

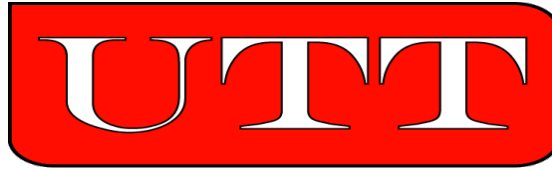
TENDER NOTICE

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-TN017-CMG-ALL	The Provision of Janitorial Services at Nine (9) UTT Campuses/Facilities	76111501 – Building Cleaning Services	17 th to 25 th June 2026	31 st July 2026, 11:00 a.m.
2026-TN018-ITS-ALL	Supply, Installation and Maintenance of Multifunction Printers (MFPs) for a Three (3) Year Lease	44101503 – Multifunction Machines	N/A	16 th July 2026, 10:00 a.m.
2026-TN019-ITS-ALL	Managed Wide Area Network Services for Ten (10) UTT Campuses for A Three (3) Year Term	83112203 – VPN Virtual Private Network Managed Network Services	17 th to 24 th June 2026	31 st 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.
- 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.
- Please see the above table in relation to mandatory scheduled site visits for each tender.

Chief Procurement Officer Designate, UTT



THE UNIVERSITY OF TRINIDAD AND TOBAGO

THE UNIVERSITY OF TRINIDAD AND TOBAGO

PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

**THE PROVISION OF JANITORIAL SERVICES AT NINE (9) CAMPUSES/FACILITIES FOR
THE PERIOD OF THREE (3) YEARS**

REFERENCE NO.: 2026-TN017-CMG-ALL

9TH JUNE 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

1. Title and Reference

Title: The Provision of Janitorial Services at Nine (9) Campuses/Facilities for the Period of Three (3) Years.

Tender Reference Number: 2026-TN017-CMG-ALL

UNSPS Code: 76111501 – Building Cleaning Services

2. Background and Context

Janitorial services for UTT's campuses are essential for maintaining a clean, safe, and healthy environment conducive to learning and development. The University of Trinidad and Tobago (UTT) is seeking a suitable Supplier(s) for the provision of janitorial 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

3. Scope of Requirements

The services include regular cleaning of classrooms, restrooms, dormitories, cafeterias, common areas, etc., to prevent the spread of germs and diseases. They also ensure proper waste management, maintain the physical condition of academic and corporate buildings, and provide specialized cleaning for unique areas like laboratories and sports facilities. The goal is to create a welcoming and productive learning atmosphere that supports the academic success of students and staff.

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

4. Performance and Quality Requirements

UTT's primary objective is to maintain an aggregate Level 2 cleanliness in its buildings, as per APPA Cleaning/Custodial Standards: Level 2 – Ordinary Tidiness.

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

General service-contract.

7. Mandatory Requirements

The following are the 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

b. 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 with financial standing
- iv. Attendance to the Site Visit(s) and Pre-Bid Meeting(s)

c. Financial Requirements:

- i. Form of Tender
- ii. Completed Priced Activity Schedule

d. Forms /Templates

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

e. Technical/Other Documentation (Tender Specific)

- i. Detailed Method Statements
- ii. QA/QC Plan
- iii. HSE Plan
- iv. Contractor Risk Assessment
- v. Work History
- vi. Résumés of Key Personnel

f. Tender Specific (Post Tender):

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

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: **76111501 – “Building Cleaning Services”**. 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 Designate
09th June 2026