



Building our Children's Future

EDUCATION FACILITIES COMPANY LIMITED

P.O.Box 604; Long Circular Place, 2nd Floor, 74 Long Circular Road, Maraval, Trinidad, W.I.

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REQUEST FOR PROPOSAL
FOR CONSULTANCY SERVICES
of a
FINANCIAL PROJECT
CONSULTANT
within the
EDUCATION FACILITIES
COMPANY LIMITED

**Re: T/01-2021 - Request for Proposal for Consultancy Services of a Financial Project
Consultant within the Education Facilities Company Limited**

BACKGROUND

The Education Facilities Company Limited (herein after referred to as 'EFCL') is a limited liability company wholly owned by the Government of the Republic of Trinidad and Tobago. The EFCL was established on 11th March 2005 to carry out the mandate of the Ministry of Education. The current Work Programme of the EFCL as assigned by the Ministry of Education includes school construction, the repair and maintenance, outfitting and equipping of education facilities as well as the procurement of textbooks and other learning materials.

EFCL is currently seeking the services of a Financial Project Consultant that can be engaged, as required, on a month to month basis for a duration no less than one (1) month and a maximum of four (4) months.

SCOPE OF SERVICES

EFCL is desirous of a Financial Project Consultant with a proven track record in the area of Accounting and Finance with specific emphasis on Public Sector Accounts. The service provider must be suitably qualified, experienced and able to provide the following services so as to assist the Company in the following areas:

- Completion of Statutory Audits for 2016-2020
- Completion of AR Sub-Ledger to GL Reconciliation and System Roll-Forward
- Ensure Monthly Management Accounts are prepared to prescribed Accounting standards
- Balance Sheet Reconciliation
- Assist with the development of Finance Policies and Procedures
- Assist with close off of any outstanding Audit points re Internal and External audits

Proposal Requirements

Bidders, whether Company or Individual are expected to have the practical skills, requisite qualifications and associated experience relative to the supply of the service being requested.

Skills:

- Exceptional Interpersonal skills, a collaborative style and ability to communicate effectively at all levels
- Demonstrated ability to use initiative effectively within sensitive time constraints
- Analytical and abstract reasoning skills accompanied with good organizational practises

Qualification:

- Professional Accounting Qualification (ACCA) or Bachelor's Degree in Accounting or related discipline
- Qualification as a Chartered Accountant

Experience:

- Senior Level Management experience in Finance and Accounting operations
- Minimum of eight (8) years working experience in Finance and Accounting with at least six (6) years in a Senior Management position
- Experience in Public Sector Accounting, State Enterprises Performance Monitoring Manual (SEPMM) and Statutory Requirements
- External Audit Preparation and Execution methodologies
- Experience and knowledge of Peachtree Accounting system

EVALUATION METHODOLOGY

Submissions will be evaluated in three (3) Stages:

- Stage I: Technical Evaluation;**
- Stage II: Financial Evaluation**
- Stage III: Final Percentage Score**

The evaluation criteria and their associated weights for this RFP will be as follows:

The Evaluation Team will review the Technical (Stage 1) and Financial (Stage 2) Submissions received against the Evaluation and Weight Criteria assigning numerical scores to each category. Stage 3 will represent a combined final weighted percentage score against the results of both Stage I and Stage 2 respectively.

PHASE1 – TECHNICAL EVALUATION

Technical Criteria

- Past experience with similar projects
- Public Sector Accounting/Finance and knowledge of SEPMM Requirements
- Experience executing methodologies to facilitate annual Audit exercises
- Senior Level Management experience Managing Accounting/Finance operations
- Working Knowledge of Peachtree Accounting System

T/01-2021 Request for Proposal for Consultancy Services for a Financial Project Consultant	Maximum points in category	Minimum Threshold
Past experience with similar jobs	25	20
Public Sector Accounting/Finance and knowledge of State Enterprise Performance (Monitoring(SEPMM) Manual requirements (SEPMM)	25	20
Experience (number of years) executing methodologies to facilitate annual audit exercises	20	15
Senior Level Management experience leading Accounting/Finance operations	20	10
Knowledge of Peachtree Accounting System	10	5
Total Points	100	70

Tenderers must attain a minimum score of 70% of the total allotted points as well as achieve the minimum threshold in each category in order to be further considered

PHASE 2 – FINANCIAL EVALUATION

The lowest tendered price will be awarded 100%. Each entity will receive a percentage of the total possible points allocated to financial capability. Percentages will be calculated by using the entity's tendered price as the denominator, the lowest tendered price as the numerator and 100 as the multiplier. For example, if the lowest tender price is \$120.00, that Tenderer will receive 100% of the possible points (120/120 = 100%). A tenderer who tenders \$150.00 receives 80% of the possible points (120/150 = 80%), and a Tenderer who tenders \$240.00 receives 50% of the possible points (120/240 = 50%).

PHASE 3 – FINAL PERCENTAGE SCORE

To determine a final combined score for each Bid, a weighting scale will be used.

- *60% will be attributed to the technical proposal*
- *40% will be attributed to the financial proposal.*

Therefore each tenderer's final Technical score will be out of a total of 60% and their total Financial score will be out of a total of 40%.

PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for the period of ninety (90) days after the bid submission deadline date prescribed by EFCL. A bid valid for a shorter period shall be rejected by EFCL as non responsive.

In exceptional circumstances, prior to the expiration of the bid validity period, EFCL may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. A Bidder granting the request shall not be required or permitted to modify its bid except as provided in this Clause.

SUBMISSION OF PROPOSALS

One (1) Original and Two (2) copies of the **Technical Submission** and one (1) Original and Two (2) copies of the **Financial Proposal** must be submitted in response to the **Request for Proposal for Consultancy Services of a Financial Project Consultant within the Education Facilities Company Limited**. These must be prepared and packaged as two separate parts:

1. Technical Proposal and
2. Financial Proposal.

Submissions must be labelled as follows:

Envelope #1

**T/01-2021 - Request for Proposal for Consultancy Services of a Financial Project
Consultant within the Education Facilities Company Limited**

Technical Submission (name and address of the entity should be clearly printed on every envelope at the bottom right hand of the envelope)

Envelope #2

**T/01-2021 - Request for Proposal for Consultancy Services of a Financial Project
Consultant within the Education Facilities Company Limited**

Financial Submission (name and address of the entity should be clearly printed on every envelope at the bottom right hand of the envelope)

The envelopes should be addressed to:

**Procurement and Contracts Department
Education Facilities Company Limited
Second Floor, Long Circular Place
#74 Long Circular Road, Maraval
Trinidad, W.I**

The sealed envelopes containing the Proposals must be deposited in the grey Tender Box labelled:

**T/01-2021 - Request for Proposal for Consultancy Services of a Financial Project
Consultant within the Education Facilities Company Limited**

Located in the Lobby of the offices of the Education Facilities Company Limited, Second Floor, Long Circular Place, 74 Long Circular Road, Maraval, Trinidad, W.I.

Tenderers are asked to note that the opening in the tender box is approximately 280mm wide by 65mm high and therefore should package all documentation accordingly.

CLOSING DATE FOR SUBMISSIONS

Completed Proposals are to be submitted in sealed envelopes during normal working hours, but no later than **2:00pm on Friday February 12th 2021**

LIMITATIONS/RESERVATIONS

During the evaluation process, EFCL does not bind itself to accept the lowest or any Tender. EFCL may, at its sole discretion, seek to clarify submission items and to negotiate terms and conditions with any party before any contract or agreement is accepted or agreed to. EFCL may, at its sole discretion, seek to extend the deadline for submission of same, in whole or in part, and/or seek further clarification or request additional information as it deems necessary. All Tender entities are responsible for proper compliance and remittance of any taxations due pursuant to the Laws of the Republic of Trinidad and Tobago.

The EFCL reserves the right to accept or reject any or all Proposals submitted by the interested party. The EFCL also reserves the right to cancel the present Request for Proposal in its entirety or partially without defraying the cost incurred by any Bidder.

CLARIFICATIONS

Enquiries regarding the Request for Proposal should be made in writing via e-mail, no later than **Friday February 05th, 2020** and directed to:

Procurement Manager
Procurement and Contracts Department
Education Facilities Company Limited
E-mail: consultancy@efcl.co.tt