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TENDERING PROCESS, INSTRUCTIONS AND GUIDELINES

March 2022

Finance and Business Services



TENDERING PROCESS, INSTRUCTIONS AND GUIDELINES

Contents

TENDERING PROCESS	2
1. SELECTION PHASE / PRE-QUALIFICATION QUESTIONNAIRE (PQQ)	3
2. EVALUATION OF SELECTION PHASE / PQQ	4
3. DECISION COMMUNICATED TO SUPPLIERS	4
4. EVALUATION OF THE TENDER SUBMISSIONS	5
5. AWARD OF CONTRACT	5
6. PREQUALIFICATION QUESTIONNAIRE AS TENDERER	6
INSTRUCTIONS AND GUIDELINES	6
EVALUATION CRITERIA AND WEIGHTING	7
SUPPLIER/CONTRACTOR/CONSULTANT PRE-QUALIFICATION FEES	8
REGISTRATION SUBMISSION DETAILS	9
SUBMISSION OF YOUR FINAL DOCUMENTS CHECKLIST	10



TENDERING PROCESS

The Tobago Hospitality and Tourism Institute is conducting an annual comprehensive Supplier/Contractor/Consultant pre-qualification process in accordance with procurement best practices of transparency, fairness and selection.

In order to begin, or continue to, receive bid notifications/proposals as a current supplier, contractor, or consultant, we invite interested firms and individuals to submit their information on all products and services offered to be pre-qualified for inclusion in the THTI's database.

The overall purpose of this exercise is to ensure that the Institute gets the highest quality of desired goods and services at the best price possible and to streamline the process of procurement while maintaining adequate controls and to provide potential tenderers with an opportunity to recommend its best services, goods and equipment solutions.

The Tobago Hospitality and Tourism Institute (THTI) intends to issue an invitation to tender during (time) for the [enter goods/service name] to support its operations for the period (year).

Please advise within three (2) working days of receipt if your company does not intend to submit a prequalification response.

Your formal submission is required by May 10, 2022 and should be sent (i) by email to procurement@thti.edu.tt and (ii) by post to hard copy to the following address:

Labelled: "Pre-Qualification Application"

*Attention: Chief Executive Officer,
Tobago Hospitality and Tourism Institute, Blenheim, Mt St George, Tobago,
Republic Tobago and Tobago.*

Failure to adhere to the stipulated date and time may result in your Company being precluded from any further part of this tender exercise.



Invitation to tender may be announced through the following channels, but will, at least include the following:

- a. E-tendering portal on www.thti.edu.tt
- b. An official THTI notice if required
- c. Other websites
- d. Social Media Forums
- e. Trade publications
- f. At least two local newspapers

1. SELECTION PHASE / PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

The selection phase may be conducted separately to the full tender process and is then referred to as a Pre-Qualification (PQQ). It can also be done in a single phase together with gathering tender information. At the selection phase bidders are invited to provide information online within a set deadline.

The data gathering process will ensure that businesses meet minimum requirements. This will also allow THTI to verify that your organisation or business is able to provide its requirements and to either progress your tender submission for full evaluation or to shortlist for **the Invitation to tender phase (ITT)**.

It assesses:

- Capacity
- Capability
- Experience

Supporting information on company finances and relevant experience / references and insurance information may all be sought at this phase.



2. EVALUATION OF SELECTION PHASE / PQQ

This phase requires THTI to evaluate submissions to ensure all businesses - suppliers/ contractors/consultants are progressing for the evaluation of their full tender submission (in the case of a single phase or open tender) or to shortlist and select those businesses who can meet the requirements to be invited to the **ITT (Invitation to Tender)** phase in the case of a two-phase or restricted tender process.

3. DECISION COMMUNICATED TO SUPPLIERS.

Invitation to Tender (ITT)

Depending on the procedure followed the ITT may be open to all businesses (open or single-phase process) where selection and tender information are combined or only those who have successfully passed the selection / PQQ phase. The ITT assesses the offer and the requirements as set out in the specification.

Bidding suppliers will be asked to complete online questionnaires and provide supporting documentation. All tender documents are available for download on the THTI procurement portal www.thti.edu.tt/tenders and will contain all or some of the following:

- Instructions to tenderers
- Pre-Qualification Fees
- Pre-Qualification Questionnaire
- Supporting documentation – depending on the contract requirements
- Tender Criteria – how we intend to evaluate the submission
- Tender Specifications
- Contract conditions – defining the relationship between the public body and the supplier/contractor



4. EVALUATION OF THE TENDER SUBMISSIONS

This is completed by THTI's evaluation panel.

5. AWARD OF CONTRACT

All suppliers that submitted a tender will be informed of the decision to award the contract via the portal. An official letter will give details of the successful supplier/contractor/consultants and score achieved in the evaluation of tender submissions.

If the tender was open to the public and advertised in the local newspapers a contract award notice will be published.



6. PREQUALIFICATION QUESTIONNAIRE AS TENDERER

INSTRUCTIONS AND GUIDELINES

1. The Questionnaire and the relevant appendices must be completed by a member of the management team with the appropriate level of delegated authority to act on behalf of the organisation.
2. All information provided must be accurate and true. Any applicant that gives false information will be rejected and will not be invited to enter into any agreements or contracts with the THTI.
4. The Questionnaire must be completed in **CAPITAL** Letters.
5. Incomplete Questionnaires **will NOT be accepted**.
6. Additional sheets may be used to provide information in response to the questionnaire, where necessary. Please reference clearly the section and number to which the information relates.
7. All information received will be dealt with in the strictest confidence, subject to any legal disclosure requirements.
8. THTI reserves the right to make inquiries of reference and clients indicated in this Questionnaire to establish performance levels and capabilities of the organisation.
9. Applicants shall review the various work classes and decide for which class they wish to be prequalified. Applicants may pre-qualify for as many classes as they wish and may do so on **ONE** application.
10. In considering all applications in response to this Questionnaire, THTI reserves the absolute discretion to:
 - a) Reject any application that fails to comply with the requirements set out in this Questionnaire
 - b) Assess applications in accordance with the evaluation criteria identified in this Questionnaire
 - c) Reject any application that THTI has determined has engaged in corrupt or fraudulent practice



EVALUATION CRITERIA AND WEIGHTING

The criteria in the table below will be used to assess your responses to this Questionnaire. Please provide as much detail as possible in order to enhance the evaluation process. An organisation must achieve an overall percentage of at least 60% to be accepted for inclusion into the pre-qualified contractors' database.

Please be advised that placement into the database in no way guarantees the award of contracts by THTI.

CRITERIA	WEIGHT
Organisation and Personal Resources	30
Statutory Requirements	30
References	10
Financial Capability	20
Technical Competence and Relevant Experience	10
TOTAL	100



SUPPLIER/CONTRACTOR/CONSULTANT PRE-QUALIFICATION FEES

To be pre-qualified as a tenderer, applicants are required to complete the steps outlined in the registration process and make a **non-refundable** registration fee payment of \$550.00 (Five Hundred and Fifty Dollars TTD).

PAYMENT INSTRUCTIONS:

1. Online Credit Card Payment

- Step 1 - Click here to access [Payment Link](#)
- Step 2 - For the **Transaction Fee Option**, select “**Deduct from Amount Above Amount**” (No Additional Fees to Payee)
- Step 3 - In The “**Send A Message to THTI**” Section, add your/your company’s name and note Supplier Registration Fee.

2. Bank Transfer or Direct Bank Deposit

- Step 1 - Pay (TTD \$550) to the **Tobago Hospitality and Tourism Institute, First Citizens Bank, Scarborough, Tobago, Account number 2491691.**
- Step 2 - Submit an image of the proof of payment to procurement@thti.edu.tt with your/your company’s name and note Tenderer Prequalification Fee.

TOBAGO HOSPITALITY & TOURISM INSTITUTE

Telephone: (868) 660-2196 / 2352 · Facsimile: (868) 660-2197
Email: info@thti.edu.tt · Website: www.thti.edu.tt



REGISTRATION SUBMISSION DETAILS

ONLINE

- Step 1 - Access and complete your registration documents online at www.thti.edu.tt/suppliers.
- Step 2 - Scan and email your supporting documents to procurement@thti.edu.tt indicating your/your company's name and note Supplier Registration Fee. In the email subject area insert text: **"Prequalification Documents as a Tenderer."**

SUBMISSION BY MAIL

- Step 1 - Access, download and complete your registration documents from our website at www.thti.edu.tt/suppliers.
- Step 2 - Print and attach your required supporting documents including your proof of registration fee payment.
- Step 3 - Submit by hand or mail, in a plain sealed envelope and must be marked **"Tenderer Prequalification Application"** and addressed to:

**The Chief Executive Officer
Tobago Hospitality and Tourism Institute
Blenheim, Mt. St. George Tobago**

For further information and clarification, please contact us at (868) 473-9784 or email us at procurement@thti.edu.tt



SUBMISSION OF YOUR FINAL DOCUMENTS CHECKLIST

Please review your form to ensure all areas are completed and the copies of the following mandatory documents **(if applicable)** are attached to your application. All documents submitted must be valid at the date of submission.

1. Completed Prequalification Questionnaire (including Appendices)	
2. Certificate of Registration, Incorporation and Continuance, latest Annual Returns, Accountant's Report (as applicable)	
3. Valid Income Tax, VAT, and NIS Clearance Certificates as applicable	
4. VAT Registration Certificate or Statement of Ineligibility	
5. Company's Profile	
6. At least three references for works completed or in progress.	
7. Banker's Letter/Credit Union Letter (issued within the last 3 months)	
8. Receipt for proof for registration fee	