



REQUEST FOR TENDERS

FOR FACILITIES MAINTENANCE SERVICES

Procurement Reference:	RFT/FM/005/2023
Locations:	TTPost Network
Business sector:	Services
Funding source:	TTPost
Contract type:	Contract
Notice type:	General Procurement Notice
Issue date:	04 th September 2023
Closing date:	03 rd October 2023 at 3:00 pm

General Procurement Notice

The Trinidad and Tobago Postal Corporation (the "Corporation") as part of its overall Facilities Maintenance Services is to provide suitable and comfortable work environments for its employees. The Corporation is now requesting tenders for Pest Control Services. The Contract will be awarded for a period of three (3) years.

Tender Packages

Tender packages will be accessed upon payment of a fee of TTD \$1,125.00 VAT inclusive. The fee can be paid online at <https://ttpost.net/index.php/current-tenders/> or at the cashier located at the Post Shop located at the National Mail Centre Piarco (LINX payments accepted).

The packages can be downloaded on the TTPost website.

Tender Conditions:	
a)	Tenders shall be valid for a period of 120 (120) days after the closing date
b)	Tenders must include valid Income Tax and Value Added Tax (VAT) clearance certificates (no older than six (6) months)
c)	Tenders must include a valid National Insurance Scheme (NIS) compliance certificate
d)	Tenders must be written in English
e)	Tender evaluation will include a qualification questionnaire, only tenders short-listed will be evaluated for price and quality.
f)	The closing date for the receipt of tenders is stated above no later than 3:00 pm. Late submissions will not be accepted under any circumstances.
g)	Only one (1) tender will be accepted from each tenderer
h)	Tenderers are required to submit their tenders by hand; The original, three (3) paper copies and one (1) soft copy (memory stick/flash drive).
i)	Tenders should be addressed to the Procurement Department, Trinidad and Tobago Postal Corporation, National Mail Centre, 240-250 Golden Grove Road, Piarco 350462, Trinidad and Tobago, WI. The envelope should be clearly marked: "Request for Tenders for Facilities Maintenance Services" Lot Name and #...
j)	Envelope(s) must be deposited in the Marked Tender Box located at the Dome Entrance at, at the address stated above. Also please sign and resubmit Form of Acknowledgement for Site Visit.
k)	Tenderers should note that the dimension of the SLOT in the Tenders Box is 30cm x 5cm and as such, tenders should be packaged accordingly.
l)	Any questions or queries regarding this Tender shall be addressed to the Project Manager at email marting.richards@ttpost.gov.tt .
m)	TTPost does not bind itself to accept the lowest or any other tender.
n)	TTPost reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.