



THE UNIVERSITY OF TRINIDAD AND TOBAGO

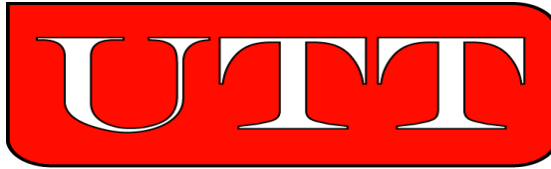
TENDER NOTICE

The University of Trinidad and Tobago (UTT) invites companies that are prequalified with the Office of Procurement Regulation (OPR) Depository for the listed Line of Business (LOB) to submit bids for the following tender:

Tender Reference No.	Title	Line of Business	Pre-Bid Meetings/ Site Visits	Closing Date/ Time	Electronic Bid Opening Date/Time
2026-TN001-CMG-ALL	Provision of Janitorial Services for Nine (9) Campuses for the Period of Three (3) Years	76111501 – Building Cleaning Services	4 th to 11 th February, 2026	4 th March 2026, 12:00 noon	4 th March 2026, 12:30 p.m. via Microsoft Teams

- Tenderers are invited to visit the UTT’s Website at <https://utt.edu.tt/procurement-resources> and E-Tender portal at <https://utt.etenderworld.tt/> to view the detailed Procurement Notices.
- Tenderers must be pre-qualified for the LOB on the OPR’s Depository as stated above, on or before the closing date and time.
- Queries/issues with accessing the documents are to be sent via email to tenders@utt.edu.tt.

Chief Procurement Officer, UTT



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PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

**THE PROVISION OF JANITORIAL SERVICES FOR NINE (9) CAMPUSES FOR THE
PERIOD OF THREE (3) YEARS**

REFERENCE NO.: 2026-TN001-CMG-ALL

23rd January 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

1. Title and Reference

Title: The Provision Of Janitorial Services For Nine (9) Campuses For The Period Of Three (3) Years.

Tender Reference Number: 2026-TN001-CMG-ALL

UNSPS Code: 76111501 – Building Cleaning Services.

2. Background and Context

Janitorial services for UTT's campuses are essential for maintaining a clean, safe, and healthy environment conducive to learning and development. The University of Trinidad and Tobago (UTT) is seeking a suitable Supplier(s) for the provision of janitorial services at the campuses listed below:

- a. San Fernando
- b. Point Lisas
- c. Camden
- d. Chaguanas
- e. Chaguaramas
- f. Academy for Performing Arts at NAPA (APA)
- g. John S. Donaldson
- h. Eastern Caribbean Institute of Agriculture and Forestry (ECIAF)
- i. Tamana

3. Scope of Requirements

The services include regular cleaning of classrooms, restrooms, dormitories, cafeterias, common areas, etc., to prevent the spread of germs and diseases. They also ensure proper waste management, maintain the physical condition of academic and corporate buildings, and provide specialized cleaning for unique areas like laboratories and sports facilities. The goal is to create a welcoming and productive learning atmosphere that supports the academic success of students and staff.

Tenderers may submit bids for one (1) campus only, or multiple/all campuses.

4. Performance and Quality Requirements

UTT's primary objective is to maintain an aggregate Level 2 cleanliness in its buildings, as per the Association of Physical Plant Administrators (APPA) Cleaning/Custodial Standards: Level 2 – Ordinary Tidiness.

5. Timeframes and Milestones

Separate contracts will be awarded to each campus. Each contract will have a duration of three (3) years [thirty-six (36) months].

6. Contract Type

General Service Contract.

7. Mandatory Requirements

The following are the mandatory requirements:

a. Statutory Requirements

- i. Valid Income/Corporation Tax Clearance Certificate (Regulations – Form C) or letter of exemption issued by the Board of Inland Revenue
- ii. Valid Value Added Tax Clearance Certificate
- iii. Valid National Insurance Scheme Certificate of Compliance

b. Organisational Requirements:

- i. Audited Financial Statements for the last **three (3) years** (Management Accounts certified by a Chartered Accountant will be accepted **where audited statements are not yet available for the most recent year**).
- ii. Cash Flow Projection for 2026
- iii. Bank Reference Letter
- iv. Resumes of Key Personnel

c. Technical/Other Documentation (Tender Specific)

- i. Detailed Method Statements
- ii. Completed Price Activity Schedule
- iii. QA/QC Plan
- iv. HSE Plan
- v. Contractor Risk Assessment
- vi. Work History and Customer / Client References
- vii. Name and Curriculum Vitae of Designated Person to Manage the Contract

8. Evaluation Overview

The evaluation process will be assessed through the following: Statutory and Technical, Financial Capability, Quality and Commercial Assessments.

Observance of a standstill period of ten (10) working days shall be in accordance with The Public Procurement and Disposal of Public Property Act 2015 and The Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations, 2024.

9. Detailed Package

The detailed tender package is available on our E-Tender Platform at <https://utt.etenderworld.tt/>.

Please log in or create an account to access the documentation.

10. Contact

Queries or issues with accessing the tender package are to be sent via email to tenders@utt.edu.tt.

All other queries relating to the contents of the tender documents are to be submitted strictly in accordance with the instructions published therein.

Chief Procurement Officer
23rd January 2026