



**NATIONAL CARNIVAL COMMISSION
OF TRINIDAD AND TOBAGO**

TENDER NOTICE

**INVITATION TO TENDER FOR THE PROVISION OF SERVICES TO THE NATIONAL
CARNIVAL COMMISSION - CARNIVAL CELEBRATIONS 2016**

1. The National Carnival Commission of Trinidad and Tobago (NCC) hereby invites suitably qualified entities, firms and individuals to tender for the provision of the following services for Carnival 2016:
 - i) **Rental of Chairs and Tables**
 - ii) **Rental of Tents**
 - iii) **Rental of Trailers and Portable Chemical Toilets at all venues**
 - iv) **Provision of Stage, Ramps, Decks and Watch Towers at Queen's Park Savannah**
 - v) **Provision of Stage, Ramps, Decks and Watch Towers at Skinner's Park**
 - vi) **Installation and Removal of Audio Visual System at all venues**
 - vii) **Rental of Trailer Artistes' Dressing Rooms at QPS and Skinner's Park**
 - viii) **Erecting and Dismantling of Calypso Tent at Queens Park Savannah**
2. General guidelines, in the form of a Request for Proposal, can be collected at the office of the Corporate Secretary of the NCC, #11 St. Clair Avenue, Port of Spain, upon payment of a **non-refundable** cash deposit or certified cheque in the sum of TT\$1000.00 (vat inclusive) at the Accounts Department of the NCC between the hours of 9 am to 3 pm.
3. The required documents to be submitted include the following:
 - Certificate of Registration, Incorporation, and Continuance, Annual Return
 - Statutory Requirements i.e. valid VAT, NIS, Certificates up to date
 - Written description of the Tenderer, including company background
 - Organisational Chart of Tenderer's agency
 - Organisational Chart of **all personnel** to be involved in contract
 - Curriculum Vitae of key human resource
 - Details on three (3) current major clients
 - Insurance Certificates
4. Tax must be shown separately below the tender price.
5. Technical information can be obtained from the office of the Operations and Technical Services.
6. **Request for Proposal packages will be available from Monday 29th June, 2015 between 9:30 am to 3 pm**
7. The successful tenderer/s will be required to deposit with the NCC, a Performance Deposit of ten percent (10%) of the value of each contract; or alternatively, provide a bond in the sum as a guarantee for the proper performance of the contract. Upon the satisfactory completion of the contract, the deposit/bond will be refunded/released.
8. Tenders should be enclosed in sealed envelopes addressed to "**The Secretary, Tenders Committee, National Carnival Commission**" and deposited in the appropriate tender box located in the reception area of the NCC's head office, #11 St. Clair Avenue, Port of Spain, **no later than 3 pm on Friday 17th July, 2015.**
9. Separate contracts may be awarded for each item or a combination of items.
10. NCC reserves the right to reject any or all proposals for failure to comply with any mandatory requirements.
11. The public opening of tenders will be conducted **immediately after the closing at 3 pm** at the NCC's Corporate Office, #11 St. Clair Avenue, Port of Spain. The tenderer or his/her representative may be present at the opening.