# SECTION E: SAMPLE FORMS

Form 1A: Proposal Submission Form

Form 2A: Team Composition and Task Assignments

Form 3A: Format of Curriculum Vitae (CV) for Proposed Key Professionals to be assigned to the Project

Form 4A: Respondent’s Work Experience

Form 5A: Client Reference Form

Form 6A: Proposed Project Plan / Time Schedule

Form 7A: Comments and Suggestions of Consultants on the Terms of Reference and on Data, Services, and Facilities to be provided by the Client

Form 8A: Sample Banker’s Reference Letter

Form 9A: Respondent’s Declaration Form

Form 10A: Confidentiality Agreement

Appendix I RFP Acknowledgement Form

**Note:** The Respondents must fill in the appropriate information in the enclosed forms and submit these forms as part of the Proposal. In addition, the Respondent may include any other form(s), which in his opinion will assist in presenting, clearly and concisely, pertinent information relevant to the Work Plan and time schedule. ***Failure to submit these forms, completed as instructed in the RFP, may result in the Respondent’s submission not being considered, or not achieving maximum scores during the evaluation of Proposals.***

**FORM 1A: TECHNICAL PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To: (Client Organisation)

Sir:

We, the undersigned, offer to provide *services* in accordance with your Request for Proposal dated 30th August, 2024. We are hereby submitting our Proposal which includes this Proposal sealed in an envelope.

If negotiations are held during the period of validity of the Proposal of one hundred and eighty (180) days, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from licence agreement negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Address:

**FORM 2A: TEAM COMPOSITION AND TASK ASSIGNMENTS**

|  |  |  |
| --- | --- | --- |
| 1. **Technical/Managerial Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Support Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FORM 3A: CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL TO BE ASSIGNED TO THE PROJECT**

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications:**

[*Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

**Education:**

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

**Employment Record:**

[*Starting with present position, list in reverse order every employment position held. List positions held by staff member, giving dates, names of employing organisations, titles of positions held, and locations of assignments. Be succinct.*]

**Languages:**

[*For each language (if applicable) indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

*[Signature of staff member and authorised representative of the firm]* *Day/Month/Year*

Full name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM 4A: RESPONDENT’S WORK EXPERIENCE**

**Relevant Services Carried Out in the Last Ten (10) Years**

**That Best Illustrate Qualifications**

Using the format below, provide information on assignments of similar nature and complexity completed by your organisation i.e., three (3) contracts/licences/agreements/engagements for the provision of vendor/event management services over the past ten (10) years. Respondents are advised that all fields **must** be completed, as the information provided therein is required to ensure the achievement of maximum points during the evaluation of Proposals.

|  |  |  |
| --- | --- | --- |
| **Contract of similar size and nature** | | |
| **Contract Name** |  | |
| **Award Date** | | **Completion Date** |
| **Total Contract Value** |  | |
| **Client information** | | |
| **Client Name** |  | |
| **Client Address** |  | |
| **Contact Name (Client Representative)** |  | |
| **Telephone (Fixed and Mobile)** |  | |
| **Email** |  | |
| **Description of contract similarity** | | |
| * Description of services provided * Contract Duration * Number of professional and support staff assigned to the engagement * Actual start and end dates * Contract variance (amount and reasons, if any) | | |

**FORM 5A: CLIENT REFERENCE FORM**

|  |  |
| --- | --- |
| **PART A** *(To be completed by the Respondent)* | |
| Provider Name |  |
| Project Location |  |
| Project Description |  |
| Reference Company |  |
| Reference Name/Designation |  |
| Reference Direct Contact Phone |  |
| Reference Direct Contact Email Address |  |

|  |  |
| --- | --- |
| **PART B** *(To be completed by the* *Respondent)* | |
| Project Contract Scope |  |
| Assignment Start Date |  |
| Assignment Completion Date |  |
| Reasons for Delays (project start and/or finish) |  |
| Reasons for Variations (contractual changes) |  |

Signature (Respondent’s Duly Authorised Representative):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART C** *(To be completed by the Respondent’s Client Reference)* | | | | | |
| **Performance Indicators (Please tick appropriate box)** | **Poor** | **Fair** | **Satisfactory** | **Very Good** | **Excellent** |
| How would you rate the quality of the services provided? |  |  |  |  |  |
| How would you rate the quality of the finished product? |  |  |  |  |  |
| How would you rate the provider’s response time in addressing your requests or queries? |  |  |  |  |  |
| How would you rate the provider’s professional interaction with representatives of your organisation? |  |  |  |  |  |
| How would you rate the overall performance of the service? |  |  |  |  |  |

General comments:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp

**FORM 6A: PROPOSED PROJECT PLAN / TIME SCHEDULE FOR COMPLETING THE ASSIGNMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Plan / Time Schedule** | | | | | | | | | | | | | | |
|  | ***[1st, 2nd, etc. are days from the start of assignment.]*** | | | | | | | | | | | | | |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |  |
| Activity (Work) etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Note: Provide a detailed listing of the tasks to be completed for perform the services, along with an estimated timeline for each task.* | | | | | | | | | | | | | |

**FORM 7A: COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

1.

2.

3.

On the data, services, and facilities to be provided by the (name of the public body):

1.

2.

3.

4.

5.

**FORM 8A: SAMPLE BANKER’S REFERENCE LETTER**

Date:

PRIVATE AND CONFIDENTIAL

Ministry of Tourism, Culture and the Arts

Level 8-10, Tower C, International Waterfront Complex

1A Wrightson Road

Port or Spain

Dear Sir:

(Name of company)

The following information is provided at the request of our above-named customer, in strict confidence, without guarantee, for your private use and without responsibility on the part of this bank or its officials.

The captioned company is involved in (indicate nature of business) and has been banking with us since (year). Credit facilities in the (low, medium or high) (four, five or six) figure bracket have been marked for this account and are being handled to our satisfaction.

We consider the company good for normal contracting transactions and do not think that they would enter into any obligations they could not fulfil.

We hope that the foregoing report is suitable for your purposes.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position)

**FORM 9A: RESPONDENT’S DECLARATION FORM**

1. **LITIGATION**
2. Have you ever been convicted of any criminal offence in any jurisdiction?

Yes No

1. Has any of the director(s) ever had a professional license suspended or revoked?

Yes No

1. Has your organisation ever been the subject of any petition for bankruptcy?

Yes No

1. Has your organisation ever had any civil judgment against you?

Yes No

1. Does your organisation have any pending civil litigation matters?

Yes No

1. Does your organisation have any pending criminal matters before the court?

Yes No

1. Has your organisation, or any organisation which you have had control over, ever been the subject of any inquiry or investigation?

Yes No

If you checked **Yes** to any of the above questions, kindly provide the key facts and decisions, including dates, relating to these matters on a separate page to be annexed to this document.

1. **STATUTORY COMPLIANCE**
2. Is your organisation in compliance with the **OSH Act 2004** (as amended) in the form of OSH requirement applicable to your organisation? Kindly provide details of the compliance with the most recent supporting documents.

Yes No Not applicable

If no or not applicable is selected, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your organisation in compliance with the **Minimum Wages Act, Chap 88:04** (as amended)?

Yes No Not applicable

If no or not applicable is selected, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We……………………..make this declaration conscientiously believing the same to be true, and I/we am/are aware that if there is any statement in this declaration which is false in fact, which I/we know or believe to be false or do not believe to be true, I/we may be disqualified from the Tendering process or if awarded the Tender, the contract will be immediately terminated.

|  |  |  |
| --- | --- | --- |
| …………………………… | …………………………… | …………………………… |
| Declarant Name | Declarant Signature | Date |

Position: ………………………. Company Seal:

**FORM 10A: CONFIDENTIALITY AGREEMENT**

THIS AGREEMENT is made the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_.

BETWEEN

**The Ministry of Tourism, Culture and the Arts** with its Head Office located at Levels 8-10, Tower C, International Waterfront Complex, 1A Wrightson Road in the city of Port of Spain in the island of Trinidad (hereinafter referred to as “MTCA”) of the One Part; and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter referred to as “the Contractor/Supplier/Consultant”) of the Other Part.

1. The **Ministry of Tourism, Culture and the Arts** is considering seeking Proposals in anticipation of awarding a Licence Agreement (hereinafter called the “Licence Agreement”) for **a Licence to Operate and Manage the Welcome Centre at the Galera Point Lighthouse Facility for a Period of Three (3) Years**.
2. The Respondent wishes to submit a Proposal for the said Licence Agreement.
3. Whereas, the Parties intend to exchange information and in the course of such activities it is anticipated that the Parties may wish to disclose to each other proprietary information, which information the Parties regard as confidential.

NOW IT IS HEREBY AGREED as follows:

**Definitions**

1. In this Agreement, the following words shall have the meanings hereby assigned to them:

“Agent”, in relation to any office or other person includes its/his employees, directors, contractors, sub-contractors, advisers, consultants, legal representatives, accountants and auditors.

“The Ministry of Tourism, Culture and the Arts”means **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and the legal successors in title to this entity.

“Disclose” includes but is not limited to any act of divulging, releasing, communicating, transmitting, broadcasting or otherwise transferring or imparting Material Information by any means whatsoever to any person, whether individual or corporate. “Disclosed”, “disclosure” and “disclosing” shall be construed accordingly.

“Excepted Information”, in relation to either party disclosing or otherwise using the same, means any Material Information which:

1. at the time of Disclosure or use is, or has come to be, in the possession of that party
2. lawfully and otherwise than in consequence of any improper conduct; or
3. has been created, originated or supplied by that party and is not composed or derived from or dependent for its meaning or effect upon Material Information already created, originated or supplied by the other party or any of its Agents; or
4. if obtained directly or indirectly from or through another person or persons, was or came to be (or is reasonably believed to have been or came to be) in the possession of such other person or persons lawfully and otherwise than in consequence of any breach of confidentiality owed by such other person or persons to the Ministry of Tourism, Culture and the Arts; or
5. is not the subject of any prior or concurrent obligation of confidentiality owed to the Ministry of Tourism, Culture and the Artsby the party disclosing or using the same or by any of its Agents to theMinistry of Tourism, Culture and the Arts; or
6. is, or subsequently becomes, otherwise than in consequence of improper conduct, a matter of common or public knowledge or record.

“Improper conduct” includes a breach of any express or implied term of this Agreement or of any other agreement between the Ministry of Tourism, Culture and the Artsand the Contractor/Supplier/Consultant or any of its Agents. Improper conduct also includes a breach of any other obligation of confidentiality owed by or to the Ministry of Tourism, Culture and the Arts to or by the Contractor/Supplier/Consultant or any of its Agents.

“Information” includes but is not limited to any information, facts, data, programs, formulae, opinions, comments or ideas expressed in communicable form.

“Material Information” means any information concerning any and all of the past, present or future business, activities, projects, policies, plans or contracts of the Ministry of Tourism, Culture and the Arts or the Contractor/Supplier/Consultant.

“Relevant Period” means a period commencing on the date of this Agreement and expiring five years thereafter or, if within such period the Contract is awarded to the Contractor/Supplier/Consultant, a period commencing on the date of this Agreement and expiring five (5) years from the date on which the Contract is substantially completed or terminated early or abandoned.

**The Contractor/Supplier/Consultant’s undertakings**

1. In consideration of the undertakings by the Ministry of Tourism, Culture and the Arts the Contractor/Supplier/Consultant undertakes during the Relevant Period: -
2. not to cause or permit any third party to contravene or prejudice the requirements of this clause;
3. not to disclose any Material Information disclosed by or obtained from the Ministry of Tourism, Culture and the Arts; and
4. not to use Material Information for any purpose except for: -
5. the preparation and submission of the Proposal and supporting documents to the Ministry of Tourism, Culture and the Arts for the Contract, and any necessary correspondence, discussions or negotiations with the Ministry of Tourism, Culture and the Artsin anticipation of the award of such Contract;
6. the proper performance and observance of the Contract, if awarded to the Contractor/Supplier/Consultant together with any correspondence, discussions, negotiations, or other matters necessarily arising in connection with the Contract or with any modification or proposed modification thereof or with the ordering or carrying out of any variations or the placing or performance of any subcontract in connection therewith.

**The Public Body’s undertakings**

1. In consideration of the undertakings by the Contractor/Supplier/Consultant in clause 2 hereof and subject to clause 5 hereof, the Ministry of Tourism, Culture and the Artsundertakes during the Relevant Period: -
2. to invite the Contractor/Supplier/Consultant to submit a Proposal for the Contract and to make available to the Contractor/Supplier/Consultant any Information, including Material Information that the Ministry of Tourism, Culture and the Artsmay consider necessary to enable the Contractor/Supplier/Consultant to prepare and submit the Proposal and to perform the Contract if awarded to the Contractor/Supplier/Consultant;
3. not to disclose any Material Information disclosed by or obtained from the Contractor/Supplier/Consultant except as permitted so to do by the Contract;
4. not to cause or permit any third party to contravene or prejudice the requirements of this clause.

**Exceptions**

1. Clauses 2 and 3(b) and 3(c) shall not apply to any Material Information that is: -
2. Excepted Information or disclosed or used with the prior consent in writing of the other party.

Ordered or required to be disclosed by any applicable law or competent judicial, governmental or other authority or in accordance with the requirements of any stock exchange. Provided always that if such an order or requirement arises the party proposing to disclose shall give to the other party prompt written notice thereof.

1. Notwithstanding clause 2, hereof, the Contractor/Supplier/Consultant may disclose any Material Information disclosed by or obtained from the Ministry of Tourism, Culture and the Artsto any of its Agents for a purpose or purposes for which the Contractor/Supplier/Consultant is entitled to use the same, provided that the Contractor/Supplier/Consultant undertakes during the Relevant Period: -
2. to ensure that all persons to whom Material Information is or may be disclosed are aware of the terms of this Agreement and will comply with the obligations of the Contractor/Supplier/Consultant as if party themselves to the Agreement; and
3. if so requested by the Ministry of Tourism, Culture and the Arts by notice in writing, before making any or any further disclosure, procure the execution by any person or persons identified in the notice, of an agreement in writing (to be prepared by the Ministry of Tourism, Culture and the Artsbetween the Ministry of Tourism, Culture and the Arts and each such person containing substantially the same terms as those contained in this Agreement.

**Return or Destruction of Confidential Information**

1. If during the Relevant Period the Contractor/Supplier/Consultant receives from the Ministry of Tourism, Culture and the Arts or any of its Agents, Material Information in any tangible form and either then or subsequently: -
2. submits an unsuccessful Proposal, or fails or is not invited to submit a Proposal, for the Contract; or
3. the Contract in connection with which the Material Information has been supplied to the Contractor/Supplier/Consultant is not proceeded with; or
4. the Contract, if awarded to the Contractor/Supplier/Consultant, is substantially completed or terminated early or abandoned; or
5. for any other reason the Contractor/Supplier/Consultant does not or is unlikely to have any further need of the Material Information

Then the Contractor/Supplier/Consultant undertakes, if the Ministry of Tourism, Culture and the Arts requests by notice in writing, to return forthwith the Material Information to the Ministry of Tourism, Culture and the Arts and/or its Agent and/or to destroy or procure the destruction of the Material Information, including any copies thereof or any part or parts thereof, which may be in the possession of the Contractor/Supplier/Consultant or any of its Agents and to certify in writing to the Ministry of Tourism, Culture and the Arts that any destruction requested has been carried out, provided that:-

The Contractor/Supplier/Consultant shall not be obliged to return or destroy or

1. procure the destruction of any Material Information which is properly and necessarily held by the Contractor/Supplier/Consultant as formal documentation;

1. The Contractor/Supplier/Consultant shall not be obliged to return or destroy or procure the destruction of any Material Information, which the Contractor/Supplier/Consultant may otherwise reasonably require to retain for purposes of its own essential records in connection with the Contract or the performance of any of its obligations thereunder still outstanding, or as evidence of the terms thereof in the event of any dispute, difference or doubt;
2. Where, pursuant to proviso (i) above, the Contractor/Supplier/Consultant does not return or destroy or procure the destruction of the Material Information, the Contractor/Supplier/Consultant undertakes without delay to send to the a statement in writing giving particulars of:
3. the Material Information concerned;
4. the reasons why the Contractor/Supplier/Consultant considers it to be formal documentation;
5. the Contractor/Supplier/Consultant’s reasons for not returning or destroying the same or procuring the destruction thereof.
6. The Contractor/Supplier/Consultant also undertakes to supply any further particulars and/or take any steps for the continued security thereof during the remainder of the Relevant Period which they may reasonably require.
7. Without prejudice to clause 6 above, if any Material Information whose return or destruction is requested is in the possession of any of the Contractor/Supplier/Consultant’s Agents, the Contractor/Supplier/Consultant undertakes to do everything in its power to procure any action on the part of its Agents to enable the Contractor/Supplier/Consultant to comply with its obligations.

**Maintenance of regular exchange of information**

1. This Agreement shall not be construed as restricting any normal and/or regular interchange of information between the parties and/or their Agents which may be necessary in connection with the Contract.

**Security Measures**

1. Each party shall be fully and solely responsible for instituting, maintaining, implementing and enforcing all security or other measures to comply with its obligations under this Agreement. Each party undertakes to use its best endeavours to introduce, implement and enforce any specific security measures or any change in its existing security measures, which may be requested in writing by the other party, which are considered reasonable and practicable and likely to assist or improve the performance of its obligations.

**Governing Law**

1. This Agreement shall be governed by and construed in accordance with the laws of the Republic of Trinidad and Tobago and in the event of any dispute relating thereto the parties hereto submit to the exclusive jurisdiction of the High Court in the Republic of Trinidad and Tobago.

IN WITNESS whereof the Ministry of Tourism, Culture and the Artsand the Contractor/Supplier/Consultant have caused this Agreement to be signed for and on their behalf by the signatories hereto who have been duly authorised so to do by the Ministry of Tourism, Culture and the Artsand the Contractor/Supplier/Consultant respectively.

For and on behalf of

Ministry of Tourism, Culture and the Arts

Witness

Signature............................................ Signature............................................

Name.................................................. Name..................................................

Title.................................................... Title....................................................

Date…………

For and on behalf of CONTRACTOR/SUPPLIER/CONSULTANT [Name]

Witness

Signature............................................ Signature............................................

Name.................................................. Name..................................................

Title.................................................... Title....................................................

# APPENDIX I

**RFP ACKNOWLEDGEMENT FORM**

Ministry of Tourism, Culture and the Arts

Level 8-10, Tower C, International Waterfront Complex

1A Wrightson Road

Port or Spain

**ATTENTION: Permanent Secretary**

Dear Sir,

**Subject: MTCA/F 08C-2024 – Request for Proposal for a Licence to Operate and Manage the Welcome Centre at the Galera Point Lighthouse Facility for a Period of Three (3) Years**

We acknowledge receipt of the above referenced Request for Proposal (RFP) and “will/will not” be submitting a Proposal by the due date.

We confirm that the Proposal that we will submit shall be valid for a period of **one hundred and eighty (180) days** from the closing date for the submission of the RFP.

The names of the attendees to the mandatory site visit are as follows:

Administrative Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technical Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All communications regarding this Request for Proposal should be sent to the undersigned who is responsible for our Tender.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Direct Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co. Tel. No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours faithfully,

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# GLOSSARY

The following terms, whenever mentioned in this Request for Proposal document, shall have the following meanings:

1. “Cost-Benefit Analysis” means the process of comparing the projected costs and benefits (or opportunities) associated with a project decision to determine whether it makes sense from a business perspective;[[1]](#footnote-1)
2. “Gap Analysis” means the process which helps organizations to determine how to achieve their business goals. It compares the current state with an ideal state, which highlights shortcomings and opportunities for improvement;[[2]](#footnote-2)
3. “Personnel” means persons hired by the successful Respondent as staff and employees assigned to the performance of the works or any part thereof;
4. “Service provider” means a person or company that provides a service such as, but not limited to, tours of the Galera Point Lighthouse Facility, bike riding tours, and fishing experiences;
5. “Successful Respondent” means the organization who will be responsible for operating and managing the Welcome Centre at the Galera Point Lighthouse Facility, as outlined in this Request for Proposal document, Section C, pursuant to the execution of this licence agreement;
6. “Unique Value Proposition” means a clear definition of the benefit(s) of a product or service, how it meets the needs of the purchaser, and what distinguishes it from a competing product or service;[[3]](#footnote-3)
7. “Vendor” means a person or company that provides tangible products such as, but not limited to, packaged food items and craft items;

1. <https://online.hbs.edu/blog/post/cost-benefit-analysis> [↑](#footnote-ref-1)
2. <https://www.lucidchart.com/blog/what-is-gap-analysis> [↑](#footnote-ref-2)
3. <https://www.phoenix.edu/blog/what-is-a-value-proposition.html> [↑](#footnote-ref-3)