

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)

SUPPLY AND DELIVERY OF FEED FOR THE UTT'S ECIAF FARM UNDER A
FRAMEWORK AGREEMENT FOR THE PERIOD OF ONE (1) YEAR

REFERENCE NO.: 2026-TN023-BAF-ECI

16TH JUNE 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

TENDER BRIEF

1. Title and Reference

Title: Supply and Delivery of Feed for the UTT's ECIAF Farm Under a Framework Agreement for the Period of One (1) Year

Tender Reference Number: 2026-TN023-BAF-ECI

UNSPS Code: Line of Business UNSPS Code **10121507**, “**Compound feed**”

2. Background and Context

Proper nutrition through animal feed is essential for sustainable livestock production. Providing animals with the necessary nutrients enhances their overall health, reduces the risk of diseases, and improves growth and productivity. Productivity is further optimised when feeds are tailored to specific physiological stages of animal development.

Re-establishment of a framework agreement with a reputable feed supplier will assure a dependable supply arrangement, ensuring uninterrupted access to critical feed which will mitigate the risks of supply chain disruptions, support cost predictability, and guarantees consistent product quality. A procurement process that the farm can better meet the specific nutritional needs of its livestock and ensure continuity of supply. A framework agreement will secure a consistent supply to prevent stock-outs and ensure uninterrupted access to the specialised feed required for maintaining animal health, supporting optimal growth, and meeting the nutritional needs of livestock throughout various developmental stages. This overall arrangement is essential for livestock management, as any delays in feed supply could adversely impact animal health and productivity.

3. Scope of Requirement

The Contractor shall supply and deliver livestock feed in accordance with the specifications outlined by the strategy. The requirement includes the provision of high-quality, nutritionally balanced feed suitable for the designated classes of livestock (poultry, cattle, ruminants).

The scope includes, but is not limited to:

- Supply of livestock feed in agreed quantities and formulations as requested by the UTT
- Compliance with all relevant agricultural, veterinary, and food safety standards
- Proper packaging, labeling, and storage to ensure product quality and integrity
- Delivery to specified locations within agreed timeframes
- Replacement or correction of any feed that does not meet agreed specifications or quality standards
- Provision of product documentation, including composition and safety data where applicable

The Contractor shall ensure that all feed supplied is free from contamination, fit for animal consumption, and consistent with the nutritional requirements specified by the Employer.

4. Performance and Quality Requirements

The Contractor shall ensure that all livestock feed supplied under this contract meets the highest standards of quality, safety, and nutritional adequacy.

All feed must:

- Comply with applicable national agricultural, veterinary, and food safety standards and regulations
- Meet the nutritional specifications provided by the UTT for each category of livestock
- Be manufactured from safe, high-quality raw materials free from contamination, mould, toxins, or foreign matter
- Be consistently formulated to ensure uniformity in composition, texture, and performance

The Contractor shall maintain strict quality control procedures throughout production, packaging, storage, and delivery to ensure product integrity is preserved.

Performance requirements include:

- Timely delivery in accordance with agreed schedules and quantities
- Consistent supply without interruption, except in cases of force majeure
- Immediate replacement of any feed found to be defective, substandard, or non-compliant
- Provision of certificates of analysis or quality assurance documentation upon request
- Proper packaging and labelling to maintain traceability and prevent spoilage

Failure to meet performance or quality requirements may result in rejection of goods, contract penalties, or termination in accordance with the terms of the agreement.

5. Timeframes and Milestones

The contract shall commence on the date of award or signing of the agreement and shall remain in effect for a period of **twelve (12) months**, unless terminated earlier in accordance with the contract terms.

Key timeframes and milestones include:

- **Commencement Date:** Formal start of contract obligations upon signing or issuance of Notice to Proceed
- **Delivery Schedule:** Livestock feed shall be delivered in accordance with the Employer's purchase orders or agreed delivery schedule (bi-weekly)
- **Response Time:** The Contractor shall acknowledge and release orders within **24–48 hours** of receipt of Release Order
- **Delivery Timeframe:** All deliveries must be completed within **3–7 working days** of confirmed order, unless otherwise agreed
- **Performance Milestones:** Ongoing compliance with quality standards, timely delivery, and uninterrupted supply throughout the contract period
- **Review Points (if applicable):** Periodic performance reviews may be conducted quarterly or semi-annually to assess compliance with contract requirements

Any delays or inability to meet agreed timeframes must be communicated promptly to the UTT, along with corrective action measures.

6. Contract Type

Fixed price contract. This contract shall be a **supply contract** for the provision of livestock feed on a **fixed-term** for a period of **twelve (12) months**.

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

c. Financial Requirements:

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

d. Forms /Templates

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

e. Technical/Other Documentation

- i. Chemical Composition
- ii. Feed Volume

f. Tender Specific (Post Tender/Precontract)

- i. Valid Public Liability Insurance
- ii. 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 **10121507**, “**Compound feed**”. 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