

**THE AGRICULTURAL DEVELOPMENT BANK
OF TRINIDAD AND TOBAGO (ADB)**

REQUEST FOR PROPOSAL

**TO PROVIDE CONSULTANCY SERVICES WITH RESPECT TO
DEVELOPING SUSTAINABLE ACTIONS AND AN IMPLEMENTATION
PLAN FOR THE BANK'S GOING GREEN INITIATIVE**

**HEAD OFFICE, PORT-OF-SPAIN
EAST OFFICE, SANGRE GRANDE
CENTRAL OFFICE, CHAGUANAS
SOUTH OFFICE, SAN FERNANDO
TOBAGO OFFICE, TOBAGO**

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1. INTRODUCTION

1.1 The Agricultural Development Bank of Trinidad and Tobago (ADB) is a financial institution governed by the ADB Act of 1968 with a mandate to provide financing to assist in the development of the Agriculture Sector.

1.2 The Bank's operations are guided by the following:

Vision: To be the lead financial provider for agri-business and rural development.

Mission: To facilitate food security, sustained agricultural growth and socio-economic development through the provision of focused financial products, customer centric services and robust strategic alliances.

Mandate: To encourage and foster the development of agriculture, commercial fishing and industries connected therewith and to mobilize funds for the purpose of the development.

1.3 The Head Office is located in Port of Spain with Branch Offices in San Fernando, Chaguanas, Sangre Grande and Tobago.

2.0 OBJECTIVE OF THE REQUEST FOR PROPOSAL (RFP)

The objective of this RFP is to engage the services of an Individual or Firm to provide consultancy services at the ADB with the aim of developing sustainable actions and an implementation plan for the Bank's going green initiatives which is in accordance with Government Policy and international best practices for our Industry.

3.0 DESCRIPTION OF SERVICES

- 1. To develop a three (3) year plan with sustainable actions to build the going green initiative of the Bank. The first year of the plan should include an implementation schedule, resource requirements and costing estimate. Areas of focus are to include but not be limited to: the Bank's Operations, Corporate Social Responsibility; Outreach Activities and Sector initiatives.*

4.0 CONSULTANT REQUIREMENTS

- At least seven (7) years' experience in Environmental Management and Sustainable Development.
- Suitable certification and illustrated track record in the industry
- Knowledge of statutory and regulatory requirements

5.0 PROCUREMENT PROCESS

- Open tendering – seeking proposals from individuals\consultancy firms.

6.0 METHODOLOGY

- It is expected that the duration of the engagement will not exceed a period of three months.
- The successful proponent will be required to have discussions with a core group of senior officers of the Bank and also review relevant documentation.
- A preliminary report at the end of the first month of engagement is to be submitted to the CEO for feedback.
- A presentation to the Board identifying the key initiatives to be undertaken in pursuit of the going green initiative.
- A final report and plan to be submitted by the end of three (3) months.

7.0 INSTRUCTIONS ON THE FORMAT OF SUBMISSIONS

Proposals **must** follow this format.

SECTION 1

- Company Profile, Organizational Structure and listing of Directors.

SECTION 2

- **Statutory Requirements**
 1. Company Registration Documents and listing of all Directors
 2. NIS Clearance Certificate
 3. VAT Certificate and VAT Clearance
 4. Income Tax Clearance

SECTION 3

- HSSE Policy
- Statement advising whether the Company and/or any of its Principals have had any litigation matters or been involved in Bankruptcy proceedings in the past 7 years.

SECTION 4

- **Technical Proposal**
 1. Provide all documentation to substantiate the Consultant Requirements requested in the RFP.
 2. Provide the plan showing the areas of focus as summary activities with details under each activity as in a work breakdown schedule.

3. The first-year action plan to be extrapolated from the three-year plan showing resources needed, costing, milestones and highlighting any quick wins.

SECTION 5

Work Experience and References

1. Provide details of similar work done specifically within the last five (5) years.
2. Provide reference letters and contact information from previous clients giving details of service provided.

SECTION 6

Price Proposal

- Tenderers shall offer a contract price that is to be regarded as fixed.
- Prices to be quoted in Trinidad & Tobago Dollars
- Schedule of payments
- Quote for Value Added Tax (VAT) separately if applicable.

SECTION 7

- Statement of Integrity
I being the person authorized to prepare and/or sign this proposal on behalf of my company, do hereby state that I have not corruptly given, promised, offered any gift, loan, fee, reward or advantage whatsoever, to any person as an inducement to, or reward for or otherwise on account of an employee or agent of the ADB doing or forbearing to do anything in respect of the Tendering process for the contract for which this proposal is made related to.
- Tenderers must state in writing that they have no conflict of interest and have not accepted or given a bribe to win the Tender.

SECTION 8

Evaluation Criteria

- Technical Proposal **(40 points)**
 - A) Three-year plan (20)
 - B) First-year plan (20)
- Work Experience and References **(30 points)**

Demonstrated experience in providing similar service as evidenced by a list of work done and references from clients with contact information. (15)
Qualifications and expertise of individual/team (15)

- Price Proposal *(30 points)*

$$S = \frac{\text{Min} \times M}{P}$$

S = Score
Min = Lowest Priced Proposal
M = Total Points Available for Price
P = Price on this Proposal

The lowest priced proposal will score full points and all other proposals will be scored as a percentage of the lowest priced proposal submitted.

Tenderers **must** provide the following in their tender:-

- a. The full name and business address of the Tenderer; 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 or business firm;
- b. The initials of the person authorizing the offer must be inserted next to any alterations made, or in the case of a company, partnership or business firm.

An assurance that prices will remain valid for an initial minimum period of ninety (90) Days from the closing date of tender or as stated otherwise.

Respondents are required to submit their proposals via email to tenders@adbtt.com.

Please direct all questions or requests for additional information to The Secretary, Tenders Committee, at (868) 612-0163 Extension 273/272 or email tenders@adbtt.com.

Deadline for submission of proposals is 3:00 p.m. on **Friday 7th January, 2022**. Evaluation of the tenders will be conducted thereafter; if any further information or discussion is needed, the bidder will be contacted.