

INVITATION TO BID

IGOV/ITB/007/23

Closing Date – 12th April 2023

Invitation To Bid For The Provision of Furniture, Fixtures and Equipment (FFE) For The Ministry of Digital Transformation

Background

The National Information and Communication Technology Company Limited, branded as “iGovTT” (hereinafter referred to as “the Company”) was incorporated in July 2009 as a state-owned enterprise to continue the realization of the National Information, Communication and Technology (ICT) Strategy for transforming Trinidad and Tobago into a knowledge-based economy.

The Company procures, project manages, implements and maintains Enterprise-Wide and major ICT solutions for Government, as well as provides value-added ICT support services to Government Ministries, Divisions and Agencies (MDAs).

The Company is therefore seeking to procure Furniture, Fixtures and Equipment (FFE) on behalf of the Ministry of Digital Transformation.

Requirements

Bidders are required to quote for the following:

Furniture, Fixtures and Equipment

Lot#	Description
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- 1 Training Tables
- 2 Steel Desks
- 3 Filing Cabinets
- 4 Whiteboards
- 5 Presentation Carts

See the Specifications Sheet attached

Purchase of ITB Packages

Invitation To Bid (ITB) packages are available for a **non-refundable fee of Five Hundred Trinidad and Tobago Dollars (TTD 500.00)** VAT Inclusive. Packages should be purchased directly from the iGovTT etender website at <https://igov.etenderworld.tt>

Note: Purchases cannot be made on iGovTT's website.

Payment Guidelines

Local Bidders

1. Log in to portal at <https://igov.etenderworld.tt>
2. Register on the eTender Portal in order to participate in the ITB process (See appendix 1)
3. Purchase and download Tender package (See appendix 1)

ITB Process

The Invitation to Bid (ITB) will be conducted via a 2 stage process as follows:

- **Stage 1– Review of Bid Conformance Documents:**

A review of Bidders' submissions against the Bid Conformance checklist will be conducted in accordance with the requirements of the ITB. Bidders who pass this Stage 1 will therefore advance to Stage 2 - Technical Evaluation.

- **Stage 2 – Evaluation of Technical Specifications and Financials:**

A Tender shall be rejected at this stage if it fails to respond to mandatory aspects of Appendix 7.2 – Technical & Financial Proposal.

- **Stage 3 – Pre-qualification of Bidders:**

Bidders will be subjected to a Pre-qualification Evaluation in accordance to the rules outlined in the Pre-qualification package. Only Bidders who has successfully passed Stages 1 and 2 Pre-qualification documents will be evaluated at this stage.

Procurement Timetable

Event	Date	Time
Issue of ITB	13 th March 2023	N/A
Bidder clarification meeting	16 th March 2023	10:00 a.m.
Deadline for submissions of Questions/Queries	21 st March 2023	4:00 p.m.
Deadline for issuing final Addendum	28 th March 2023	4:00 p.m.
Deadline for submission of Bids	12 th April 2023	3:00 p.m.

Request For Information

The Company requires the following to be submitted when requesting information;

- All requests for information shall be emailed to tenders@igovtt.tt.
- The ITB number must be in the subject of your email
- Your Company's Name and Contact Information (incl. email, telephone/mobile number)

Submission of Proposals

Technical proposals shall be submitted electronically via <https://igov.etenderworld.tt> no later than **3:00 p.m. on 12th April 2023**

Conditions of Participating in the ITB Process

iGovTT **DOES NOT BIND ITSELF** to accept the lowest cost or any Proposal, nor to reimburse Bidders for any expenses incurred in preparation of Bids.

By issuing this ITB, iGovTT is not bound in any way to enter into any contractual or other arrangement with any party.

iGovTT reserves the right to terminate, amend or vary the procurement process by notice to all bidders in writing. The Company will not accept liability for any losses caused to you as a result of this change.

Appendix A

Technical Specifications of Furniture, Fixtures and Equipment (FFE) for 60 Community Access Centres

LOT #	Item Type	Item Feature	Specification	Mandatory (M)	Compliance (Yes = Y / No = N)	Vendor Notes
1 a	Training Tables (5FT)	Dimensions	Height: Approximately 28"			
			Width: Approximately 60"			
			Depth: Approximately 24"			
			Can be stored compactly			
		Construction	Sturdy Powder-Coated Welded Steel Frame			
			Two Inch (2") Locking Casters			
		Color/Finish	Slate-Wood-grain Laminate			
	Quantity	170				
1 b	Training Tables (4FT)	Dimensions	Height: Approximately 28"			
			Width: Approximately 60"			
			Depth: Approximately 24"			
		Can be stored compactly				

		Construction	Sturdy Powder-Coated Welded Steel Frame			
			Two Inch (2") Locking Casters			
		Color/Finish	Slate-Wood-grain Laminate			
	Quantity	60				
s	Steel Desks	Dimensions	Height: Approximately 29"			
			Width: Approximately 48"			
			Depth: Approximately 24"			
			Left hand side drawers built in			
		Material	Metal			
		Color	Grey			
	Quantity	250				
3 a	Storage Cabinet – Vertical	Dimensions	Height: approx. 52"			
			Width: approx. 18"			
			Depth: approx. 24"			
			Four Draw Vertical Filing Cabinet			
		Construction	Metal frame			
			Unit on castors			
		Color	Grey Powder Coated			

	Quantity	30				
3 b	Storage Cabinet – Lateral	Dimensions	Height: Approximately 29”			
			Width: Approximately 36”			
			Depth: Approximately 18”			
			Two draw Lateral Filing Cabinet			
		Material	Metal			
		Color	Grey Powder Coated			
	Quantity	30				
3 c	Storage Cabinet – 2-Door Steel	Dimensions	5 Adjustable Shelves			
			<ul style="list-style-type: none"> • 2 Metal Doors with locking mechanism built-in Dimensions: <ul style="list-style-type: none"> ○ Height: Approximately 6 feet ○ Width: Approximately 3 feet 			
	Quantity	30				
4	Whiteboard	Dimensions	Height – minimum 4ft.			
	Quantity	61				
5	Presentation Chart	Dimensions	Height – minimum 24 in. – 42 in. (adjustable)			

			Depth – 18 in. – 24 in.			
			Width – maximum 2 ft.			
		Construction	Metal frame			
			Plastic countertops			
			Adjustable height			
			Unit on castors			
		Color	Black frame			
			White countertops			
	Quantity	61				