



**Government of the Republic of Trinidad and Tobago
Office of the Prime Minister
(Gender and Child Affairs)**

**Provision of Female Empowerment Programmes at the Office of the Prime Minister
(Gender and Child Affairs)**

CHECKLIST		
No	Please ensure that all the items on this list have a ✓	Place ✓ if included in the Proposal
1	Completed Application Form	
2	Completed Appendix I –Form 1A: Comprehensive details of Similar Type of Services, Work Experience and Current Workload	
3	Completed Appendix I -Form 1B: Client References (must include valid contact information)	
4	Completed Appendix I - Form 1C: Format of Curriculum Vitae (CV) (ensure that all CVs are signed and dated)	
5	Completed Appendix I - Form 1D: Form of Tender	
6	Certificates (all must be valid on the date of submission): <ul style="list-style-type: none">• Value Added Tax Clearance Certificate;• National Insurance Board Compliance Certificate (where applicable);• Income Tax Clearance Certificate (where applicable);	
7	Completed Financial Proposal : Appendix II	
8	One (1) original, six (6) copies; along with an electronic copy of the Proposal on a USB drive.	

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1.0 INVITATION TO TENDER

Proposals are invited for the Provision of a **Female Empowerment Programme** at two (2) Gender Facilities, for the Office of the Prime Minister, Gender and Child Affairs (OPM-GCA), for a period of two (2) Years.

Bid documents can be obtained online at ww.opm-gca.gov.tt (Gender-Tenders).

Any further information or clarification can be obtained during normal working hours from the Gender Affairs Division, OPM, 13 – 15 St. Clair Avenue, Port of Spain, Telephone No: 1(868) 622-1625 Ext. 4020/4260 or email: genderaffairs@gov.tt.

A pre-tender meeting will be held for prospective bidders at **10:00 a.m. on Friday February 28, 2020** at Office of the Prime Minister, 13 – 15 St. Clair Avenue, Port of Spain.

Tenders must be accompanied by the following:

- (i) **Valid Income Tax and Value Added Tax Clearance Certificates** issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender (where applicable).
- (ii) **A Valid Certificate of Compliance** issued in accordance with the National Insurance Act (where applicable).

The original and six (6) copies of the Proposals should be placed in sealed envelopes, addressed to the **Permanent Secretary, Office of the Prime Minister (Gender and Child Affairs) 13 – 15 St. Clair Avenue, Port of Spain.** and clearly marked on the outside: -

**“Provision of a Female Empowerment Programme
at two (2) Facilities for the Office of the Prime Minister, Gender and Child Affairs,
for a period of Two (2) Years”**

Envelopes must be deposited in the **BROWN** Tenders Box, located in the lobby of the Office, no later than **1:00 p.m. on FRIDAY, MARCH 6, 2020.**

Bidders should note that the dimensions of the **slot** of the Tenders Box are **37.5 cm x 5.5 cm** and as such, tenders should be packaged accordingly.

Proposals will be opened shortly thereafter. The bidder or an authorized representative may be present at the opening.

Late proposals will not be considered in any circumstances.

The OPM – GCA reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their proposal.

2.0 BACKGROUND

The Female Empowerment Programme (EP) is one intervention strategy to be offered to all clients at the gender facilities. Empowerment of Women is the process by which women gain power and control over their own lives and acquire the ability to make strategic choices. It is providing agency to the individual, that is, that individual ability to change and affect change. Women's empowerment has five components:

- women's sense of self-worth;
- their right to have and to determine choices;
- their right to have access to opportunities and resources;
- their right to have power to control their own lives, both within and outside the home; and
- their ability to influence the direction of social change to create a more just social and economic order, nationally and internationally.

In this context, education, training, awareness-raising, building self-confidence, expansion of choices, increased access to and control over resources, and actions to transform the structures and institutions that reinforce and perpetuate gender discrimination and inequality are important tools for empowering women and girls to claim their rights.¹ The OPM-GCA subscribes to the view that:

- empowerment is both an outcome and a process;
- the empowered client is one who will make positive and well informed life decisions; and
- the process of empowerment involves the client identifying his/her individual goals and taking positive actions toward achieving such goals through counsel, knowledge and enhanced competencies.

The OPM-GCA will be responsible for the full coordination and management of the facilities and all the services provided at the site.

SCOPE OF WORK

3.0 OBJECTIVE

Overall Objective:

To provide a comprehensive programme to empower clients focusing on their personal development, economic empowerment, capacity building and rights, particularly the right to enjoy a life free of violence.

Specifically:

The Individual or Organisation will provide EP services (alone or in collaboration with other social service providers and the OPM), which would enable a client and their dependents that are fleeing a perpetrator of domestic violence to:

- Access immediate counselling services within a restorative framework
- Access a personal development programme regardless of physical or cognitive limitations.
- Develop financial literacy and life skills for long-term self-sufficiency.
- Obtain employment, including employment counselling and occupational training (where possible).

¹ European Institute for Gender Equality -<https://eige.europa.eu/thesaurus/terms/1102>

- Integrate into a community by providing referral services.

4.0 Tasks will include:

- Attend scheduled and ad hoc meetings with the OPM GCA to discuss status and design strategies to address challenges etc. of the EP and its clients.
- Develop framework for the EP and a draft work plan for consideration and approval by OPM-GCA.
- Implement all aspects of the EP within the agreed framework , which supports the case management approach and standards established by the Office of the Prime Minister.

5.0 Deliverables

While at the site, the following services will be delivered based on the client's needs:

- **Life Skills and Personal Development Training** - inclusive of counselling, self-esteem, parenting skills training, anger management etc.
- **Education and Skills Training**- which can develop the ability to make sound decisions and support options to seek and gain employment.
- **Financial Literacy**- which can provide the knowledge and skills to manage money effectively and to make informed financial decisions in light of their available resources. This financial literacy will include an understanding of basic financial concepts, savings, budgeting and managing debt etc.
- **Job Readiness Training and Support** – this training prepare clients to get, keep and excel at a job. Basic employability skills will include effective communication, problem solving, resume building, and interviewing. Job readiness training also helps participants to develop good work habits that facilitate their ongoing success.

The Government Model Standards will serve as a comprehensive guide to the intervention and services to be provided on the Programme at **no cost to clients**.

5.1 Monitoring and Evaluation (M&E)

A comprehensive M & E framework with Performance Indicators and Targets for the Programme will be developed by the Bidder and finalized in collaboration with OPM-GCA.

6.0 PREPARATION OF PROPOSALS

Bidders are required to submit a combined Technical and Financial Proposal as hereinafter described. The Bidder shall submit one (1) original and six (6) copies along with an electronic copy of the Proposal on a USB drive.

6.1 Technical Proposal

In preparing the Technical Proposal, the Bidder is expected to examine the documents comprising this RFP in detail. Material deficiencies in providing all relevant information requested may result in rejection of a Proposal.

- (i) Executive Summary - this will include a summary of the Bidder's overall proposal including a brief (**not more than two pages**) background and profile description of the individual/organisation, experience in various fields, **understanding of the work involved**

- in this assignment**, and other relevant experiences, especially involving government-related services.
- (ii) The general background and description of the organization.
 - (iii) The Bidder must provide details of experience in provision of Female Empowerment Services, as well as evidence of its current workload (Form 1A). The time period (calendar year/ months) during which these programme/s were undertaken, country, client/s and particulars of the service (including the success rate) should be clearly **stated**.
 - (iv) Bidders should possess the following:
 - Advanced training (At least the post graduate level) in the relevant service area/s.
 - At least five (5) years' experience in programme delivery, planning, implementation, monitoring and evaluation of the same kind.
 - (v) The Bidder shall provide at least three (3) client references (Form 1B) spanning the last seven (7) years, complete with contact names, title and address, telephone/fax number and email addresses for the service with which the OPM may establish communication to assess historical **performance of the Bidder**. In addition, letters of recommendation may also be furnished.
 - (vi) Proposed Technical approach, methodology and work plan – the Bidder shall explain their understanding of the objectives of the Programme and services to be provided, methodologies for carrying out the activities and delivering the services and obtaining the expected outputs and outcome, with a degree of detail. This proposal must detail all the activities required to achieve the deliverables and the outcomes stated in the RFP.
 - (vii) A detailed Bar Chart, indicating key start-up tasks and time-duration.

6.2 Financial Proposal

- (i) The financial proposal would be considered on the basis of deliverables outlined above and will be paid in Trinidad and Tobago dollars (\$TT) (**Appendix II** refers).

6.3 Required Format for Proposals

- **Format**

Proposals shall be submitted in the format described below and should contain all the information required by this RFP **in the order indicated below** to facilitate comparison and evaluation of the Proposals. The required format and sequence are as follows:

- ❖ Table of Contents listing the individual sections of the Proposal and their corresponding page numbers.

Section I: **Cover Letter** signed by the Bidder.

Section II: **Certificates** as applicable (*all must be valid on the date of submission*).

- Value Added Tax Clearance Certificate;
- National Insurance Board Compliance Certificate;
- Income Tax Clearance Certificate.

Section III: **Executive Summary** is a brief synopsis of the highlights of the Proposal.

Section IV: **Detailed Technical Proposal** containing all the information required by this RFP and such other information as the Bidder may deem pertinent in relation to the Services.

Section V: **Completed** Form of Tender.

Section VI: **Detailed Financial Proposal** containing all the information required by the RFP.

6.4 EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

Criteria	Title	Description/Requirements	Score	Weight
A	Services to be delivered	1. The Responsiveness and Comprehensiveness of Empowerment Programme to meet needs of the client.	20	3
B	Approach and methodology	1. Delivery Strategy 2. Mechanisms for Delivery 3. Workplan	20	2
C	Relevant and Past Professional Experience, work samples, references	1. Thorough details of experience in the delivery of empowerment programme. Bidders are required to have a minimum experience of three (3) years in providing such personalized social services. 2. Current workload - Thorough details of all projects that the Bidder is currently working on. 3. Three (3) references from previous clients. 4. Any other supporting documents.	20	3
D	Qualifications and Experience of Key Personnel	1. Relevant academic qualifications and prior work experience in social services and in particular empowerment programmes. 2. Updated and signed CVs of the delivery and management team.	30	2
E	Financial Proposal	1. Unit cost per service to be delivered on Programme detailing the individual component cost. 2. Thorough breakdown of cost structure	10	1
TOTAL MAXIMUM SCORE			100	

Bidders must submit adequate evidence to support each of the criterion listed above **and must attain an average score of 70 points and above, with at least 50% in each criterion, to be further considered**

7.0 PROPOSAL VALIDITY

The Bidder's proposed price shall be firm and shall remain valid for ninety (90) days after the deadline of submission.

8.0 INSTRUCTIONS TO BIDDERS

Bidders are advised to read all instructions carefully since failure to comply may result in the rejection of their offer.

8.1.1 SUCCESSFUL DURATION OF CONTRACT : shall be for two (2) years

It is expected that the successful Bidder would deliver the required outputs and achieve the desired outcomes in at least fifteen months from the date of assumption.

9.0 PERFORMANCE COMPLIANCE

The Bidder must maintain high standards of performance. Continued poor performance will be cause for termination of the contract. Performance will be monitored by the following:

- Monthly Report and review meetings,
- Ad hoc meetings,
- Number and type of complaints received
- Timely implementation of corrective measures

9.1 PRE-TENDER MEETING

Prospective bidders are advised that a pre-tender meeting will be held at the OPM-GCA, 13 – 15 St. Clair Avenue, Port of Spain on the date and time stated in the Tender Notice.

9.4 SUBMISSION OF TENDERS

1. Bidders must provide a profile of the organization, which must include, amongst other things:
 - (a) Approach and methodology
 - (b) Relevant and Past Professional Experience, work samples, references
 - (c) Qualifications based on resumes submitted
 - (e) Financial Proposal
2. Bidders must indicate the rate per month used in the calculation of their offer.
3. The bidder must submit one (1) original and six (6) copies of the proposal along with an electronic copy of the Proposal on a USB drive.
4. The envelope/envelopes containing the proposal should be sealed and labelled:

“Provision of Female Empowerment Programme at two (2) Facilities for the Office of the Prime Minister, Gender and Child Affairs, for a Period of two (2) Years”

i) Addressed to:

Permanent Secretary,
Office of the Prime Minister,
Gender and Child Affairs,
13 – 15 St. Clair Avenue,
Port of Spain

ii) Delivered no later than the date and time specified in the Tender Notice.

In case of any discrepancy between the copies of the tender, the original hard will govern. The original and each copy must be prepared in indelible ink and must be signed by the authorized representative of the bidder.

9.5 OTHER REQUIREMENTS

Proposals must be accompanied by the following (where applicable):

- (a) **Valid** Income Tax and Value Added Tax Clearance Certificates, issued by the Board of Inland Revenue and dated **not more than six (6) months** prior to the closing date of tender.
- (b) **Valid** National Insurance Compliance Certificate issued in accordance with the National Insurance Act.
- (c) The Value Added Tax must be shown separately below the tender price.
- (d) The Law prescribes that Income Tax and Valued Added Tax Clearance Certificates (applicable to local firms only) must accompany tenders. Failure to do so will result in your tender not being considered.

9.6 COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the Bid.

The OPM-GCA will in no case be held responsible or liable for these costs regardless of the conduct or outcome of the tendering.

9.7 CONTENT OF TENDER DOCUMENT

The set of Tender Documents issued for the purpose of selecting tenders include:

- ❖ Scope of Services
- ❖ Deliverables
- ❖ Technical proposal
- ❖ Detailed Financial Proposal
- ❖ Forms for Tendering

Bidders are expected to examine carefully all instructions. Failure to comply with the requirements of bid submission will be at the Bidder's own risk.

9.8 AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for submission of bids, the OPM may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by the issuance of an Addendum.

The Addendum will be sent in writing, by letter, facsimile or via email to all prospective Bidders who have been issued the tender documents and will be binding upon them. Prospective Bidders shall promptly acknowledge receipt thereof by letter, facsimile or via email to the OPM. In order to afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the OPM may, at its discretion, extend the deadline for the submission of bids.

9.9 ACCEPTANCE

- (a) The Office of the Prime Minister reserves the right to reject any or all proposals. Without limiting the generality of the foregoing, a proposal will be summarily rejected if it is conditional; if it is incomplete; obscure or irregular; if it has erasures or corrections in the

Form of Tender and Financial Summary; or if it has unit rates that are obviously unbalanced.

- (b) The OPM-GCA reserves the right to reject any proposal which does not provide satisfactory evidence that the Bidder has the technical, physical and financial resources to complete the services within the specific contract period.
- (c) The OPM-GCA reserves the right to accept or reject any proposal, and to annul the Tendering process and reject proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the action.
- (d) The OPM-GCA may declare the Tendering void when none of the proposals meets the intent of the Scope of Services, or when it is evident that there has been a lack of competition and/or that there has been collusion. In addition, all proposals may be rejected if they are substantially higher than the official budget approved by the OPM-GCA.
- (e) The OPM-GCA does not bind itself to accept the lowest or any offer or to reimburse Bidders for any expenses incurred in tendering.

9.10 CANCELLATION OF TENDERS

The OPM-GCA reserves the right to cancel the bidding process in its entirety or even partially without defraying any costs incurred by any organization.

9.11 BID VALIDITY

Bidders must give the assurance that the prices would remain valid for an initial minimum period of ninety (90) days from the closing date of tender or as stated otherwise.

In exceptional circumstances, prior, to the expiry of the original offer validity period, the OPM-GCA may request of the Bidder a specified extension in the period of validity. The request and responses thereto shall be made in writing.

9.12 TENDER PER BIDDER

Each Bidder shall submit only one (1) original proposal and six (6) copies, along with an electronic copy of the Proposal on a USB drive. Bidders who submit or participate in more than one Proposal shall cause all proposals with their participation to be disqualified.

9.13 PREPARATION OF TENDER

You are expected to examine all the terms and instructions included in the documents. All information requested in the tender documents must be provided. Failure to do so will be at your own risk and may result in rejection of your proposal.

9.14 CLARIFICATIONS

- (a) Bidders requiring clarification of the tender documents must notify the OPM-GCA in writing, by letter, or via email **ONLY**. All queries should be referred to genderaffairs@gov.tt; Director, Gender Affairs, Telephone Number: 622-1625, Ext. 4020/4260.

- (b) Request for clarification shall be raised no later than seven (7) days before the deadline for submission of proposals to permit the circulating of the replies to all bidders but without identifying the source.
- (c) Such answers as are necessary shall be given as a matter of assistance to the bidder but shall not be construed as adding to, or taking away from, or otherwise altering the meaning and intent of the Proposal, and/or the Bidders' obligations thereunder, which can be varied only by an addendum from the Permanent Secretary, OPM-GCA.

9.15 DEADLINE FOR SUBMISSION OF TENDERS

Proposals shall be delivered at the address specified no later than the time and date specified in the Tender Notice.

9.16 LATE SUBMISSION OF TENDERS

Any proposal received by the OPM after the deadline prescribed in the Bid Document will be rejected.

9.17 AGREEMENT

The successful bidder will be required to enter into a formal agreement with the Permanent Secretary. The agreement will be prepared by the Office of the Prime Minister.

9.18 COMMENCEMENT OF WORK

The commencement of service shall be by the mutual agreement of the Permanent Secretary and the successful Bidder.

The OPM-GCA may reject any offer that does not comply with any of the requirements listed above.

10.0 APPENDIX I: FORMS

10.1 Form 1A: Work Experience of Organisation and Current Workload

Similar Type of Services, Work Experience of Organisation and Current Workload
(To be filled out and returned as part of the Proposal)

Name of Organisation: _____ Date _____

Page _____ of _____ pages

Client Name	Description of social services provided	Location	Date of Commencement	Date of Completion	Description of services

10.2 Form 1B – Client References

Organisation Name	
Address	
Project Description	
Contact Name/Designation	
Contact Number	

In what capacity have you worked with the Organisation?

Organisation Name	
Address (location/Postal, email/s)	
Project Description	
Contact Name/Designation	
Contact Number	

In what capacity have you worked with the Organisation?

Organisation Name	
Address (location/Postal, email/s)	
Project Description	
Contact Name/Designation	
Contact Number	

In what capacity have you worked with the Organisation?

Signature: _____

Date:

10.3 Form 1C :Format of Curriculum Vitae (CV)

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

Name of Organisation: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and location. Use about half of a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of school, dates attended and degrees obtained. Use about half of a page.]

Employment Record:

[Starting with the current position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organisation, titles of positions held, and locations of assignments. For experience in the last five years, also give types of activities performed and client references, where applicable. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

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

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the Firm]

Full Name of staff member: _____

Full Name of authorized representative: _____

10.4 FORM 1D: FORM OF TENDER

Provision of Female Empowerment Programmes at two (2) Facilities

Permanent Secretary,
Office of the Prime Minister,
(Gender and Child Affairs)
13 – 15 St. Clair Avenue,
Port of Spain

Sir/Madam,

1. I/Wehaving examined the tender document and have also visited the site(s) for the above-named Services, hereby offer to perform the said Services in full conformity as described and referred to therein for the sum of _____ (numbers)
2. I/We agree to commence services on the date specified in the “Notice to Proceed” from the Office of the Prime Minister, Gender and Child Affairs and to complete the said services within the agreed completion period or within such extended period as may be approved by the Office of the Prime Minister, Gender and Child Affairs, failing which I/we agree to pay liquidation damages at the rate specified in the Tender Documents, until the services have been completed.
3. I/We agree to abide by the prices quoted in this Tender for a period of ninety (90) days from the closing day of receipt of proposals.
4. We agree to the duration of services of two (2) years inclusive of weekends and public holidays after the Notice to Commencement.
5. It is understood that the Office of the Prime Minister, Gender and Child Affairs does not bind itself to accept the lowest or any tender.

_____	_____
Signature of Bidderer	Name of Firm
_____	_____
_____	_____
Name of Signatory (Block Letters)	Address of Firm
_____	_____
Position Held	Address of Firm

Date of Tender (Year/ Month/ Day)	

Telephone Number	

11.0 APPENDIX II

FORMAT FOR FINANCIAL PROPOSAL

The Financial Proposal shall comprise the following:

- A simple Budget Narrative

Please note the following:

- a. The monthly fee must be quoted in Trinidad and Tobago currency;
- b. Identification of each cost item
- c. Total projected annual operational cost;
- d. The OPM will not be responsible for liabilities of any nature related to this assignment except for payment of the figure quoted in the contract.

Cost Item	Monthly Cost \$	Total Cost \$

The Individual/Organization(s) undertakes to claim no more than this amount as charges for providing this service.

Signature

.....

In the capacity of

.....

Duly authorized to sign Proposal for and on behalf of

.....

Date

Place