MINISTRY OF TOURISM

REQUEST FOR PROPOSAL FOR THE DEVELOPMENT AND MANAGEMENT OF THE RESTAURANT LOCATED AT THE LAS CUEVAS BEACH FACILITY UNDER LICENCE FROM THE MINISTRY OF TOURISM

July 2020

MINISTRY OF TOURISM

REQUEST FOR PROPOSAL

FOR THE DEVELOPMENT AND MANAGEMENT OF THE RESTAURANT LOCATED AT THE LAS CUEVAS BEACH FACILITY UNDER LICENCE FROM THE MINISTRY OF TOURISM

The Ministry of Tourism (The Ministry) for and on behalf of the Government of the Republic of Trinidad and Tobago (GoRTT) hereby invites eligible restaurateurs located in Las Cuevas and environs, organised as locally registered sole proprietorships, companies, registered joint ventures or registered partnerships to submit proposals for:

The Development and Management of The Restaurant Located at the Las Cuevas Beach Facility under Licence from the Ministry of Tourism.

The Request for Proposal (RFP) is comprised of the following sections:

1. INSTRUCTIONS TO PROPOSERS
2. ELIGIBILITY OF PROPOSERS
3. PREPARATION OF PROPOSALS
4. SCOPE OF WORK
5. BID SUBMISSION AND OPENING
6. EVALUATION AND AWARD OF CONTRACT

Form A – Proposal Submission Declaration

Form B - Compliance and Conformance Checklist

Form C - Draft Contract

Appendix 1 – Restaurant layout

Appendix 2 – Qualification Forms

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1. INSTRUCTIONS TO PROPOSERS

A. General

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of Tourism ("the Ministry") is fully committed to stimulating and developing the tourism sector as a key contributor to economic transformation and growth. The Ministry is mandated to formulate tourism policy and strategy and has responsibility for guiding, regulating, overseeing and fostering the sustainable development and promotion of the tourism sector. The Ministry is responsible, *inter alia*, for the Vessigny, Las Cuevas and Manzanilla Beach Facilities on the sites of which restaurants have been constructed. The Ministry has developed a Restaurant Policy Statement which will guide the procurement of operators for these restaurant facilities.

B. Scope of Proposal

Proposals are invited for the development and operation of the Restaurant located at the Las Cuevas Beach Facility under licence from the Ministry of Tourism, as described in the Scope of Work in Section 4 of this RFP. The purpose of this Request for Proposal (RFP) is to select the Proposer who will best represent the vision of the Ministry as described in the Scope of Work, and who will have the ability to create the demand and operate a profitable establishment.

Proposers may be registered sole proprietors, companies or registered joint ventures or partnerships and will be required to meet the eligibility and qualification requirements set out in the RFP.

B. Site Visit

All prospective Proposers are required to attend a mandatory **Site Visit to** be held at the location, Las Cuevas Beach Facility, Las Cuevas at **10:00 am on Tuesday, July 28, 2020.**

Failure to attend the site visit may result in the Proposer being declared ineligible.

The Ministry will select a **preferred Proposer** from the proposals received, that best satisfies the Evaluation Criteria identified herein. By making a submission, Proposers accept that they are bound by the Ministry's procurement process and the terms and conditions contained herein. Proposers must carefully examine the RFP and ALL information provided by the Ministry and shall:

a) Fully acquaint themselves with the site conditions and factor these conditions in the preparation of their submissions; and

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b) Consider all risks, contingencies and other circumstances relating to the delivery of the services, and include adequate provision in the submission to manage such risks and contingencies.

D. Clarifications

Any questions and requests for clarification of the RFP must be emailed to the Secretary, Tenders Committee, Ministry of Tourism, Level 9, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain. Email: **strakerd@tourism.gov.tt ;Phone: 624-1403 ext 238**

E. RFP not An Award

This RFP does not constitute a binding offer of award for the Development and Management of the Restaurant located at the Las Cuevas Beach Facility. Neither the RFP document nor the RFP process creates a process contract or any legally binding relationship between the Ministry and a Proposer.

F. Fraudulent and Unethical Conduct, Collusion and Conflict of Interest

a. Proposers should not, and must ensure their 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 this RFP process. Proposers must immediately inform the Ministry, in writing, should a conflict of interest (this includes any actual, potential or perceived conflicts of interest) arise at any time during the procurement process. Proposers are advised that a conflict of interest may result in a Proposer being disqualified and debarred from participating further in the procurement process. In making a submission, a Proposer warrants that its submission has not been prepared in collusion with any competitor or any other person that may unfairly influence the outcome of this selection process.

b. Proposers will immediately be disqualified from participating further in the procurement process where the bidder: -

(a) Engages in any collusive, fraudulent, obstructive or improper conduct in the preparation of the Proposal;
(b) Engages in collusive, coercive or improper conduct in discussions or negotiations with Ministry representatives;
(c) Attempts to influence or provide any form of inducement (personal or otherwise), reward or benefit to any of the Ministry's representatives; OR
(d) Seek or attempts, by any means whatsoever, to manipulate the procurement proceedings.

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The Ministry reserves the absolute right to report any suspected irregular, collusive or anti-competitive conduct by Proposers to the relevant Authority/Authorities and to provide that Authority/those Authorities with all relevant information including but not limited to the Proposer's submission.

G. Deadline for Submission of Proposals

a. The Proposal shall be delivered to the Ministry at the address specified no later than the time and date specified in the Request for Proposals (RFP).

b. The Ministry may extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of the Ministry, and the bidders previously subject to the original deadline will then be subject to the new deadline.

c. Information submitted by Proposers shall become the property of the Ministry. Proposal Packages will not be returned to Proposers at the end of the procurement process. The Ministry assumes no liability for delivery failures. Electronic submissions will not be accepted.

d. Late submissions will not be accepted or considered in any circumstances. The Ministry of Tourism reserves the right to accept or reject any application received. The Ministry also reserves the right to cancel this RFP in its entirety or even partially, without defraying any cost or liability incurred by any person or firm/organisation.

2. ELIGIBILITY OF PROPOSERS

All Proposers must meet the eligibility requirements stated below. Submissions which do not meet these requirements will not be considered:

a. Proposers must be currently providing or recently have been providing restaurant operations management services, and must have been doing so, at a minimum, for the past three (3) consecutive years;

b. Proposer must certify and provide supporting documents of its employees, agents, subcontractors or any other individuals who perform services on their behalf, to demonstrate that they are covered by adequate liability and property damage insurance, worker's compensation insurance and other relevant coverage;

c. Proposers must be located in Las Cuevas and environs. A proposer located in Las Cuevas and environs may form a partnership or joint venture with an experienced restaurateur from another geographical region of Trinidad and

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Tobago to benefit from transfer of knowledge and capacity building in restaurant operations.

d. Proposers must submit the following mandatory documents to be eligible. Certificates of Registration are to be submitted as applicable. ***In the case of Partnerships or Joint Ventures (JV), the information must be submitted for each participant entity in the Partnership or Joint Venture. All partners in a JV or partnership shall be jointly and severally liable:***

i. Certificate of Registration pursuant to the Companies Act, Chap. 81:01;
ii. Certificate of Continuance pursuant to the Companies Act, Chap. 81:01 (where applicable);
iii. Notice of Directors with names of Directors and Principal Officer;
iv. Certificate of Registration of a Partnership or Joint Venture as applicable;
v. Registration of a Sole Proprietorship as applicable;
vi. Valid National Insurance Certificate (NIS);
vii. Valid Board of Inland Revenue (BIR) certificate; and
viii. Valid Value Added Tax (V.A.T) Clearance Certificate.

BIR and VAT certificates must be dated not more than 6 months prior to the closing date of the bid.

Failure to meet the above stated eligibility requirements or to submit **any one** of the above mandatory documents may result in **disqualification;**

Franchised operating restaurants will **NOT** be eligible to submit proposals for this RFP.

3. PREPARATION OF PROPOSAL

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

A. The Proposal

Proposers must provide the following in their Proposals to support their qualification for consideration: -

a. Profile of the Company, and all members of any registered partnership or registered joint venture (full name, office and business address of the Proposers);
b. Authorised signature of the person submitting the proposal, or the signature of a duly authorised officer or employee of the company, partnership or joint venture.

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(A joint venture (JV) or partnership shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all parties to the JV or partnership during the bidding process and contract execution, if awarded the contract.)

c. The initials of the person submitting the proposal 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 packages, the original will govern;

d. Certificate of good character for all directors of the Proposer's company/joint venture or partnership.

e. Information on legal proceedings (criminal or civil), Court Judgments (pending or otherwise);

f. Audited Financial Statements for the last three (3) years**; or**

g. A Bank Statement from a Financial Institution indicating the Financial Standing of the Company/members of the Joint Venture/Partnership. Please note that if selected as the preferred proposer, we will require audited financial statements for the last three years if these were not submitted with your proposal;

h. A detailed list of previous and present restaurant ventures that the Proposer has engaged in; and/or

i. A detailed list of previous and present clients for whom the Proposer has managed a restaurant. The list should indicate the duration of the engagement as well as the type of restaurant and the length of time the restaurant was/has been in operation;

j. Curriculum Vitae of key personnel who are proposed be responsible for operations management of the new venture;

k. Three (3) letters of reference from previous employers where applicable;

l. and

m. **A detailed proposal** outlining the Proposer's plan and theme for the development and management of the restaurant at the Las Cuevas Beach Facility to reflect the Ministry's vision for the restaurant as described in Section 4, the Scope of Work;

n. Proposal Submission letter at Form A attached;

o. Bid Compliance and Conformance Sheet at Form C attached.

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4. SCOPE OF WORK

Development and Management of The Restaurant Located at the Las Cuevas Beach Facility under Licence from The Ministry of Tourism.

1. Background

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of Tourism ("the Ministry") is fully committed to stimulating and developing the tourism sector as a key contributor to economic transformation and growth. The Ministry is mandated to formulate tourism policy and strategy and has responsibility for guiding, regulating, overseeing and fostering the sustainable development and promotion of the tourism sector. The Ministry is responsible for the management and development of four Beach Facilities and is desirous of engaging Licencees to develop and operate the Restaurants located at the Vessigny, Las Cuevas and las Cuevas sites.

2. Geographical Location of the Facility

The Restaurant building is located within the Las Cuevas Beach Facility ("the Facility") which has been identified as one of the country's premier sites and attractions and is located off the Las Cuevas/Mayaro Main Road. The Restaurant property is 856 sq. ft., outfitted with main dining area, bar area, kitchen with range hood, ample storage space and separate washroom facility for staff (See **Appendix 1**).

3. Vision for the Restaurant

It is envisioned that the restaurant located at this facility will be a locally operated establishment serving both food and beverages (alcoholic and non-alcoholic) that reflect the country's cuisine and can be promoted as a fine establishment meeting international standards, having a reasonable variety in menu with signature dishes, providing the ambience of a beach restaurant, and the Proposer's creative approach to a totally local image. The restaurant is anticipated to provide food and beverages at attractive prices that would encourage patronage by both domestic and international visitors of all ages and will provide a warm and inviting environment where customers can enjoy the Las Cuevas beach experience.

4. Building Local Capacity

The Ministry is also seeking to enhance local capacity building through local participation in relevant tourism projects and to this end the Ministry is desirous of promoting opportunities for business development and employment in the host community. Consequently, the recruitment of employees and utilisation of suppliers of goods and services from the Las Cuevas area and environs will be encouraged. To support its policy of promoting growth in the host community, the Ministry is restricting participation in this

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RFP to Proposers who are located in Las Cuevas and environs or Proposers who are located in Las Cuevas and environs and teamed with experienced restaurateurs from other geographical areas in Trinidad and Tobago with a view to transferring knowledge and building capacity during the course of the operation of the restaurant.

5. Restaurant Operator's Capital Investment

The successful Proposer will be expected to enhance the site's offering, thus potentially increasing local and foreign visitorship at the Las Cuevas Beach Facility. A restaurant thematic experience inclusive of proposed restaurant style and name, will be presented to the Ministry for approval and once approved will be implemented hence transforming the restaurant into a trademark location for a specific Trinidad and Tobago cuisine. The successful proposer shall incorporate "totally local" elements within the restaurant inclusive of branding, use of local suppliers and produce.
The successful proposer will undertake the development and management of the restaurant under licence from the Ministry at a monthly licence fee of TT$1,250.00 and will be responsible for utility bills, as well as the capital investment required to transform the building to reflect the restaurant's theme.

The successful proposer will provide the Ministry with details (descriptions, drawings, plans, layouts, colour scheme, etc.) of proposed improvements to be undertaken by the restaurant operator in pursuit of the proposed thematic restaurant experience. Proposals must include the anticipated level of capital investment. The capital investment must be sufficient to complete all improvements and address required code upgrades such as wheel chair access based on the Americans with Disabilities Act (ADA) requirements, furnishings, fixtures, equipment, etc. The Ministry will coordinate with the successful Proposer to ensure that the final modifications are aligned with the Ministry's vision of transformation to generate more appeal and increased visitorship to the site.

6. Operational and Design Concept

The proposer must provide a detailed description of the operational and design concept, including but not limited to the following:

- The type of menu items to be offered including whether there would be separate breakfast items offered.
- The type of equipment to be used in food preparation.
- The manner in which food will be offered for sale and served.
- Any special themes or amenities to be offered to enhance the patrons' eating experience for interior dining.
- Any use and/or special themes or amenities to be offered to enhance the eating experience for the outdoor area.

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- Restaurant name.
- Pricing policy.
- Measures that will be taken to establish a drug free workplace.
- Advertising and marketing strategy.
- Proposed hours of operation.
- Financial Projections for the first year of operations.

7. Customer/Supplier Management

Proposals must include a Customer Service Plan and proposal to address such issues as customer and employee parking management, deliveries, and garbage disposal /handling.

8. Maintenance/Repairs and Operating Expenses

During the term of the Licence agreement, the Proposer (subject to the Ministry's approval) will be responsible for all improvements, maintenance, repairs and expenses, including utilities, associated with the Restaurant and its operations. These will include, but not be limited to, the following:

- Repairs/replacement of Fixtures & Fittings in the Restaurant and its immediate surroundings;
- Bills for water and electricity;
- Waste Disposal; and
- Repairs/replacement of any fittings installed by the successful Proposer;

9. Beverage, Food Service and Business Licenses

Proposers should investigate and will be solely responsible for identifying and obtaining business, food and liquor/beverage licenses and any other applicable permits required to be issued by the relevant Regulatory Agencies for conduct of their business at the Facility.

10. Renewable and Green Initiatives

Proposers should include details for incorporating green elements in their operations and capital works as part of social, corporate responsibility to the natural environment and environmental sustainability. These may include, but not be limited to, renewable energy source alternatives, recycling, green packaging, etc.

11. Responsibilities of the Licencee on Occupation

The successful Proposer, subsequent to the contractual agreement with the Ministry must:

a. Actively launch the Restaurant no later than ninety (90) days after the licence is issued;

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b. Pay the monthly licensee fee of $1250 on the last working day of the month after taking up occupancy of the restaurant;
c. Pay all utility bills that have accrued from the date of first occupancy to the final date of occupancy;
d. Be in possession of all relevant health permits for the sale of food and beverages before the launch of the Restaurant;
e. Be in possession of all relevant permits for the sale of alcoholic beverages before the launch of the Restaurant;
f. Have obtained permission in writing from the Ministry to make any internal structural alterations to the building;
g. Seek permission in writing from the Ministry to host any seasonal and promotional events that are considered to be outside of the normal operations of the restaurant;
h. Clean restaurant, staff washrooms, the immediate surroundings of the Restaurant and grease traps when required;
i. Cooperate with scheduled and unscheduled inspections as it pertains to the cleanliness and care of the Restaurant.

12. Guidelines for the Successful Proposer:

i. Appoint a person who would act as a Liaison with the Ministry's Administrative Personnel, their clients and representatives.
ii. Maintain communication with protective services, e.g. Police, Fire in the event of emergencies.
iii. Ensure that staff would be in uniform at all times and provided with the necessary equipment for the effective performance of their duties.
iv. Accept responsibility for employees who do not perform in accordance with terms and conditions of the Proposer's contract with the Ministry.
v. Provide personnel as indicated in contract.
vi. Provide professional staff who are committed and have no infractions with the law.
vii. Ensure that staff execute their functions with the highest level of responsibility and decorum.
viii. Facilitate meetings and provide the duly authorised officers of the Ministry on a monthly basis.
ix. Provide evidence of customer service training of personnel.
x. Upon expiry of the licence agreement, the restaurant facility must be returned to its original condition as it was at the commencement of the licence agreement.

13. Responsibilities of The Ministry

i. Provision of security services for the Beach Facility, inclusive of baton officers and CCTV camera system;
ii. Signage/Disclaimers.
iii. Any allowed branding of the operator service will be approved by the Ministry.

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iv. The Ministry reserves the right to facilitate advertisements on the Restaurant building/property.
v. All major infrastructural repairs to the existing restaurant structure will be undertaken by the Ministry, for example, roof repairs, etc.
vi. The Ministry has developed a Restaurant Policy Statement that can be made available to the successful Proposer.

5. SUBMISSION OF PROPOSALS

a. Preparation and Deposit of Proposal Packages

Proposers must submit one (1) original of the completed Proposal Package and four (4) hardcopies together with one (1) softcopy on a CD-ROM/flash drive. These must be placed in a sealed envelope clearly marked on the outside: -

"Proposal for the Development and Management of the Restaurant Located at the Las Cuevas Beach Facility under Licence from the Ministry of Tourism"

The envelope shall: -

i. Be addressed to:

The Chairman
Tenders Committee
Ministry of Tourism
Tower C, Level 9, International Waterfront Complex
1A Wrightson Road
Port of Spain.

ii. Be deposited in the Tender Box (slot dimensions **15 inches x 4 inches**) with the corresponding label, located in the lobby on 9th Floor, Tower C, Ministry of Tourism no later than the date and time specified at Item b. below, **Deadline for Submission of Proposals.**

b. Deadline for Submission of Proposals

Proposals shall be deposited in the respective tender box located in the Lobby of Level 9, Tower C, Ministry of Tourism, International Waterfront Complex, 1A Wrightson Road, Port of Spain no later than **11:00 am on Thursday, August 27, 2020**

The Tender Box will be opened on **Thursday, August 27, 2020 at 11:15 am** at Level 9, Ministry of Tourism. Proposers may send duly authorised representatives to view the opening.

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Proposers are advised to read all instructions carefully, since failure to comply with instructions may result in the rejection of your offer. This RFP represents the requirements for an open and competitive process.
Any proposals received after the closing date and time will not be accepted.

The Ministry assumes no liability for delivery failures.

6. EVALUATION AND AWARD OF CONTRACT

c. Evaluation Criteria.

The Ministry will evaluate all proposals based on the following criteria. To ensure consideration for selection, information submitted should be complete to support evaluation in accordance with the listed criteria. In evaluating the applications submitted, the Ministry of Tourism reserves the absolute right to:

- Accept or reject any proposal that does not adequately meet the stated criteria ;
- Assess Proposals, without any obligation to select any Proposer;
- Determine whether any Proposer satisfactorily meets the established evaluation criteria; and
- Request clarification from the Proposer after submission of their tender documents;

Available Resources (Manpower, Equipment)	10 points
Administrative Capability (organisational structure, recruitment, disciplinary procedures)	10 points
Financial Capability	5 points
Restaurant Development Plan ▪ Details of the Restaurant thematic experience inclusive of proposed restaurant style (visual rendering), name, and menu choices. ▪ Industry Analysis describing the existing conditions in the general market and in the specific location or area that the restaurant is located. This analysis may include elements of a Target Market Research, Location Analysis and Competition Analysis. ▪ Details for transforming the Restaurant into a trademark location for a specific Trinidad and Tobago cuisine(s). ▪ Plans to incorporate “totally local” elements within the restaurant inclusive of branding, use of local suppliers of goods and services	30 points

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Restaurant Management Plan • Details of Restaurant Daily Operations Protocols • Details of Customer Service Training • Occupational Health and Safety Plans • Marketing plans detailing the strategies to promote the restaurant both before and after the opening	20 points
Work Experience/Past Performance/References (Training Included)	15 points
▪ Green and Renewable Energy Elements - Details of incorporating green/environment-friendly elements in its operations and capital works as part of social, corporate responsibility to the natural environment and environmental sustainability.	10 points

Proposers must submit adequate information to support each of the criteria listed above and must attain an average score of seventy percent (70%) in order to qualify for consideration. Forms are provided at Appendix 2 to assist in completion of the information required in the proposal.

d. Award of Contract

The Ministry will invite the top-ranked Proposer to enter into contract negotiations with a view to contract. Where the contract negotiations prove unsatisfactory to the Ministry, the Ministry, at its sole discretion, may discontinue the negotiations and initiate negotiations with the second-ranked qualified Proposer. The Ministry will notify all unsuccessful Proposers of the outcome of the evaluation process, including the name of the successful Proposer, if any.

e. Contract Terms and Conditions

A draft contract is appended as Form C.
Contract terms and conditions will be negotiated upon selection of the successful Proposer for this RFP. All contractual terms and conditions will be subject to review by the Ministry of Tourism's Legal Services Unit and will include restaurant business plan, scope, schedule, and other necessary items pertaining to the development and management of the property in accordance with the Ministry's policy for Restaurants at its Beach Facilities.

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Form A

PROPOSAL SUBMISSION DECLARATION

Date:

Permanent Secretary,
Ministry of Tourism,
Level 9,
Tower C, International Waterfront Complex,
1A Wrightson Road,
Port of Spain.

Dear Madam,

Re: Request for Proposal for the Development and Management of the Restaurant Located at the Las Cuevas Beach Facility under Licence from the Ministry of Tourism

I/We, the undersigned for and on behalf of the Proposer, hereby offer to provide the captioned services in line with your Request for Proposal and our Proposal. We are hereby submitting our Proposal for the Services.

I/We, hereby declare that all the information provided pursuant to our Proposal is true and correct. I/We accept that any misinterpretation contained in it may lead to our disqualification. I/We further accept that I/We shall bear all costs associated with the preparation and submission of our Proposal and any contract negotiations. The Ministry of Tourism 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 Proposal you receive.

Yours Respectfully,
Duly Authorised Signature: _____

Name and Signatory Designation: _____

Name of Firm, Address and Company Stamp/Seal: _____

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Form B

Bid Compliance and Conformance Sheet

Proposal for the Development and Management of the Restaurant Located at the Las Cuevas Beach Facility under Licence from the Ministry of Tourism

Proposers must complete this checklist for submission of their Proposal.

1	Company Profile & Information/Disclosures	YES		NO	
2	References / Similar Contracts	YES		NO	
3	Valid Income Tax Clearance Certificate	YES		NO	
4	Valid VAT Clearance Certificate	YES		NO	
5	Valid National Insurance Certificate of Compliance	YES		NO	
6	Audited Statements for the last three (3) years	YES		NO	
7	Statement/Reference from Financial Institution	YES		NO	
8	Bid Validity Period	YES		NO	
9	Revenue collection and accounting methodology	YES		NO	

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

_____ _____

Name (In Block) Date

_____ _____

Duly Authorized Signature Company Address & Stamp/Seal

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Appendix 1

Las Cuevas Beach Facility Restaurant Floorplans

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REQUEST FOR PROPOSALS

Qualification Forms

Instructions to Proposers

1. To establish its eligibility and qualifications to perform the services described in the **Request for Proposals for the Development and Management of the Restaurant located at the Las Cuevas Beach Facility under Licence from the Ministry of Tourism,** interested Firms shall provide the information requested in the corresponding Information Sheets included hereunder.

2. Forms must be completed by Proposers who are sole proprietorships, and each participating entity if Proposer is a joint venture or partnership.

3. Please note that **all documents requested <u>must</u>** be submitted with your Proposal together with the completed Forms.

4. Interested Firms <u>must</u> satisfy eligibility requirements as follows:

    a. **Form LIT: Pending Litigation** shall be considered as resolved against the Firm and should not exceed 50% of the Firm's net worth.

    b. **Form FIN 1: Historical Financial Performance** – As a minimum, net worth calculated as the difference between total assets and total liabilities should be positive. Information for completion of financial information forms provided must be extracted from the firm's audited financial statements.

    c. **Form EXP 1: Firms General Experience**: Firms must have at least 3 years general experience **prior to July 01, 2020**.

    d. **Form EXP 2a: Firms Specific Experience**: Firms must have participated in the role required for the Scope of Work in at least three (3) contracts in the past three (3) years in projects of similar nature, size and complexity or as an owner of a small to medium sized restaurant.

    e. **Form EXP 2b: Firm's Specific Experience in Specified activities**: Firms should have as a minimum, experience in the development and management/operation of a restaurant/restaurants in the last 3 years:

    f. **Key Personnel must be senior staff with at least 5 years continuous experience** in the key areas for which they are proposed and must have the specific qualifications and training for the position proposed and must be licenced by the relevant Professional Associations/authorities in Trinidad and Tobago where applicable.

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Form ELI - 1: Firm's Information Sheet

To be completed by each entity comprising the Proposer.

Firm's Information	
Firm's legal name	
In case of JV or partnership, legal name of each partner	
Firm's country of constitution	
Firm's year of constitution	
Firm's legal address in country of constitution	
Firm's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

Attached are copies of the following original documents.

- ❑ 1. Articles of incorporation or constitution of the legal entity named above.
- ❑ 2. Authorization to represent the firm or JV named in above,

Form ELI - 2: Joint Venture (JV)/Partnership Information Sheet

Each member of a JV or partnership must fill in this form

JV Information	
Firm's legal name	
JV/Partnership Partner's legal name	
JV/ Partnership Partner's country of constitution	
JV/Partnership Partner's year of constitution	
JV/ Partnership Partner's legal address in country of constitution	
JV/ Partnership Partner's authorized representative information (name, address, telephone numbers, fax numbers, e-mail address)	

Attached are copies of the following original documents.

- ❑ 1. Articles of incorporation or constitution of the legal entity named above.
- ❑ 2. Authorization to represent the firm named above.

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Form LIT - Pending Litigation

Each Firm or member of a JV/Partnership must fill in this form

Pending Litigation			
❑ ◎◎**No pending litigation.** ❑ **Pending litigation as follows:**			
Year	**Matter in Dispute**	**Value of Pending Claim in TT$ Equivalent**	**Value of Pending Claim as a Percentage of Net Worth**

Form FIN - 1: Financial Situation

Each Firm or member of a JV/Partnership must fill in this form

Financial Data for Previous 3 Years [TT$ Equivalent]		
Year 1:	**Year 2:**	**Year 3:**

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

If selected as the preferred proposer, Firms will be required to substantiate the above information by submitting copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Firm or partner to a JV, and not sister or parent companies.
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

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Form FIN - 2: Average Annual Turnover (If proposer is an owner of a restaurant)

Each Firm or member of a JV/Partnership must fill in this form

Annual Turnover Data for the Last 3 Years	
Year	**Amount $TT**
Average Annual Turnover	

The information supplied should be the Annual Turnover of the Firm for a sole proprietorship and each member of a JV or partnership in terms of the amount of sales realized for each year if the proposer is an owner of a restaurant. or alternatively the turnover of the employer establishment if proposer is a Manager.

Form FIN – 3: Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject project if selected and awarded the contract.

Alternatively, a Banker's reference may be submitted.

Financial Resources		
No.	**Source of financing**	**Amount (TT$ equivalent)**
1		
2		
3		

Form FIN- 4: Current Contract Commitments

Firms and each partner to a JV or partnership should provide information on their current commitments on all management contracts/contracts that have been awarded, where the proposer is a Manager and not an owner, or for which a letter of intent or acceptance has been received, or for contracts approaching completion.

Current Contract Commitments				
No.	Name of Contract	Employer's **Contact Address, Tel, Fax**	**Estimated Completion Date**	**Average Monthly Earnings [TT$/month)]**
1				
2				
3				
4				
5				

Form EXP – 1: General Experience (As a Manager or Restaurant owner)

Each Firm or member of a JV or partnership must fill in this form

General Experience			
Starting Month Year	**Ending Month Year**	**Years**	**Brief Description of the Work Executed by the Firm If experience is as a Manager, provide Employer name also**

Form EXP – 2(a): Specific Experience (Proposers who are Managers or Owners)

.Contract / Undertaking of Similar Size and Nature			
Name of Business:			
Start of Contract/Operation		**End Date of contract/operation**	
Role in Business:	❑ **Manager**	❑ **Assistant Manager**	❑ **Owner**
Avg. Annual Turnover			**TT$**
Restaurant Name **Address** **Telephone/Fax Number** **E-mail**			
Type of Restaurant (Describe)			

Description of the similarity with this project	

Please turn Page

Form EXP - 2(b): Specific Experience in Key Activities (*complete one form per contract/undertaking*)

Contract /Undertaking with Similar Key Activities			
Name of Business:.			
Start Date		**Completion Date**	
Role in Business	❑ **Manager**	❑ **Assistant Manager**	❑ **Owner**
Type of Restaurant			
Average No. Customers Weekly:			
Employer's Name **Address** **Telephone Number** **Fax Number** **E-mail**			
Description of the key Management/Development activities.			

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Personnel

Form PER – 1: Key Personnel Available

1.	**Title of position***
	Name
2.	**Title of position***
	Name
3.	**Title of position***
	Name
4.	**Title of position***
	Name

Form PER – 2: Resume of Key Personnel (one form per person)

Position		
Personnel information	**Name**	**Date of birth**
	Professional qualifications	
Present employment	**Name of employer**	
	Address of employer	
	Telephone	**Contact (manager / personnel officer)**
	Fax	**E-mail**
	Job title	**Years with present employer**

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Summarize professional experience in reverse chronological order. Indicate particular technical, developmental and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience