



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) **Construction 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\$1,000.00 (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, including contact information
 - Insurance Certificates
4. The tender must clearly state the total bid price both Inclusive and Exclusive of Value Added Tax.
5. The tender must be shown the any amount of Tax separately and below the tender price.
6. Technical information can be obtained from the office of the Operations and Technical Services Manager.
7. **Request for Proposal packages will be available from Monday 3rd August, 2015 between 9:30 am to 3 pm.**
8. 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.
9. Tenders must be enclosed in sealed envelopes addressed to **"The Secretary, Tenders Committee, National Carnival Commission"** with description and RFP ID# 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 **between 9:00 am to 3:30pm but no later than 3 pm on Friday 7th August, 2015.**
10. Separate contracts may be awarded for each requested service or a combination of the requested services.
11. NCC reserves the right to reject any or all proposals for failure to comply with any mandatory requirements.
12. **NCC reserves the right to discontinue the Tender Process.**
13. 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.