



Government of the Republic of Trinidad and Tobago
Ministry of Trade and Industry

MTI 2/9/4

November 4th 2024

Invitation to Bid Notice - The Provision of Janitorial Services for the Ministry of Trade and Industry for a period of one (1) year.

1. The Ministry of Trade and Industry (MTI) is one of the frontline Ministries within the Government of Trinidad and Tobago, charged with the responsibility to grow trade, business and investment, particularly through driving the non-energy sectors of the economy. As the pivotal agency for trade promotion and development, MTI manages and coordinates the trade process to ensure access to international markets for local companies. Its Trade Licence Unit (TLU) is responsible for administering the import of goods into and the export of goods out of Trinidad and Tobago.

2. The MTI hereby invites suitably qualified service providers to submit tenders for the **Provision of Janitorial Services** for a period of one (1) year. The services are to be provided at two (2) locations:

1. Ministry's Head Office located at L9 & L11 – 17 Nicholas Tower, 63 – 65 Independence Square, Port of Spain and 2. The Trade License Unit – Ground Floor
2. Trade License Unit - TTMA Building (opposite Maritime Plaza), 42 Tenth Street, Barataria.

3. An electronic copy of the complete Invitation to Bid (ITB) document can be found on the MTI's website at <https://tradeind.gov.tt/procurement/>.

4. Service providers wishing to submit a bid must attend **two mandatory site visits** scheduled as follows:

Location	Date	Time
1. <u>Ministry of Trade and Industry, Head Office</u> Levels 9, 11,12,14,15,16 and 17 Nicholas Tower,63 – 63 Independence Square, Port of Spain.	Monday November 11 th 2024	10:00am



Location	Date	Time
<p>2. <u>Trade License Unit</u> TTMA Building (opposite Maritime Plaza), 42 Tenth Street, Barataria.</p>	<p>Tuesday November 12th 2024</p>	<p>10:00am</p>

Prior to attending the site visit, bidders are required to send an email containing the following information to MTI-Tenders@gov.tt:

- (a) the Vendor's business name, address, telephone number and email; and
- (b) the name, designation, email address and direct contact number of the vendor's designated representative attending the site visit.

5. The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the bidding documents. The services to be provided will be governed by the terms and conditions outlined in the ITB.

6. Proposals must be completed and submitted in accordance with the instructions outlined in the bidding documents, and must be accompanied by the information requested in the ITB.

7. Proponents may request clarification by sending an email to MTI-Tenders@gov.tt no later than three (3) days prior to the deadline for submission of bids.

8. One (1) original, three (3) hard copies and one (1) electronic copy of the Proposal must be placed in a single sealed envelope, labelled in accordance with the instructions in the bidding documents, and delivered into the appropriately labelled Tender Box located on level 16 at the MTI's head Office at the address below by **NO LATER THAN Tuesday November 19th 2024 at 2:00pm**

**Ministry of Trade and Industry
 Level 16, Nicholas Tower
 63 – 63 Independence Square
 Port of Spain**

9. Proposals delivered in accordance with the instructions in the ITB documents will be opened publicly on the same day at the above address, shortly after the closing of the Tender Box. Bidders representatives wishing to be present at the virtual opening can request the link by sending an email to MTI-Tenders@gov.tt at least two days prior to the closing date.

10. LATE proposals will not be considered under any circumstances.

11. The Ministry of Trade and Industry does not bind itself to accept the lowest or any bid Proposal.

12. The Ministry of Trade and Industry reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposals.

13. Failure to comply with any of these instructions or to submit any documentation required in the bidding document may result in bids not being considered.

Permanent Secretary
Ministry of Trade and Industry