

2025



TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

ADDENDUM-1

INVITATION TO BID FOR SUPPLY AND INSTALLATION OF GROUND FLOOR ENCLOSURE AT THE NATIONAL MAIL CENTRE

Reference Number: ITB/FAC/001/2025

*Trinidad and Tobago
Postal Corporation*

Our Values: Service Excellence, Continuous Improvement, Respect, Accountability and Integrity

March 25th, 2025

Attention: Prospective Bidder,

The Trinidad and Tobago Postal Corporation (TTPost) hereby issues an Addendum 1 to the Invitation to Bid (ITB) for the above captioned works as follows:

Revised Scope of Works (Rev #1) – UPU Ground Floor Enclosure Layout at NMC Building

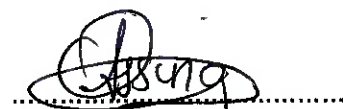
1. To supply and install 20no. 3"x 3" RHS columns by 9' high between proposed gypsum partition walls and attached to RC floor slab with anchor bolts to receive overhead support bars for all newly erected gypsum walls.
2. To supply and install 9'-0" height gypsum partition walls, inclusive of all framing members, door and window openings, RHS horizontal support bars attached to 3"x3" RHS columns, gypsum capping, etc fasten to floor, walls, etc in Transport Department, Processing Department, Air Mail Area, Customer Service Area and make good with all necessary parts and fittings. (Refer to attached Dwg. #UPU 01)
3. To supply and install skirting along perimeter of newly erected gypsum walls throughout to match existing on both sides of walls.
4. To supply and install ¾" dia conduit and PVC boxes for both electrical and IT at 9no. locations within the gypsum walls, etc, inclusive of trunking, fittings, draw lines and make good (Refer to Dwg #UPU 01)
(Please note these works must be done in collaboration with IT Department for the installation of conduits & PVC cans for the Ethernet cabling and voice drops).
5. To supply and install 5no. 6' wide x 7'-0" solid double vision panel flush door, inclusive of metal door frames fasten to the floor and walls, door closers, door stops, ironmongery and the likes and make good.
6. To supply and install 1no. 6' wide x 6'-8" solid double vision panel flush door, inclusive of metal door frames fasten to the floor and walls, door closers, door stops, ironmongery and the likes and make good.
7. To supply and install 5no. magnetic door locks with scan / swipe access and make good. Also, to provide release button switches placed strategically by desk for ease of access opening at D4&D5. (This to be done as directed by TTPost security representative).
8. To supply and install 9no. 120V electrical outlet inclusive of 4"x 2" p.v.c cans, conduit runs, breakers, wiring etc. from nearby electrical panel and all necessary parts and fitting.
9. To supply and install 11 no. 8' LED Lighting fixtures on newly erected partition wall inclusive of lighting switches, wire runs, conduits, breakers from nearby electrical panel and make good. (Location to be determined by Facility personnel.)

10. To prime all gypsum walls using 2no. coats white primer and 2no. coats low VOC Sherwin Williams paint and make good to match existing.
11. To supply and install 2no. switch operated buzzer / bells in Airmail Department (D3) and Processing Department (D4) and make good.
12. To supply and install 4no. 4' wide x 3' high fixed windows in Air Mail Department.
13. To supply and install 3no. 6'x6' office desk inclusive of office chairs.

Please be advised accordingly.

Yours faithfully,

TRINIDAD AND TOBAGO POSTAL CORPORATION



Mr. Onika Assing

Procurement Manager

END OF DOCUMENT