



THE AGRICULTURAL DEVELOPMENT BANK

OF TRINIDAD AND TOBAGO (ADB)

REQUEST FOR PROPOSALS

FOR

THE SUPPLY OF

UNIFORMS FOR EMPLOYEES

**(PROPOSERS ARE ALLOWED TO BID ONLY FOR MALE OR
FEMALE UNIFORMS OR BOTH)**

REQUEST FOR PROPOSAL

TO SUPPLY UNIFORMS FOR THE EMPLOYEES OF THE AGRICULTURAL DEVELOPMENT BANK OF TRINIDAD AND TOBAGO

The Agricultural Development Bank of Trinidad and Tobago (ADB) is accepting proposals from qualified local firms for the Supply of Uniforms for its Employees at its facilities located in Trinidad and in Tobago. Proponents must have a minimum of five (5) years experience in the garment industry and in the supply of uniforms for contracts similar in size and scope.

The ADB has taken a decision, in order to promote local industry development, to limit the participation of contractors to local suppliers.

Respondents are required to submit one (1) original and two (2) copies of their proposals by hand delivering same to the Bank's Head Office addressed to:

The Secretary Tenders Committee

Agricultural Development Bank

of Trinidad and Tobago

87 Henry Street

PORT OF SPAIN

Email: tenders@adbtt.com

Label Envelope as appropriate – MALE ONLY, FEMALE ONLY, MALE and FEMALE

All requests for clarification are to be made in writing and responses provided in writing via email tenders@adbtt.com

1. **BACKGROUND**

The ADB is soliciting proposals from qualified suppliers who can supply quality and cost-effective Uniforms that exude professionalism in a manner befitting the Bank's Corporate Image.

2. **PROPOSED TIMELINE**

- i. Proposals will be accepted until 3pm on Tuesday 9th August 2022
- ii. Evaluation of the proposals will be conducted thereafter; if any information or discussion is needed the bidder will be notified.

3. **FIXED PRICE CONTRACT**

Tenderers shall offer a contract price which is to be regarded as fixed for the duration of the Contract. All prices for the tender must be stated in Trinidad and Tobago Dollars (TT\$) and should specify Value Added Tax (VAT), where applicable. Additional uniforms are to be supplied on the basis of the accepted unit rate over the duration of the contract. The Bank does not bind itself to honor any request for price increases resulting from changing economic circumstances.

4. DURATION OF CONTRACT

The successful Tenderers will be required to enter into a contract with the Agricultural Development Bank of Trinidad and Tobago.

The term of the Contract shall be **Two (2) Years**. The initial order is to be delivered in one batch however the successful proponent may be required to fulfill additional orders from the Bank or its staff members over a two (2) year period.

5.0 INSTRUCTIONS ON THE FORMAT OF SUBMISSIONS

Label The Envelope Indicating Male only, Female only or Both Male and Female

Section 1

- Letter of Transmittal
- Company Profile, (demonstrating the Company's ability to perform the contracted services and where necessary, indicate whether you are a subsidiary of another company), Organizational Structure and Listing of Directors

Section 2

- Statutory Requirements
 1. Company Registration Documents
 2. BIR Clearance Certificate
 3. NIS Clearance Certificate
 4. VAT Certificate and VAT Clearance

Section 3

- Public Liability and Workmen's Compensation Insurance
- 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

- Audited Financial Accounts for the last three (3) years.

- Management Accounts accompanied by Bank Statements where accounts are unaudited.
- Agreement to post performance Bond of 10% of contract sum.

Section 5

- Technical Proposal
 1. Address the supply of Goods and Services by providing design/pattern options with accompanying swatches of material and colour chart for each item of clothing accompanied by a schedule for delivery as follows:

Female – Jackets, Skirts, Dresses, Inner Blouses and Trousers

Male – Long Sleeve Shirts, Trousers and neck ties.
 2. Listing of Staffing and Plant and Equipment proposed for this project.
 3. Warranty and Guarantee Policy.
 4. Health and Safety and Quality Control Standards and Measures.

Section 6

- Work Experience and References of the Proponent
 1. Provide details of similar work completed specifically within the last three (3) years.
 2. Provide reference letters from previous clients giving details of service provided.
 3. Provide details of track record in this field – contract value, duration and scope of services.

Section 7

- Price Proposal
 1. Cost each item separately and by combinations
 2. Price breakdown for design, fitting, transportation and any other service to be included
 3. VAT must be quoted separately for each item.

Section 8

- Statement of Integrity

I being the person authorized to prepare and/or sign this proposal on behalf on my company, do hereby state that I have not corruptly given, promised, offered and 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.

Tenderers must provide the following in their tender:-

- a. The full name and business address of the Tenderers, 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.
- c. 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.

6.0 COST OF BIDDING

- The Tenderers shall bear all costs associated with the preparation and submission of his bid, and the Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the tendering.

7.0 AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for submission of bids, the Bank may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by the issuance of an Addendum.

The Addendum will be sent via email to all prospective Tenderers who have been issued the tender documents and will be binding upon them. Prospective Tenderers shall promptly acknowledge receipt thereof.

In order to afford prospective Tenderers reasonable time in which to take an Addendum into account in preparing their bids, the bank may, at its discretion, extend the deadline for the submission of bids.

8.0 TENDER VALIDITY

Tenderers must give the assurance that the prices would remain valid for an initial minimum period of ninety (90) days from the closing date of tender or as stated otherwise.

In exceptional circumstances, prior to expiry of the original offer validity period, the Bank may request the Tenderers for a specified extension in the period of validity. The request and responses thereto shall be made in writing.

9.0 TENDER PER BIDDER

Each Tenderer shall submit only one (1) Tender. (One original and two (2) copies).

10.0 PREPARATION OF TENDER

12.1 Tenderers are expected to examine all the terms and instructions included in the documents. All information requested in the tender documents **must** be provided. Failure to do so will be at the risk of the Tenderers and may result in rejection of the tender.

11.0 CLARIFICATIONS

11.1 Tenderers requiring clarification of the tender documents must notify the Bank in writing or facsimile. All queries should be referred to tenders@adbtt.com, whose decision for the purpose of bidding shall be final.

11.2 Request for clarification shall be raised no later than five (5) days before the deadline for submission of tenders to permit the circularization of the replies to all Tenderers, but without identifying the source.

11.3 The ADB reserves the right to request clarification of information submitted and to request additional information if required.

12.0 EVALUATION CRITERIA (Male and Female proposals will be evaluated separately)

Tenders will be evaluated according to the following criteria:

1. Capability *25 points*
 - Company Profile (5)
 - Staffing and Equipment Assigned (10)
 - Financial (10)

2. Design and Methodology *35 points*
 - Designs and Fabrics (20)
 - Logistical plan for Orders to Delivery (6)
 - Health and Safety and Quality Control Standards and Measures (5)
 - After Sales Service (4)

3. Work Experience and References *15 points*
 - Provide details of similar service provided within the Last three (3) years – duration, contract value and scope of services (8)
 - Provide References/letters and include the extent of services provided and the length of time your company has provided service to the organisation. (7)

4. Price *25 points*
 - $S = \frac{\text{Min} \times M}{P}$

S = score; Min = Lowest Priced Proposal; M = Total Points Available for Price and 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 submit adequate evidence to support each of the criteria listed above.

13.0 SCOPE OF WORKS

Design of Uniforms – Submit a least two (2) designs which must be modern, practical and convey a professional image. Uniform Designs must include the following apparel:

Women:

<u>Items</u>	<u>Fabric (Durable and Wrinkle-Free)</u>
Long Sleeve Jacket	Polyester or poly-cotton blend
Blouse (inner) short sleeve	Polyester or poly-cotton blend
Pants	Polyester or poly-cotton blend
Skirts	Polyester or poly-cotton blend
Short Sleeve Dress	Polyester or poly-cotton blend

The combinations for ladies will be:

- 1) Jacket, pants and inner blouse
- 2) Dress and Jacket
- 3) Skirt, inner blouse and Jacket

Mens:

Long Sleeve Shirt	Poly-cotton blend
Tailored Long Pants	Poly-wool blend
Men's Tie	

- **Points will be awarded for price based on the combinations for both men and ladies.**
- **The Fabric suggested is only a recommendation which also serves to give an indication of the price range and quality we are seeking. Based on your designs, you are free to suggest alternative fabrics. The risks of shrinking and colour fading and relevant mitigations of these risks should be considered.**

Colours

Please provide a colour palette and swatches of fabric appropriate for corporate apparel.

Sample and Display

The successful Tenderers must supply the bank with samples of each approved item showing the range of colours, fabrics and design. These must also be displayed to staff at our various locations.

Quantity

Female Employees	103 - five (5) sets of uniforms in various combinations
Male Employees	28 - five (5) sets of trousers, shirts and neck-ties

Measurement and Fittings

The successful Tenderer must visit the Head Office and Branch Offices in accordance with a schedule to be mutually determined in order to effect measurement and fit for all employees.

HEAD OFFICE	
Classification	Total
Male Employees	15
Female Employees	45

NORTH BRANCH OFFICE	
Classification	Total
Male Employees	3
Female Employees	7

SOUTH BRANCH OFFICE	
Classification	Total
Male Employees	2
Female Employees	14

CENTRAL BRANCH OFFICE	
Classification	Total
Male Employees	3
Female Employees	14

EAST BRANCH OFFICE	
Classification	Total
Male Employees	4
Female Employees	14

TOBAGO BRANCH OFFICE	
Classification	Total
Male Employees	1
Female Employees	9

SUMMARY DATA:	
Total number of employees eligible for uniforms	
Male	28
Female	<u>103</u>
	<u>131</u>

Orders and Order Forms

Each employee's order must be documented at the time of measurement and fitting. Forms must include the uniform combinations and number of pieces ordered, colours selected and sizes and /or descriptions. The order form must bear the signature of employees and the company as confirmation of the order. Order forms must be printed and supplied to record each employee's uniform order and re-orders. Original order forms may be retained by the service provider but a copy must be supplied to the Bank.

Repeat/Replacement and Additional Orders

The service provider must be able to facilitate orders from staff for additional uniforms and to accommodate orders for newly recruited employees throughout the duration of this contract and at the same unit price per item of clothing.

Conditions for Delivery

The Service provider shall provide exact items specified on the order forms, no substitutes unless approved by the Bank in advance.

Each employee's order must be itemized and invoiced. Invoice must be separated by Branch and accompanied by employee's separate order list.

The items must be permanently pressed, wrinkle-free and individually packaged and labeled with the name of each employee prior to delivery at the respective offices. Delivery date will be mutually determined.

Alterations

Alterations to the finished product must be accommodated as follows:

Hemlines and sleeves – length adjustments

Bust, waist, hips and shoulders – size adjustments

All alterations must be completed within one (1) month of the delivery date and be included in the cost proposed by the successful bidder. **Orders that do not meet the measurements as per the order forms are to be altered free of charge.**

14.0 AGREEMENT

The successful Tenderer will be required to enter into a formal agreement with the ADB.

15.0 PERFORMANCE BOND

The Contractor will be required to make a Cash Performance Deposit or provide a Performance Bond of ten percent (10%) of the contract sum to cover damages or losses which may be incurred during the period of contract and to remedy poor performance. Such bond or portion thereof will be refundable at the end of the Contract.

16.0 TERMS AND CONDITIONS

- i. The ADB reserves the right to reject any or all proposals.
- ii. The ADB does not bind itself to accept the lowest or any of these proposals.
- iii. The ADB shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this Request for Proposal (RFP).
- iv. The ADB may negotiate separately, with the selected bidder.
- v. The ADB requests that all submitted tenders state “the proposal shall remain open and valid for a period of at least ninety (90) days” from the designated closing date indicated for receipt of proposals in the RFP. The price quoted in the chosen proposal must remain unchanged for the entire period of the contract unless otherwise specified in this RFP.