



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 tenders:

<b>Tender Reference No.</b>	<b>Title</b>	<b>Line of Business</b>	<b>Pre-Bid Meetings/ Site Visits</b>	<b>Closing Date/Time</b>
2026-TN006-FAC-PTL	The Upgrade of Roof Gutters at UTT Point Lisas Campus	72152601 – Roofing Service	8 <sup>th</sup> April 2026, 9:00 a.m.	21 <sup>st</sup> April 2026, 11:00 a.m.
2026-TN007-FAC-JDS	Refurbishment of the Canteen Building at UTT John S. Donaldson Port-of-Spain Campus	72101507 – Building Maintenance Service	8 <sup>th</sup> April 2026, 1:00 p.m.	21 <sup>st</sup> April 2026, 1:00 p.m.

- 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](mailto:tenders@utt.edu.tt).

**Chief Procurement Officer, UTT**



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PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

UPGRADE OF THE ROOF GUTTERING TO THE TECHNOLOGY BUILDING  
AT THE POINT LISAS CAMPUS

REFERENCE NO.: 2026-TN006-FAC-PTL

01<sup>ST</sup> APRIL 2026

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

**1. Title and Reference**

**Title:** Upgrade of the Roof Guttering to the Technology Building at the Point Lisas Campus

**Tender Reference Number:** 2026-TN006-FAC-PTL

**UNSPS Code:** Line of Business UNSPS Code **72152601**– “Roofing service”

**2. Background and Context**

UTT Point Lisas Campus was established approximately twenty (20) years ago and have been serving the community diligently during this time. The physical infrastructure on the buildings is showing signs of deterioration; in particular the joint lap on the metal roof gutters have been uprooted due to expansion and contraction events and causing the waterproof membrane in the roof gutters of the Technology and Academic buildings to crack and break apart. This is causing water to “pond” along the guttering and also percolate in the space between the membrane and the gutter and eventually allowing water to leak inside the buildings.

Additionally, the roof over the building which houses the cafeteria and the student admissions and registry department is leaking, allowing storm water into the building resulting in damages to furniture and documents in the offices. This has created a serious health and safety situation, one which must be addressed immediately to allow for normal operations to resume in the building.

The University proposes to undertake the necessary repairs to the various issues occurring on the campus building roofs.

**3. Scope of Requirement**

Technology Building - Removal of the existing waterproofing membrane from the roof gutters on the technology building, removal of the metal joint panels from the gutters, Installation of new metal joint panels into the gutters, installation of new 4mm thick waterproofing membrane into the gutters, replacement of damaged roofing sheets, replacement of damaged roofing screws.

Student Registry and Cafeteria buildings – Investigation of the roof of the cafeteria building for damages and make the required repairs as required, replacement of damaged roofing sheets, replacement of damaged roofing screws, application of expanding foam to fill in the gaps at the roof profile and gutter lap.

Academic Building - Removal of the existing waterproofing membrane from the roof gutters on the academic building, removal of the metal joint panels from the gutters, installation of new metal joint panels into the gutters, installation of new 4mm thick waterproofing membrane into the gutters, replacement of damaged roofing sheets, replacement of damaged roofing screws.

#### 4. Performance and Quality Requirements

The primary objective of this project is to conduct roof repairs to the buildings located at UTT's Point Lisas Campus. As such, the overall performance and quality requirements would include, creating a watertight condition on completion of the works, the timely completion of the works, minimal to no disruptions to campus operations, maintain HSE standards, and adhering to all manufacturers specifications, and industry codes and standards.

#### 5. Timeframes and Milestones

The University expects that the works shall be completed within Twelve (12) weeks following the successful award of contract and the issuance of the Notice to Commence Works.

#### 6. Contract Type

Fixed price contract.

#### 7. Eligibility and Mandatory Requirements

##### a. 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\*

*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.*

##### b. Organisational Requirements:

- i. Bank Reference Letter confirming financial standing

##### c. Financial Requirements:

- a. Priced Bills of Approximate Quantities.

##### 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. Detailed Method Statement
- ii. Project Schedule
- iii. Project Specific QA/QC, Contractors Risk Assessment, HSE Policies & Procedures
- iv. Equipment/Product Specifications
- v. Warranty and Guarantee

- vi. Work History, Client References & Résumés of Key Personnel, Name and Curriculum Vitae of Designated Person to manage the project/ coordinate the work
- vii. Sub-Contractors form (if applicable)
- viii. Payment Terms/Schedule

**f. 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: 72152601– “Roofing service”. 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.

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](mailto: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**  
**01<sup>st</sup> April 2026**