

REQUEST FOR PROPOSAL (RFP) DEVELOPMENT OF STRATEGIC PLAN

The CEPEP Company Limited (CCL) has begun a course of action which will strengthen the institutional framework of organizational efficiency, program effectiveness, people productivity and environmental entrepreneurship. As such, The CEPEP Company Limited (CCL) is seeking proposals from suitably qualified companies/ candidates for the development of the Company's Strategic Plan.

PURCHASE OF RFP DOCUMENTS

The RFP documents may be purchased at the Head Office of The CEPEP Company Limited located at No. 16 Factory Road, Ste Madeleine between the hours of **9:00 a.m. and 3:00 p.m.**, Monday to Friday from **Tuesday 9th April 2019 (except on Public Holidays)** at a non-refundable fee of **TT \$500.00** payable by Cash or Certified Cheque addressed to The CEPEP Company Limited.

PROPOSAL SUBMISSION AND CLOSING

One (1) original, four (4) copies and one electronic copy of the RFP must be submitted in a sealed package and addressed to:

The Secretary, Tenders Committee
The CEPEP Company Limited
No. 16 Factory Road,
Ste. Madeleine.

And to be deposited in the Tender Box located in the lobby of CCL's Head Office on the Ground floor, No. 16 Factory Road, Ste. Madeleine no later than **Friday 26th April 2019 at 3:00 p.m.**

Proposers should note that the dimensions of the **SLOT** in the Tenders' box are approximately **4 inches x 14 inches**. Please ensure that packages are able to fit in the slot. Larger packages will **NOT** be accepted.

GENERAL INFORMATION

CCL will not be responsible for any cost incurred by the proposer in preparing their documents and reserves the right to cancel the RFP partially or in its entirety, without defraying any cost incurred by the proposer.

CCL reserves the right to reject proposals received that are not signed, in unsealed envelopes or with alterations or erasures not initialed by proposers.

CCL reserves the right to select the offeror(s) determined to be the most responsive and responsible, and in the judgement of the CCL, that best meet its needs for the specified services. CCL further reserves the right to negotiate all terms of the contract(s) including price.