

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)

**MANAGED WIDE AREA NETWORK SERVICES FOR TEN (10) UTT CAMPUSES FOR A
THREE (3) YEAR TERM**

REFERENCE NO.: 2026-TN019-CMG-ALL

9TH JUNE 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

1. Title and Reference

Title: Managed Wide Area Network Services for Ten (10) UTT Campuses for A Three (3) Year Term

Tender Reference Number: 2026-TN019-ITS-ALL

UNSPS Code: 83112203 – VPN Virtual Private Network Managed Network Services

2. Background and Context

The University of Trinidad and Tobago (UTT) uses Metro-E wide area network services between each of our ten campuses to facilitate the delivery of IT services - applications, data, telephony and Internet services for teaching and administration at all locations. The University's current IT infrastructure designates the Tamana and Point Lisas campuses as core computing sites, with failover of some applications from one site to the other to provide redundancy and high availability. The other eight campuses obtain IT services from either of the two core sites or, as in the case of telephony, communicate directly with each other. **Though UTT currently uses a fibre-based Metro-Ethernet service, any wide-area network service, of a different medium or configuration that meets the performance and availability standards, will be considered.**

If the Metro-E link to the campus fails, staff and students at that campus will be unable to access the Internet and other IT services. In the past, the university procured Metro-E services from two separate service providers so that if one link failed, the other link would continue to provide connectivity to the campus. However, this high availability approach became expensive to sustain and was discontinued. As such, the quality of service - availability, reliability and performance, from any chosen service provider is very significant because there is no alternative connection should the link fail. The staff and student population at each campus varies. As such, some campuses require more bandwidth than others.

3. Scope of Requirements

A total of 3250 Mbps bandwidth is to be distributed across the ten campuses, with 1000Mbps at the core sites, and between 100 – 250 Mbps at each of the other eight campuses. Performance quality and availability parameters for the service are further defined as mandatory requirements in the ITT document's scope of works section.

4. Performance and Quality Requirements

Standard availability, latency, and packet loss requirements are defined in the scope of works, and service level agreements based on these are mandatory.

5. Timeframes and Milestones

The service should be implemented within 8 weeks of the signed contract date, and no more than 12 weeks.

6. Contract Type

Fixed-price.

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. Organizational Requirements

- i. Bank Reference Letter confirming financial standing
- ii. 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*).

c. Financial Submissions

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

d. Forms /Templates

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

e. Tender Specific

- i. Project Schedule
- ii. Service Level Agreement
- iii. Client References
- iv. Public Liability Insurance
- v. Workman's Compensation
- vi. 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: 83112203 – VPN Virtual Private Network Managed Network Services will be a requirement for eligibility for consideration of this tender.

Evidence of pre-qualification for the listed Line of Business (LOB). Only suppliers who are pre-qualified for the listed Line of Business (LOB) will be eligible for evaluation.

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