



OFFICE OF THE PRIME MINISTER
CENTRAL ADMINISTRATIVE SERVICES TOBAGO

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REQUEST FOR TENDER PACKAGE

FOR

THE DESIGN, DEVELOPMENT, HOSTING AND
MAINTENANCE OF A WEBSITE FOR OFFICE OF THE
PRIME MINISTER, CENTRAL ADMINISTRATIVE
SERVICES, TOBAGO

DATE RELEASED: Wednesday 17th February, 2021

DATE DUE: Thursday 01st April, 2021

**INVITATION TO TENDER FOR THE DESIGN, DEVELOPMENT, HOSTING AND
MAINTENANCE OF A WEBSITE FOR 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;

***Design, Development, Hosting and Maintenance of a Website for 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 Proposal at “APPENDIX II”
- Bid Compliance and Conformance Sheet “APPENDIX III”
- Form of Tender “APPENDIX IV”

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GENERAL INFORMATION

I. BACKGROUND

The Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST), Meteorological Services, Tobago Division is seeking proposals from duly qualified and experienced firms/organisations in the Information Technology industry for the design, development, hosting and maintenance of a website for the organization. The OPM-CAST core areas includes the following:

- OPM-CAST administrative office inclusive of sub-treasury and weights and measures;
- Registrar General Department RGD;
- Meteorological Services Trinidad and Tobago, Tobago Division (MET Services)

The expected commencement and conclusion dates would be outlined in the contract document.

II. OBJECTIVE

To develop a website to attract, inform and provide a forum for the public to interact with OPM-CAST that is secure and encompasses all the core functions and services currently provided, by employing modern website technologies. The website should convey and encompass the following key strategic and communications objectives:

- Develop and design an architecture that supports easy navigation of the site to various OPM-CAST services.
- Produce a responsive web design that is viewable/navigable on multiple platforms (including smart phones and tablets), resolutions and web browsers.
- Design and develop an intuitive and familiar navigation mechanism and prominently high-priority or targeted content for the various website user audiences.
- Utilize a feature rich Content Management System with enhance integration and interactive applications such as social media.
- Provide ability to create a personalized experience based on the user preferences.
- Utilize a Content Management solution that can be maintained by both experienced web development staff as well as business users with no coding experience.
- Necessary functionalities include the creation of templates, WYSIWYG editing to facilitate content management by novice users, content approval workflows and search engine friendly URL aliasing.

- Develop a framework that allows regular site re-fresh cycles to maintain user interest and excitement.
- Design the website with a look and feel supporting the marketing and branding efforts of OPM-CAST.
- Secure, responsive, and helpful tech support.
- CMS built-in functionality (Calendar, Forms, Survey, Subscription, etc.)
- Expand the services OPM-CAST offers to citizens on the website.
- Provide a portal for citizens and customers to interact with the Ministry’s staff.
- Digital editing
- Implement electronic workflow and content retention management.
- Provide a responsive design structure.
- Provide ability for full integration with existing-e-government applications and provide for easy integration with future e-government applications.
- Secure, responsive, and helpful tech support

III. EXPECTATIONS

OPM-CAST operates with very high standards and it is expected that the successful Tenderer:

- Makes electronic all OPM-CAST core services with supported online applications, forms, information, payment options and communication that will facilitate direct communication with internal heads of departments.
- Offers a dynamic, compatible and multi-faceted OPM-CAST web solution that is accessible on all platforms including mobile platforms.
- Integrates some of RGD services from the Legal Affairs platform into the new web solution.

IV. VIRTUAL PRE-TENDER MEETING

All prospective Tenderers will be invited to attend a virtual Pre-Tender Meeting. The meeting will be held on **Monday 01st March, 2021 at 1:30 P.M.** on the Microsoft Teams Application. Prospective Tenderers must send an e-mail to opm-cast@gov.tt on or before **Thursday 25th February, 2021 at 12:00 noon**, indicating the name, designation and firm/organization of the persons attending the meeting. The email must have the subject heading **“Virtual Pre-Tender Meeting: OPM-CAST Website”**.

Upon confirming the attendees, an invitation to the meeting would be emailed to Tenderers on **Friday 26th February, 2021 no later than 3:00 P.M.** It is strongly recommended that Tenderers attend the Microsoft Teams Meeting.

- V. The OPM-CAST will select a firm/organization from those Tender Packages which are deemed eligible and which satisfy the Evaluation Criteria identified herein. By submitting a Tender, Tenderers accept that they are bound by the OPM-CAST's procurement process and the terms and conditions contained herein. Tenderers must carefully examine ALL the bidding documents and ALL information provided by the Ministry and shall:
- i. Fully acquaint themselves with the OPM-CAST requirements for the Website and factor these conditions in the preparation of their Tender Packages;
 - ii. 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 and;
 - iii. Exercise all due diligence in the fulfillment of the obligation under the Agreement and shall carry out his /her responsibilities in accordance with the recognized professional standard.
- VI. This Request for Tender ("RFT") does not constitute a binding offer of award for the Design, Development, Hosting and Maintenance of the Website for OPM-CAST. Neither the RFT document nor the RFT process create a process contract or any legally binding relationship between the OPM-CAST and a Tenderer.
- VII. Tenderers should not, and must ensure the 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. Tenderers must immediately inform the OPM-CAST, in writing, should a conflict of interest (this includes any actual, potential or perceived conflict of interest) arise at any time during the procurement process. Tenderers are advised that a conflict of interest may result in a Tenderer being disqualified and debarred from participating further in the procurement process.
- VIII. In submitting a Tender Package, a Tenderer warrants that its Tender Package has not been prepared in collusion with any competitor. The Tenderer will immediately be disqualified from participating further in the procurement process where the Tenderer: -

- Engages in any collusive, fraudulent, obstructive or improper conduct in the preparation and submission of their Tender Package;
- Engage in collusive, coercive or improper conduct in discussions or negotiations with OPM-CAST representatives;
- Attempts to influence or provide any form of inducement (personal or otherwise), reward or benefit to any of the OPM-CAST’s representatives; OR
- Seeks 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 Tenderers to the relevant Authority/Authorities and to provide that Authority/those Authorities with all relevant information, including but not limited to the Tenderers tender package.

- IX.** Late submissions will not be accepted or considered in any circumstances. Information submitted by Tenderers shall become the property of the OPM-CAST. Tender Packages will not be returned to Tenderers 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 application 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.

REQUIREMENTS FOR ALL BIDDERS

All Tenderers **MUST** meet the qualifications stated below. Tender Packages which do not satisfy all of the following requirements **WILL NOT BE** considered:

- i. Firm/organization must be currently providing website design, development, hosting and maintenance services, and must have been doing so, at a minimum, for the past five (5) consecutive years. Evidence must be produced to support this.
- ii. Firm / organization must provide a demo / mockup of a designed website and submitted through CD or flash drive. Requirements would be further explained in the “Scope of Work” section.

- iii. Firm/Organization must ensure that the OPM-CAST personnel nominated to manage the website is adequately trained on all modules. User manuals for all categories of users shall be made in printable format.
- iv. Firm/organization must provide a detailed, high level implementation schedule / method statement for the delivery of the Scope of Works to be completed by Wednesday 25th August, 2021.
- v. Firm/organization must provide a letter from a financial institution indicating tenure, financial standing and credit rating.
- vi. Firm/organization must submit the following mandatory documents to qualify:
 - a. National Insurance Certificates (NIS),
 - b. Board of Inland Revenue (BIR)
 - c. Value Added Tax (V.A.T.) Clearance Certificate.

INSTRUCTIONS TO TENDERERS

Tenderers are advised to read all instructions carefully since failure to comply may result in the rejection of their offers.

1. SUBMISSION OF TENDERS

Tenderers must provide the following in their tenders: -

- a) Profile of the Company (full name, office and business address, brief overview of the company, telephone and email addresses of the Tenderer)
- b) Signature of the person making the offer, or in the case of a company, partnership or business firm, by a duly authorized officer or employee of such company, partnership of the business firm;
- c) 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 case of any discrepancy between the copies of the Tender Package, the original will govern;
- d) Firm/organization must provide a detailed, high level implementation schedule / method statement for the delivery of the Scope of Works including:

- a. Indicative time input required providing specific details, where possible, for completion of each stage of this project. Expected completion date is Wednesday 25th August, 2021.
 - b. The envisaged web development activities to be employed at each stage.
 - c. The extent of innovation and creativity in addressing the requirements.
- e) Firm / organization must provide a demo / mockup of a designed website and submitted through CD or flash drive. Requirements would be further explained in the “Scope of Work” section.
- f) 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.
- g) Submit the aforementioned details with documentary evidence to fulfill the above eligibility requirements.

2. TENDER PACKAGE

Tenders would be evaluated according to a two-stage quality and cost based selection tendering process where a Commercial Tender and Technical Tender are to be submitted. For both the Commercial Tender and Technical Tender, Tenderers are required to submit one **(1) original of their tender along with four (4) hardcopies and one (1) softcopy of the completed tender package** on a CD or USB Stick. The demo / mockup of the website should also be placed on the CD or USB stick. All submissions are to be presented in packages with the below captions clearly marked on the outside of the envelopes accordingly: -

Commercial Tender

“Request for Tender for the Design, Development, Hosting and Maintenance of a Website for the Office of the Prime Minister, Central Administrative Services Tobago, Commercial Tender”

Technical Tender

“Request for Tender for the Design, Development, Hosting and Maintenance of a Website for the Office of the Prime Minister, Central Administrative Services Tobago, Technical Tender”

The envelopes 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 Boxes (slot dimensions **15 inches x 4 inch**) located in the lobby on Ground Floor, OPM-CAST on or before **Thursday 01st April, 2021 no later than 1:00 P.M.**
- The Commercial Tender will contain pricing information whereas the Technical Tender will contain the technical details. The Technical Tender should not contain any commercial or pricing information. Failure to comply would deem the submission non-compliant.
- OPM-CAST may call for further clarifications, additional particulars, if any, on the Technical and Commercial Tenders submitted.
- Amendments to the Tender document may be issued at any time prior to the deadline for the submission of Tenders and shall be deemed to form an integral part of the Tender document.
- Tenderers must provide a Profile of their company and additional information such as:
 - Certificate of Registration pursuant to the Companies Act, Chap 81:01;
 - Certificate of Continuance pursuant to the Companies Act 81:01;
 - Registration / Certification document in the prescribed field of stud.
 - Notice of Directors with names of Directors and Principal Officer;
 - High level implementation Schedule / Method Statement, showing key project dates and their expected duration.
 - A list of previous and present clients;
 - Organization Chart of Company.
 - Curriculum Vitae of key personnel;
 - Three (3) years Financial statements within the last five (5) years;
 - Letter from Financial Institution indicating tenure, financial standing and credit rating;

- Details of three (3) website development contracts undertaken of similar size and nature undertaken in the past five (5) years;
- Three (3) signed references from clients required (written letter or report with contact information for each) and;
- Information on legal proceedings (criminal or civil), Court Judgements (pending or otherwise).

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

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

National Insurance Certificate.

- Tenders must be accompanied by a valid National Insurance Compliance Certificate issued in accordance with the National Insurance Act, Chap 32:01

Deadline for Submission of Tenders

- 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 **Thursday 01st April, 2021 no later than 1:00 P.M.**

3. SCOPE OF WORK

Tenderers are asked to organize and itemize their proposals into five (5) main areas for the OPM-CAST consideration of their services as follows:

1. Usability analysis look & feel site design
2. Content Management System (CMS) software capabilities and features
3. Implementation of CMS software/project plan
4. Content migration, training and support
5. Startup and ongoing costs.

Tenderers will be responsible for the following:

- Designing the OPM-CAST website look and feel in alignment with the organization's mission, goals and objective.

- Providing modern website content information architecture that supports easy navigation to core services and information.
- Determining a consistent look and feel for the website, including color schemes, graphic elements, and navigation tools that provide straightforward navigation within a unifying graphic theme.
- Providing a demo / mockups of a designed website with home page and core features such as:
 - Graphical User Interface Development (GUI)
 - Analytics
 - Responsive Web Design (Fixed & Fluid Layout)
 - Website functionality. General description of function blocks (search, catalogue, news feed, etc.)
 - Website structure. This is a list of all main sections and subsections of the website that have to be designed and drawn.
 - Layout Concept.
 - Visual Guides for website.
 - User Testing.
 - Graphical Scheme
 - Live Form/Document editing.
 - Device layout & Interface (mobile/tablet)
- Offering CMS Software
 - Software information/History
 - CMS software features/capabilities
 - CMS software support
 - Hosting options
- Applying website redesign mock-ups to website CMS software implementation to enable information ready website.
 - Provide a website CMS software implementation project plan. This can be integrated with the overall project plan.
 - Install and configure website CMS software on hosting server infrastructure.
 - Create website templates that support the Visually Impaired.

- Provide Website CMS training for site administrators, content editors/contributors, and other users.

Deliverables

Usability Analysis

- a) Facilitate and conduct requirements gathering workshops inclusive of stakeholder interviews and working sessions with relevant personnel.
- b) Internal interviews
- c) Describe methodology of design.
- d) Work with OPM-CAST to determine a new website content information architecture and navigation framework to support easy navigation to OPM-CAST core services.
- e) Search discovery (To be able to search elements such as content and documents) using search tab.
- f) Establish clear key performance indicators (KPIs)
 - 1) Bounce Rate
 - 2) Unique Website Visitors
 - 3) Pages Viewed Per Session
 - 4) Average Time on Page
 - 5) Top Landing Pages
 - 6) Top Exit Pages
 - 7) Goals and Event Completions
 - 8) Onsite Search Queries
- g) OPM-CAST/ICT unit MUST have access to Technical Manuals, Specifications, Infrastructure/Hosting servers and training to use such. The successful Tenderer must be adequately trained on all modules and manuals must be provided.
- h) An offsite or onsite backup plan and recommendations. The access to this backup plan MUST be accessible to the OPM-CAST ICT unit.
- i) Under the Data Protection Act of Trinidad and Tobago, subsection 36.

"A public body shall ensure or take steps to ensure that personal information in its custody or under its control is stored only in Trinidad and Tobago and accessed only in Trinidad and Tobago unless-

 - (a) the individual to whom the information relates has identified the information and has consented in the prescribed manner to its being stored in or accessed from another jurisdiction; or

(b) the information is stored in or accessed from another jurisdiction that has comparable safeguards as provided by this Act."

Provisions MUST be made to follow said act or implement exceptions as listed in (a) or (b).

Website Design.

- a) A high level of emphasis should be placed on user experience, ease of use, and design simplicity.
- b) Website design characteristics
 - 1. Responsive design – allow user experience to be device/browser agnostic
 - 2. Modern look and feel
 - i. Design (photography, graphics, reflection of core services)
 - ii. Layout (liquid vs static)
 - iii. Information architecture (content placement, navigation, standards)
- c) Content
 - i. Tagging
 - ii. Page/application development
- d) Use of current web technologies such as: HTML5, PHP, CSS3, jQuery, JavaScript or other related technologies.
- e) Visually Impaired Compliant
- f) Search Engine Optimization (SEO)
- g) Site Maps
- h) Wireframes
- i) Style guide

CMS – Website Content Management System

OPM-CAST is looking for a featured rich website content management software that will be adaptable to current and changing technology, enable content contributors/editors to efficiently publish and manage their content on the OPM-CAST website, and provide easy access of the OPM-CAST services to website users. Tenderers must:

- a) Provide a comprehensive CMS solution.
- b) Ensure the CMS software proposed shall be in use by private & public institutions.
- c) Ensure the CMS shall integrate smoothly and efficiently with Microsoft Products.
- d) Ensure the CMS shall be accessible via external access. (For content updating from remote location).

- e) Provide a search engine solution that will support indexing of all contents within the CMS.

Content Management System Features

HTML5 & CSS3 compliant

- a. Visually Impaired Ready
- b. Admin/Editing Console is device agnostic (e.g. desktop, phone, tablet)
- c. Scalable- Adding or removing modules as we see fit.
- d. Page/Content templates
- e. Multiple content areas per page
- f. WYSIWYG authoring/editing
- g. In-Page (real time) editing
- h. User and group Management
- i. Group-based permission system
- j. Audit trail/logging
- k. Content Approval (workflow)
- l. Versioning
- m. Content archiving
- n. eCommerce support
- o. Spell Checker
- p. Site Search
- q. Site Analytics
- r. High availability design structure
- s. JavaScript
- t. Event Management (To facilitate public interaction, highlight events, and provision of links to all relevant information).
- u. Event Management (Calendar)
- v. Meta tag enforcement

Create/Insert:

- a) Polls/Surveys
- b) Photo albums/slideshows
- c) Interactive Forms

Content Management Functionalities

- a) Ability to organize and manage uploaded documents, images, audio and video.

- b) Ability to optimize uploaded documents, images, audio and video for quickest page loading. (2-5 seconds for all pages).
- c) Interactive photo galleries to publish and display photo assets.
- d) Document Galleries to organize and publish documents according to subject matter.
- e) Ability to specify a publishing schedule for specific content.

CMS Security

- a) Ability to centrally add and manage users and specify access rights.
- b) Ability to create groups with different access rights.
- c) Ability to limit certain group users from specific content and content management functionality.
- d) Ability to manage logged in users. (Analytics of user & account control)
- e) Publishing workflow with ability to customize by security group and user.
- f) Audit trail and reports of changes to all content within the CMS.

CMS Site Look and Feel

- a) Site must display correctly in all major browsers.
 - 1. Firefox (ver. 50.0 or later).
 - 2. Chrome (ver. 88.0.4324.104 or later)
 - 3. Microsoft Edge (ver. 88.0.705.50 or later)
 - 4. Opera (ver. 73.0.3856.344 or later)
- b) Site themes and/or style sheets that maintain common look and feel throughout website.
- c) Department/Core Service Marketability – ability to apply customized look and feel within different departments/services while maintaining global navigation and website common look and feel.

The OPM-CAST website should allow better control of content by the organization's Administrators while improving the access to information by end users and should also incorporate the following features:

<u>Features required by OPM-CAST:</u>	<u>Ability to Fulfil Requirement YES/NO</u>	<u>Common Features Required by End User:</u>
<ul style="list-style-type: none"> - HR database for applicants to apply for OPM-CAST jobs and be vetted and short-listed. 		<ul style="list-style-type: none"> - Easy and Intuitive - Visually Impaired Ready - Visually Pleasing - Professional - Informative - Safe & Secure - Quick to load and operate - Flexible (future adaptation) - Compatible with all major browsers - Searchable
<ul style="list-style-type: none"> - Events/ PR Module to keep current the business of the OPM-CAST in the minds of internal and external stakeholders. 		
<ul style="list-style-type: none"> - The organizations main services granting support for online applications, information, forms and while providing direct communication to key stakeholders. 		
<ul style="list-style-type: none"> - The web application should be dynamic allow for compatibility across multiple platforms including mobile. 		
<ul style="list-style-type: none"> - Direct link and live feed on the singular web platform from all OPM-CAST social media domains to maintain real-time activity. 		<u>General Features of Website</u> <ul style="list-style-type: none"> - Content and Document Management - Social Media Integration - Online Forms Completion Capabilities - Appointment Booking System - Online Vacancy System - Media Centre - Dashboard on projects and status
<ul style="list-style-type: none"> - Up load and down load forms. 		
<ul style="list-style-type: none"> - Live editing. 		
<ul style="list-style-type: none"> - E-commerce functionality 		

- Hosting and Maintenance for the Website for 3 years.		-
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All content used to populate the website would be provided by OPM-CAST. The hosting methodology will be determined by the OPM-CAST based on the recommendations of the Tenderer.

4. PROJECT TIMELINE

The OPM-CAST expects to be handed over a functional website from the successful Tenderer by **Wednesday 25th August, 2021**. The Implementation Schedule / Method Statement should include a structured timeline for each of the phases of development with the handover date in mind.

5. DURATION OF CONTRACT

The duration of the contract, i.e, the maintenance of the website will be for a period of three (3) years, subject to review of services every year. OPM-CAST reserves the right to extend the contract for a period of up to twelve (12) months with a maximum of two (2) such extensions on the same terms and conditions, subject to the performance of the selected service provider. The exact period would be outlined in the contract document.

6. MAINTENANCE

The successful tenderer is expected to maintain the complete website, both technical and application for a period of three (3) years.

7. SECURITY

The Tenderer will ensure and provide the following security features:

- Tools for control and monitoring website application security.
- Protection against defacement and hacking of the application

8. EVALUATION OF TENDER

In evaluating the applications submitted, the OPM-CAST reserves the absolute right to:

- Accept or reject any Tenderer that does not adequately meet the criterion.
- Assess applications as it sees fit, without any obligation to select any Tenderer. OPM-CAST also reserves the right to republish this Request for Tender.

- Shortlist Tenderers for interview on the basis of the written tender before making a final decision on contract award. Specific dates and times may be specified in due course.
- Determine whether any Tenderer satisfactorily meets the established evaluation criteria.
- Request clarification from the Tenderer after submission of their tender documents.
- Assess the Tender’s capability to perform the contract should the circumstances warrant such.

Opening of Tender

A link would be provided via email to Tenderers who would have submitted bids so that they may witness the live reading of the bid submissions virtually via the Microsoft Teams Application.

9. EVALUATION CRITERIA

Tenders would be evaluated according to a two-stage evaluation process based on a Commercial Evaluation Criteria and a Technical Evaluation Criteria. **Tenderers must submit adequate evidence to support each of the criterion listed below and must attain a minimum score of 55% in the Technical Evaluation in order to qualify for Commercial Evaluation. Tenderers must obtain an overall minimum average of 70% in order to be considered for award of contract.**

The OPM-CAST will invite the top-ranked Tenderer 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 Tenderer. The OPM-CAST will notify all unsuccessful Tenderers of the outcome of the evaluation process, including the name of the successful Tenderer, if any.

9.1 Commercial Evaluation Criteria

Tenders will be evaluated against a set of weighted commercial evaluation criteria. The evaluation criteria have been broken down into sections and a percentage weighting for each section is allocated.

Commercial Evaluation Criteria		
Proposed Cost for Solution	<ul style="list-style-type: none"> ▪ Submissions of offers that are reasonable for the scope of works outlines. 	15

Proposed Cost for Maintenance / Support	<ul style="list-style-type: none"> ▪ Submissions of offers that are reasonable for the scope of works outlines 	15
Total		30

9.2 Technical Evaluation Criteria

Tenders will be evaluated against a set of weighted technical evaluation criteria. The evaluation criteria have been broken down into sections and a percentage weighting for each section is allocated.

Table 4.2 Technical Evaluation Criteria

Technical Evaluation Criteria		
Technical Criteria Item	Description	Criteria Weighting
Administrative and Delivery and Execution Capability		
Staff experience in designing, developing, hosting and maintenance of websites.	Team should at minimum comprise of persons qualified in: <ul style="list-style-type: none"> *HTML &CSS *Developer * Graphic Design <ul style="list-style-type: none"> ▪ Curriculum Vitae (CV) for key technical staff being proposed for this project. ▪ Proof of related qualification and certification. 	40
Company experience in designing, developing, hosting and maintenance of websites, particularly for the government.	<ul style="list-style-type: none"> ▪ Evidence within the last five (5) years in the execution of at least three (3) similar projects. ▪ Submission of three (3) references via reports or letters for past project, valid contact information, references from past clients. 	

Delivery and Execution Capability	Tenderer submits a high level implementation schedule / Method Statement showing key project dates which coincide with the August 25 th handover date.	
Responsiveness to RFT / Technical Requirements/ Available Resources		
Website Demo/Mockup	<ul style="list-style-type: none"> ▪ Proposed Website Demo / Mock-ups Wireframes. 	25
Training Manual and Support and Maintenance Plan	<ul style="list-style-type: none"> ▪ Training Manual ▪ Post Implementation Plan ▪ 3 years ongoing support and maintenance. 	
Website Layout	<ul style="list-style-type: none"> ▪ Innovation content of the proposal / technical solution, suggested layout 	
Financial Capability		
Proof of ability to fund the scope of works	<ul style="list-style-type: none"> ▪ Letter from Financial Institution indicating tenure, financial standing and credit rating and three (3) financial statements within the last 5 years. 	5
Total		70

10. DATA OWNERSHIP

- The ownership of all the data hosted in the OPM-CAST website, in all forms including text, data, graphics, animations, audio/video content, etc., will rest only with the OPM-CAST whether or not the content on the website is hosted on a server owned by the successful Tenderer. The source code must be handed over to OPM-CAST immediately upon completion and handover of the website.

- Similarly, the ownership of all source code of website / software used for the purpose of hosting the content on OPM-CAST rest with OPM-CAST.

11. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

The successful tenderer shall be required to comply with OPM-CAST confidentiality and non-disclosure agreements and to comply with all applicable Trinidad and Tobago legislation relating to the processing of personal data. The successful Tenderer shall comply with all applicable requirements of the Data Protection Law, take all reasonable precautions to preserve the integrity of any Personal Data which it processes, prevent any corruption or loss of such Personal Data and ensure that all personnel who have access to and / or process Personal Data are obliged to keep the Personal Data confidential.

12. COSTING/PRICE PROPOSAL

The OPM-CAST requests that Tenderers provide a competitive price proposal in Trinidad and Tobago Dollars based on the Scope of Works. Tenderers are required to complete their price proposal in the form of the undertaking at **Appendix II**, as confirmation of their understanding and acceptance of the terms and conditions of the RFT and the tender documents. This is to be submitted as part of the Commercial Tender Package. The OPM-CAST further reserves the right to negotiate any and all ensuing contract (s) terms including price.

13. PAYMENT TO CONTRACTOR

Payment for the services shall be made in Trinidad and Tobago Currency in the following manner:

- a) 20% of total on approval of Software Requirement Specification (SRS).
- b) 30% of total cost on approval of the Design and Development of the website.
- c) 30% of total cost on deployment of website.
- d) 20% handing over source code along with training manuals.

14. BID VALIDITY

Tenderers are required to confirm the veracity of the information and of the documents they have submitted in response to the RFT in the form of the declaration at **Appendix I**. Tenderers are also required to complete the Bid Compliance and Conformance checklist in the form at **Appendix III** and the Form of Tender at **Appendix IV** (This is to be submitted as part of the Commercial Tender Package) .

15. FEES AND TAXES

OPM-CAST would not be responsible for the cost of items necessary for project completion incurred by the contractor via third party transactions. No cost for items procured by the contractor on behalf of the OPM-CAST shall be the responsibility of OPM-CAST.

16. CLARIFICATIONS

Any questions and requests for clarification must be emailed to the Secretary, Tenders Committee, 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 **Friday 05th March, 2021 no later than 2:00 P.M**

SUCCESSFUL TENDERER'S OBLIGATIONS

- 1.** In circumstances, including but not limited to natural disaster, accidents, emergency situations (fire, flooding) or other circumstances beyond the control of the OPM-CAST, the Contractor hereby warrants the services at the regular contracted/fix cost.
- 2.** To perform the required services in an efficient and professional manner to ensure that all works performed shall be carried out to the satisfaction of the Permanent Secretary.
- 3.** To provide at its own cost all equipment, supplies, materials, labor and any other item necessary or convenient for the proper provision of the "required services".
- 4.** To ensure that all its equipment for use in this contract are certified to be in safe and good working condition and fully operational.
- 5.** To provide qualified, honest, courteous, and competent personnel to carry out the required services.
- 6.** To ensure that all workers are over 18 years old and legally allowed to work in Trinidad & Tobago.

EXPECTATIONS OF SUCCESSFUL TENDERER

1. Establishes cordial liaison with the Administrative Personnel, their clients and representatives.
2. Provides the services as indicated in contract.
3. Accepts responsibility for remedying defects within the stipulated timeframe which would be determined in the contract document.
4. Inform the OPM-CAST immediately of the inability to provide the required service.

INSPECTION AND APPROVAL OF WORK

1. OPM-CAST officials demand strict conformance to the scope of work specified.
2. OPM-CAST officials will inspect the completed work and will ascertain that the task has been satisfactorily accomplished.

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: Request for Tender for the Design, Development, Hosting and Maintenance of a Website for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)

I/We, the undersigned for and on behalf of the Tenderer, hereby offer to provide the captioned services in line with your Request for Tender as advertised. We hereby submit our Tender Package for the Services.

I/We, hereby declare that all the information provided pursuant to our Tender Package is true and correct. We/I accept that any misinterpretation contained in it may lead to our disqualification. We/I further accept and We/I shall bear all costs associated with the preparation and submission of our Tender Package and any contract negotiations. The Office of the Prime Minister Central Administrative Services Tobago (OPM-CAST) 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 we are/I am successful in the award) the contract, 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.

Yours respectfully,

Duly Authorized Signature: _____

Name and Signatory Designation: _____

Name of Firm, Address and Company Stamp: _____

TENDERER UNDERTAKING AND PRICING PROPOSAL

Date:

To: The Permanent Secretary, Office of the Prime Minister Central Administrative Services Tobago (OPM-CAST)

Re: Design, Development, Hosting and Maintenance of a Website for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)

I/WE, for and on behalf of **THE UNDERSIGNED TENDERER**, having examined ALL the RFT requirements and Tender documents, fully understand (i) the extent and character of the works covered by the RFT; (ii) the location, arrangements, and specified requirements of the works; (iii) conditions relative to labour, transportation, access and delivery of resources; and (d) any and all other factors and conditions affecting or which may be affected by the works.

I/WE HEREBY PROPOSE to furnish all the requirements/required information/documentation in accordance with the RFT, and the Tender 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.

Item		Costs TT\$
01	Proposed Cost for the Design, Development, Hosting and Maintenance of a Website for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)	
02	Proposed Cost for the maintenance of the Website for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST) for a period of three (3) years.	
	SUBTOTAL	
	VAT (12.5%)	
	TOTAL PRICE	

Signature of Duly Authorized Tenderer

Name of Signatory (block letters)

Bid Date
Name of firm/organization

Signatory Designation

Address:

Stamp:

BID COMPLIANCE AND CONFORMANCE SHEET

Tender for the *Request for Tender for the Design, Development, Hosting and Maintenance of a Website for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)*

Tenderers MUST complete this checklist for submission of their proposal document.

1.	Company Profile & Information/Disclosures (Legal Proceedings)	YES		NO	
2.	References / Similar Contracts	YES		NO	
3.	Detailed, high level Implementation Schedule / Method Statement	YES		NO	
4.	Training Manuals	YES		NO	
5.	Valid Income Tax Clearance Certificate for Trinidad and Tobago Companies	YES		NO	
6.	Valid VAT Clearance Certificate	YES		NO	
7.	Valid National Insurance Certificate of Compliance	YES		NO	
8.	Three (3) Financial Statements within the last five (5) years	YES		NO	
9.	Letter from Financial Institution indicating tenure, financial standing and credit rating.	YES		NO	
10.	Bid Validity Period	YES		NO	
11.	Pricing/Costing Submission	YES		NO	

**I/We certify that the above checked items have been included in our Tender Package. We/I understand that any non-disclosure or failure to provide all the required information or documents may lead to the OPM-CAST's non-acceptance of our offer.*

Name (In Block Letters)

Date

Duly Authorized Signature

Company Address & Stamp

FORM OF TENDER

**OFFICE OF THE PRIME MINISTER
CENTRAL ADMINISTRATIVE SERVICES TOBAGO**

**EQUEST FOR TENDER FOR THE DESIGN, DEVELOPMENT, HOSTING AND
MAINTENANCE OF A WEBSITE FOR THE OFFICE OF THE PRIME MINISTER,
CENTRAL ADMINISTRATIVE SERVICES TOBAGO (OPM-CAST)**

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 Tenderers, 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 works for which our Tender is accepted, in conformity with the said Tender Documents
for the sum of:

.....
.....

(VAT INCLUDED)

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

or such other sum as may be ascertained under the Contract for *the Design, Development, Hosting and Maintenance of a Website for the Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST)*

This Tender is submitted without collusion with any other Tenderers. We understand that collusion will immediately invalidate our Tender.

We further declare that we have carefully examined the Tender Documents and that we have satisfied ourselves as to the terms and conditions under which the works are to be performed. This Tender is made according to the provisions and terms of the Tender of the Tender Documents, which are hereby made a part of this Tender.

We further agree that we have exercised our judgment in providing the appropriate information required to prepare and submit our Tender and have utilized all relevant data available from the OPM-CAST and other sources in arriving at our conclusion.

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

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

Dated this.....day of2021

..... (Signature of Tenderer)*

..... (Name of Signatory) in the capacity

Block Letters

of duly authorized to sign Tenders for and on

behalf of

..... (Name of Company)

..... (Address in full)

.....

.....

.....

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.