



## REQUEST FOR TENDERS

### FOR ROOF AND DOME WORKS AT THE NATIONAL MAIL CENTRE

<b>Procurement Reference:</b>	RFT/FM/002/2022
<b>Locations:</b>	240-250 Golden Grove Rd, Piarco National Mail Centre
<b>Business sector:</b>	Contractors
<b>Funding source:</b>	TTPost
<b>Contract type:</b>	One-Off
<b>Notice type:</b>	General Procurement Notice
<b>Issue date:</b>	4 <sup>th</sup> April 2022
<b>Closing date:</b>	05 <sup>th</sup> May 2022 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 Restoration Works at the Diego Martin Post Office.

#### Tender Packages

Tender packages will be available from 4<sup>th</sup> April, 2022 at a cost of TTD \$500.00. The packages can be downloaded on the TTPost website at [xxx](#) 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
- 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 <b>4<sup>th</sup> May, 2022</b> no later than <b>3:00 pm</b> . 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: "Request for Tenders for Restoration Works at the Diego Martin Post Office".
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 4<sup>th</sup> May 2022</u> .
<b>k) Tenderers should note that the dimension of the SLOT in the Tenders Box is 30cm x 5cm or 14x 2 inches and as such, tenders should be packaged accordingly.</b>
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.