



**REQUEST FOR TENDER**  
**FOR PROVISION OF CUSTOM BROKERAGE SERVICES**  
**AND RELATED SERVICES**

<b>Procurement Reference:</b>	RFP/TTP/SM/001/2021
<b>Location:</b>	Piarco Trinidad and Tobago
<b>Business sector:</b>	Custom brokerage Firms
<b>Contract type:</b>	Contract
<b>Notice type:</b>	General Procurement Notice
<b>Issue date:</b>	5 <sup>th</sup> November 2021
<b>Closing date:</b>	25 <sup>th</sup> November 2021 on or before 3:00pm

**General Procurement Notice**

The Trinidad and Tobago Postal Corporation (the "Corporation") as part of its overall function of delivering mail also wishes to achieve business continuity and profitability to meet emerging market trends in the postal sector locally and internationally. The Corporation is now requesting tenders for the provision of consultancy services for preparation of a five-year strategic plan.

**Tender Packages**

Tender packages will be available from 5<sup>th</sup> November, 2021. The packages can be downloaded at [xxxx](#) 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:**

- a) Tenders shall be valid for a period of ninety (90) 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 25 <sup>th</sup> November 2021 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 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 Custom Brokerage and Related Services".
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 3.00 p.m. on 25<sup>th</sup> November 2021</u> .
k) Tenderers should note that the dimension of the <b>SLOT</b> in the <b>Tenders Box</b> is <b>30cm x 5cm</b> and as such, tenders should be packaged accordingly in order for tender to be accepted.
l) Any questions or queries regarding this Tender shall be addressed to the Procurement Assistant at Telephone number: 1-868-669-5361 ext. 162. Fax number: 1-868-669-7666 or email <a href="mailto:saraiah.lewis@ttpost.net">saraiah.lewis@ttpost.net</a> .
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.