



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. Install & Dismantle Temporary Fencing, Aisles, and Gates at various venues
 - ii. Install Global Positioning System (GPS) for Carnival Band Management
 - iii. Construction and Dismantling of Downtown Stand
 - iv. Construction and Dismantling of Deck at Piccadilly Greens
 - v. Construction and Dismantling of North Stand at Queen's Park Savannah
 - vi. Provision of Ramps, Stands, and Decks at Woodbrook
 - vii. Provision of Stage Lighting at Queen's Park Savannah and Skinner's Park
 - viii. Provision of Sound and Public Address System at Queen's Park Savannah and Skinner's Park
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 Manager.
6. **Request for Proposal packages will be available from Wednesday 1st July, 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 Monday 20th 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.