

## REQUEST FOR PROPOSAL

Dear Sir/Madam,

You are invited among others to tender for the provision of professional Corporate Secretarial Services and Business Development Services for a period of one (1) year or until all services are performed in accordance with the scope of works/ brief description of services and/or conditions outlined in the Terms of Reference attached and any contract for services.

Due to the current situation with the Covid-19 and in keeping with the Public Health (2019 Novel Coronavirus (2019-nCoV) (No.12) Regulations, 2020, the attached Terms of Reference and Tender Package for the above-mentioned services are submitted by email for your attention.

Any further information/clarification you require can be obtained during normal working hours, from Mrs. Adanna Grant-Mills, at 493-8099 or by emailing [purduegardensmanagement@gmail.com](mailto:purduegardensmanagement@gmail.com).

Tenders must be accompanied with the following documents:

- (i) Brief Overview of your Company
- (ii) Schedule of Services to be provided with fees
- (iii) Form of Contract
- (iv) Payment arrangement and terms

Your full tender for services must be submitted by email to [purduegardensmanagement@gmail.com](mailto:purduegardensmanagement@gmail.com) with subject, "Tender – Corporate Secretarial and Business Development Services" no later than **3:00 p.m. on Thursday, September 22, 2021 at 3:00p.m.** Opening of tenders will be conducted via MICROSOFT TEAMS on **Thursday, September 23, 2021 at 3:00p.m.** whereby you will be forwarded a link in order to connect and view the tender opening.

1. Late tenders will not be considered in any circumstances.
2. The Committee does not bind itself to accept the lowest or any other tender.
3. Tenders must remain valid for a minimum of thirty (30) days.
4. The successful tenderer will be required to provide a Contract for Services to guarantee the proper performance of the contract.

Please be guided accordingly and kindly acknowledge receipt of this email.

Yours respectfully

Adanna Grant-Mills (Mrs.)  
Secretary (Asst.)  
f/President of Board of Directors

## **Terms of Reference:**

### **Any one or more of the following services:**

1. Locate office space for rent (yearly lease) or use alternative business address at a reasonable cost/market value;
2. HR services to hire and train appropriate staff, including recommending salaries, to perform all administrative work at the end of the contract period;
3. Board of Directors Manual to be printed, bound and provided to sitting Directors in an appropriate form **(100pgs)**;
4. Supply basic items to outfit office (laptop or desktop, stationery, printer/scanner, internet, phone service, filing cabinet with lock) using best practice methods;
5. Assist in the appointment of all Committees including recommending stipend;
6. Corporate Secretarial Services required for purposes of updating all corporate records of the Company including: Notice of Change of Directors to be prepared and filed [Outstanding], Notice of Change of Address to be prepared and filed [Outstanding], Notice to Shareholders to prepare and Submit Form 42 (Declaration of Beneficial Ownership) – [Outstanding], Annual Return 2021 to be prepared and filed (approx. 161 shareholders)– [Outstanding], Form 45- Return of Beneficial Interest to be prepared and filed [Outstanding];
7. Maintain Directors' and Shareholders' register and perform services (including timely advice) when there is a change in shareholding;
8. Ensure financials and Corporate Tax Returns for 2019 and 2020 are filed and all payments are up-to-date including with hiring and/or liaising with current accountant;
9. Application to the National Insurance Board for registration as employer and update payments accordingly;
10. Ensure Company's website remains active and up-to-date;
11. Manage training for addressing email responses;
12. Identify and recommend investment opportunities to Board of Directors;
13. To provide comprehensive business advice and development services for a period of one year.

# FORM OF TENDER

(NOTE: THIS APPENDIX FORMS PART OF THE TENDER)

Tender of: .....

For: Corporate Secretarial Services and Business Development Consultancy Services

To: [purduegardensmanagement@gmail.com](mailto:purduegardensmanagement@gmail.com)

Sir / Madam,

Having examined the Tender Documents for the above named Services, we offer to perform items

.....of the said Services in conformity with the said Tender Documents and in accordance with our proposal of fees attached exclusive of direct expenses and/or disbursements for sums in Trinidad and Tobago dollars as detailed below:

*(Words TT\$)*

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*(Figures TT\$)*

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## **A. GENERAL**

### **1. Description of Services**

- a. The Services are described and contained in the accompanying Terms of Reference.
- b. Reference can be made to any other incidentals to consider when performing the Services.
- c. Tenderers must examine the Terms of Reference and prepare an itemized proposal of fees and form of contract.
- d. Request for further information to satisfy themselves as to conditions of work, means of access to information, necessity for and extent of temporary control or authorisations, existing status, the extent and nature of the outstanding works to be done, restrictions and limitations, the conditions under which work will be carried out, conditions affecting the supply of labour, and generally of all conditions that may in any way affect their Tenders, as no claim on the grounds of lack of knowledge of any such matters will be entertained unless as a result of the new work. In this case approved temporary measures must be taken to maintain all services and if items for these measures are not included in the Terms of Reference, Tenderers shall allow for all costs in their rates.
- e. The rates and prices quoted by the Tenderer shall be fixed for the duration of the Contract and shall not be subjected to adjustment on any account except as provided for in the Contract.

### **2. Consideration will be given to the following:**

- a. Organization Structure - A brief description or profile of the Company together with a general Organizational Chart showing a structure capable of supporting the needs of the project.
- b. Technical Capacity - Names of proposed Key Personnel, qualifications, work experience and other relevant information
- c. Payment Terms are clearly outlined
- d. Conditions of Contract submitted