

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 nd April 2026, 10:30 a.m.	07 th 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 nd April 2026, 9:30 a.m.	07 th 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 th 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.

Chief Procurement Officer, UTT



THE UNIVERSITY OF TRINIDAD AND TOBAGO

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PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

**REPLACEMENT OF DEFECTIVE CHILLED WATER FAN COIL UNITS FOR THE
PHASE II DORMITORY AT THE CHAGUARAMAS CAMPUS**

REFERENCE NO.: 2026-TN009-FAC-CHM

16TH APRIL 2026

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

1. Title and Reference

Title: Replacement of Defective Chilled Water Fan Coil Units for the Phase II Dormitory at the Chaguaramas Campus.

Tender Reference Number: 2026-TN009-FAC-CHM

UNSPS Code: Line of Business UNSPS Code **72101511**, “**Air Conditioning Installation, Maintenance or Repair Service**”

2. Background and Context

These units identified for replacement have been installed at the Chaguaramas dorms since the rooms were prepared for occupation in 2013. They are therefore now well over ten years old and have become non-functional. The units therefore currently require replacement. In 2018, a project was undertaken via contract MCFM1708 to replace twenty-four (24) non-functional units in the dorm rooms with new units. This project was successfully completed in May 2018.

Fifteen (15) of these units are non-functional and beyond economical repair. Immediate replacement of these outdated and unreliable systems is necessary to improve occupant comfort and productivity.

3. Scope of Requirement

The scope involves the replacement of defective chilled water fan coil units for Phase II dorms at the Chaguaramas campus. The work includes the removal of fifteen (15) non-functional fan coil systems in dorm rooms, a recreation room and an ICT communications room, and the installation of fifteen (15) new chilled water fan coil AC systems. This project also includes maintenance of the new equipment for a period of twelve (12) months, from the Project Completion Date.

4. Performance and Quality Requirements

The Contractor shall decommission and/or remove the existing chilled water fan coil units (air handlers) as identified. The Contractor shall also supply, install and commission, new chilled water air conditioning systems as detailed.

Quality requirements include:

Written Project Guarantee, Detailed Method Statements, Project Delivery, QA/QC Plan, Work History, Resumes of Key Personnel, New Air Conditioning System Specifications.

5. Timeframes and Milestones

The University expects that the works shall be completed within Fifteen (15) weeks following the successful award of contract and the issuance of the Notice to Commence Works.

Key milestones in the project are:

- Contract Award and signature
- Kick-off Meeting
- Notice of Commencement/Mobilization
- Practical Completion
- Commencement of Defects Notification and Maintenance Period of twelve (12) months from the Project Completion date
- Completion of Defects Notification and Maintenance Period.

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*

i. 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/ Financial Requirements:

- i. Bank Reference Letter confirming financial standing

c. Financial Requirements:

- i. Completed Priced Activity Schedule

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 Delivery
- iii. QA/QC Plan
- iv. Resumes of Key Personnel
- v. New Air Conditioning System Specifications
- vi. Written Project Guarantee

- vii. Work History
- viii. 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: **72101511 - "Air Conditioning Installation, Maintenance or Repair Service"**. 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

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

16th April 2026