenderer's modification or notice of withdrawal shall be emailed with the subject being "MODIFICATION" or "WITHDRAWAL" as appropriate to the e-mail address, **RFP@visittrinidad.co.tt**.

3.12 Responsiveness of Tenders

- 3.12.1 Prior to the detailed evaluation of the Proposals, the Company will determine whether each Proposal is substantially responsive to this RFP.
- 3.12.2 For the purpose of this Clause, a substantially responsive Proposal is one which conforms to all the terms, conditions and specifications of these tendering documents without material deviation or reservation.
- 3.12.3 If a Proposal is not substantially responsive to the requirements of this Clause it may be rejected by the Company and may not subsequently be made responsive by the Tenderer having corrected or withdrawn the non-conforming deviation or reservation. The Company shall be the sole determinant of substantial responsiveness.

3.13 Tender Validity

The Tenderer's proposed price shall be firm and remain valid for **One-Hundred and Twenty (120)** days after the deadline for submission as specified herein.

3.14 Pre-Qualification

Tenderer shall provide all information requested in the pre- qualification questionnaire included in this RFP.

3.15 Tender Evaluation

- 3.15.1 It is understood that details of the Company's evaluation of the Tenders will be strictly confidential. Those Tenders judged by the Company to be non-responsive to the RFP will not be considered for evaluation. The Company will weigh both the technical and commercial contents of the Tenderer's Proposal during evaluation in accordance with the evaluation criteria set out herein.
- 3.15.2 To assist in the examination and comparison of Proposals the Company may at its sole discretion ask any Tenderer for clarification of its Proposal, including breakdowns of unit rates. The request for clarification and the response shall be by e-mail but no change in the price or substance of the Proposal shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Company in the evaluation of Proposals.

3.16 Evaluation Criteria

- 3.16.1 The Company will evaluate the Proposal in accordance with the following criteria.
- 3.16.2 Only upon the Proposal being substantially responsive to the criteria below will the commercial proposal be opened and evaluated.
- 3.16.3 Tenderers must attain a minimum of fifty-six (56) points out of a total of eighty (80) to be considered.
- 3.16.4 The Commercial Proposal shall carry a weighting of 20%.

Evaluation Criteria	Evaluation Focus	Weight (%)
Relevant Experience	Demonstrates relevant experience to support the marketing of Destination Trinidad through a track record of successfully promoting similar global destination brands.	20
	<p><i>Provide at least two (2) case studies from global destination brands featuring similar services.</i></p> <p>[These case studies should highlight the firm's ability to drive increased visitor arrivals and effectively communicate the unique attractions and offerings of these destinations]</p>	
Methodology and Market Approach	Detailed outline of proposed activities inclusive of Diaspora, Festivals, MICE and Sport markets with measurable success metrics.	10
	The firm should illustrate how their approach will resonate with the intended audiences, including Diaspora, VFR (Visiting Friends and Relatives), MICE (Meetings, Incentives, Conferences, Exhibitions), Sport, and Festivals markets)	
	Demonstrates a research-based methodology including key strategies that aligns with Tourism Trinidad's strategic goals.	8
	Provision of a concise project schedule including time-phased milestone list demonstrating a comprehensive understanding of project management	5
	Description and prioritization of strategies related to earned media, travel trade, airlines, and direct consumer engagement.	4
	<p>Showcases innovation and creativity in the proposal for promoting Trinidad .</p> <p><i>The proposal should showcase the firm's ability to think outside the box and propose innovative strategies and campaigns that will capture the attention of the UK target audience, differentiating Trinidad from other destinations.</i></p>	5
Qualifications	Demonstrates the qualifications and background of the team members assigned to manage the Company's account.	10
	<i>Provision of team composition and CVs. The proposal should showcase the expertise and experience of these individuals in destination marketing, media relations, trade representation, and digital marketing</i>	
Resources	Identification of the location(s) from which primary contract work would be performed.	5
	Include a proposed method of communication	4
Client References	Provision of at least three (3) client references.	9
Cost		20

3.17 Discrepancies in Proposal

Proposals determined to be substantially responsive will be checked for any arithmetic errors in computation and summation and will be corrected as follows:

- 3.17.1 Where there is a discrepancy between the amounts stated in the words and the amounts stated in figures, amount in words will govern.
- 3.17.2 Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate as quoted will govern, unless in the opinion of the Company there is an obvious gross misplacement of the decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rate will be corrected.
- 3.17.3 The amount stated in the Form of Bid will be adjusted in accordance with the above procedure for the correction of errors and, with the concurrence of the Tenderer will be binding upon the Tenderer.

3.18 Exceptions to RFP

- 3.18.1 The Tenderer is discouraged to take any exceptions to any part of this RFP. Should it be necessary for the Tenderer to take any exceptions of any kind, they shall be consolidated and presented under title Exceptions to RFP as part of the **Form of Proposal** Section of this document. All such exceptions shall be properly described and must be supported by (a) a justification for non-compliance with the RFP and (b) a quantified cost impact in the event that the Company insists on compliance with the RFP.
- 3.18.2 Isolated exceptions, incorporated in the Proposal, but not included in this independent section, may not be recognised or incorporated in any subsequent contract awards; and Tenderer will be required to comply with the affected technical documents(s), terms, conditions and instructions, as set out herein and shall not be entitled to any claim for extra payment with respect to such compliance. Tenderer is cautioned that if the exceptions taken are judged by the Company to be in violation of the intent and spirit of the RFP, the Company reserves the right to disqualify such Tender without any notice or explanation.

3.19 Pre-Award Correspondence

After receipt of the RFP documents, all correspondence from Tenderer regarding these documents shall be sent to the following email address: RFP@visittrinidad.co.tt.

3.20 Tender Opening and Recording

- 3.20.1 Tenders for which acceptable notices of withdrawal have been submitted shall not be opened.
- 3.20.2 At the time of the opening of Tenders, the Company shall make a note of the name and address of each Tenderer.

3.21 Non-Disclosure and Non-Interference

- 3.21.1 After the opening of Tenders, information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations concerning the award of Contract shall not be disclosed to Tenderers or other persons not officially concerned with such process.
- 3.21.2 Any effort by a Tenderer to influence the Company in the process of examination, clarification, evaluation and comparison of Tenders and in decisions concerning award of Contract may result in the rejection of the Tenderer's Proposal.

3.22 Currency and Payment

3.22.1 The currency of all Proposals submitted shall be in Trinidad and Tobago (TT) or United States (US) Dollars which will be calculated at the rate of 6.8TTD to 1USD.

3.23 Language of the Proposal

All documents submitted in relation to the Proposal shall be in the English Language.

3.24 Tender Acceptance and Award of Contract

3.24.1 Prior to the expiration of the period of Tender Validity, the Company will notify the successful Tenderer (if any) in writing of the acceptance of its Proposal.

3.24.2 The Company reserves the right to engage the Tenderer for all or any part of the Services.

3.25 Information to Accompany Tender

See outline in Form of Proposal Section of this document.

3.26 Proposal Rejection and Reservations

The Company does not bind itself to accept the lowest or any Proposal or parts thereof submitted pursuant to this RFP and the Company further reserves the right to reject any and all Proposals or any part of any Proposals as well as the right to cancel the RFP in its entirety without reimbursement of any costs incurred by the Tenderer.

4.0 PROJECT SCOPE AND SPECIFICATIONS

4.1 Purpose

A firm in the UK that shall work with Tourism Trinidad Limited to create, develop and execute public relations, marketing and promotional plans to satisfy the company's international reach for Diaspora (VFR's), MICE, Sport and Festivals markets to stimulate and enhance visitor arrivals to Trinidad.

The firm shall support the Company's strategic direction by demonstrating a research-based approach inclusive of a detailed work plan from which progress is reported monthly to the Company.

4.2 Marketing Strategy

The Overall Marketing Objectives of the Company shall be:

- 4.2.1 To increase visitor arrivals into Trinidad to 400,000 by 2025.
- 4.2.2 To increase awareness of the destination Trinidad in the UK. The primary niche markets would be Diaspora/VFR's, MICE, Festivals and Sport.
- 4.2.3 To generate more engagement on the social media channels and Increase followers on social media channels by 20% month on month.
- 4.2.4 To increase the current database by 100% of its current amount and start an aggressive series of direct marketing campaigns.
- 4.2.5 To increase traffic to website landing page and subsequent subpages by 20% month on month.

4.3 Project Specifications

The selected firm shall conduct media relations services, inclusive, but not limited to:

- 4.3.1 Creating a curated list of high-potential media outlets and journalists/writers, including print, broadcast, and social media/influencers.
- 4.3.2 Generating media familiarization tours to the destination for qualified candidates.
- 4.3.3 Scheduling a prescribed number of media appointments for the Company during sales trips and/or tradeshows in key markets.
- 4.3.4 Providing consultative services to the Company with regards to international media relations issues.
- 4.3.5 Representing the Company to the media in the UK and facilitating contacts with Trinidad when appropriate.
- 4.3.6 Creating and maintaining a media database which is property of the Company.
- 4.3.7 Proposing relevant and timely story ideas to targeted media.
- 4.3.8 Tracking media clippings and providing a detailed analysis with a brief translation of coverage.
- 4.3.9 Achieving a mutually agreed upon annual pool of earned media coverage.
- 4.3.10 Proposing events and activities that are likely to garner the interest of all interest groups/niche targets in the UK.
- 4.3.11 Assisting where and when required, with the execution of trade shows, events and opportunities to showcase the destination, in conjunction with or on behalf of the Company.

In addition, the selected firm shall:

- 4.3.12 Recommend and represent the Company at trade and industry events and activities, as assigned by Tourism Trinidad Limited.
- 4.3.13 Contact, on a regular basis, tour operators and travel agencies in key markets who are selling Trinidad or have the potential to develop new products.
- 4.3.14 Generate travel trade familiarization tours to the destination for qualified candidates.
- 4.3.15 Schedule travel trade appointments for the Company and facilitating agendas during sales trips and/or tradeshows in aforementioned markets.
- 4.3.16 Identify cooperative marketing strategies for the Company, including participation in road shows, trade and consumer fairs, advertising, sales training, direct mail, etc.
- 4.3.17 Maintain a database of travel trade and providing them with regular updates about the destination. This database shall be the property of the Company.
- 4.3.18 Provide travel trade and consumer fulfilment as needed.
- 4.3.19 Develop innovative and engaging direct-to-consumer campaigns promoting #visitTrinidad.
- 4.3.20 Keep the Company apprised of travel trends and challenges and make strategic recommendations for promotional programs as part of a monthly report.
- 4.3.21 Conduct a minimum of one (1) trip per year to Trinidad preferably escorting a familiarization tour.
- 4.3.22 Create and distribute a monthly report giving an overview and results of all activities.
- 4.3.23 Develop a packaging component with tour operators to promote and sell packages to Trinidad utilising the destination website as a platform.
- 4.3.24 Provide recommendations for industry shows, events and opportunities to showcase the destination for promotion of visitor arrivals
- 4.3.25 Engage with local and international industry partners to maintain solid stakeholder relationships such as hotels/guest houses, airlines, cruise lines, tour operators, Associations, tourism entities and Government agencies.
- 4.3.26 Use appropriate and relevant logos and branding as approved and needed by Trinidad Tourism Limited.

4.4 Requirements

Vendors are required to submit a proposal which should include the following:

- 4.4.1 Company history and background in serving global destination brands.
- 4.4.2 A minimum of two case studies from global destination brands featuring services similar to those described herein.
- 4.4.3 Outline research-based market approach, including key strategies and audiences/demographics.
- 4.4.4 Prioritize and briefly describe the company strategy as it relates to earned media, travel trade, airlines, and reaching consumers directly.
- 4.4.5 Include a detailed outline of proposed activities to accomplish the Company’s mandate and objectives with the Diaspora/VFR, MICE, Festivals and Sport markets; include proposed metrics for tracking the Company’s success in these markets.
- 4.4.6 Identify who would be the assigned representative(s) on the Company’s account and the roles and qualifying background of these individuals.
- 4.4.7 Identify current client list and confirm there are no conflicts of interest between any existing contract or client relationship.
- 4.4.8 Provide a fee structure for service.
- 4.4.9 Identify the location (s) of the office(s) from which the primary work on this contract would be performed.
- 4.4.10 Monitor media and identify negative and potential media that may damage the image and reputation of the destination and bring to the attention of Trinidad Tourism Limited. Assist with Crisis Communications as needed and or requested by Trinidad Tourism Limited.

5.0 FORM OF PROPOSAL

Tenderers are required to submit the following in this order and properly number each item submitted.

5.1 Prequalification Requirements

The following items must be submitted with each Proposal. Failure to provide same may result in the Proposal being rejected.

REQUIREMENTS
1. Information of Entity Form A below
2. Articles of Incorporation or equivalent (where applicable)
3. Evidence of Tax Compliance (where applicable)
4. Relevant Team Composition
5. Bank letter stating ability to execute project or 3 Year Audited Financial Statements
6. Completion of subsequent questions within this document

FORM A - Information on Entity

COMPANY INFORMATION
Name:
Mailing Address:
Email Address:
Website URL:
Registration #: (If Applicable)
Country of Registration (If applicable):
Years of Establishment:
Type of Business Entity: (Partnership; Joint Venture LLC)
Main Point of Contact (Name):
Job Title:
Postal Address:
Office Number:
Mobile Number:

5.2 Technical Information Required in Proposal

The Proposal shall include sufficient information and details for a full evaluation of the Tenderer’s capacity to perform the Services.

5.3 Commercial Information Required in Proposal

The Tenderer should pay particular attention to the Term Sheet for Tenderers (as attached) when formulating its Commercial Bid.

5.4 Other Information

Please provide information as to whether there are any judgments and/or pending judgments, registered or unregistered, against Tenderer (or the proprietor or partners in cases when the Tenderer operates as a sole proprietorship or partnership), and, if so, to indicate the Individuals, the Companies or Organisations which have obtained the said judgments and the amount of the judgments.

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

5.5 Use of Subcontractors

Tenderers shall provide details of its plan (if any) for subcontracting portions of the Services. Included should be identification (company name, location and address) of prospective sub-contractors and intended scope of services. Details of qualifications and experience of each proposed subcontractor must be provided.

5.6 Schedule of Personnel

Tenderers shall supply a detailed list of all personnel to be used in the performance of the Services. Signed resumes of all proposed personnel shall also be included as part of the Proposal.

The Tenderer shall certify one of the following statements:

1. **‘Our quotation is in exact accordance with all the requirements of the RFP with no exception’.**
2. **‘Our quotation is in exact accordance with all the requirements of the RFP with no exceptions other than those listed below’.**

5.7 Exceptions to the RFP

The Tenderer shall consolidate and list in the form below, exceptions taken to the RFP. Exceptions not listed in the form below will not be considered.

Exception No.	Description	Justification	Cost Impact (\$)	Schedule Impact	Quality Impact

5.8 Tenderer’s Warranty of the Services

Tenderer warrants that the Services will be performed in accordance with the codes, specifications and accepted industry standards and practices.

5.9 Local Conditions

Tenderer is reminded that it should make full enquiries concerning all local laws, regulations, practices and conditions that might affect its performance of the Services.

5.10 Local Taxes, Permits and Surcharges

Tenderer’s Proposal must be inclusive of ALL local taxes, permits and surcharges (corporate and personal) liable to be incurred in respect of Government, Local and Statutory Agencies in the execution of the Services.

5.11 Additional Information

a) Is the applicant a foreign Individual engaging in business in Trinidad and Tobago?
YES **NO**

If YES please answer the following:

b) Are you authorised to transact business in Trinidad and Tobago?
YES **NO**

c) Do you or any of your Directors and Senior Staff have any family connections and/or business associations with any member of our organisation (Tourism Trinidad Limited) or any other situation that may lead to a conflict of interest?
YES **NO**

If you answered “YES” to (c) above, please explain details of relationship below:

6.0 LIST OF ATTACHMENTS

6.1 Term Sheet for Tenderers

Commercial Proposal Provision of Overseas Public Relations & Marketing Services for the United Kingdom

(Tenderers are required to fill up all the blank spaces in this Tender Form and appendix)

To: _____

1. Having examined this RFP for the services, namely the Provision of Overseas Public Relation & Marketing Service for the UK market for Tourism Trinidad Limited, we, the undersigned, offer to execute and complete the whole of the said Services in conformity with the said information, Specifications, and scope contained in the Company’s RFP for the VAT Exclusive sum of

.....
.....

(WORDS)

(\$.....)

(FIGURES)

2. We undertake, if our Proposal is accepted, to commence the consultancy within ten (10) days of receipt of a letter of award, to commence, and to complete and deliver the whole of the services comprised in the Contract.

3. We agree to abide by this Tender for the period of **One Hundred and Twenty (120) days** from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before expiration of that period.

4. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this.....day of.....2024

Signature.....in the capacity of.....

Duly authorised to sign tenders for and on behalf of.....

(Place stamp of the Company here)