



THE UNIVERSITY OF TRINIDAD AND TOBAGO

TENDER NOTICE

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-TN011-FAC-ECI	Supply, Installation, Commissioning and Maintenance of a New Detection and Fire Alarm System at Multiple Buildings at UTT's Eastern Caribbean Institute for Agriculture and Forestry (ECIAF) Campus – Phase 1	46191505 – Fire Alarm Systems	13 th May 2026, 10:30 a.m.	1 st June 2026, 12:00 p.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.
- 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 SUPPLY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF A NEW
DETECTION AND FIRE ALARM SYSTEM TO MULTIPLE BUILDINGS AT THE EASTERN
CARIBBEAN INSTITUTE FOR AGRICULTURE AND FORESTRY (ECIAF) CAMPUS –
PHASE 1**

REFERENCE NO.: 2026-TN011-FAC-ECI

05TH MAY 2026

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

1. Title and Reference

Title: The Supply, Installation, Commissioning and Maintenance of a New Detection and Fire Alarm System to Multiple Buildings at the Eastern Caribbean Institute for Agriculture and Forestry (ECIAF) Campus – Phase 1

Tender Reference Number: 2026-TN011-FAC-ECI

UNSPS Code: Line of Business UNSPS Code **46191505, “Fire Alarm Systems”**

2. Background and Context

The existing fire detection and fire alarm system at the Eastern Caribbean Institute of Agriculture and Forestry (ECIAF), Campus has reached the end of its useful service life, the entire fire alarm system is now outdated and the spare parts required to repair the system are no longer available. The system also creates false alarm events on occasions which puts the students and staff in an unnecessary panic mode.

This situation poses a threat to the students and staff who use the facilities on a daily basis as the users will not be able to tell the difference between a false alarm and a real fire event at the Campus. Additionally, this project will allow for the installation of fire alarm devices in some buildings / areas where no fire alarm systems were previously installed.

3. Scope of Requirement

The scope of works for the new fire detection and fire alarm system installation includes, but is not limited to the following:

- Demolition and Alterations
- Supply, installation, commissioning, of a new early fire detection and fire alarm system for multiple buildings [12 Nr buildings] at the ECIAF Campus.
- Interconnectivity between all buildings [12 Nr buildings].
- Installation of 2 Nr Outdoor Alarm Sirens with strobe lights in the farm area.
- All necessary civil and builder’s works to accommodate the new installations.
- All necessary electrical works required for the new installations.
- Maintenance of the system for a period of one (1) year.

4. Performance and Quality Requirements

The primary objective of this project is to have a fully functioning fire detection and fire alarm system at UTT’s ECIAF Campus. As such, the overall performance and quality requirements would include, a fully functioning and integrated system at the 12 Nr buildings listed, 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 Thirteen (13) 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*

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.*

b. Organizational Requirements:

- i. Bank Reference Letter confirming financial standing

c. Financial Requirements:

- i. Form of Tender
- ii. Completed Bills of Approximate Quantities

d. Forms /Templates

- i. Participant's Declaration Form
- ii. 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. Product Specifications
- v. Warranty and Guarantee
- vi. Work History, 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: **46191505 - "Fire Alarm Systems"**. 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
05th May 2026