

The University of Trinidad and Tobago (UTT) is inviting submissions via its e-Tender portal for the following tender:

Tender Reference No.	Title	Line of Business	Pre-Bid Meetings/ Site Visits	Closing Date/Time
2026-TN015-ITS-MUL	The Provision of Dedicated Internet Access Services for a Three (3) Year Period	81112101 – Internet Service Providers ISP	19 th to 20 th May 2026 at 10:00 a.m.	16 th June 2026, 11:00 a.m.

- 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 access tender details and documents.
- 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



THE UNIVERSITY OF TRINIDAD AND TOBAGO

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PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

**THE PROVISION OF DEDICATED INTERNET ACCESS SERVICES FOR A THREE (3)
YEAR PERIOD**

REFERENCE NO.: 2026-TN015-ITS-MUL

14TH MAY 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

TENDER BRIEF

1. Title and Reference

Title: The Provision of Dedicated Internet Access Services for a Three (3) Year Period

Tender Reference Number: 2026-TN015-ITS-MUL

UNSPS Code: Line of Business UNSPS Code **81112101**, “Internet Service Providers ISP”

2. Background and Context

The University of Trinidad and Tobago (UTT) requires Internet services for its academic and administrative needs. The data speeds of both incoming and outgoing internet traffic, the high demand of the roughly 1000 staff and 5000 students, and the performance required for certain multimedia operations and remote access to network services, necessitates a balanced, dedicated circuit rather than the cheaper shared, broadband service. The Dedicated Internet Access (DIA) meets these requirements.

The University's current IT infrastructure designates the Tamana and Point Lisas campuses as core computing sites, with mission-critical services replicated between these locations to provide failover redundancy and high availability. The Internet is one such critical service and is delivered to all UTT campuses via a Metro-Ethernet wide area network. Since it is vital to the University's operations, Internet services must operate with the same high availability philosophy. If Internet access from Tamana is compromised, failover to our Pt. Lisas core is required, and vice versa. In addition, if the Internet Service Provider (ISP) has a service failure, an alternative provider must be readily available to prevent disruption of UTT's operations.

To meet the redundancy requirement, the University has implemented a configuration using two Internet Service Providers (ISP). Each ISP is also configured to failover between the two campuses for high availability. It is mandatory, however, that the two DIA ISPs do not share local loop or PoP infrastructure within Trinidad and should have redundant paths to the NAP of the Americas hub.

3. Scope of Requirement

The University of Trinidad and Tobago is requesting quotations for high-speed Direct Internet Access in order to meet its demand for the provision of services via the Internet. The University expects to meet this requirement via services with two Internet Service Providers (ISPs) for redundancy. The first service provider will be chosen based on the highest combined price – quality score. The second provider will be one with the next best combined score who does not share infrastructure in its local loop routing or PoP infrastructure, with the first service provider. The University's current IT infrastructure designates the Tamana and Point Lisas campuses as core sites, with services replicated between these locations. The University has Metro-E wide area network (WAN) connectivity between the core sites and the eight satellite campuses so that each campus obtains Internet access through the WAN.

4. Performance and Quality Requirements

- DIA services up to 1Gbps should be available from each core site, but will be used from only one core site at any time. Should there be local failure of the service to a core site, UTT should be able to failover to the other core site and use the DIA service from there, without requiring intervention from the ISP.
- One important condition of this arrangement for the DIA service is its use as a backup link should the Metro-E WAN link between the two core sites fail. Then, the use of DIA at both sites for a limited period of time may be required. This is the only time, there will be simultaneous access from the two sites, but the bandwidth will remain limited to the contracted amount.
- There may be instances where increased bandwidth may be required at short notice for short periods. The ISPs are expected to facilitate this upon request with quick delivery times at pre-determined rates.
- There may also be a need to increase or decrease the initial contracted bandwidths indefinitely due to organisation changes such as increases or decreases in the number of campuses, or the introduction or removal of services which impact bandwidth needs. Providers are expected to facilitate these requests at the pre-determined rates quoted. This is not the same as short term requests.
- UTT gets its block of IP addresses directly from LACNIC, therefore, only four IP addresses are required from the ISPs – two (2) at each core site.
- A Service Level Agreement with performance Service Levels and rebates for failing to meet these levels is an expected component of any proposed Service Contract.

5. Timeframes and Milestones

The service is expected to be delivered within 4 weeks ideally, and no longer than 8 weeks.

6. Contract Type

Fixed price contract.

7. Eligibility and Mandatory Requirements

- a. OPR LOB approved prequalification status for Level 3 (TT\$2M -TT\$10M).
Evidence of approved pre-qualification for the listed Line of Business UNSPSC Code: 81112101 – Internet Service Providers ISP

Note: Registration with the OPR Procurement Depository will not be accepted as a substitute for pre-qualification for the Line of Business.

- b. **Statutory Requirements**

- i. **Trinidad & Tobago Companies ONLY:**

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

ii. **Foreign Companies ONLY as applicable:**

- Certificate of Registration / Incorporation / Existence / Good Standing or equivalent

*Kindly note that all statutory documents submitted must be **valid as at the closing date of this ITT**. Evidence of applications for these documents will NOT be accepted.*

c. Organizational 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. Bank Reference Letter confirming financial standing

d. Financial Requirements:

- i. Form of Tender
- ii. Bid Sheet
- iii. Bank Reference Letter confirming financial standing

e. Forms /Templates

- i. Participant's Declaration Form
- ii. Conflict of Interest Declaration

f. Technical/Other Documentation (Tender Specific)

As defined in the Scope of Services:

- i. Project Schedule
- ii. Service Level Agreement
- iii. Client References
- v. Payment terms/schedule

g. Tender Specific (Post Tender/Precontract)

- i. Public Liability Insurance
- ii. Workmen's Compensation

Failure to comply with the above shall result in the Tender being rejected as non-responsive.

8. Evaluation Overview

The evaluation process will be assessed through the following:

- a. Statutory Assessment
- b. Mandatory Documentation Submission
- c. Quality/Technical Assessment
- d. Price/Financial Assessment
- e. Combined Score & Ranking

Pre-qualification with The Office of Procurement Regulation (OPR) for Line of Business UNSPS Code: **81112101 – “Internet Service Providers ISP”**. Evidence of pre-qualification approval status for the listed Line of Business (LOB). Only suppliers

of pre-qualification approval status for the listed Line of Business (LOB) will be eligible for award of contracts.

Note: Registration with the OPR Procurement Depository will not be accepted as a substitute for pre-qualification for the Line of Business (LOB) listed.

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 Tender 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
14th May 2026