



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-TN012-FAC-ECI	The Upgrade of Water Supply and Water Storage Capacity at UTT's Eastern Caribbean Institute of Agriculture and Forestry (ECIAF) Campus	72101510 - Plumbing system maintenance or repair	20 th May 2026, 10:30 a.m.	11 th June 2026, 12:00 noon
2026-TN013-FAC-CHN	The Upgrade and Maintenance to the Air Conditioning Systems at UTT's Chaguanas Campus for the period of Three (3) Years	72101511 - Air Conditioning Installation, Maintenance or Repair Service	20 th May 2026, 10:00 a.m.	11 th June 2026, 01:00 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)

**THE UPGRADE AND MAINTENANCE OF THE AIR CONDITIONING SYSTEMS AT THE
UTT'S CHAGUANAS (AGORA) CAMPUS FOR THE PERIOD OF THREE (3) YEARS**

REFERENCE NO.: 2026-TN013-FAC-CHN

12TH MAY 2026

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

1. Title and Reference

Title: The Upgrade and Maintenance to the Air Conditioning Systems at the UTT's Chaguanas/Agora Campus for the period of Three (3) Years.

Tender Reference Number: 2026-TN013-FAC-CHN

UNSPS Code: Line of Business UNSPS Code **72101511**, “**Air conditioning installation or maintenance or repair service**”

2. Background and Context

The air condition system at the Agora/Chaguanas campus has been operational since installed in 2010. The condensing units are housed in close proximity to the Uriah Butler Highway which contains higher values of air borne oxides which creates a corrosive environment. The campus interior is cooled using four (4) Condensing Units and three (3) Air Handler Units. These units have been in continuous operation and currently requires major refurbishment. Of the said condensing units, the York 30-Ton has become unreliable and currently requires replacement.

3. Scope of Requirement

The scope of works for this project involves decommissioning and removing one existing 30-ton condenser, supplying and installing a new 30-ton air-cooled condenser compatible with the current Carrier Air Handler, refurbishing three air handlers and three condensers through cleaning, repainting, mechanical repairs, and component replacement, replacing the southern exterior cable tray system, and carrying out builder's works such as masonry, plinth modifications, painting, and welding. Additionally, the contractor must provide three years of quarterly maintenance for four large DX split systems, ensure compliance with all codes and standards, deliver proper documentation and service reports, and maintain high-quality workmanship throughout

4. Performance and Quality Requirements

The primary objective of this project is to have the four large split DX Air Conditioning Units and related infrastructure fully functioning at UTT's Chaguanas / Agora Campus. As such, the overall performance and quality requirements would include, a fully functioning AC system with zonal controls within the both floors of the Main Building, 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 twelve (12) 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*

ii. 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 Requirements:

- i. Bank Reference Letter confirming financial standing

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)

As defined in the Scope of Services:

- i. Attendance to Site Visit
- ii. Detailed Method Statement
- iii. Air Condition Service Report
- iv. Project Schedule
- v. Project Specific QA/QC, Contractors Risk Assessment, HSE Policies & Procedures Payment Terms/Schedule
- vi. (Safety Sheets (MSDS Sheets)
- vii. Work History, References & Resumes of Key Personnel, Name and Curriculum Vitae of Designated Person to manage the project coordinate the work
- viii. Sub-Contractors form (if applicable)
- ix. (Completed Appendix III - Equipment Summary Sheet or equivalent information
- x. Completed Appendix IV - Project Warranty Sheet
- xi. Completed Appendix V - Equipment Summary & Warranty Sheet
- xii. 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. 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: **72101511 – “Air conditioning installation or 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.

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
12th May 2026