



Airports
Authority
OF TRINIDAD AND TOBAGO



REQUEST FOR PROPOSAL

SUPPLY AND INSTALLATION OF AN IP-BASED TELEPHONE SYSTEM AT BOTH PIARCO AND ANR ROBINSON INTERNATIONAL AIRPORTS

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

"Supply and Installation of an IP-Based Telephone System at both Piarco and ANR Robinson International Airports"

Tender Documents may be perused at the Information Resource Centre, Airports Administration Centre, South Terminal, Piarco International Airport, Golden Grove Road, Piarco from **November 5, 2018** during the hours of Monday – Friday 8:00am to 4:00 pm but can only be taken away upon payment of a non-refundable Tender Fee of Three Thousand Dollars (\$3,000.00). A copy of the receipt for purchase must be submitted with the proposal.

Prospective Tenderers are required to attend **TWO mandatory Pre-Proposal Meetings and Site Visits** to acquaint themselves with conditions which may influence their tender. The Mandatory Pre-Proposal Meetings and Site Visits are scheduled as follows:

- i. Wednesday 14th November 2018 at 10:00am at the Conference Room, North Terminal, Piarco International Airport, Trinidad; and
- ii. Thursday 15th November 2018 at 10:00am at the Conference Room, Administration Building, ANR Robinson International Airport, Tobago.

Tenderers must submit one (1) Original, one (1) Hard copy and one (1) Soft copy in Portable Document Format (PDF) on a flash drive or CD of their proposal, in a sealed envelope labelled:

"Supply and Installation of an IP-Based Telephone System at both Piarco and ANR Robinson International Airports"

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 no later than **2:00pm on December 14, 2018**

Proposals will be opened publicly shortly thereafter at **2:30p.m.** Tenderers or their representatives may be present at the opening.

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

Airports Authority will not defray any cost incurred by Tenderers during the preparation and/or submission of their proposals.

Failure to attend BOTH Mandatory Pre-Proposal Meetings and Site Visits will result in the disqualification of the submitted proposal. Airports Authority does not bind itself to accept the lowest or any other proposal.

Secretary
Tenders Committee.
Airports Authority of Trinidad and Tobago.

November 5, 2018

