

TENDER NOTICE

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

Tender Reference No.	Title	Line of Business	Mandatory Pre-Bid Meetings/ Site Visits	Closing Date/ Time
2026-TN021-ITS-ALL	Fortinet Annual Support Renewal, Equipment Trade-Up and Purchase 2026	81111805 – Proprietary or Licensed Systems Maintenance	N/A	20 th July 2026, 11:00 a.m.

Tenderers must be pre-qualified for the LOB on the OPR's Depository as stated above, on or before the closing date and time.

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Please see the below table in relation to mandatory scheduled site visits for the following:

Tender Reference No.	Title	Line of Business	Mandatory Pre-Bid Meetings/ Site Visits	Closing Date/ Time
2026-TN020-SSS-MUL	Provision of Cafeteria Services for Seven (7) UTT Campuses for a Three-Year Period	90101603 - Catering services	30 th June to 3 rd July 2026	6 th August 2026, 11:00 a.m.
2026-TN022-FAC-APA	Supply And Installation of Lighting System in Theatre I – Lighting Equipment, Cabling & Infrastructure at UTT Campus at NAPA	72151501 - Lighting Installation Services	25 th June 2026	27 th July 2026, 1:00 p.m.
2026-TN023-BAF-ECI	Supply and Delivery of Feed for the Farm at UTT ECIAF Campus for the Period of One (1) Year	10121507 - Compound Feed	N/A	7 th July 2026, 11:00 a.m.

- Tenderers are invited to visit 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 Designate, UTT



THE UNIVERSITY OF TRINIDAD AND TOBAGO

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PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

PROVISION OF CAFETERIA SERVICES FOR SEVEN (7) UTT CAMPUSES FOR A
THREE-YEAR PERIOD

REFERENCE NO.: 2026-TN020-SSS-MUL

16TH JUNE 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

TENDER BRIEF

1. Title and Reference

Title: Provision of Cafeteria Services for Seven (7) UTT Campuses for a Three-Year Period

Tender Reference Number: 2026-TN020-SSS-MUL

UNSPS Code: Line of Business UNSPS Code **90101603**, “Catering services”

2. Background and Context

The University of Trinidad and Tobago (UTT) is a multi-campus university serving approximately 5,500 students across geographically dispersed locations. Cafeteria services are a key component of campus life, providing accessible meals and refreshments that support students and staff throughout the academic day.

UTT is seeking to procure cafeteria services at its campuses in San Fernando, Tamana, ECIAF, Point Lisas, Camden, John S. Donaldson Technical Institute (JSDTI), and Chaguaramas. The procurement is necessary to ensure the continued provision of reliable, accessible, and quality food services across the University's campuses.

3. Scope of Requirement

The concessionaire services are to be provided daily, Monday through Friday, during the Campus' operational hours and for the events as scheduled by the University.

- a) Breakfast shall be provided between the hours of 7:00 a.m. to 10:00 a.m.
- b) Lunch shall be provided between the hours of 11:00 a.m. to 2:00 p.m.
- c) Snacks and other sundries, e.g. juices, aerated drinks, sweets, cookies, sandwiches, fruit salads, fresh fruits and desserts provided at the service provider's discretion, shall be available during operating hours.

For campuses with no cooking facilities, the service provider shall prepare all meals off-site.

Note that the Tamana and Camden Campuses do not have cooking facilities.

4. Performance and Quality Requirements

The Concessionaire must furnish all personnel, food products and other supplies needed to establish and maintain optimum service and quality standards at all times of operation. There must be sufficient staff daily to minimize customer wait times.

All food and beverage products sold or kept for sale shall be fresh, pure, wholesome, of the highest quality and conform to industry standards (including brand variety) for food service operations in comparable facilities. All food and beverage kept on hand shall be stored and handled with due regard for sanitation. Leftover, perishable food and beverages shall not be sold at any time. Standards must meet or exceed the established health and sanitation requirements for Trinidad and Tobago and the HACCP Operating Principles.

The Concessionaire must implement and enforce all requirements with respect to the Occupational Safety and Health Act 2004 as amended in 2006.

The service provider shall implement established Quality Assurance measures for food service operations to ensure that the quality of food served is fit for human consumption.

These Quality Assurance measures shall be documented and available for auditing by UTT personnel. The service provider shall show a complete safety plan based on current **HACCP principles**.

5. Timeframes and Milestones

The University expects that the services shall be delivered over three (3) years following the successful award of contract and the issuance of the Notice of Commencement.

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. Organisational Requirements:

- i. Bank Reference Letter confirming financial standing
- ii. Business Plan

c. Financial Requirements:

- i. Completed Form of Tender
- ii. Completed Pricing Schedule and Menu Plan

d. Forms /Templates

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

e. Technical/Other Documentation

- i. Customer/Client References
- ii. Resume of Key Personnel

- iii. Organisation Chart
- iv. Attendance to Site Visit
- v. HSE - Food Safety and Sanitation Plan (according to HACCP principles)
- vi. QA/QC - Structured and Balanced Four-Week Menu

f. Tender Specific (Post Tender/Precontract)

- i. Valid Food Badge
- ii. Valid Public Liability Insurance
- iii. Valid 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 **90101603 - "Catering services"**. 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
16th June 2026