



TENDER NOTICE

POINT FORTIN BOROUGH CORPORATION

CHIEF EXECUTIVE OFFICER AWARDS

The Point Fortin Borough Corporation (PFBC) extends an invitation to Tenderers to bid on the following Project:

135 PROCUREMENT OF MAJOR VEHICLES AND MINOR EQUIPMENT

1) Procurement of One (1) Single Axle Canine Trailer

INSTRUCTIONS TO TENDERERS

Purchase of Tender Documents

Tenderers are required to make their payment via cash or Linx at the Cashier situated at the Town Hall **or** via Direct Transfer to the Corporation's bank account. Tenderers are also required to fill out a **Tender Document Purchase Form**. These forms with the relevant Corporation's bank account information will be provided by the Cashier or can be found on the Point Fortin Borough Corporation Website homepage under 'Press Releases and Updates, attached to link with the title 'Tender Procedure'. The cost per package is \$300.00 (TT). **All receipts are to be retained.**

3) Collection of Tender Documents

Tenderers **MUST** email a scanned copy of the original receipt and the filled out Tender Purchasing Form to the Tenders Clerk at pfbcTendersclerk@gmail.com. Upon receiving and after verification, the Tenders Clerk would then email a soft copy of the Tender documents as identified on the scanned copy of the Tender Purchasing Form. The final date for the purchase of tender documents is **13th August 2021 at 11:55 am**.

4) Acknowledgement of Emailed Documents

Once you receive the soft copy of the tender documents as purchased and evidenced on your receipt, you are asked to confirm receiving such by replying to the Tenders Clerk's email.

5) Critical Requirements for Tender Submission

The following must be submitted:

- (a) **One (1) original of all requested documents in Tender**
- (b) **Two (2) copies each of the Submission of Requirements (Income Tax Certificate, VAT Certificate, NIB Certificate, etc)**
- (c) **Two (2) copies of the Form of Tender**
- (d) **Duplicate of the Vehicle Specification Sheets**

One original of all other documents will be required for each tender. Tenderers who fail to submit mandatory documents (*Valid Income Tax, Value Added Tax Clearance Certificate, Valid NIB Certificate*) will be automatically disqualified. Other

requested documents are relevant for the Evaluation Process. Please label your submissions clearly as instructed.

6) Tender Submission

Tenders must be dropped in the box provided at Town Hall **before 10:00 am on 17th August, 2021**. Submissions should be clearly labelled:

**"The Chief Executive Officer
Point Fortin Borough Corporation
#26 – 30 George Road, Mahaica, Point Fortin**

**135 - Procurement of Major Vehicles
and Minor Equipment
Procurement of One (1) Single Axle Canine Trailer
- Point Fortin Brough Corporation"**

Late Tenders will not be accepted under any circumstance.

7) Opening of Tenders

The Opening of Tenders will be done via a virtual meetings on **18th August, 2021 at 11:00 am**. The information required to virtually attend the meeting will be emailed to Tenderers.

8) Awardee

The successful tenderer will be informed via email / contacted by phone.

The Point Fortin Borough Corporation does not bind itself to accept the lowest or any other tender and reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

For more information please contact either the Town Engineer - Ms. Nikeish Graham at 648-2124 Ext. 345 or 678-7469 or the Tenders Clerk - Mrs. Ria Thackurdeen-Hosein at 648-2124 Ext. 223.

**DONNAMAY TAYLOR
CHIEF EXECUTIVE OFFICER
POINT FORTIN BOROUGH CORPORATION**