



**Airports
Authority**
OF TRINIDAD AND TOBAGO



REQUEST FOR PROPOSAL (RE-ISSUE)

PROVISION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES FOR THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO

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

"PROVISION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES FOR THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO"

Tender Documents may be perused at the Information Resource Centre, Airports Administration Centre, South Terminal, Piarco International Airport, Golden Grove Road, Piarco from **Monday 16th September 2019** but can only be taken away upon payment of a non-refundable Tender Fee of Five Hundred Dollars (\$500.00). **A copy of the receipt of purchase must be submitted with the Proposal.**

Prospective Proposers are required to attend a **mandatory pre-proposal meeting** to acquaint themselves with conditions which may influence their proposal. The mandatory pre-proposal meeting is scheduled for **Friday 27th September 2019 at 10:00 a.m.** at the Airports Administration Centre, South Terminal, Piarco International Airport, Golden Grove Road, Piarco.

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:

"Provision of Employee Assistance Programme (EAP) Services for the Airports Authority of Trinidad and Tobago"

and 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 envelope must be deposited in the Tender Box located in the Lobby of the Airports Administration Centre, South Terminal, Piarco International Airport, Golden Grove Road, Piarco no later than **2.00 p.m. on Friday 11th October 2019.**

Proposals will be opened publicly shortly thereafter at 2:30 p.m. Proposers 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.

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 the proposal.

Airports Authority does not bind itself to accept the lowest or any other Proposal.

Secretary - Tenders Committee.
Airports Authority of Trinidad and Tobago
September, 2019

