

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.

.....

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

THE UNIVERSITY OF TRINIDAD AND TOBAGO

PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

REQUEST FOR PROPOSAL (RFP)

**SUPPLY AND INSTALLATION OF LIGHTING SYSTEM IN THEATRE I – LIGHTING
EQUIPMENT, CABLING AND INFRASTRUCTURE AT THE UTT CAMPUS AT NAPA**

REFERENCE NO.: 2026-TN022-FAC-APA

16TH JUNE 2026

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

1. Title and Reference

Title: Supply and Installation of Lighting System in Theatre I – Lighting Equipment, Cabling and Infrastructure at the UTT Campus at NAPA

Tender Reference Number: 2026-TN022-FAC-APA

UNSPS Code: Line of Business UNSPS Code **72151501**, “**Lighting Installation Services**”

2. Background and Context

The University of Trinidad and Tobago (UTT), through its NAPA Campus, has identified the need to upgrade the specialized stage lighting systems within Theatre I. This need arises from consistent reports by academic staff, technical theatre instructors and facilities personnel regarding the deterioration, reduced functionality and declining reliability of the existing lighting infrastructure, which has reached the end of its useful service life.

The outdated system has negatively impacted the delivery of the Performing Arts curriculum, affecting practical instruction, rehearsals and production quality. These deficiencies have disrupted teaching and performance activities and limit the ability to meet modern lighting standards.

This project will implement a modern stage lighting system, including the supply, installation, integration, testing and commissioning of new equipment and control systems. The proposed works will restore functionality, improve reliability and support high-quality academic and performance activities while aligning with UTT’s infrastructure development objectives.

3. Scope of Requirement

The scope of works includes the provision and installation of specialized stage lighting systems for Theatre I at the National Academy for the Performing Arts (NAPA), UTT Campus and comprises, but is not limited to, the following:

- i. Removal of existing outdated and non-functional stage lighting equipment and associated control systems to facilitate installation of new systems.
- ii. Supply and installation of professional-grade stage lighting fixtures to support performance, teaching, and rehearsal requirements.
- iii. Installation of modern lighting control systems, including consoles and dimming systems, to ensure precise operation and flexibility.
- iv. Provision and installation of all associated power distribution, signal cabling, network and electrical infrastructure required for system integration. The lighting system must be fully functional and operational with the installation of a power supply to the lights.
- v. Integration of the new lighting system with existing theatre infrastructure to ensure seamless operation and compatibility.
- vi. Installation of rigging components, mounting hardware, and support structures necessary for safe and effective operation of lighting equipment.

- vii. All labour, materials, equipment, and associated works required to deliver a fully functional and operational stage lighting system.
- viii. Programming, testing and commissioning of the complete lighting system to ensure optimal performance and reliability.
- ix. Training of designated UTT personnel in the operation and basic maintenance of the installed lighting systems.
- x. The completed system shall be tested and verified to meet operational requirements and ensure full functionality in accordance with applicable industry standards.

4. Performance and Quality Requirements

All lighting works shall be executed in accordance with acceptable industry standards, manufacturer specifications, and the operational requirements of NAPA. The contractor shall ensure that all lighting fixtures, fittings, cabling, controls, and associated components are properly installed, tested, and commissioned to provide safe, reliable, and efficient performance. The completed works shall deliver adequate illumination, uniform lighting distribution, energy efficiency, and full functionality across the designated areas. All defective, substandard, or non-compliant materials and workmanship shall be corrected or replaced prior to final acceptance.

Upon completion of the works, the contractor shall conduct a formal handover process to UTT's designated representatives. This shall include proper testing and demonstration of the installed lighting systems, submission of relevant documentation, warranties, maintenance guidelines and as-built information where applicable. The contractor shall also provide adequate training to assigned UTT personnel on the operation, basic troubleshooting, care and maintenance of the lighting system to ensure effective use and long-term performance.

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*

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 RFP. Evidence of applications for these documents will NOT be accepted.*

b. Organisational Requirements:

- i. Bank Reference Letter confirming financial standing

c. Financial Requirements:

- i. 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. Attendance to Site Visit
- ii. Detailed Method Statement
- iii. Project Schedule
- iv. Project Specific QA/QC
- v. Safety Data Sheets
- vi. Contractors Risk Assessment
- vii. HSE Policies & Procedures
- viii. Product/Equipment Specifications
- ix. Warranty and Guarantee
- x. Work History
- xi. Client References
- xii. Résumés of Key Personnel
- xiii. Name and Curriculum Vitae of Designated Person to manage the project/coordinate the work
- xiv. Sub-Contractors form (if applicable)
- xv. Payment Terms/Schedule

f. Tender Specific (Post Tender/Precontract)

- i. Valid Public Liability Insurance
- ii. Valid Workmen's Compensation

g. Post Contract Submission

- i. As Built Drawings of all completed Works including line diagrams of circuits and zones, device locations, etc.

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 **72151501 - “Lighting Installation 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