



OFFICE OF THE PRIME MINISTER
CENTRAL ADMINISTRATIVE SERVICES TOBAGO

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REQUEST FOR TENDER PACKAGE

FOR

**THE PROVISION OF SERVICES FOR THE
OPERATIONALIZATION OF THE GYM & FITNESS
CENTRE AT THE OFFICE OF THE PRIME MINISTER,
CENTRAL ADMINISTRATIVE SERVICES, TOBAGO**

DATE ISSUED: 18th February, 2021

DATE DUE: 20th April, 2021

INVITATION TO TENDER FOR THE PROVISION OF SERVICES FOR THE OPERATIONALIZATION OF THE GYM & FITNESS CENTRE AT THE OFFICE OF THE PRIME MINISTER, CENTRAL ADMINISTRATIVE SERVICES, TOBAGO

The Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST) for and on behalf of the Government of the Republic of Trinidad and Tobago (GoRTT) hereby invites sealed Tenders from eligible companies for the;

The Provision of Services For The Operationalization Of The Gym & Fitness Centre At The Office Of The Prime Minister, Central Administrative Services, Tobago

The Tender Documents are comprised of the following as attached:

- General Information
- Instructions to Tenderers
- Scope of Works
- Declaration “APPENDIX I”
- Tenderer Undertaking and Pricing Tender at “APPENDIX II”
- Bid Compliance and Conformance Sheet “APPENDIX III”
- Form of Tender “APPENDIX IV”

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1. GENERAL INFORMATION

A. BACKGROUND

The Office of the Prime Minister, Central Administrative Services, Tobago (OPM-CAST) is seeking tenders from eligible and experienced Service Providers/Local Firms/Organizations to provide Gym and Fitness Centre operational services for a period of two (2) years at the Gym and Fitness Centre, located at Orange Hill Road, Lower Scarborough, Tobago.

B. SITE VISIT

All prospective Service Providers are required to attend a mandatory site visit of the location. The site visit will be held at **10:00 a.m.** on **23rd March, 2021**, at the Office of the Prime Minister, Central Administrative Services, Tobago, Orange Hill Road, Lower Scarborough, Tobago.

Prospective Service Providers must send an e-mail to opm-cast@gov.tt on or before **22nd March, 2021**, no later than **1:00 p.m.**, indicating the names and designations of the persons attending the site visit. The email must have the subject heading, **“Site Visit: Provision of Gym and Fitness Centre Operational Services”**. Failure to attend the site visit will deem the Tender ineligible.

C. The Office of the Prime Minister, Central Administrative Services, Tobago will select a Service Provider(s)/local firm/organization from those tenders which are deemed eligible and which satisfy the Evaluation Criteria identified herein. By submitting a Tender, Service Providers accept the OPM-CAST’s bidding process and the terms and conditions contained herein. Service Providers must carefully examine ALL the bidding documents and ALL information provided by the Department and shall:

- i. Consider all risks, contingencies and other circumstances relating to the delivery of the services, and include adequate provision in the Tender Package to manage such risks and contingencies.

- ii. Exercise all due diligence on the fulfilment of the obligation under the Agreement and shall carry out his/her responsibilities in accordance with the recognized professional standard.
- D.** This Request for Tender (RFT) does not constitute a binding offer of award for the Provision of Services for the Operationalization of the Gym and Fitness Centre at the Office of the Prime Minister, Central Administrative Services, Tobago. Neither the RFT document nor the RFT process creates a contract or any legally binding relationship between the OPM-CAST and a Service Provider.
- E.** Service Providers should not, and must ensure their officers, employees, agents or personnel do not place themselves in any situation that may or does give rise to an actual, potential or perceived conflict of interest during and in relation to the RFT process. Service Providers must immediately inform the OPM-CAST in writing, should a conflict of interest arise (this includes any actual, potential or perceived conflict of interest), at any time during the procurement process. Service Providers are advised that a conflict of interest may result in a Service Provider being disqualified and debarred from participating further in the procurement process.
- F.** In submitting a Tender Package, a Service Provider warrants that its Tender Package has not been prepared in collusion with any competitor. The Tender Package will immediately be disqualified from participating further in the procurement process, where the Service Provider:-
- Engages in any collusive, fraudulent, obstructive or improper conduct in the preparation and submission of their Tender;
 - Engage in collusive, coercive or improper conduct in discussion or negotiations with OPM-CAST's representatives;
 - Attempts to influence or provide any form of inducement (personal or otherwise), rewards or benefit to any of the OPM-CAST's representatives; OR
 - Seek or attempts, by any means whatsoever, to manipulate the procurement proceedings.

The OPM-CAST reserves the absolute right to report any suspected irregular, collusive, or anti-competitive conduct by Service Providers to the relevant Authority/Authorities and to provide that Authority/those Authorities with all relevant information, including but not limited to, the Service Providers tender package.

- G.** Late submissions will not be accepted or considered in any circumstances. Information submitted by Service Providers shall become the property of the OPM-CAST. Tender Packages will not be returned to Service Providers at the end of the procurement process. The OPM-CAST assumes no liability for delivery failures. Electronically mailed submissions will not be accepted. The OPM-CAST reserves the right to accept or reject any Tenders received. The OPM-CAST also reserves the right to cancel this RFT in its entirety or even partially, without defraying any cost or liability incurred by any person or firm/organization.

2. QUALIFICATIONS/REQUIREMENTS FOR SERVICE PROVIDERS

All Service Providers **MUST** meet the requirements stated below. Tender Packages which do not meet these requirements, **MAY NOT** be considered:

- i. Service Provider/firm/organization must be currently providing service and must have been doing so, at a minimum, for the past three (3) consecutive years. Evidence must be produced to support this. Service Providers must possess:
 - A Degree in Sports Studies or relevant discipline;
 - A Certificate in First Aid procedures or a First Aid Certificate;
 - A minimum of three (3) years' experience in delivering a variety of exercise classes.
- ii. Service Provider/Firm/Organization must certify and provide supporting documents of its staff, employees, agents, personnel subcontractors or any other individuals who perform services on their behalf to substantiate that they are covered by adequate liability and

property damage insurance, workmen's compensation insurance and other relevant coverage (statutory or otherwise), where applicable.

- iii. Service Provider/Firm/Organization must submit the company's/individual's Health, Safety and Environment (HSE) Management Plan/Individual Plan (Health and Safety Plan-safe working procedures, ensure staff is trained to use equipment, use of PPE, incident reporting and investigating procedure etc.), where applicable.
- iv. Service Provider/Firm/Organization must consist of professionally certified Gym Instructor(s).
- v. Service Provider/Firm/Organization should submit the following documents, where applicable, to qualify:
 - a. National Insurance Certificates (NIS)
 - b. Board of Inland Revenue (BIR)
 - c. Value Added Tax (V.A.T.) Clearance Certificate

NB. Copies of original Certificates of Qualification **MUST** be submitted. Failure to submit same, will result in immediate **DISQUALIFICATION**.

INSTRUCTIONS TO SERVICE PROVIDERS

Service Providers are advised to read all instructions carefully since failure to comply may result in the rejection of their tender.

1. SUBMISSION OF TENDERS

Service Providers must provide the following in their tender:

- Profile/Background of Service Provider/Company e.g. (full name, office and business address of Service Provider, etc).
- Signature of the person making the offer, or in the case of a company, partnership of business firm, by a duly authorised officer or employee of such company, partnership of the business firm;

- The initials of the person making the offer must be inserted next to any alterations or erasures made, or in the case of a company, partnership or business firm. In the event of any discrepancy between the copies of the tender packages, the original will govern.
- An assurance that prices will remain valid for an initial minimum period of one hundred and twenty (120) days from the closing date of the tender or as stated otherwise. All supporting documents must be attached.

2. TENDER PACKAGE

The Service Provider must submit an original of their Tender package along with four (4) hardcopies and one (1) soft copy on a CD/USB flash drive of the completed tender package. All submissions are to be presented in one package with the below caption clearly marked on the outside of the envelope:-

“Tender for the Provision of Services for the Operationalization of a Gym and Fitness Centre at the Office of the Prime Minister, Central Administrative Services, Tobago”

The envelope shall:-

- Be addressed to:

**The Chairman
Permanent Secretary Tenders Committee
Office of the Prime Minister
Central Administrative Services Tobago
Orange Hill Road
Lower Scarborough
Tobago**

- Be deposited in the respective Tender Box (slot dimensions **15 inches x 4 inches**) located in the Lobby of the Office of the Prime Minister, Central Administrative Services, Tobago on or before **20th April, 2021**, no later than **1:00 p.m.**

Service Providers must provide a Profile of their Company, (if any), which must include:

- Certificates of Registration pursuant to the Companies Act, Chapter 81:01 (where applicable);
- Contact information sheet (contact person, telephone contact, email address, and mailing address).
- Certificate of Continuance pursuant to the Companies Act 81:01 (where applicable).
- Notice of Manager with names of other Gym Instructors.
- Financial Statements for the last three (3) years (where applicable);
- Details of training programmes, disciplinary procedures and recruitment procedures;
- A list of previous and present clients.
- Copies of all Certification and Curriculum Vitae of key personnel.
- Three (3) References required, (written letter or report with contact information for each).
- Information on legal proceedings (criminal or civil), Court Judgements (pending or otherwise) (if any)

Income Tax and Value Added Tax (V.A.T). (where applicable)

- Tenders should be accompanied by Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.

National Insurance Certificate (where applicable)

- Tenders should be accompanied by a valid National Insurance Compliance Certificate issued in accordance with the National Insurance Act, Chap 32:01 (where applicable).

Deadline for submission of Tender

- Tenders shall be deposited in the respective tender box located in the lobby of the Office of the Prime Minister, Central Administrative Services, Tobago, Orange Hill Road, Lower Scarborough Tobago on or before **20th April, 2021**, no later than **1:00 p.m.**

3) Evaluation of Tender

In evaluating the Tenders submitted, the Office of the Prime Minister, Central Administrative Services, Tobago reserves the absolute right to:

- Accept or reject any Tender that does not adequately meet the criterion;
- Assess Tender as it sees fit, without obligation to select any Service Provider.
- Determine whether any Service Provider satisfactorily meets the established evaluation criteria;
- Request clarification from the Service Provider after submission of their Tender documents;

An Evaluation of the submitted Tenders would be undertaken and Service Providers would be informed of the outcome of the Evaluation process accordingly.

Evaluation Criteria

Tenders will be evaluated in accordance with the following criteria.

Evaluation Criteria	Points %
Presentation of Documents (layout, compilation, and format)	5
Administrative Capability (certification; training, disciplinary procedures) workman compensation; Health and Safety Plan	15
Methodology/Approach – services and solutions proposed; Detailed Work Plan	25
Available Resources (Manpower and Support Staff, CV of Key Personnel)	15
Work Experience/Past Performance/References	15
Cost	25
Total	100

Service Providers must submit adequate evidence to support each of the criteria listed above and must attain an average score of 70% in order to qualify for consideration. The OPM-CAST will invite the top-ranked Service Provider to enter into contract negotiations with a view to contract. Where the contract negotiations prove unsatisfactory to the OPM-CAST, the OPM-CAST, at its sole discretion, may discontinue the negotiations and initiate negotiations with the second-ranked qualified Service Provider.

The OPM-CAST will notify all unsuccessful Service Providers of the outcome of the evaluation process, including the name of the successful Service Provider, if any.

Costing/Price Proposed

Service Provider must indicate the fixed monthly and annual rate in Trinidad and Tobago Dollars inclusive of all costs used in the calculations of their offer.

The OPM-CAST requests that Service Providers provide a competitive Price tender in Trinidad and Tobago Dollars based on the Scope of Work. Service Providers are required to complete their Price Tender in the form of the undertaking at **Appendix II**, as confirmation of their understanding and acceptance of the terms and conditions of the Request for Tender (RFT) and the proposed documents. OPM-CAST reserves the right to negotiate any and all ensuing contract(s) terms, including price.

Bid Validity

Service Providers are required to confirm the accuracy of the information and of the documents they have submitted in response to the Request for Tender in the form of the declaration at **Appendix I**. Service Providers are also required to complete the Bid Compliance and Conformance checklist in the form at **Appendix III** and a Form of Tender at **Appendix IV**.

Clarifications

Any questions and requests for clarification must be emailed to the Administrative Officer V or Administrative Assistant, Services of the Office of the Prime Minister, Central Administrative Services, Tobago, Orange Hill Road, Lower Scarborough, Tobago. Email: opm-cast@gov.tt. The deadline for clarifications is **9th April, 2021** no later than **1:00 p.m.**

3. SCOPE OF WORK

The Service Provider shall be required to provide Gym and Fitness Centre services for the staff of the Office of the Prime Minister, Central Administrative Services, Tobago, elite athletes and other individuals as directed by the Permanent Secretary; on a daily basis from Monday to Friday. This includes the provision of support activities to encourage awareness on health and wellness issues with quality training.

Objectives

The objectives of the Gym and Fitness Centre are to encourage a healthier lifestyle with a view of promoting health and wellness via quality training. In addition, it is expected that increased access to Gym services will subsequently:

- Provide efficient Gym and fitness services to the staff of OPM-CAST
- Contribute significantly to health and wellness, which will further translate into a healthier workforce
- Provide opportunities to advance and maintain the health and wellness of the staff and athletes
- Offer a variety of exercise programmes that will encourage patrons to adapt to a healthier lifestyle
- Ensure higher productivity by ensuring a healthier workforce
- Reduce health care expenditure and
- Generally improve economic growth.

Operationalization of Gym

The Gym and Fitness Centre will be operational from Mondays to Fridays, during the hours of 5:00am to 9:00pm. The first 30 minutes, upon opening, is for the Instructor(s) to conduct a walkthrough of the Gym, to ensure its readiness and safe for use.

The Gym Instructor(s) will work on a shift system to facilitate the anticipated amount of members using the Gym at a given time.

Services Required

Service Provider(s) is/are required to:

- Present a professional appearance and attitude at all times and maintain an excellent standard of customer service.
- Provide fitness programme which caters to the needs of all persons, whether group classes or personal training sessions.
- Promote and educate staff on the importance of wellness and activity aimed to increase participation.
- Demonstrate techniques and methods of participation and offer alternative during classes to accommodate varying level of fitness.
- Ensure health and safety is of the highest standard and ensure members are advised on the effective and safe use of all equipment.
- Provide nutritional advice to members to ensure that they know the importance of diet and the effects that it can have on results.
- Takes personal responsibility for the care and security of the Gym equipment.
- Be flexible in your job and willing to assist in all other duties within reason as requested by the Supervisor.
- Organize and safeguard a clean environment and the continued maintenance and security of all equipment.
- Ensure that health and safety rules are adhered to by all users of the Gym and Fitness Centre.

- Provide monthly reports to the Administrative Officer V

4. SERVICE PROVIDER'S OBLIGATION

Service Provider(s) is/are obligated to:

- Perform the required services in a timely, efficient and professional manner to ensure that all work performed shall be carried out to the satisfaction of the Permanent Secretary and by extension, the members of the Gym and Fitness Centre of the OPM-CAST.
- Ensure that all services provided by the Service Provider shall be carried out in such a manner as to cause minimal or no disruptions and inconvenience to staff and the daily operations of the Office of the OPM-CAST.
- Undertake that all personnel employed in the performance of the Service Provider's duties outlined should have been or would be subjected to a thorough medical examination and shall have been declared fit for their duties.
- Provide qualified, courteous and competent personnel to carry out the required services.
- Ensure that all workers are over 18 years old and legally allowed to work in Trinidad and Tobago.
- Take all necessary measures to perform the services in a safe and diligent manner so as to avoid hazards and prevent accidents.
- Acquaint oneself with all statutory provisions and regulations related to the Agreement and be responsible for compliance of same.
- Report to the Client or his/her designated representative.

- Maintain, in strict confidence, all information that he/she is privy to under this Agreement.

5. EXPECTATIONS OF SUCCESSFUL SERVICE PROVIDER(S)

All successful Service Provider(s) are expected to:

- Provides the services as indicated in the contract.
- Recognize how personal values, biases and opinions can affect professional judgement. Every member **MUST** be treated equally and uniquely.
- Respect colleagues and give support in maintaining the Code of Ethical Conduct.
- Respect the ethnic and religious background of each member.
- Be open to new ideas and willing to learn from the suggestion of authorized personnel of OPM-CAST.
- Continue to learn, grow and develop as a professional.
- Fill out Requisite Form and report any accidents/incidents that may have occurred at any given time.
- Honour the criteria set out in the Contractual Agreement.
- Foster camaraderie amongst the members of the Gym.
- Inform the OPM-CAST, on a timely basis, of the inability to provide the required service.

6. APPENDICES

APPENDIX I

DECLARATION

Date:

Permanent Secretary
Office of the Prime Minister
Central Administrative Services, Tobago
Orange Hill Road
Lower Scarborough
Tobago

Dear Sir/Madam,

Re: Tender for the Provision of Services for Operationalization of the Gym and Fitness Centre at the Office of the Prime Minister, Central Administrative Services, Tobago.

I/We, the undersigned for and on behalf of the Service Provider, hereby offer to provide the captioned service in line with your Request for Tender. I/We are hereby submitting my/our Tender Package for the Services.

I/We, hereby declare that all the information provided pursuant to our Tender Package is true and correct. I/We accept that any misinterpretation contained in it may lead to my/our disqualification. I/We further accept that I/we shall bear all costs associated with the preparation and submission of my/our Tender and any contract negotiations. The Office of the Prime Minister, Central Administrative Services, Tobago shall in no case be responsible or liable for these costs regardless of the conduct or outcome of the procurement process.

I/We, further agree, that in competing for (and, if I am/we are successful in the award) the contract, I/we undertake to observe all the laws of the Republic of Trinidad and Tobago relevant to this process, including but not limited to laws against collusion, fraud and bribery.

I/We understand you are not bound to accept any Tender Package you receive.

I/We fully understand and agree to the conditions contained in this Request for Tender.

Yours Respectfully,

Duly Authorized Signature:

Name and Signatory Designation:

Name of Service Provider/Firm, Address and Company Stamp (if any):

.....

.....



APPENDIX II

SERVICE PROVIDER UNDERTAKING AND PRICING TENDER

Date:

To: The Permanent Secretary, Office of the Prime Minister, Central Administrative Services, Tobago

Re: Tender for the Provision of Services for the Operationalization of the Gym and Fitness Centre at the Office of the Prime Minister, Central Administrative Services, Tobago.

I/We, for an on behalf of **THE UNDERSIGNED SERVICE PROVIDER**, having examined ALL the Request for Tender requirements and bidding documents, fully understand (i) the extent and character of the works covered by the Request for Tenders; (ii) the location, arrangements and specified requirements of the services; (iii) conditions relative to capacity, experience and delivery of resources; and (iv) any and all other factors and conditions affecting or which may be affected by the services.

I/WE HEREBY PROPOSE to furnish all the required information/documentation in accordance with the Request for Tender and the bidding documents specifications hereto (or any modification thereof) for and in consideration of the price stated herein.

I/WE HEREBY WARRANT that the price stated herein is valid for a period of One Hundred and Twenty (120) days.

Gym and Fitness Centre Services at the Office of the Prime Minister, Central Administrative Services, Tobago		
	V.A.T Exclusive	V.A.T Inclusive
Monthly	\$	\$
Annually	\$	\$

.....
Signature of Duly Authorized Service Provider

.....
Name of Signatory (Block Letters)

.....
Bid Date

.....
Signatory Designation

Name of Service Provider/Firm/Organization:

Address:

Stamp:



APPENDIX III

Bid Compliance and Conformance Sheet

Tender for the Provision of Services for the Operationalization of the Gym and Fitness Centre at the Office of the Prime Minister, Central Administrative Services, Tobago

Prospective Service Providers must complete the checklist for submission of their Tender package.

1	Company Profile & Information/Disclosures (OSHA, Legal Proceedings) (where applicable)	YES		NO		N/A	
2	References /Similar Contracts	YES		NO		N/A	
3	Valid Income Tax Clearance Certificate (where applicable)	YES		NO		N/A	
4	Valid VAT Clearance Certificate (where applicable)	YES		NO		N/A	
5	Valid National Insurance Certificate of Compliance (where applicable)	YES		NO		N/A	
6	Financial Statements for the last three (3) years (where applicable)	YES		NO		N/A	
7	Professional Sport Studies Certificate or relevant discipline	YES		NO		N/A	
8	Professional First Aid Certificate	YES		NO		N/A	
9	Bid Validity Period	YES		NO		N/A	
10	Pricing/Costing Submission	YES		NO		N/A	

** I/We certify that the above checked items have been included in our Tender Package. I/We understand that any non-disclosure or failure to provide all the required information or documents may lead to the Office of the Prime Minister, Central Administrative Services Tobago non-acceptance of my/our offer.*

Name in Block Letters

Date

Duly Authorized Signature

Service Provider Company Address & Stamp

APPENDIX IV

FORM OF TENDER

TENDER FOR THE PROVISION OF SERVICES FOR THE OPERATIONALIZATION OF THE GYM AND FITNESS CENTRE AT THE OFFICE OF THE PRIME MINISTER, CENTRAL ADMINISTRATIVE SERVICES TOBAGO

To: The Permanent Secretary
 Office of the Prime Minister
 Central Administrative Services Tobago
 Orange Hill Road
 Lower Scarborough
 Tobago

Sir/Madam,

Having examined all the Tender Documents – Invitation to Tender inclusive, Instructions to Service Providers, Form of Tender, Checklist, Performance Bond, the Tender Specification Sheet, Appendices and, if any, Addenda of the above named Tender, we offer to undertake and complete the said services for which my/our Tender is accepted, in conformity with the said Tender Documents for the sum of:

.....
.....

TT\$..... (VAT INCLUDED)

Or such other sum as may be ascertained under the Contract for the *Provision of Services for the Gym and Fitness Centre at the Office of the Prime Minister, Central Administrative Services Tobago*.

This Tender is submitted without collusion with any other Service Providers. I/We understand that collusion will immediately invalidate my/our Tender. I/We further declare that I/we have carefully examined the Tender Documents and that I/we have satisfied myself/ourselves as to the terms and conditions under which the services are to be performed. This Tender is made according to the

provisions and terms of the Tender of the Tender Documents, which documents are hereby made a part of this Tender.

I/We further agree that I/we have exercised my/our judgement in providing the appropriate information required to prepare and submit my/our Tender and have utilized all relevant data available from the Office of the Prime Minister, Central Administrative Services, Tobago and other sources in arriving at my/our conclusion.

I/We agree to abide by this Tender (Tender Documents) for a 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 in acceptance at any time before the expiration of that period.

I/We understand that you are not bound to accept the highest, lowest or any Tender you may receive.

Dated, thisday of, 2021

Signature of Service Provider:

Name of Signatory: **(Block Letters)**

duly authorized to sign Tenders for and on behalf of:

Name of Service Provider/Company:

Address (In Full)

.....

.....

Witness: **(Block Letters)**

Signature of Witness:

Address:

.....

.....

Occupation:

Date:

Note: In case of a Tender by a Firm or Company, the signature of a person fully authorized by the Firm or Company to sign on behalf of the Firm or Company.