



**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

www.ngc.co.tt

Invitation to Tender

The National Gas Company of Trinidad and Tobago Limited (NGC) invites interested bidders to tender for provision of:

OFF-SITE INACTIVE RECORDS STORAGE & RELATED SERVICES FOR A PERIOD OF FOUR YEARS

- Bidders will be required to submit responses to the Invitation to Bid which will be evaluated in accordance with the following criteria:
 - Pre-qualification Responses
 - Company's Background
 - Technical Capacity and Work Experience of Bidder
 - Equipment Availability
 - Compliance with Specifications
 - Financial Capability
 - Safety
- Tender documents can be collected at **NGC's offices, Orinoco Drive, Point Lisas Industrial Estate, Point Lisas** for a non-refundable fee of \$500.00 (cash) during normal working hours from June 23rd - 29th 2017. Tenders will remain valid for a period of 120 days from the closing date and must be accompanied by the following documents:
 - Completed Pre-Qualification Questionnaire
 - Valid Income Tax Certificate
 - Valid VAT Clearance Certificate and VAT Registration Number
 - Copy of NGC's receipt for purchase of Tender Documents
 - Copies of Statements of Audited Accounts covering the last two years
 - The appropriate certificate of registration to establish the legal entity of the bidder
 - EHS Management Policy and EHS Management System
 - Listing of last three contracts, total value, customer, terms and references
- Bidders are required to **fully complete and return** the Form of Tender together with the tender. **Failure to complete the Form of Tender will result in disqualification of the bid.**
- All requests for information should be addressed to:

**The Secretary, Tenders Committee
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas
Trinidad and Tobago
Email: sectend@ngc.co.tt**
- All alterations or erasures in the tender must be initialled by the person submitting the tender or, in the case of a business entity, a duly authorised officer thereof.
- One original and one copy of the bidding documents are to be submitted in a sealed envelope addressed to:

**The Secretary, Tenders Committee
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas
Trinidad and Tobago**

Envelopes should be clearly marked:

"Provision of Off-Site Inactive Records Storage & Related Services for a period of four years"

The envelope must be deposited in Tender Box B at **NGC's offices, Orinoco Drive, Point Lisas Industrial Estate, Point Lisas** NO LATER THAN 4:00 PM ON THE CLOSING DATE OF JULY 10th 2017.
- Late tenders will not be considered under any circumstances.
- NGC does not bind itself to accept the lowest or any tender and reserves the right to award contracts to bidders at its own discretion.
- The tenders will be opened publicly at 4:00 pm on July 10th 2017 at NGC's offices located at **Orinoco Drive, Point Lisas Industrial Estate, Point Lisas**. Bidders' representatives may choose to be present at the opening.
- NGC reserves the right to cancel the present tender in its entirety, or partially, without defraying any cost incurred by any bidder in submitting its tender.
- The procurement process is not intended to create, and shall not create a formal, legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:
 - The Invitation to Bid shall not give rise to any "Contract A"-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
 - Neither the bidder nor NGC shall have the right to make any breach of contract, tort or other claims against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the Invitation to Bid.
- Failure to comply with any of these instructions may result in the tender not being considered.



PHOENIX PARK
GAS PROCESSORS LIMITED



Trinidad and Tobago NGL Limited



NGC CNG
Company Limited



MEMBERS OF THE NGC GROUP OF COMPANIES