

# REQUEST FOR QUOTATION

## Research on Naming of Ports in the Turks and Caicos Islands

### Summary

The Ports Authority of the Turks and Caicos is a government statutory body, which is responsible for the safe and secure management of the ports in the Turks and Caicos Islands. Safety and security within the ports system is managed in compliance with the International Ship and Port Facility Security Code [ISPS Code] and a related Port Facility Security Plan. Training and drills for personnel is mandatory to reduce liability and cultivate a safety and security culture.

### Scope of Services

The Ports Authority of the Turks & Caicos Islands is requesting quotations (RFQ) for the research on the naming of ports in the Turks and Caicos Islands in honor of persons who have made significant contribution to shipping and maritime trade and commerce in the TCI.

The contractor/ researcher will cover all ports managed by the Ports Authority. The researcher will be responsible for researching and making recommendations for persons to be bestowed the honor of having a port, port building or other port infrastructure within a port name after them.

The researcher should document the contribution of the recommended persons to the sector, highlighting the importance of this contribution to the island on which the port is located or the entire TCI.

Whereas many persons have made contributions to the sector, these should be documented and a criterion proposed to consider the person most worthy for consideration.

The researcher should propose a methodology to carry out the research, including, time to carry out the work, field trips, maintenance of field notes or documenting persons interviewed and including citation of publications or other written documents used in undertaking the assignment.

The deliverable would be a report containing the results of the research.

In submitting their quotation prospective bidders must provide:

- A copy of valid business license
- A complete BOQ (all cost must include travel, per diem and fees)
- A Program of works schedule outlining duration of the works to be completed



- Copy of qualification and relevant experience which make the bidder suitable to carryout the scope of works

Prospective bidders should contact the Director of Ports or Deputy Director of Port to obtain information to support their quotations.

### Evaluation

The bids would be evaluated using the following criteria:

Cost	- 45%
Time to complete the scope of work	- 15%
Qualifications and experience	- 15%
Methodology	- 25%

### Contact Information

Request for additional information should be sent to:

Delton Jones  
Director of Ports  
South Dock, Grand Turk  
Turks & Caicos Islands. TKCA 1ZZ  
Mobile: 649 333-5404  
Email: [djones@ports.tc](mailto:djones@ports.tc)

### Submission for Quotations

Quotations may be submitted either electronically or via hard copy. Quotation should clearly state:

**“Research on naming of Ports in the Turks and Caicos Islands”**

#### Submission of Quotations:

Submissions are to be sent to Email: [dejones@ports.tc](mailto:dejones@ports.tc) or dropped off to ports on Grand Turk or Providenciales

**Deadline for submission of quotes is Friday 26<sup>th</sup>, July 2024.**



@ports.tc