

REQUEST FOR PROPOSAL

THE PROVISION OF CAFETERIA SERVICES AND TEA SERVICES AT NP'S FACILITIES SEA LOTS, PORT-OF-SPAIN 2023-2025

Trinidad & Tobago National Petroleum Marketing Company Limited (NPMC) invites suitably qualified proponents to submit proposals for operating its employee cafeteria facilities and providing associated services to its Head Office Facilities located at #1 National Drive, Sea Lots, Port-of-Spain.

PROJECT SCOPE

The successful Proponent will be responsible, inter alia, for the provision of tasty, healthy, and economical meals to NP's employees prepared under strict adherence to hygiene requirements and/or conditions on a timely basis, as well as the management of One (1) tea station and Four (4) kitchens at the Company's Sea Lots Compound located at NP House, Sea Lots, Port-of-Spain.

COLLECTION OF RFP DOCUMENTS

Interested proponents can obtain the Request for Proposal documents from **2023 January 03, Tuesday to 2023 January 24, Tuesday** after the payment of a **non-refundable fee of TT \$500.00** payable by Cash, Certified Cheque or Linx to the Cashier at NP House, Sea Lots, Port-of-Spain between the hours of **7:30 a.m. to 2:00 p.m.**

RFP documents shall be collected upon presentation of a receipt at:

**Contracts Administration Department
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive, Sea Lots, Port-of-Spain,
TRINIDAD, W.I.**

SUBMISSION AND CLOSING OF PROPOSAL DOCUMENTS

The original and a copy of each shall be submitted in plain brown envelopes clearly marked:

**TENDER FOR THE PROVISION OF CAFETERIA SERVICES AND TEA SERVICES AT NP'S FACILITIES SEA LOTS,
PORT-OF-SPAIN 2023-2025.**

and addressed to:

**The Secretary,
Tenders Committee
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive
Sea Lots, Port-of-Spain**

and deposited in the **White Tenders Box, located in the Phase III Lobby** at the above address no later than **10.00 a.m. on 2023 February 15, Wednesday.**

Proposals must be accompanied by:

- Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue
- Valid Certificate of Compliance issued in accordance with the National Insurance Act
- A copy of the receipt for the payment of TT\$500.00 for the RFP document.

Proposals will be opened immediately after the closing time for submissions, , at NP House, Sea Lots, Port of Spain. There will be no physical opening of proposals. The opening of proposals will be conducted virtually via Microsoft Teams and a link would be made available to all Proponents via email.

Proposals received after the closing date and time will not be considered.

RESERVATIONS / LIMITATIONS

Trinidad & Tobago National Petroleum Marketing Company Limited (NPMC) reserves the right to accept or reject any or all Proposals or cancel the bid process at any time or to cancel any or all services for which the Request for Proposal is issued in its entirety or partially without defraying any costs incurred by the Proponent in its participation thereof including but not limited to the preparation and submission of the bid package.



For all life's journeys