



THE UNIVERSITY OF TRINIDAD AND TOBAGO

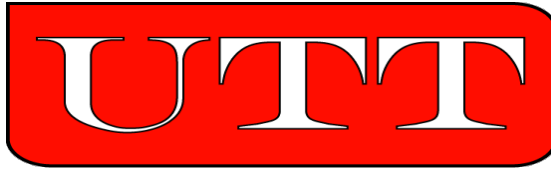
TENDER NOTICE

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-TN002-FAC-ALL	Provision of Security Services at Nine (9) Campuses for the Period of Three (3) Years	92121504 – Security Guard Services	19 th to 20 th February, 2026	10 th March 2026, 12:00 noon	10 th March 2026, 12:30 p.m. via Microsoft Teams

- Tenderers are invited to visit 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 SECURITY SERVICES AT NINE (9) CAMPUSES FOR THE PERIOD
OF THREE (3) YEARS**

REFERENCE NO.: 2026-TN002-FAC-ALL

05th February 2026

**THE UNIVERSITY OF TRINIDAD AND TOBAGO
TENDER BRIEF**

1. Title and Reference

Title: The Provision of Security Services at Nine (9) UTT Campuses for the Period of Three (3) Years.

Tender Reference Number: 2026-TN002-FAC-ALL

UNSPS Code: Line of Business UNSPS Code 92121504 – “Security Guard Services”

2. Background and Context

Security Services are an essential recurring safeguard for The University of Trinidad and Tobago (UTT). They ensure campuses operate smoothly, protect teaching and learning activities, and provide a safe, welcoming environment for students, staff, and visitors. The University of Trinidad and Tobago (UTT) is seeking a suitable **Contractor(s)** for the provision of security 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

The primary objective is to engage a qualified contractor to ensure that UTT’s campuses are well secured, with the contractor providing effective risk mitigation procedures, deterrence, and continuity of security operations systems.

3. Scope of Requirement

The technical specifications for the security services required by The University of Trinidad and Tobago include the deployment of trained and licensed unarmed and armed security personnel across all shifts to ensure a constant presence on the premises. Each shift must be covered by officers strategically placed at designated locations, with responsibilities that span monitoring entrances, controlling access, and responding to any disturbances or emergencies. Officers must be able to utilize existing surveillance technologies and maintain detailed records of activities and incidents occurring throughout each shift.

4. Performance and Quality Requirements

The overall objective is to ensure that the facility is continuously monitored, secure, and responsive to evolving risks, in alignment with national laws and UTT’s internal protocols.

1. Maintain an orderly atmosphere conducive to the University's Security Procedures
2. Protect the life and property of students and staff and the physical assets of the University
3. Be proactive in managing situations, incidents, and disruptions in a respectful and tactful manner
4. Continuously patrol the Campus with a focus on car parks, high-risk areas, the fence line, and the outer perimeter
5. Conduct vehicle searches when entering and exiting the campus
6. Monitor security cameras and electronic systems as needed and conduct searches of vehicles and persons entering and exiting the campus
7. Maintain the proper decorum and turn out befitting officers working with the University Security Standards. Officers are to be clean-shaven and properly groomed with short haircuts
8. Maintain an active and positive working relationship with the UTT Security Team, the District Police Stations, Fire Stations, and the Ministry of Homeland Security.

5. Timeframes and Milestones

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

6. Contract Type

Fixed-price contract.

7. Eligibility and Mandatory Requirements

a. Pre-qualification with The Office of Procurement Regulation (OPR)

- i. Evidence of pre-qualification for the listed **Line of Business UNSPS Code 92121504 – "Security Guard Services"**.

b. Statutory Requirements

ii. Trinidad & Tobago Companies ONLY:

- 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*

c. 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. Valid registration with the Ministry of National Security (as a licensed private security provider in Trinidad and Tobago).
- v. The company must be in operation for a minimum of five (5) years in the field of security services as evidenced by submission of Certificate of Registration / Incorporation / Existence / Good Standing or equivalent.
- vi. Organisation Chart

- vii. Public Liability Insurance
- viii. Workmen's Compensation

d. Forms /Templates

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

e. Technical/Other Documentation (Tender Specific)

As defined in the Scope of Services:

- i. Methodology
- ii. Completed Rate Schedules
- iii. Completed Bid Summary Sheets
- iv. Completed Tender's Reference Forms
- v. Resources (Labour and Equipment Listing)
- vi. Resumes of Key Personnel
- vii. Name of Designated Person to Manage the Contract
- viii. Experience and Work History
- ix. Confirmation of Payment Terms

8. Other

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

9. Evaluation Overview

The evaluation process will be assessed through the following:

- a. Pre-qualification with the Office of Procurement Regulation
- b. Statutory Assessment
- c. Financial Capability Assessment
- d. Mandatory Documentation Submission
- e. Quality/Technical Assessment
- f. Financial Assessment
- g. Combined Quality and Financial Score & Ranking

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.

10. 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.

11. 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
05th February 2026***