

**NATIONAL INSURANCE PROPERTY DEVELOPMENT COMPANY LIMITED**



**REQUEST FOR PROPOSALS**

**FROM INDIVIDUALS, SOLE TRADERS AND/OR FIRMS**

**FOR THE**

**LOCAL MANUFACTURING AND DELIVERY OF**

**CLOTH FACE MASKS**

**ON BEHALF OF THE GOVERNMENT OF**

**THE REPUBLIC OF TRINIDAD AND TOBAGO**

**APRIL 2020**

## 1.0 INVITATION

The National Insurance Property Development Company Limited (NIPDEC), acting on behalf of the Government of the Republic of Trinidad and Tobago (GORTT), is inviting submissions from interested individuals, sole traders and firms for the local manufacturing and supply of cloth face masks to aid in the combating of the spread of COVID-19.

### Dates to Note:

- Request for Proposal (RFP) Documents will be available from **Tuesday 14<sup>th</sup> April, 2020** at the following locations between the hours of 8am to 4pm:

**Table 1**

No.	LOCATION	ADDRESS
1	NIPDEC HEAD OFFICE – TRINIDAD	56-60 St. Vincent Street, Port of Spain
2	NIPDEC TOBAGO OFFICE	Lp # 91, Barrington Court, Milford Road, Bon Accord, Tobago
3	NIPDEC's Website	<a href="https://www.nipdec.com">https://www.nipdec.com</a>

Documents can also be collected from **Thursday 16<sup>th</sup> April, 2020** at the following Trinidad and Tobago Postal Corporation (TTPOST) post offices between the hours of 8am to 12:00 noon:

**Table 2**

No.	LOCATION	ADDRESS
1	DIEGO MARTIN	343 Diego Martin Main Road, Diego Martin
2	SAN JUAN	Eastern Main Road, San Juan
3	TUNAPUNA	76-78 Eastern Main Road, Tunapuna
4	ARIMA	17 Prince Street, Arima
5	SANGRE GRANDE	Corner Manick St. and Eastern Main Road, Guaico
6	CHAGUANAS	38 Imamsha Street, Chaguanas
7	COUVA	18 Bryce and La Croix St, Couva
8	SAN FERNANDO	147A Coffee Street, San Fernando
9	LA BREA	872 Southern Main Road, Pt. D'or, La Brea
10	POINT FORTIN	6 Techier Main Road, Point Fortin
11	NEW GRANT	5 Secharan Street, New Grant
12	RIO CLARO	2561 High Street, Rio Claro

Submission of Proposals will be closed on **Friday 24<sup>th</sup> April, 2020 at 12:00 noon.**

**Proposals should be addressed to:**

The Company Secretary  
National Insurance Property Development Company Limited (NIPDEC)  
56-60 St. Vincent Street  
Port of Spain, Trinidad

**Submission of Proposals:**

- Packages must be sealed and delivered to the locations identified in Table 1 (excluding NIPDEC website) or Table 2 above on or before the closing date.
- **PROPOSALS MUST BE ACCOMPANIED BY A SAMPLE OF THE CLOTH FACE MASK PROPOSED BY THE BIDDER. SAMPLES ARE TO BE SECURELY LABELLED WITH THE NAME OF THE FIRM/INDIVIDUAL.**
- **ALL FORMS MUST BE SUBMITTED BY THE BIDDER.**
- **LATE PROPOSALS/SUBMISSIONS WILL NOT BE CONSIDERED.**
- Proposals/submissions **WILL NOT** be accepted electronically.

**Additional items to note:**

- (i) Proponents shall bear all costs associated with the preparation and submission of the Proposal which is not reimbursable.
- (ii) NIPDEC reserves the right to cancel the present tender and/or RFP in its entirety or partially, without defraying the costs incurred by any firm or individual in submitting a proposal/tender.

**NIPDEC does not bind itself to accept the lowest or any other proposal, nor to provide any reimbursement to the Proponent for any expense incurred in preparation of the submission.**

In the event further information or clarification is required please contact NIPDEC's Company Secretary via e-mail at [nipdecprocurement@nipdec.com](mailto:nipdecprocurement@nipdec.com)

## **2.0 OBJECTIVE**

The objective of this RFP is to procure cloth face masks in the shortest time reasonably possible with the widest participation of individuals, sole traders and firms with the appropriate interest (“Participants”) and ability to deliver in line with the requirements. As part of the continuous effort to reduce the spread of COVID-19, the Ministry of Health in its media release on April 5<sup>th</sup> 2020, advised the general population that in addition to personal protection measures, individuals should wear cloth masks once they are out in public.

To support the emergency response of this recent public health measure, for the benefit of the population of Trinidad and Tobago, Participants are being asked to submit Proposals to sew and deliver cloth face masks in the shortest time possible.

To meet the time sensitivity and quantity requirements, it is anticipated that the objective of this RFP would be best met through a high level of participation by individuals and sole traders who are already making cloth masks or are otherwise already equipped and ready to produce cloth masks having regard to their experience and equipment availability. Individuals and sole traders are therefore encouraged to respond.

Proponents are to submit one (1) Proposal in accordance with the requirements of the RFP. Each Proposal must contain sufficient details in response to this RFP, to constitute a comprehensive and firm offer to NIPDEC and be suitable for acceptance and implementation. NIPDEC will select a preferred Proponent/s to enter into negotiations for the award of a final contract.

## **3.0 ACCEPTANCE OF PROPOSAL**

Any acceptance may be in respect of the whole or part of the proposed bid quantities and therefore the bidder’s total award quantity may possibly be reduced or increased. NIPDEC reserves in its absolute discretion to accept or reject any proposal.

## **4.0 SCOPE OF SERVICES**

A successful bidder shall be required to locally sew and deliver the quantity of cloth face masks as agreed with NIPDEC.

The successful bidder would source the required materials, equipment and labour locally for the cloth face masks as described in the Specifications.

The successful bidder shall deliver the completed face masks to NIPDEC’s Pharmaceutical Division located at Airways Drive, Chaguaramas and/or NIPDEC’s Tobago Office, Lp # 91, Barrington Court, Milford Road, Bon Accord, Tobago within **seven (7) days** of NIPDEC’s notice to commence.

Cloth face masks are to be packaged in clear plastic enclosures in lots of ten (10) and packed in sealed boxes. Each box should be labelled with the name of the individual/firm and state the quantity enclosed.

NIPDEC will use a process (sampling or full inspection of individual items) for the determination of adherence to the Specifications and on that basis may accept or reject all or any cloth face mask. Any such process shall involve the supplier or representative/s of the supplier. Any cloth face mask not meeting the Specifications would be rejected and payment will be prorated based **ONLY** on the number of accepted cloth face masks.

### **Method for payment:**

Payments shall be made in accordance with the Cost Breakdown and based on the number of cloth face masks passing the inspection process. Upon completion of the inspection process, NIPDEC's Representative shall communicate with the supplier the number of cloth face masks accepted. Upon completion of this process, the supplier will be requested to submit the corresponding billing for processing.

**Payments shall be issued within 30 days of receipt of the Supplier's billing.**

## **5.0 SPECIFICATIONS *(Based on the United States Centre for Disease Control and Prevention)***

### Requirements

Cloth face masks should—

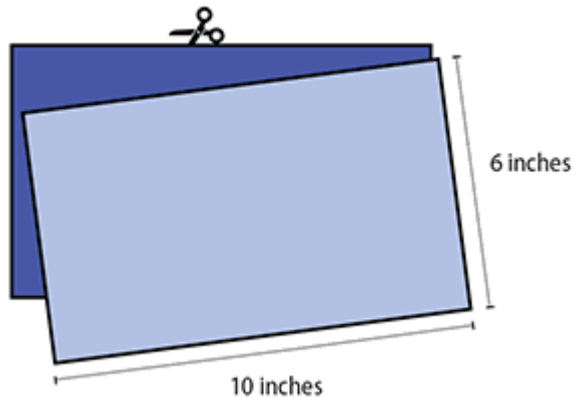
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape
- be washable without shrinkage or deformation of shape

### Materials

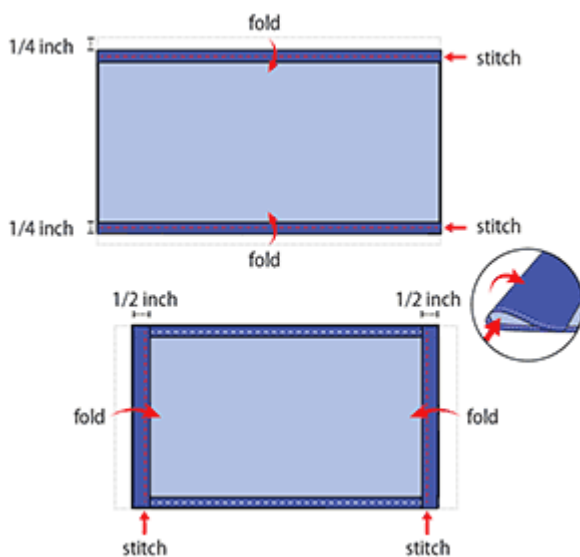
- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

## Method of Construction

1. Cut out two 10-by-6-inch rectangles of **cotton fabric**. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.

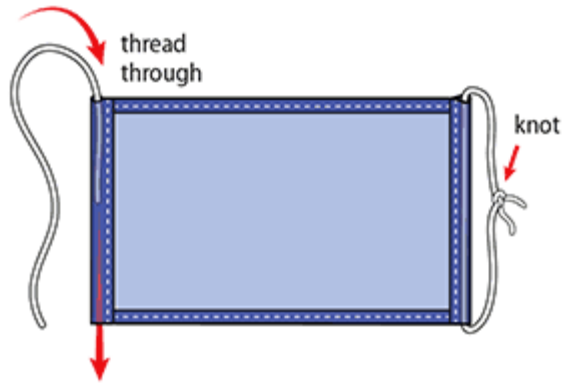


2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.

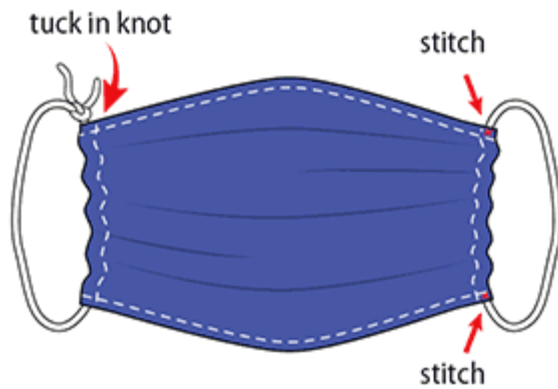


3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.

Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



## FORM A

### APPLICANT INFORMATION

*(To be filled out and returned as part of the Proposal)*

<b>Name of Individual/Sole Trader/Firm:</b>	
_____	
<b>Type of Applicant:</b>	
<input type="checkbox"/> INDIVIDUAL/SOLE TRADER	<input type="checkbox"/> FIRM
<b>Address:</b>	
_____ _____ _____	
<b>Authorized representative information</b>	
Name:	_____
Telephone/Fax numbers:	_____
Mobile Number:	_____
E-mail Address:	_____
<b>Individual/Sole Trader</b>	
<b>NIS REGISTRATION NUMBER:</b> <i>(if available)</i>	_____
<b>TT IDENTIFICATION NUMBER(DP/ID/Passport):</b>	_____
<b>Firms ( Copies of certificates to be provided)</b>	
<b>NIB REGISTRATION NUMBER:</b>	_____
<b>BIR REGISTRATION NUMBER:</b>	_____
<b>VAT REGISTRATION NUMBER:</b>	_____

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**





**FORM C****COST BREAKDOWN***(To be filled out and returned as part of the Proposal)*

<b>NO.</b>	<b>PRODUCT DESCRIPTION</b> (list if more than one)	<b>RATE</b>	<b>PROPOSED QUANTITY</b>	<b>TOTAL (TT\$)</b>
1.				
2.	SUB TOTAL (To be Taken to Form of Tender)			
3.	VAT (12.5%) <i>where applicable</i>			
4.	TOTAL			

\_\_\_\_\_  
**SIGNATURE**\_\_\_\_\_  
**DATE**

**FORM D**  
**FORM OF TENDER**  
*(To be filled out and returned as part of the Proposal)*

FIRM/INDIVIDUAL NAME: .....

**FOR THE MANUFACTURING AND DELIVERY OF CLOTH FACE MASKS**

To: *Chairman  
Tenders Committee  
National Insurance Property Development Co Ltd  
56-60 St Vincent Street  
PORT OF SPAIN*

Sir,

1. Having examined the Request for Proposal of the above named Services and having, also, reviewed the Specifications provided we offer to perform the said Works in full conformity for the sum of

\_\_\_\_\_ amount in words

( \$ \_\_\_\_\_ ) Dollars plus Value Added Tax (where applicable).

amount in figures

2. We agree to do any extra work, which may be ordered by the Employer, and to accept full compensation therefore at such prices as may be agreed upon in writing by NIPDEC.
4. We further agree to commence the Works within the time agreed with the NIPDEC and to execute the said Services in such a manner as to complete them within the time limit set forth.
6. We understand that you are not bound to accept the lowest or any Tender you may receive.
7. The services for the Manufacturing and delivery of the cloth face masks are to be done within a seven (7) day period inclusive of weekends and public holidays after the Notice to Commence.

We are,  
Sir,  
Yours faithfully,

..... (Signature of Proponent)\*  
..... (Name of Signatory in block letters)  
..... (Name of Company if applicable)

..... (Address in full)

..... (Date)

\* Note In case of a Tender by a Firm or Company, the signature of a person fully authorized by the Firm or Company to sign on behalf of the Firm or Company.

Company Stamp where applicable