INSTITUTE OF MARINE AFFAIRS

PROCUREMENT NOTICE

Supply of services for the Development of New Website

1. The Institute of Marine Affairs (IMA) was established by Act of Parliament (Chap. 37:01 of the Revised Laws of the Republic of Trinidad and Tobago, as amended by Act No. 13 of 1990) and is responsible for collection, analysis and dissemination of information relating to the economic, technological, environmental, social and legal developments in marine affairs and to formulate and implement specific programmes/projects.
2. The Institute of Marine Affairs hereby invites suitably qualified firms to submit tenders for the Development of New Website. The IMA seeks three design options outlining the website layouts for news articles, photo and video uploads, an About Us page, a Research page, publications (newsletters, radio broadcasts, annual reports), profiles of researchers, the Marine Education Centre, Tidal Calendar, Library, Procurement, e-commerce, and other technical requirements.
3. The Request for Proposals (RFP) will be issued electronically to suitably qualified and experienced providers of the goods and services required, listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR).

Invitation to Prequalify

4. The deadline for submission of documents and application for pre-qualification in the Procurement Depository, in response to this Procurement Notice is **Tuesday 16 January 2024.**

Tendering Process

5. Proponent's representatives are encouraged to attend a Pre-bid Meeting scheduled for Monday 15 January 2024*, at 1:00pm AST* online via Join Zoom Meeting
   https://us02web.zoom.us/j/83751347449?pwd=NTZPd0gwTTBBMnhRS3N1NGxiSWdhdz09
   Meeting ID: 837 5134 7449
   Passcode: 261903
6. The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the bidding documents. The services to be provided will be governed by the terms and conditions outlined in the respective ITB/RFPs.
7. Bids (or proposals) must be completed and submitted in accordance with the instructions outlined in the bidding documents.
8. Proponents may request additional information by sending an email to tenderbox@ima.gov.tt.

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9. One (1) original, one (1) hard copy and one (1) electronic copy of the bid (or Proposal(s)) must be placed in sealed envelopes, labelled in accordance with the instructions in the bidding documents, and delivered into the appropriately labelled Tender Box located in the Lobby area at the address below by NO LATER THAN Thursday 29 February 2024 at 12:00 noon.
   In addition, bid must also be sent via Electronically with hyperlinks to the various required documents as per scope of works on or before 12:00 pm AST on 29 February 2024 to tenderbox@ima.gov.tt.
   The pre-tender meeting will be held on Monday 15 January 2024, at 1:00pm AST online via Join Zoom Meeting
   https://us02web.zoom.us/j/83751347449?pwd=NTZPd0gwTTBBMnhRS3N1NGxiSWdhdz09
   Meeting ID: 837 5134 7449
   Passcode: 261903
10. Proposals delivered in accordance with the instructions in the RFP documents will be opened publicly on the same day at the above address, shortly after the closing of the Tender Box(es). Proponents and/or their representatives are invited to be present at the opening.
11. LATE proposals will not be considered under any circumstances.
12. The Institute of Marine Affairs does not bind itself to accept the lowest or any bid (or Proposal).
13. The Institute of Marine Affairs 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 bidding document may result in bids not being considered.

Anasa London
Procurement Supervisor