



REQUEST FOR TENDERS

FOR SUPPLY OF STAFF UNIFORMS

Procurement Reference:	RFT/HR/001/2020
Location:	Piarco Trinidad and Tobago
Business sector:	Corporate Uniforms
Funding source:	
Contract type:	Fixed-Term
Notice type:	General Procurement Notice
Issue date:	30 th October 2020
Closing date:	16 th November 2020 at 2:00 pm

General Procurement Notice

The Trinidad and Tobago Postal Corporation (the "Corporation") as part of its overall human resources policy provides uniforms to its operational staff. The Corporation is now requesting tenders for the supply of uniforms for its operational staff.

The Contract will be awarded for a period of three (3) years. The initial annual requirement is for 3,061 uniforms.

Tender Packages

Tender packages will be available from 30 October 2020 upon payment of a fee of TTD1,000.00. 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 at <https://ttpost.net/index.php/current-tenders/> or obtained from the Procurement Department at the National Mail Centre, 240-250 Golden Grove Road, Piarco 350462, Trinidad and Tobago, Monday to Friday during the hours of 8.00 a.m. to 4.00 p.m.

Tender Conditions:

- Tenders shall be valid for a period of ninety (90) days after the closing date
- Tenders must include valid Income Tax and Value Added Tax (VAT) clearance certificates (no older than six (6) months)
- 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 16 November 2020 no later than 2:00 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 Manager, 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: "Tender for the Supply of Uniforms".
j) Envelope(s) must be deposited in the Marked Tender Box located at the Dome Entrance at, at the address stated above <u>not later than 2.00 p.m. on 16th November 2020.</u>
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 Purchasing Officer (Ag) at Telephone number: 1-868-669-5361 ext. 169. Fax number: 1-868-669-7666 or email mellissa.castillo@ttpost.net .
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.