



**Airports  
Authority**  
OF TRINIDAD AND TOBAGO



# INVITATION TO TENDER

## ADVERTISING AGENCY SERVICES FOR THE MARKETING OF AND COMMUNICATIONS FOR THE EU FUNDED SOLAR PARK AT THE PIARCO INTERNATIONAL AIRPORT

Airports Authority of Trinidad and Tobago ("the Authority") invites proposals from suitably qualified companies/businesses to provide the following services:

### **"Advertising Agency Services for the Marketing of and Communications for the European Union Funded Solar Park at the Piarco International Airport"**

Prospective Proposers are required to attend the **Mandatory Virtual Pre-Proposal Meeting** scheduled for **Thursday 17th June, 2021 at 10:00am Atlantic Standard Time (AST)** (AST is four hours behind Coordinated Universal Time - UTC). Invitations will be emailed to Proposers who have requested the Request for Proposal ("RFP") document.

In order to obtain the RFP document, prospective Proposers must email the Corporate Secretary at [corporate\\_secretary@tntairports.com](mailto:corporate_secretary@tntairports.com) on or before **Wednesday 16th June, 2021 at 4:00pm AST with the subject "Advertising Agency Services for the Marketing of and Communications for the European Union Funded Solar Park at the Piarco International Airport"** requesting the RFP document. The email shall include:

- Company Name;
- Company Representative Name;
- Representative Email Address; and
- Representative Telephone contact.

Proposers must submit ONE (1) softcopy of their proposal **no later than 2:00pm AST Friday 13th August, 2021** in Portable Document Format ("PDF") format via the link provided by the Authority. A Proposer who submits or participates in more than one proposal shall cause all proposals submitted with their participation to be rejected. The submitted Proposal must be clearly labelled:

### **"Advertising Agency Services for the Marketing of and Communications for the European Union Funded Solar Park at the Piarco International Airport"**

and shall be addressed to:

The Secretary - Tenders Committee  
Airports Authority of Trinidad and Tobago  
Airports Administration Centre  
Piarco International Airport  
South Terminal  
Golden Grove Road  
Piarco

The Authority shall host a virtual public opening thereafter at **2:30pm AST**. Proposers or their representatives may witness the virtual opening.

Requests for clarification must be emailed to [corporate\\_secretary@tntairports.com](mailto:corporate_secretary@tntairports.com) by **Thursday 24th June, 2021 at 4:00pm AST**.

**LATE PROPOSALS WILL NOT BE CONSIDERED IN ANY CIRCUMSTANCES. Proposals submitted by means of facsimile or email shall not be considered.**

The Authority will not defray any cost incurred by Proposers during the preparation and/or submission of their proposals. Failure to attend the Mandatory Virtual Pre-Proposal Meeting will result in the disqualification of the submitted Proposal.

The Authority does not bind itself to accept the lowest or any other proposal.