

## TENDER NOTICE

The University of Trinidad and Tobago (UTT) is inviting submissions via its e-Tender website for the following tenders:

#	Tender Reference No.	Title	Line of Business	Pre-Bid Meetings / Site Visits	Closing Date / Time
1	2026-TN008-FAC-CHM	The Supply, Installation, Commissioning and Maintenance of a New Detection and Fire Alarm System for Phase 1 Building at the Chaguaramas (Maritime) Campus	46191505 – Fire Alarm Systems	22 <sup>nd</sup> April 2026, 10:30 a.m.	07 <sup>th</sup> May 2026, 12:00 p.m.
2	2026-TN009-FAC-CHM	Replacement of Defective Chilled Water Fan Coil Units for the Phase II Dormitory at the Chaguaramas Campus	72101511 – Air Conditioning Installation, Maintenance or Repair Service	22 <sup>nd</sup> April 2026, 9:30 a.m.	07 <sup>th</sup> May 2026, 01:00 p.m.
3	2026-TN010-ITS-ALL	The Provision of Identity and Access Management Solution for a Period of Three (3) Years	43233201 – Authentication Server Software	N/A	30 <sup>th</sup> April 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](mailto:tenders@utt.edu.tt).

**Chief Procurement Officer, UTT**



**THE UNIVERSITY OF TRINIDAD AND TOBAGO**

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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 for PHASE 1 BUILDING AT THE  
CHAGUARAMAS (MARITIME) CAMPUS**

**REFERENCE NO.: 2026-TN008-FAC-CHM**

**16<sup>TH</sup> APRIL 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 for Phase 1 Building at the Chaguaramas (Maritime) Campus.

**Tender Reference Number:** 2026-TN008-FAC-CHM

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

## 2. Background and Context

The existing fire alarm detection and alarm system at the Phase 1 building of the Chaguaramas Campus has reached the end of its useful service life and the entire fire alarm system is now outdated and almost non-functional. In addition, the spare parts required to repair the system are no longer available.

This situation poses a threat to the students and staff who use the facilities on a daily basis. To address this issue, UTT proposes to install a new fire detection and fire alarm system to the Phase 1 building.

In this instance, The University is seeking the services of a suitable and competent Supplier for the Supply, Installation, Commissioning and Maintenance of a new fire detection and fire alarm system for Phase 1 building at the Chaguaramas Campus.

## 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
- Design, supply, installation, commissioning, of a new early fire detection and fire alarm system for Phase 1 Building at the Chaguaramas Campus.
- Supply, install, and commission additional fire detection and fire alarm devices for Phase 2 Building.
- Interconnectivity between all buildings [Phases 1, 2 and 3].
- 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 Chaguaramas Campus. As such, the overall performance and

quality requirements would include, a fully functioning and integrated system at all phases [Phases 1, 2, and 3] at the campus, 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 Fourteen (14) 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\*

*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/ Financial Requirements:

- i. Bank Reference Letter confirming financial standing

### c. Financial Requirements:

- i. Completed Bills of Approximate Quantities

### d. Forms /Templates

- i. Form of Tender
- ii. Participant's Declaration Form
- iii. 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. QA/QC Plan
- iv. Product/Equipment Specifications
- v. Warranty and Guarantee
- vi. Work History / Customers / Clients References
- vii. Resumes of Key Personnel
- viii. Curriculum Vitae of Designated Person to manage the project/ coordinate the work
- ix. Sub-Contractors form (if applicable)

- x. 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. **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.

- b. Statutory Assessment
- c. Mandatory Documentation Submission
- d. Quality/Technical Assessment
- e. Price/Financial Assessment
- f. Combined Score & Ranking

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](mailto: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**

**16<sup>th</sup> April 2026**