



## **FREQUENTLY ASKED QUESTIONS (FAQs)**

**REQUEST FOR PROPOSAL FOR REQUEST FOR PROPOSAL FOR THE RESURFACING OF THE  
ATHLETIC TRACKS AT HASELY CRAWFORD STADIUM,  
WOODBROOK, TRINIDAD AND TOBAGO**

**RFP ID # 012-PROJ-007-082024**

SporTT wishes to advise that the following responses do not preclude the Proponent from providing all requirements of this Request for Proposals.

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**1. ARE PROPONENTS REQUIRED TO SUBMIT A TENDER SECURITY BOND WITH THEIR PROPOSALS?**

A Tender Security Bond valued at Eighty Thousand Dollars Trinidad and Tobago Dollars (TTD \$80,000.00 or the equivalent Eleven Thousand, Seven Hundred and Sixty-Five United States Dollars (USD 11,765.00) is required for this RFP. A copy of the original bond is to be uploaded along with the Technical Proposal documentation.

**2. WHO CAN ACCESS THIS TENDER PACKAGE AND SUBSEQUENTLY BID ON THIS TENDER?**

This tender is open to locally and internationally registered firms.

**3. WHEN WILL THE RFP DOCUMENT BE AVAILABLE?**

Interested and registered firms (with the eboxTENDERS platform) may access a copy of the RFP package from the eboxTENDERS platform email at [tenders@sportt-tt.com](mailto:tenders@sportt-tt.com) from **Tuesday August 13<sup>th</sup>, 2024.**



**4. ARE PROPONENTS REQUIRED TO PURCHASE THE RFP PACKAGE?**

There will be no cost for electronic copies of this or any RFP package.

**5. HOW DOES AN INTERESTED FIRM, PARTICIPATE IN THIS TENDER?**

Firms are required to register on the <https://eboxtenders.com/sporttt> website. Once registered, interested firms will have access to this or any other available tender documents.

**6. CAN THE DETAILS OF RFP DOCUMENT BE REVIEWED BEFORE IT IS ACCESSED?**

Interested firms can view an excerpt of the Tender Document (Scope and Evaluation Criteria) on SporTT's website ([www.sportt-tt.com](http://www.sportt-tt.com)).

**7. ARE INTERESTED PARTIES REQUIRED TO REGISTER WITH THE OPR?**

All firms desirous of conducting business with SPORTT or any public body, must be registered on the OPR Procurement Depository. Guidance for registration can be found on the OPR website via <https://opr.org/procurement-depository/>. Suitably qualified contractors must therefore register in the OPR's Procurement Depository for the following:

**Lines of Business Codes** for this Tender.

**95122303**      *Running track*



**8. IS THE SITE VISIT MANDATORY? WHEN IS THE SCHEDULED DATE FOR THE SITE VISIT?**

Attending the site visit is NOT mandatory. The Site Visit is scheduled for **Monday September 2nd, 2024** at 10:00 a.m. at the Hasely Crawford Stadium. The Site Visit will be video recorded for distribution to all firms.

**9. WHAT SHOULD FIRMS EXPERIENCING TECHNICAL DIFFICULTIES TO ACCESS THE TENDER DOCUMENTS OR UPLOADING THEIR SUBMISSIONS DO?**

Firms experiencing any type of technical difficulties, should immediately write [tenders@sportt-tt.com](mailto:tenders@sportt-tt.com) detailing the issues being encountered. Firms are not to submit their proposals (Technical & Cost) to this email address as this would result in disqualification.

**10. ARE THERE ANY ELIGIBILITY REQUIREMENTS FOR THIS TENDER?**

Eligibility requirements for local firms are as follows:

- a. Certificate of Incorporation, Valid VAT, NIS and BIR Certificates & Compliance Certificates, Annual Returns.
- b. Completed Form of Tender.
- c. A copy of the original Tender Security Bond for locally registered firms

For firms located outside of Trinidad & Tobago

- a. Certificate of Incorporation.
- b. Submission of a Dun and Bradstreet Business Credit Report (obtained within the last 6 months.)



- c. Securities and Exchange Commission Compliancy Report (within the last 2 years)
- d. A copy of a notarized Tender Security Bond for internationally registered firms.

For firms located in the United States –

- a. Only if applicable and could be internally completed Statement by firm stating the firm has complied with requirements of the SEC.
- b. IRS Tax Compliance Report with EIN Number.
- c. Certificate of Incorporation.
- d. Submission of a Dun and Bradstreet Business Credit Report (obtained within the last 6 months.)

**11. TO WHOM SHOULD QUESTIONS ABOUT THE RFP DOCUMENT BE ADDRESSED?**

Questions/queries concerning this tender are to be emailed to the attention of The Procurement Unit at [Tenders@sportt-tt.com](mailto:Tenders@sportt-tt.com) only.

**12. WHAT IS THE BIDDING CURRENCY FOR THIS TENDER AND THE LANGUAGE?**

Cost proposals can be submitted in Trinidad and Tobago Dollars (TTD) as well as United States Dollars (USD). A conversion rate of TTD\$ 6.79/1 \$USD (Present Market Spot Rate) could be used as a guide. At the time of evaluation, the Market Spot Rate shall be used. Submissions for this tender must be in English.

**13. WHEN IS THE DEADLINE FOR SUBMISSION OF CONTRACTOR PROPOSALS?**

Tender submissions must be uploaded and submitted electronically via Sport-TT's eboxTENDERS Platform (ONLY) at <https://eboxtenders.com/sporttt> no later than **Wednesday September 18th, 2024** by or before **2:00 p.m. Eastern Standard Time (EST)**

Proposals **MUST NOT** be emailed to SporTT. Emailed submissions will result in disqualification.