



Airports
Authority
OF TRINIDAD AND TOBAGO



REQUEST FOR PROPOSAL

THE PROVISION OF CUSTODIAL MAINTENANCE SERVICES AT THE NORTH TERMINAL, PIARCO INTERNATIONAL AIRPORT

Airports Authority of Trinidad and Tobago ("the Authority") invites sealed bids from suitably qualified companies and businesses incorporated in Trinidad and Tobago for the following:

Package 1: "Provision of Custodial Maintenance Services for all Public, Government and Service Provider Washrooms at the North Terminal, Piarco International Airport"

Package 2: "Provision of Custodial Maintenance Services for all Public Areas and Government Offices at the North Terminal, Piarco International Airport"

Proposers may submit for either Package One (1) or Package Two (2) or both Packages but are advised that the Authority will not award the same Proposer both packages. Tender Documents may be perused at the Information Resource Centre, Airports Administration Centre, Piarco International Airport, South Terminal, Golden Grove Road, Piarco but can only be taken away upon payment of a non-refundable Tender Fee of Trinidad & Tobago currency, One Thousand Dollars (TT\$1,000.00). Tender Documents will be available from **Wednesday 6th July 2022 at 9:00 a.m. Atlantic Standard Time (AST)**. **A copy of the receipt for purchase of the Tender Documents must be submitted with the Proposal.**

Proposers are required to attend a **Mandatory Virtual Pre-Proposal Meeting, scheduled for the following days:**

Package One (1) – Monday 25th July, 2022 at 10:00 a.m. AST

Package Two (2) – Tuesday 26th July, 2022 at 10:00 a.m. AST

The Mandatory Virtual Pre-Proposal meeting will seek to provide as much information via a presentation inclusive of photos and videos of the airport facility, however, should Proposers wish to **attend a site visit** to view the areas listed in the Description of Services, this shall be facilitated via an appointment process. Only Proposers from the Mandatory Pre-Proposal meeting will be allowed on the site visit which shall be limited to groups of eight (8) persons or less – a maximum of (2) representatives per company.

In order to obtain the meeting link for the Mandatory Virtual Pre-Proposal meeting and an assigned date and time to attend the optional site visit, prospective Proposers must email the Corporate Secretary at corporate_secretary@tntairports.com on or before July 22nd, 2022 at 2:30 p.m. with the subject **"The Provision of Custodial Maintenance Services at the North Terminal, Piarco International Airport."**

The email shall include:

1. Company Name;
2. Company Representative Name;
3. Representative Email address; and
4. Representative Telephone contact

All questions or queries raised during the site visits will be emailed to all Proposers.

Proposers must submit one (1) original, one (1) hard copy and one (1) PDF copy on a flash drive or CD drive of their Proposal in a sealed envelope labelled:

Package 1: "Provision of Custodial Maintenance Services for all Public, Government and Service Provider Washrooms at the North Terminal, Piarco International Airport"

OR

Package 2: "Provision of Custodial Maintenance Services for all Public Areas and Government Offices at the North Terminal, Piarco International Airport"

and addressed to:

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

Envelopes must be deposited in the appropriately labelled Tender Box located in the lobby of the Airports Administration Centre, South Terminal, Piarco International Airport, Golden Grove Road, Piarco as follows:

Package One (1) and Package Two (2) – no later than 2:00 p.m. AST on Wednesday 14th September 2022

The Authority shall host a virtual public opening thereafter at **2:30 p.m. AST**. Proposers or their representatives may witness the virtual opening, at a link to be provided.

LATE PROPOSALS WILL NOT BE CONSIDERED IN ANY CIRCUMSTANCES. Proposals submitted by means of facsimile or email will 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 Pre-Proposal meeting will result in disqualification of your proposal. **The Authority does not bind itself to accept the lowest or any other Proposal.**

SECRETARY – TENDERS COMMITTEE
AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO
JULY 2022

