



REQUEST FOR PROPOSAL FOR THE PROVISION OF HOSPITALITY ATTENDANT SERVICES AT THE CENTRAL BANK OF TRINIDAD AND TOBAGO

The Central Bank of Trinidad and Tobago (CBTT) invites interested and suitably qualified parties to submit proposals for providing **Hospitality Attendant Services**. For further details on this Tender opportunity, access the CBTT Website at <https://www.central-bank.org.tt/about/procurement-process> under “**Notices and Advertisements**”

SEND COMPLETE BID SUBMISSIONS TO:

The Secretary
Central Bank Tenders Committee
Central Bank of Trinidad and Tobago
St. Vincent Street
Port of Spain
Trinidad

Each Proposal must consist of one (1) **original copy** duly signed by an authorized officer, **plus one (1) electronic copy** sent via the CBTT eBox Tenders Website (eboxtenders.com/cbtt) by **2:00 p.m. on March 10, 2023**. The original package must also be delivered to the tender box labeled “**Provision of Hospitality Attendant Services**,” situated on the ground floor of the Bank.

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

The Bank does not bind itself to accept the lowest or any bid. The Bank reserves the right to cancel this RFP at any time in its entirety or even partially, without defraying any costs incurred by any company in response to this Tender.

SPECIAL NOTICE

CBTT is digitally transforming our vendor relationship to bring automated solutions to our Supply Chain Management systems. In this vein, CBTT engaged with eboxTENDERS to provide a fully automated Vendor and Procurement Management application.

STEP 1: REGISTERING TO PARTICIPATE IN CBTT'S E-TENDER PLATFORM:

The Bank invites interested Vendors to **register on its eBoxTENDERS platform to participate in CBTT Tendering process by January 23, 2023**.

Link to register: <https://eboxtenders.com/supplierregistration/cbtt>
Training Video: <https://youtu.be/6VagNPCs8Bg>
Category: Cafeteria/Kitchen Equipment, Supplies and Services
Sub-category: 1106 Hospitality Attendant Services.

Note: Please register using your company's group e-mail address for easy communication.

Registration does not guarantee any contract with CBTT. Once registered, you will be invited to submit documents for review through our Vendor Qualification process to qualify to do business with the Bank.

STEP 2: VENDOR QUALIFICATION PROCESS

Minimum Requirements:

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| (a) Certificate of Registration for Business or Incorporation, as applicable; | (g) Incident and Hazard reporting system/process |
| (b) Most recent Annual Return/Change of Directors. | (h) Audited financial statements for the last three (3) years or financial statements accompanied by an Accountant's Report issued by a firm or practitioner with a valid practicing certificate (issued by the local accounting body - Institute of Chartered Accountants of Trinidad and Tobago (ICATT)); if audited financial statements are not available. |
| (c) Value Added Tax (VAT) Registration Certificate, as applicable; | |
| (d) Value Added Tax (VAT) Clearance Certificate or Exemption Letter. | |
| (e) Board of Inland Revenue (BIR) Clearance Certificate; and | |
| (f) National Insurance Board (NIB) Compliance Certificate. | |

Note: Only vendors that are registered and qualified on the eBox platform, by February 10, 2023, will receive invitations to tender. Vendors are free to continue the qualification process for future opportunities.

We trust all courtesies will be extended to our representatives as we seek to better serve you.