



Request for Proposals

SUPPLY AND DELIVERY OF CONSULTANCY SERVICES FOR CONDUCTING A COMPETITIVENESS MARKET STUDY TO ASSIST IN STRENGTHENING THE COMPETITION FRAMEWORK IN TRINIDAD AND TOBAGO

1. The Fair Trading Commission (“the Commission”) was established pursuant to the Fair Trading Act No. 13 of 2006 and is responsible for:

- (i) preventing anti-competitive conduct thereby ensuring competition and efficiency while at the same time complementing other policies that promote competition;
- (ii) ensure that all legitimate business enterprises have an equal opportunity to participate in the economy;
- (iii) maintaining free and fair competition in business;
- (iv) raise awareness of the benefits of competition; and
- (v) taking action against abuse of dominance, restraint of trade and other anti-competitive agreements and practices.

2. The Commission hereby invites suitably qualified Offerors to submit complete proposals for conducting a Competitiveness Market Study to assist in strengthening the Competition Framework in Trinidad and Tobago.

3. The RFP is open to suitably qualified and experienced Offerors to provide the services required nationally, regionally and internationally.

4. An electronic copy of the complete Request for Proposal (RFP) document with its annexures will be provided upon request from prospective Offerors sent via email to tandtftc@gmail.com. The email should contain the following information:

- (i) the Offeror’s business name, address, telephone number and email; and
- (ii) the name, designation, email address and direct contact number of the offeror’s designated representative for the purpose of the proposal.

5. The contract will be awarded in accordance with the fixed budget (FBS) selection evaluation method outlined in the RFP document and its annexures.

6. Proposals must be completed and submitted in accordance with the instructions outlined in the RFP document and its annexures, and must be accompanied by the following:

- (i) Copies of original documents defining the constitution or legal status, place of registration and principal place of business;
- (ii) Written power of attorney of the signatory of the Proposal to commit the Offeror;
- (iii) Information regarding any litigation, current or during the last 5 years in which Offeror is involved, the parties concerned and the disputed amount;
- (iv) Latest VAT Registration Documents; and
- (v) Latest Tax Clearance Document.

Failure to provide the above documentation may lead to rejection of the Proposal.

7. Offerors may request additional information by sending an email to tandtftc@gmail.com.

8. One (1) original and three (3) copies of the Proposal must be placed in separate sealed envelopes, labelled in accordance with the instructions in the RFP documents and its annexures, and delivered into the appropriately labelled Tender Box located at Level 16, Nicholas Tower, 63-65 Independence Square, Port of Spain no later than **March 10th, 2023 at 2pm (Trinidad local time)**.

9. Proposals delivered in accordance with the instructions in the RFP documents and its annexures will be opened shortly thereafter by the Commission at Level 12, Nicholas Tower, 63-65 Independence Square, Port of Spain.

10. Offerors should note that the dimensions of the SLOT in the Tenders Box are 37.5 cm x 5.5cm and, as such, proposals should be packaged accordingly.

11. Any Proposal received by the Commission after the deadline for submission of Proposals will be rejected.

12. The Commission does not bind itself to accept the lowest bid or any Proposal.

13. The Commission reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposals.

14. Failure to comply with any of these instructions or to submit any documentation required in the RFP documents and its annexures may result in proposals not being considered.

**Bevan Narinesingh,
Executive Director,
Fair Trading Commission**

