



REQUEST FOR PROPOSAL

The Environmental Management Authority (EMA) is inviting suitably qualified firms/individuals to submit proposals for, ***“Engagement of an Architect Consultant to provide a proposal for the Redevelopment and Expansion of the EMA’s property situated at 52 & 52A Mulchan Seuchan Road, Chaguanas.*”**

The Consultants’ recommendations should include -: an Engineering Assessment of the current structure, a Design to maximize the use of the existing property and expand office space by a minimum of 12,000 square feet and maintain exiting ground floor parking.

A site visit will be conducted from Wednesday September 20th 2017 to Tuesday September 26th 2017. Please call 628 -8042 ext. 2260 or 2257 or email jwilliams-thongs@ema.co.tt or kcyrus@ema.co.tt to make an appointment for the site visit.

COLLECTION OF PROPOSAL DOCUMENTS:

A non-refundable tender fee of \$1,000 must be made to any branch of Republic Bank, Account #290 101 135 701. Kindly ensure the bank teller includes the name **Engagement of an Architect Consultant**” on the receipt. Proposal documents can be collected upon presentation of the Receipt at the following EMA offices between 8:00am – 4:00pm, from Thursday September 21st to Thursday September 28th, 2017:

- # 8 Elizabeth Street, St. Clair, Port of Spain
- 3rd Floor, Agate Building, # 2 Adesh Drive, SS Erin Road, Duncan Village, San Fernando

SUBMISSION OF PROPOSAL ACKAGES:

Proposals should be submitted using the two envelope system, the first, containing the Technical Proposal (exclusive of cost), should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format, bound in a sealed envelope labelled, ***“Engagement of an Architect Consultant to provide a proposal for the Redevelopment and Expansion of the EMA’s property situated at 52 & 52A Mulchan Seuchan Road, Chaguanas.*”**

The second, containing the Financial Proposal submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format, bound in a sealed envelope labelled, ***“Financial Proposal-Engagement of an Architect Consultant to provide a proposal for the Redevelopment and Expansion of the EMA’s property situated at 52 & 52A Mulchan Seuchan Road, Chaguanas”.***

Note: The envelopes should bear no information about the identity of the Tenderer and should be sealed.

The sealed envelopes must be placed in the Tender Box at the main Reception area of the EMA’s Head Office at 8 Elizabeth Street, St. Clair, Port of Spain no later than 4:00pm on Monday October 16th, 2017 and addressed to:

**The Corporate Secretary
Environmental Management Authority
#8 Elizabeth Street, St. Clair, Port of Spain
Trinidad, West Indies**

Tender packages will **NOT** be accepted at any of the EMA’s other offices. Late Tenders will **NOT** be considered under any circumstance.

The EMA does not bind itself to accept the lowest tender or any tender in part or in whole. The EMA reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting a RFP.