



REQUEST FOR PROPOSAL (RFP)

Training Services for Health Safety and Environment (HSE)

Workshops

Issued By: The American Chamber of Commerce, Trinidad and Tobago

Date: Thursday, April 10, 2025

Name and Address of Firm:	Date:

Dear Sir/Madam,

The American Chamber of Commerce Trinidad and Tobago (AMCHAM T&T) invites proposals from qualified training providers to facilitate a series of HSE related training workshops. These workshops will aim to enhance skills, knowledge, and best practices across various professional domains.

Please be guided by the “Form for Submitting Service Provider’s Proposal” attached as Annex 2 in preparing your Proposal.

Proposals may be submitted on or before Tuesday 22nd April, 2025.

Your Proposal and associated costs must be expressed in the English and will be valid for **one (1)** calendar year after the deadline of this RFP. Any submissions after the stipulated deadline date will not be accepted for consideration.

The services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of AMCHAM T&T requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money, shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.



No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by AMCHAM T&T after it has received the Proposal for the period of one year. At the time of the

Award of Contract or Purchase Order, AMCHAM T&T reserves the right to vary the class sizes- in circumstances where your license limits the number of participants per class- this should be communicated on your proposal.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached. The act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of AMCHAM T&T, herein attached as Annex 2.

Please be advised that AMCHAM T&T is not bound to accept a Proposal, nor Award a contract or Purchase Order, nor is it responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

Thank you and we look forward to receiving your Proposal.

Nirad Tewarie
Chief Executive Officer
AMCHAM T&T

Description of Requirements

Context of the Requirement	<p>Training Services for Health Safety and Environment (HSE) Workshops.</p> <p>A list of workshops that will be offered in AMCHAM T&T's 2025 cycle is <i>attached</i> as Annex 2.</p> <p>Trainers should respond to any/all of the courses that s/he can provide. You are not mandated to be able to respond to all the training courses</p>
Brief Description of the Required Services	<p>Within the scope of this RFP, the main required services are as follows:</p> <ul style="list-style-type: none"> • Design and deliver workshops that address key challenges and knowledge gaps in the respective field. • Provide practical tools and strategies for professional and personal development. • Align with internationally recognized standards and best practices. • Engage participants through interactive and case-study-based learning.
Scope of Work	<p>Essential Elements</p> <ul style="list-style-type: none"> • Project Objectives: Outline the specific topics, subjects, and activities to be covered during the training. • Training Methodology: Detail the instructional methods, materials, and resources to be used. • Target Audience: Identify the specific individuals or groups for whom the training is intended. • Pricing and Payment Terms: Specify the fees, payment schedule, and any additional costs associated with the training services.

	<p>Qualifications</p> <ul style="list-style-type: none"> • Education: Evidence of certification and experience in the areas to be taught. • Experience: Proven experience as a Trainer, with a track record of designing and delivering successful training programs. • Skills: <ul style="list-style-type: none"> • Excellent communication and presentation skills. • Strong knowledge of adult learning principles and training methodologies. <p>Deliverables</p> <ul style="list-style-type: none"> • Comprehensive training materials, including presentations, handouts, and exercises. • A detailed training schedule outlining session times, and topics. • Assessment tools to evaluate participant learning and program effectiveness. • Regular progress reports on training activities and outcomes.
Deliverables	<p>The successful bidder will be required to provide:</p> <ul style="list-style-type: none"> • A detailed training program outline, including objectives and session descriptions. • Facilitator qualifications and experience. • Training materials and resources for participants. • Certificates of completion for attendees, and where possible indicate if it can be co-branded • Post-training assessment and feedback reports. • Level of certification being offered, indicating whether it is a local or internationally recognized certification.
Location of Work	<ul style="list-style-type: none"> • Trinidad and Tobago

Evaluation Criteria	<p>Proposals will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Relevance and quality of the proposed training program (40%) • Experience and qualifications of facilitators (20%) • Cost-effectiveness and value for money (20%) • Track record and references (20%) • A basic 5 points will be awarded to AMCHAM T&T members and another 5 points if the company is actively involved on the AMCHAM T&T HSE Committee. • Non-members are encouraged to apply
Names and curriculum vitae of individuals who will be involved in completing the services	<ul style="list-style-type: none"> • CVs and statements of availability of Key Personnel and other associated members shall be submitted within the proposal. • At least 2 (two) testimonial statements shall be also submitted within the proposal.
Currency of Proposal	<ul style="list-style-type: none"> • Trinidad and Tobago Dollar
Validity Period of Proposals and associated costs (Counting for the last day of submission of quotes)	<ul style="list-style-type: none"> • One (1) Calendar Year • In exceptional circumstances, AMCHAM T&T may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. • The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Submission Details	<ul style="list-style-type: none"> • Deadline for Submission: Tuesday 22nd April, 2025. • Submission Method: Email • Contact Details : Melissa Pierre – melissapierre@amchamtt.com

Criteria for Contract Award	<ul style="list-style-type: none"> • Meeting minimum eligibility and qualification criteria. • Highest Combined Score • Full acceptance of the AMCHAM T&T Contract General Terms and Conditions. This is a mandatory criterion and cannot be deleted regardless of the nature of the services required. Non-acceptance of the General Terms and Conditions may be grounds for the rejection of the Proposal.
Terms and Conditions	<ul style="list-style-type: none"> • AMCHAM T&T reserves the right to reject any or all proposals without obligation. • The selected provider must comply with all applicable regulations. • All training materials developed for this engagement will remain the property of AMCHAM T&T.
Additional Details	<ul style="list-style-type: none"> • AMCHAM T&T members will receive preferential consideration; however, this will not be the sole factor in decision-making. AMCHAM T&T retains the right to select non-members as well. • Active participation in the AMCHAM's HSE Committee will be an asset. • AMCHAM T&T remains responsible for all logistical arrangements, procurement of venues, and catering.



Annex 2

General Terms and Conditions

1. AMCHAM T&T reserves the right to reject any or all proposals without obligation.
2. The selected provider must comply with all applicable regulations.
3. All training materials developed for this engagement will remain the property of AMCHAM T&T.
4. Payment terms and schedules will be agreed upon in the final contract.
5. The provider is responsible for ensuring that all facilitators have the necessary certifications and experience required for delivering the training. Each bidder is required to specify the level of certification being offered, indicating whether it is a local or internationally recognized certification.
6. The contract may be terminated by either party with prior written notice if contractual obligations are not met.
7. Active participation in the AMCHAM's HSE Committee will be considered an asset. Additionally, AMCHAM T&T remains responsible for all logistical arrangements, procurement of venues, registration and catering to ensure seamless training experience.
8. AMCHAM T&T will not provide personal information of any attendee to the trainer. All attendee information remains the property of AMCHAM T&T. AMCHAM T&T will provide for certificate purposes the first and last name of attendees

2025 Workshops

Workshop	Expected Month
Emergency Awareness- fire warden	April
Contractor Management	May 2025
HOP (Human and Organizational Performance) for Executives	May 2025
ISO 45003	May 2025
ISO 45001 - Occupational Health and Safety Management System	June & July 2025
ISO 23001 – Business Continuity Planning	June 2025
Rigging and Lifting	June 2025
Train the Trainer: Excavation Training in Tobago	July 2025
Leadership in HSE	October/November 2025