

Invitation to Tender

The National Gas Company of Trinidad and Tobago Limited (NGC) invites interested bidders to Tender for PROVISION OF JANITORIAL SERVICES AT ALL NGC'S FACILITIES (LABOUR AND MATERIALS).

1. Bidders will also 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
- Compliance with Specifications
- Financial Capability
- Safety

2. Tender documents can be collected at **NGC's Offices, Orinoco Drive, Point Lisas Industrial Estate, Point Lisas**, for a non-refundable fee of \$300 (cash) during normal working hours from March 26th, 2012. Tenders will remain valid for a period of 120 days from the closing date of the tender 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

3. 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.**

4. 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

5. 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.

6. One original and one copy of the Bidding Documents are to be submitted in a sealed envelope and 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*

6. (Continued)

Envelopes should be clearly marked:

"Public Tender for PROVISION OF JANITORIAL SERVICES AT ALL NGC'S FACILITIES (LABOUR AND MATERIALS)."

The envelope must be deposited in Tender Box B at NGC's offices, Orinoco Drive, Point Lisas Industrial Estate, Point Lisas, **NOT LATER THAN APRIL 04, 2012 at 10am.**

7. Late Tenders will **not** be considered under any circumstances.

8. 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.

9. The Tenders will be opened publicly on APRIL 04, 2012 at 10am at the Phoenix Room, NGC, Orinoco Drive, Point Lisas Industrial Estate, Point Lisas. Bidders' representatives may choose to be present at the opening.

10. 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.

11. 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:

- (a) 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
- (b) 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.

12. Failure to comply with any of these instructions may result in the Tender not being considered.

Secretary
Tenders Committee