



REQUEST FOR PROPOSAL

BOOTH DESIGN &

INTERIOR DÉCOR SERVICES

B2B MEETING ROOM

TIC 2019

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1.0 STATEMENT OF PURPOSE

exporTT Limited (exporTT) is seeking to retain the services of a qualified INTERIOR DECORATOR to conceptualize, design, decorate and produce Booths 36-38 & B2B Meeting Areas at the Centre of Excellence, Macoya for the Trade & Investment Convention (TIC) 2019 hosted by the Trinidad and Tobago Manufacturers Association (TTMA).

2.0 BACKGROUND INFORMATION

exporTT Limited is the trade policy implementation agency of the Ministry of Trade Industry and Investment. It is a state enterprise designated by the Cabinet of the Republic of Trinidad and Tobago to be the sole National Export Facilitation Organization of Trinidad and Tobago with a mandate to:

- Generate export growth and diversification in the goods and services sectors;
- Increase the international competitiveness of exporters;
- Develop new exporters across the various sectors of interest and;
- Expand to new markets, based on market research.

The company participates in TIC annually and our efforts are concentrated on highlighting the efforts and contribution of the non-energy sector to the development and diversification of the T&T economy by showcasing not only the company's services but also products and services of our clients.

2.1 Organizational Structure

The organization is led by a Board of Directors which governs the overall strategic direction of the Company. Reporting to the Board of Directors is the Chief Executive Officer, who is the accountable head, with responsibility for the day to day operations of the Company. The current staff complement is sixty five (56) separated into twelve (9) functional units.

3.0 OBJECTIVES OF CONVENTION

The key objective is to provide a platform for local, regional and international companies to exhibit their products/services to local and international buyers in a Trade Show.

exporTT Limited will exhibit its gallery of services alongside products from our clients in Trinidad and Tobago's non-energy sector in our Booths at TIC 2019. The cross-section of industry products and services to be highlighted include: Food & Beverage; Printing &

Packaging; Household & Industrial Cleaning Chemicals; Construction Goods, Services and ICT.

4.0 EXPECTED OUTCOMES

The Interior Decorator /Designer will be engaged to carry out works to transform by outlaying and decorating the designated areas with décor suitable to project a business image for both areas and to dismantle by required date.

Area 1 - 3 – 3m x 3m – Booths #36, #37, #38

Displaying of products and services consisting of three (3) Booths

Area 2 - exporTT B2B Area

Conducting of Business to Business Meetings

As shown on the attached Floor Plan

4.1 Deliverables

The Decorator will be required to expand on the concept of exporTT's Export House where all matters related to exporting occurs e.g – Training, Certification of Local Products, Export Promotions – attendance to Trade Missions, Trade Shows and conducting of Market Research. The designer will be required to:

- Prepare and present a design concept document together with supporting drawings/illustrations of proposed designs for 3 booths measuring 3M x 3M each with an open floorplan concept, which will consist of display units for products from each of the 5 identified sectors.
- Adhere to the corporate colour scheme – Red, White & Black.
- Make provisions for storage space for promotional items and personal effects.
- Provide two small areas for sidebar meetings with visitors requiring specific information (no seating required).
- Provide audio visual equipment to showcase our services (exporTT will provide content)

exporTT B2B Area

The designer is required to:

- Prepare and present a design for the B2B area
- Maintain the corporate color scheme using colors – Red, White and Black
- Provide a layout to facilitate the conducting of simultaneous meetings of international buyers and local exporters over a two day period.
- Improve the aesthetics of the room to maintain a professional atmosphere that is pleasing to the eye.
- Install and dismantle the area on the designated days.

Special considerations for decorating the exhibition / meeting space.

- Branded banners will be supplied by exporTT Limited
- This area will be furnished with Tables and Chairs by the TTMA. The Interior Decorator to include in their design the furnishings/coverings for same.
- ICT and Electrical infrastructure to be supplied by the Interior Decorator.
- The Interior Decorator is at liberty to improve the Floor Finish with Carpet, and or other floor finishes in keeping with OSHA Safety Standards.
- Surrounding walls may be treated for completeness and finesse.
- Special Lighting, Greenery and other décor in keeping with the business theme is acceptable

5.0 REQUIREMENTS FOR PROPOSAL PREPARATION

Proposals submitted must contain the following subject content:

- Company Profile
- Evidence of experience(s) in undertaking similar types of projects
- Biographies/curriculum vitae of key Decorator personnel with copies of certificates in support of qualifications.
- Maximum of three (3) Client references with contact details;
- A clear, methodology with timelines for accomplishing outcomes.
- **Separate Proposals are required for the Booth 36-38 Design and exporTT B2B Area**
- Invitees are required to respond stating their intention to submit a proposal soonest after receipt, but not later than **Friday May 17th 2019**
- Invitees will be required to attend a Site Visit on **Thursday May 16th 2019 @ 10:00 a.m.**
- Proposals must be as thorough and detailed as possible so that exporTT may properly evaluate the Decorator's capability to provide such services

Invitees who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to exporTT. This provides an opportunity for the supplier to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. exporTT will schedule the time and location of these presentations. Oral presentations are an option of exporTT and may or may not be conducted.

Invitees are required to submit one (1) soft copy of both Proposals addressed to:

**The Secretary
Management Tenders Committee
exporTT Limited
Export House
151B Charlotte Street, POS**

And send via email to tenders@exportt.co.tt

The subject line of the email shall read:-

‘PROPOSALS BOOTH DESIGN TIC 2019’

Deadline for Submission is May 31, 2019

6.0 EVALUATION AND AWARD PROCESS

exporTT awards proposals based on the evaluation of:

- | | |
|--|-----------|
| • Experience of the Decorator and the members of the Team; | 20 points |
| • Design/Creativity Quality | 35 points |
| • Cost of delivering Project | 30 points |
| • Delivery time | 15 points |

exporTT is not obligated to award the contract to the lowest bidder; however, as offers become technically equivalent, cost may become the determining selection factor.

exporTT reserves the right to select proposals where it has determined that the superiority of the Decorator’s technical ability or quality to be equal to or more important than the proposed cost.

7.0 PROCESS SCHEDULE

7.1 Due Dates

A written confirmation of the tenderer's intent to respond to this RFP is required by **Friday May 17th 2019**. This confirmation can be submitted via email to tenders@exportt.co.tt - Subject Line - Confirmation of Intent - (Name of your organization - Booth Design TIC 2019)

All proposals are due by **May 31st 2019**. Any proposal received at the designated location after the stipulated date and time shall be considered late and non-responsive. Any late proposals will not be evaluated for reward under any circumstances.

8.0 COMMUNICATIONS

Contact with exporTT personnel pursuant to this RFP shall be restricted to the designated exporTT Contact identified - The Secretary - Management Tenders Committee and in accordance with the terms described herein. Only those communications that are in writing from the exporTT Contact may be considered as a duly authorized expression on behalf of exporTT.

9.0 RFP CLARIFICATION

Tenderers shall be given **one** opportunity prior to submitting their Proposal to ask questions related to the RFP. All questions should be clear and concise and must be consolidated into one submission per tenderer. Questions submitted after the due date will not be accepted.

The text of select questions and answers of a substantive nature will be forwarded to all tenderers being solicited. Questions of a similar nature may be combined into a common question for a response based on exporTT's discretion.

All communication with the designated exporTT Contact must be in writing **only** and can be emailed to: tenders@exportt.co.tt

10.0 TENDERER'S REPRESENTATIVE

Each tenderer must, at the time of communicating their Confirmation of Intent, advise exporTT's Representative, in writing, stamped with the Company's official stamp the name, business address, telephone and fax number and email address of the individual who is designated as the Representative for the purposes of this RFP. The

tenderer's Representative is the only person authorized to communicate with exporTT for the purposes of this RFP and exporTT is not required to communicate or otherwise interact with any other person on behalf of the tenderer.

11.0 AMENDMENTS MODIFICATIONS AND CANCELLATIONS OF RFP

Receipt of a Proposal and/or any and all discussions occurring during this RFP does not obligate exporTT in any way. exporTT reserves the right to accept or reject any and all Proposals. exporTT reserves the right to revise, amend, cancel, and/or reissue this RFP at any time for any reason, in which event such action shall be communicated in writing and provided to all tenderers.

12.0 USE OF PROPOSALS

exporTT reserves the right to use any and all concepts contained in the Proposals submitted in response to this RFP. All materials and concepts included in the Proposals shall become the exclusive property of exporTT. Selection or rejection of a Proposal shall not affect this right.

13.0 COST OF PROPOSAL PREPARATION AND/OR RFP PARTICIPATION

Any and all costs incurred by the Candidate associated with preparation of Responses and/or participation in this RFP is entirely the responsibility of the tenderer and shall not be chargeable in any manner to exporTT.

13.1 Deadline Date and for proposal Submission

Proposals must be submitted by **FRIDAY MAY 31st 2019**. Under no circumstances will late submissions be accommodated.

14.0 TENDERERS NOT TO CONTACT EVALUATION OFFICIALS

Candidates are advised that there should be no contact between their staff and the evaluation committee or officials.

15.0 NO COLLUSION

Tenderers must not communicate, directly or indirectly, with any other tenderers (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals.

Each proposal must be submitted without any collusion, or knowledge, in the preparation of or about any other proposal. Submission of a proposal to exporTT is deemed to be a representation and warranty by the tenderer submitting that proposal that it has complied with the requirements of this paragraph.

If exporTT determines that a tenderer has violated this section, exporTT is entitled to disqualify that tenderer and to reject its proposal as being invalid.

16.0 CORRUPT AND FRAUDULENT PRACTICES

Tenderers shall adhere to the highest ethical standards and refrain from engaging in corrupt or fraudulent practices. Corrupt practices shall include the offering or giving by tenderers or any officer, employee, or person acting on their behalf to any officer, employee or person acting on behalf of exporTT any gift or consideration of any kind as an inducement or reward for doing or fore-bearing to do or for having done or fore-borne to do any act in relation to this RFP process including the evaluation of proposals and the negotiation and execution of the agreements.

Fraudulent practice means any misrepresentation of the facts in order to influence the evaluation and selection process described in this RFP or the negotiation and execution of the agreements to the detriment of exporTT and includes collusive practices among tenderers (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive exporTT of the benefits of free and open competition. If exporTT determines that a tenderer or any officer, employee or person acting for the tenderer has engaged in a corrupt or fraudulent practice, exporTT will, without prejudice to any other right or remedy reject that tenderer's proposal.

17.0 AGREEMENT

Upon completion of the evaluation exercise, exporTT will select as the preferred tenderer, the tenderer with the best overall acceptable proposal with whom it will enter into negotiations. If negotiations are unsuccessful, exporTT may then enter into negotiations with the next ranked tenderer, and this procedure may be repeated by exporTT as many times as exporTT considers necessary.

exporTT expects to enter into an agreement with the successful tenderer. exporTT will prepare the draft agreements. The final documents will incorporate those provisions and terms as shall be agreed between exporTT and the successful tenderer. exporTT reserves the right to open up any aspect of the preferred tenderer's proposal for negotiations prior to entering into any agreements.

The agreements shall contain Cross-Default provisions entitling exporTT to regard a default by the successful tenderer under any agreement as default in all other agreements between exporTT and the successful tenderer.

It may be necessary that other agreements may be required to completely define all arrangements between exporTT and the successful tenderer. Tenderers are invited to identify any agreements in addition to those listed in the RFP which would be required if their proposal is accepted.

If a tenderer intends that any aspect of its proposal is non-negotiable, it should clearly identify that aspect. Tenderers are asked to indicate as clearly as possible, all terms and conditions and all other agreements necessary to make their proposals viable.

18.0 COST PROPOSAL

It is important for exporTT to gain a reasonably clear understanding of your firm's total fees for the services described in the RFP. Provide detailed pricing information for all expenses to include all charges. The pricing information should include the detailed rate structure and all other fees and expenses for the firm's entire proposal. All and any additional costs should be included in your cost proposal.

19.0 ADDENDA

Any clarification or change in the RFP prior to the submission date specified herein will be made only by written addenda issued by exporTT Limited to each invitee to whom the original RFP was issued. exporTT will not be responsible for any interpretations made by invitees as a result of information received by any means other than by written addenda.

Each addendum, when issued is to become part of the RFP. The tenderer is to acknowledge receipt of all addenda by communicating with the authorized officer. Non receipt of an acknowledgement hereunder will entitle exporTT Limited to assume that the invitee has received all addenda.