



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:

Tender Reference No.	Title	Line of Business	Pre-Bid Meetings/ Site Visits	Closing Date/Time
2026-TN006-FAC-PTL	The Upgrade of Roof Gutters at UTT Point Lisas Campus	72152601 – Roofing Service	8 th April 2026, 9:00 a.m.	21 st 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 th April 2026, 1:00 p.m.	21 st 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.

Chief Procurement Officer, UTT



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PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

REFURBISHMENT OF THE CANTEEN BUILDING AT
THE JOHN DONALDSON CAMPUS

REFERENCE NO.: 2026-TN007-FAC-JSD

01ST APRIL 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO TENDER BRIEF

1. Title and Reference

Title: Refurbishment of The Canteen Building at the John Donaldson Campus.

Tender Reference Number: 2026-TN007-FAC-JSD

UNSPS Code: Line of Business UNSPS Code **72101507**– “**Building Maintenance Service**”

2. Background and Context

The cafeteria building at the John Donaldson Campus was damaged during the last major earthquake in 2021 and the building has been out of commission since that time. The cafeteria in addition to being the only source of food, drinks and snacks on the Campus also serves as a student hub; an area for social activities, group study area in an otherwise fully booked facility.

Needless to say, the lack of these amenities creates a strain of the students' educational experience and social interactions, in addition to the lack of sustainable nutritional meals. It is the intention of the University to re-establish the use of the Cafeteria at the John Donaldson Campus for the benefit of the students and staff.

The provision of a functioning cafeteria is crucial to the tertiary education experience of the students at the Campus. A functioning cafeteria also lends to fulfilling the mandate of the Accreditation Council of Trinidad and Tobago.

3. Scope of Requirement

The works for this ITT is defined as the Refurbishment of the Canteen Building at the John Donaldson (JDTI) Campus and will include the demolition of all damaged infrastructure, finishes and services within the canteen building and installation of new finishes and infrastructure and services upgrade to the building inclusive of replacement of the external roof soffit, replacement of the floor tiles, refurbishment of the external washroom/shower building, internal building upgrades.

4. Performance and Quality Requirements

The primary objective of this project is to conduct repairs to canteen building located at UTT's John Donaldson Campus. As such, the overall performance and quality requirements would include, 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: 72101507– “Building Maintenance 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.

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
01st April 2026