



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 tenders:

Tender Reference No.	Title	Line of Business	Pre-Bid Meetings/ Site Visits	Closing Date/Time
2026-TN014-FAC-SFT	Upgrade and Maintenance of a Fire Alarm System to Multiple Buildings at UTT San Fernando Campus	46191505 - Fire Alarm Systems	11 th June 2026, 10:00 a.m.	16 th July 2026, 11:00 a.m.
2026-TN016-FAC-CHM	Roof Repairs and Installation of Waterproofing Systems Phase II Building at UTT Chaguaramas Campus	72153209 - Waterproofing Service	11 th June 2026, 11:00 a.m.	16 th July 2026, 1:00 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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TENDER BRIEF

INVITATION TO TENDER (ITT)

**UPGRADE AND MAINTENANCE OF A FIRE ALARM SYSTEM TO MULTIPLE
BUILDINGS AT THE SAN FERNANDO CAMPUS**

REFERENCE NO.: 2026-TN014-FAC-SFT

02ND JUNE 2026

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

1. Title and Reference

Title: Upgrade and Maintenance of a Fire Alarm System to Multiple Buildings at the San Fernando Campus

Tender Reference Number: 2026-TN014-FAC-SFT

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

2. Background and Context

The devices that are currently installed in the existing fire detection and fire alarm system at the San Fernando Campus have either reached the end of their useful service life or become obsolete. However, the main control panel can be reprogrammed with modern devices to expand its useful lifespan. It remains a current, active, and widely supported fire alarm control panel within the Notifier ONYX series. In its current operating condition, the campus will experience false alarm events on occasion, which places students and staff in unnecessary panic. 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 on 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:

- Preliminaries
- Demolition and Alterations
- Reprogramming of NFS2-640 (E)
- Troubleshoot and repair the NAC 3 for blocks D, E and F.
- Troubleshoot and repair the reverse polarity and invalid replies issues on both SLC 1 and SLC 2.
- Installation of new devices at all locations (where applicable); smoke and heat detectors, pull stations and horn strobes, elevator recall feature.
- Install additional devices in the Block A basement area.
- Training of UTT staff members
- Submission of As-built drawings
- Civil and builders' work
- Electrical Works
- Test and commission the entire Fire Alarm System.

- Maintenance of the system for 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 San Fernando Campus. As such, the overall performance and quality requirements would include, a fully functioning and integrated system at the 8 Nr locations listed namely, Blocks A, B, C, D, E, F, G and the main entrance security booth, 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 eleven (11) 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
- iv. Contractors Risk Assessment
- v. HSE Policies & Procedures
- vi. Product Specifications of Fire Alarm Devices
- vii. Warranty and Guarantee
- viii. Work History
- ix. Client References
- x. Résumés of Key Personnel
- xi. Name and Curriculum Vitae of Designated Person to manage the project/ coordinate the work
- xii. Sub-Contractors form (if applicable)
- xiii. Payment Terms/Schedule

f. Tender Specific (Post Tender/Precontract)

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

g. Post Contract Submission

- i. As Built Drawings of all completed Works including line diagrams of circuits and zones, device locations, etc.

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
02nd June 2026