

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)

SUPPLY, INSTALLATION AND MAINTENANCE OF MULTIFUNCTION PRINTERS
(MFPs) FOR A THREE (3) YEAR LEASE

REFERENCE NO.: 2026-TN018-ITS-ALL

9TH JUNE 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

1. Title and Reference

Title: Supply, Installation and Maintenance of Multifunction Printers (MFPs) for a Three (3) Year Lease

Tender Reference Number: 2026-TN018-ITS-ALL

UNSPS Code: 44101503 – Multifunction Machines

2. Background and Context

The University of Trinidad and Tobago (UTT) operates ten campuses and currently leases fifty (50) reprographic devices under its current contract, to meet staff printing, copying, and scanning needs. The contract ends in August 2026.

This procurement process is therefore intended to engage a qualified and experienced service provider to provide the University with a new leasing agreement to supply, install, configure, and maintain a reduced fleet of forty-five (45) colour MFPs across all UTT campuses under another three (3) year lease agreement.

3. Scope of Requirements

UTT is seeking to procure a three (3)-year lease for the supply, installation, configuration, and maintenance of forty-five (45) colour Multifunction Printer (MFP) devices across all ten (10) of its campuses. The solution must be cost-effective, reliable, and secure, maximising device uptime, optimising consumables management, and integrating fully with the University's existing print management infrastructure.

Devices are required across two (2) categories:

- Category 1 – Office/Workgroup MFP (41 units, Estimated Sustained Print Volume of 60,000 impressions per device per year); and,
- Category 2 – Print Room MFP (4 units, Estimated Sustained Print Volume of 240,000 impressions per device per year).

All devices must be no older than three (3) years from the date of delivery. The planned distribution across UTT's ten campuses is detailed in the full Scope of Work document.

Service providers must be capable of servicing all ten (10) UTT campuses, including the Tobago Technology Centre.

Print management is administered through PaperCut MF, and all devices must be fully compatible with this platform

4. Performance and Quality Requirements

The University requires a solution that maximises device uptime and service reliability across all ten (10) campuses. Key performance expectations include: a 99.5% device uptime requirement supported by on-demand consumables delivery within two (2)

business days; a maximum fault resolution time of two (2) business days where an alternate printing option is available; same-business-day provision of a replacement device of equivalent or greater capability where no alternate printing option exists; and response to Critical Service Calls (CSCs) within four (4) hours of notification.

All devices must be fully compatible with the University's existing PaperCut MF print management platform, supporting secure hold-and-release (pull printing), user-level tracking, quota enforcement, and device monitoring.

The solution must also integrate with Microsoft Active Directory and LDAP authentication. All devices shall support data sanitisation in accordance with NIST SP 800-88 or an equivalent recognised standard.

5. Timeframes and Milestones

- The three (3)-year lease agreement shall commence from the date of full commissioning of all devices.
- The following implementation milestones are required of the successful service provider:
 - Delivery of all forty-five (45) devices: earliest delivery time to be stated by the service provider (in weeks from contract award).
 - Setup, configuration, testing and commissioning of all equipment at each campus: within four (4) weeks of delivery.
 - Training for ITS staff and identified end-users at each campus: within four (4) weeks of equipment commissioning, covering all device functions for both Windows and Apple (macOS/iOS) users.
 - Submission of a preventative maintenance schedule to ITS for approval: within thirty (30) days of full commissioning.
 - The service provider must submit a written implementation plan inclusive of a Gantt chart or equivalent schedule, showing all milestones, dependencies and responsible parties

6. Contract Type

Fixed-price; three (3)-year lease.

7. Mandatory Requirements

The following are the mandatory requirements:

a. Statutory Requirements

- i. Local (Trinidad and Tobago) resellers 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
 - 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. Organisational Requirements:

- i. Bank Reference Letter confirming financial standing
- ii. Customers and Client References
- iii. Work History
- iv. References & Résumés of Key Personnel
- v. Name and Curriculum Vitae of Designated Person to manage the project/ coordinate the work

c. Financial Requirements

- i. Completed Form of Tender
- ii. Completed Bid Sheet

d. Forms /Templates

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

e. Technical/Other Documentation

- i. Service Provider Information
- ii. Service Provider Capability
- iii. Contract Requirements
- iv. Solution Implementation
- v. Equipment Specifications – Minimum Specifications
- vi. Additional Requirements (Used Devices Only)
- vii. MFP/ Printer Functional Requirements
- viii. Payment Terms/Schedule

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: **44101503 – Multifunction Machines**. 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