

# REQUEST FOR PROPOSAL #2312/01

## Legal Services Implementation and Operation of an On-Street Parking System in the Cities of Port-of-Spain and San Fernando

The Government of Trinidad and Tobago (GORTT), through the Ministry of Rural Development and Local Government is desirous of implementing an on-street parking system in the cities of Port-of-Spain and San Fernando. The services of an appropriately experienced and knowledgeable legal consultant is required to develop, and provide advice to NIDCO on, the Design, Build, Finance, Operate and Maintain (DBFOM) contract required for this project.

### **DESCRIPTION OF WORK**

The Scope of Works to be provided by the legal consultant includes:

- Drafting of the Contract Agreement, Conditions of Contract and finalization of all RFP documents for the Installation and Operation of Parking Meters in the cities of Port-of-Spain and San Fernando using a Design, Build, Finance, Operate and Maintain (DBFOM) model; and
- Providing legal advice and or representation to NIDCO through the project phases.

### **ELIGIBILITY**

Submission of tenders is open to all Respondents who can demonstrate that they have the requisite technical experience along with a proven track record of providing similar services as outlined in the Request for Proposal. Evaluation of tenders will be based on requirements including; but not limited to: **Technical Capability, Qualifications and Experience of Proposed Key Personnel, Similar and Relevant Projects undertaken by the Respondent's proposed key personnel.**

### **PURCHASE OF REQUEST FOR PROPOSAL (RFP)**

Payment for the RFP is available from Monday 11<sup>th</sup> December, 2023, and must be made at any branch of the First Citizens Bank Limited using the following information:

**Bank: First Citizens Bank Limited**

**Account Number: 1458435 Independence Square, Port of Spain**

**Payee: National Infrastructure Development Company Limited**

**Upon payment of the non-refundable fee of TT\$1,500.00 at the First Citizens Bank Limited, a copy of the receipt must be emailed to [npo@nidco.co.tt](mailto:npo@nidco.co.tt) along with an email address to whom the ITT should be sent.** Tenderers are advised to ensure that their bank receipt includes the name of the person or Company on whose behalf the fee is paid.

### **PRE-SUBMISSION MEETING**

Prospective Tenderers are invited to a Pre-Submission Meeting scheduled for 14th December 2023 at 10:00 a.m. via Microsoft Teams. Interested parties are asked to contact NIDCO at [npo@nidco.co.tt](mailto:npo@nidco.co.tt) for meeting link and details.

### **SUBMISSION OF DOCUMENTS**

**The One (1) Envelope System will be utilized.** Completed Technical and Financial Proposals must be submitted (One Original and Three Hard Copies and One Electronic Copy) clearly labelled:

**RFP 2312/01 – Legal Services for the Implementation and Operation of an On-Street Parking System in the Cities of Port-of-Spain and San Fernando**

**addressed to: The Named Procurement Officer- National Infrastructure Development Company Limited (NIDCO)**

**The Atrium, 6B Don Miguel Road Extension, El Socorro Extension, EL SOCORRO 280603, Trinidad and Tobago, W. I.**

and deposited in the Tender Box located in the lobby of NIDCO's offices on the Ground Floor, The Atrium, Don Miguel Road Extension, San Juan, Trinidad and Tobago, W.I. **no later than 1:00 p.m. on Monday 22<sup>nd</sup> January 2024.**

**Please note that the dimensions of the Tender Box slot are 4" High and 18" Wide.**

**Respondents are advised that the name of the company submitting the Proposal should be clearly marked on the envelopes.**

**Submissions will be opened publicly on the same day at NIDCO's Head Office. One (1) representative of the respondent may be present at the opening.**

### **LIMITATIONS/RESERVATIONS**

- **NIDCO** will not be responsible for any costs incurred by any prospective Respondent in preparing their proposal/s and reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any respondent submitting a proposal.
- **NIDCO** reserves the right to reject proposals not submitted as per the requirements of the RFP. Respondents are fully responsible for the submission of their Proposals and must satisfy themselves as to the nature of the project.
- **NIDCO** does not bind itself to accept any Proposal.
- **NIDCO** reserves the right to negotiate with and/or make a counter offer to all compliant Respondents.

**Late submissions will NOT be considered under any circumstances.**

### **CLARIFICATION OF THE TENDER (no later than Monday 15<sup>th</sup> January 2024).**

Enquiries, clarification, and further information regarding this tender should be submitted via E-Tender's Questions Portal and cc: [npo@nidco.co.tt](mailto:npo@nidco.co.tt). Please note when posting queries, kindly ensure no personal or company information is stated and no special characters or tables are used.