



## TRHA FRAMEWORK AGREEMENT FOR THE SUPPLY OF GOODS

The Tobago Regional Health Authority (TRHA), Tobago invites vendors to enter into a Framework Agreement over a yearly period for the provision of the undermentioned goods:

**Category of Goods: Meats and Cold Storage Services**

**Service Category:**

**Valid From:**

**Valid Thru:**

### **Term of Reference:**

This Framework Agreement is made on the date set out above subject to the terms set out in the schedules and appendix listed below ("Schedules"). The TRHA and the Supplier undertake to comply with the provisions of the Schedules in the performance of this Framework Agreement.

This framework agreement will take the form of a limited bid process whereby you are asked to quote on the unit cost of the relevant products within the field provided. A total of three (3) Bidders will be selected as part of the framework agreement based on price, availability and quality of stock. The Authority reserves the right as the procuring entity to facilitate additional bid competition if this becomes necessary.

Please quote unit price for the 6-month period in the stipulated box.

Additionally, suppliers are expected to register with the OPR (Depository) and initiate the process to become prequalified with the TRHA via the OPR depository database.

### **Condition of Agreement:**

1. Price quoted to be maintained for a period of one year and shall be valid from the dates set out above.
2. Variation clause of 5% adjustment may be attributed based on extreme and valid justification of the need to amend the unit price.
3. For items with long shelf life, acceptance of products should have an expiration date of not less than 3 months.

MEATS				
Items	Unit of measure	6 months Usage	Unit Cost	Extended Cost
Chicken Half Breast 20*1lb	CASE20	432		
Chicken Wings	CASE	50		
Bacon Back 24*200gm	CASE24	144		
Streaky Bacon 24*200gm	CASE24	144		
Fish Slices (Dolphin, King, Salmon)	KG	6000		
Chicken Ham	CASE10KG	50		
Cowheel	KG	200		



Beef Minced 30*1lb	EA/ 1 LB	576		
Beef Roast	KG	600		
Beef Stew	KG	900		
Chicken Breast Boneless 40lbs	CASE40	120		
Goat Stew	KG	600		
Pork Ham	KG	600		
Pork Chops	KG	240		
Pork Stew	KG	300		
Butterball Turkey Honey Roasted and Smoked 12*16 oz	CASE12	288		
Turkey Stew	KG	2880		
Turkey Whole	KG	960		
Beef Burger Patties 160's	CASE160	120		
Chicken Burger Patties 120's	CASE120	120		
Salt Fish 20lbs boneless	CASE20	288		
Smoke Herring Boneless 18lbs	CASE18	288		
Chicken Leg & Thigh 20*1lb	CASE 20	2016		
Guapa Sweet Corn on the Cob 5" 12*4CT	CASE48	144		
Yum Yum Chicken Coney's 20*400gm	CASE20	288		
Cheddar Cheese 20kg	CASE20	75		
Beef Burger Patties 25*8oz	EA	50		
Seasoned wedges 6x5lbs	EA	144		
Mc Kain Shoe String Fries 6*4.5lb	CASE6	144		
Mc Kain Crinkle Cut Fries 5*2.5kg	BOX5	144		

#### **Contractual Documents:**

This framework agreement shall include the following contractual documents:

- Purchase orders
- General Conditions of Purchase
- Specifications
- Any documents drawn up by the Supplier that TRHA expressly agrees to include in the agreement.

#### **Entry into Force and Duration of the Framework Agreement:**

The agreement comes into force on the date of its signature by the two parties (TRHA and Supplier). It is valid for one year. The two parties shall communicate prior to the expiry date of this framework agreement to determine whether they wish to renew the agreement and, if so, under what conditions (framework review). The renewal will be confirmed by means of a rider to the initial agreement.

#### **Purchasing Procedure:**

Pursuant to this framework agreement, TRHA shall issue purchase orders by electronic mail and in accordance with its needs for the duration of the agreement to which the terms of this agreement shall apply in full.

The purchase orders shall refer to this framework agreement and specify for each article to be delivered:

- Supplier product description
- Supplier product reference



- TRHA product reference
- Quantity and packing
- Unit price carriage paid in TTD, exclusive or inclusive of tax
- Method and terms of payment
- The Supplier shall confirm orders by sending an acknowledgement of receipt with identical terms within two (2) working days of receipt of the purchase orders.

#### **Packaging/Packing:**

In the absence of any special instructions, the Supplier shall take all useful and necessary precautions to ensure the protection of the products during shipping and handling. TRHA reserves the right to refuse any products delivered in faulty packaging. The packaging of all the components parts of a single product shall be marked with the supplier's reference. Each package shall be marked with the following information:

- package number (e.g. 3 / 4)
- gross weight of package
- package size
- delivery slip containing the following information:
- delivery slip reference
  - delivery address
  - product description,
  - supplier reference and quantity of the products in the package, as well as items remaining to be dispatched
  - serial number

#### **Meat Storage Procedure (Freezer):**

Objective:

To ensure all meat products received and stored in freezers maintain quality, prevent drying, and avoid freezer burns.

#### **General Guidelines:**

##### **1. Primary Packaging Recommendation:**

- All meats **must be first placed in a plastic bag** and then into a **sealed box** before being placed into the freezer.
- This two-step packaging process helps:
  - Preserve moisture
  - Prevent exposure to air
  - Avoid freezer burns

#### **Exceptions & Special Handling:**

##### **2. Sliced Fish:**

- **Majority** of sliced fish should follow the general packaging guideline (plastic bag + sealed box).
- A **small portion** of sliced, **fleshy fish** may be accepted with simpler packaging **if they are intended for immediate use**.

##### **3. Chicken**

- Can be stored using **either** of the following methods:
  - **Standard Method:** Wrapped in a plastic bag and stored in a sealed box (as per general guideline).
  - **Alternative Method:** First wrapped using **paper-like plates** (tray liners or freezer-safe paper trays), then **fitted into a sealed plastic bag**.



**Notes:**

- Strict adherence to the packaging process is necessary to uphold food safety standards.
- Preferred transportation should be a cold storage truck and equivalent.

**Delivery:**

**On delivery of item it should state that items /goods are received in good condition and signed by all the relevant parties to the transaction.**

The Supplier undertakes to deliver the products ordered by TRHA to the address specified on the purchase order.

**Tobago Regional Health Authority  
Stores Department  
Scarborough General Hospital  
Connector Road  
Signal Hill  
Tobago**

Other delivery addresses may be requested.

**Price:**

The prices specified in the framework correspond to maximum prices which shall remain valid for a duration of one year as from signature of the agreement by both parties. These prices may not be changed during this period unless justified by the conditions of the agreement stipulated above. At the initiative of either of the two parties, a new product may be offered as a replacement to that offered upon signature of the present agreement. The price of this new product shall not exceed the price of the initial product signed for. In the event of an increase in price, TRHA reserves the right to cancel the order by registered letter. Changes of this nature may therefore only be made after receipt of written agreement by TRHA.

**Terms of Payment:**

As stipulated in the general conditions of purchase, the whole price shall be paid by bank transfer at 30 days end of month as from receipt of the invoice and providing the products have effectively been delivered.

Payment of the whole price shall be made by TRHA to the following bank account: number of the Supplier: .....

The Supplier is responsible for issuing a reminder in the event of late payment by TRHA, requesting immediate payment. From this request of payment date, TRHA shall be required to settle within two (2) calendar weeks.

Finance Department  
Level 3  
#7 Montessori Drive Glen Road,  
Scarborough  
Tobago  
West Indies

The invoice address shall be specified with each order. Each invoice shall be drawn up in duplicate and include



- Supplier's name and contact details
- Supplier's registration number
- TRHA's name and address as addressee
- Supplier's VAT numbers
- Invoice date
- Purchase order reference
- Quantity and Supplier description of the products with their serial numbers
- Products' unit price in TTD, exclusive of VAT on subtotal of unit price
- Delivery period
- Method and terms of payment

**Quality:**

The Supplier undertakes to provide TRHA with products that respect the quality and technical characteristics of the said products as described in the specifications and corresponding to the characteristics of any samples given to TRHA by the Supplier. If the products fail to meet the specifications, the Supplier shall fulfil the obligations.

**Documentation:**

The Supplier shall provide TRHA free of charge with commercial and technical brochures in English (if requested) relating to the products, improvements thereto and new versions thereof.

**Submission/Deadline of Proposals:**

**Submission Requirements**

The Proposal is to be delivered by hand and placed in a Tender Box located at the Procurement Department at the TRHA's Head Office; Level 2, #7 Montessori Drive, Glen Road, Scarborough, Tobago, no later than 4:00 pm on Wednesday 30th July, 2025.

**The Proposal shall be submitted bearing the following identification:**

**"FRAMEWORK AGREEMENT FOR THE SUPPLY OF MEAT AND COLD STORAGE SERVICES TO THE TRHA."** The proposal shall be addressed as follows:

**Chief Executive Officer  
Tobago Regional Health Authority  
Level 3, #7 Montessori Drive  
Scarborough  
Tobago  
Telephone: (868) 660-4744 Fax: (868) 660-7538  
tenders@trha.co.tt**

**TOBAGO REGIONAL HEALTH AUTHORITY:**

Signed By:

Witness By:

Company Seal/Stamp:

**SUPPLIER:**

Signed By:

Witness By:

Company Seal/Stamp