



REQUEST FOR PROPOSAL

For An Operator to Excavate, Stockpile and Load Sand at the Coco Road Sandpit for Sale by the EMBD

The Estate Management and Business Development Company Limited (EMBD) is inviting all suitably qualified individuals, companies or firms to submit proposals for the provision of an Operator to Excavate, Stockpile and Load Sand to facilitate the sale of sand by the EMBD to the public at the Coco Road Sandpit located at Coco Road, off Cedar Hill Road, Claxton Bay.

The Request for Proposal package can be purchased at EMBD's Head Office, Bungalow 59, Brechin Castle, Couva between the hours of **9:00 a.m. to 3:00 p.m.** on Mondays to Fridays (excluding Public Holidays) from **December 12, 2018 to December 19, 2018** upon payment of a **non-refundable fee** of Seven Thousand, Five Hundred Dollars (TT \$7,500.00) payable **ONLY** by certified cheque to Estate Management and Business Development Company Limited or EMBD.

Respondents must submit one (1) Original, five (5) copies and one (1) soft copy of their Proposal on a CD or USB flash drive in PDF format with the pre-requisite supporting documents in sealed envelopes clearly labelled as follows:

The Chairperson, Tenders Committee
Estate Management and Business Development Company Limited
PROPOSALS FOR AN OPERATOR TO EXCAVATE, STOCKPILE AND LOAD
SAND AT THE COCO ROAD SANDPIT
Bungalow 59, Brechin Castle, Couva

Failure to strictly adhere to the requirements outlined in the RFP for submission of proposals will result in automatic rejection of the proposal.

Proposals must be deposited in the Tender Box (slot dimensions 36 cm W x 10 cm H) located at EMBD's Head Office, Bungalow 59, Brechin Castle, Couva, **no later than January 25, 2019 at 3:00 p.m.** Respondents are asked to note the dimensions of the slot of the Tender Box and as such proposals should be packaged accordingly. **The Tender Box will be available for receipt of submissions from January 21, 2019 to January 25, 2019.** The EMBD will not be accepting submissions before these aforementioned dates.

All prospective Respondents are required to attend a mandatory Pre-Bid Meeting on **December 21, 2018 at 10:00 a.m.** at EMBD's Head Office, Bungalow 59, Brechin Castle, Couva and immediately thereafter all prospective bidders are to attend a Site Visit at the Coco Road Sandpit. Failure to attend the Pre-Bid Meeting and Site Visit will result in the rejection of any submitted Proposal.

Respondents are also required to enclose in the sealed proposal, a tender security in the form enclosed in the Request for Proposal document, duly stamped by the Board of Inland Revenue.



The amount of the Tender Security for this contract is One Hundred Thousand Trinidad & Tobago dollars (TT\$100,000.00). **Should no Tender Security be enclosed, the proposal will be rejected.**

The EMBD reserves the right to cancel this Request for Proposal, in its entirety or even partially at any time. EMBD shall in no way be responsible or liable for any costs associated with the preparation and submission of responses to this Request for Proposal regardless of the outcome of this process and EMBD does not bind itself to accept the lowest Proposal or any Proposal.

Late Proposals will **NOT** be accepted in any circumstances and Proposals will not be accepted electronically.

SECRETARY TENDERS COMMITTEE