



Airports  
Authority  
OF TRINIDAD AND TOBAGO



# PROCUREMENT NOTICE

## INVITATION TO BID TO ESTABLISH CLOSED MULTI-SUPPLIER FRAMEWORK AGREEMENTS FOR THE SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR THE PIARCO INTERNATIONAL AIRPORT AND ANR ROBINSON INTERNATIONAL AIRPORT

1. The Airports Authority of Trinidad and Tobago ("the Authority") was established by the Airports Authority of Trinidad and Tobago Act Chapter 49:02 of the laws of Trinidad and Tobago and is responsible for the development and management of its airport estates, including the maintenance and improvement of its facilities, so as to ensure the availability of efficient, secure and safe aviation services and commercial viability.
2. The Authority hereby invites suitably qualified firms to submit sealed bids for Supply and Delivery of Stationery Items for the Piarco International Airport and the ANR Robinson International Airport. The estimated quantities over the Term of the Framework Agreements are outlined in the Estimated Schedule of Requirements- Supply of Goods and the Stationery Items are to be delivered to the Authority's Stores Department, Airports Administration Centre, South Terminal, Piarco International Airport, Golden Grove Road, Piarco.
3. Bidders who wish to participate in this ITB process must be prequalified on the Office of Procurement Regulation's depository under the following line of business: #44000000.
4. Interested parties may request the ITB Document from the Authority's Chief Procurement Officer via email at [ChiefProcurementOfficer@tntairports.com](mailto:ChiefProcurementOfficer@tntairports.com).
5. The Invitation to Bid (FA) will only be issued electronically to prequalified providers of the goods and services required, listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR).

### Tendering Process

6. The Authority is undertaking the First Stage Procurement process with a view to concluding Closed Framework Agreements.
7. The Authority is the sole Purchaser under the Framework Agreements.
8. The Framework Agreements to be concluded will be Single-User. The Single-User entitled to purchase under the Framework Agreements is the Authority.
9. The Framework Agreements to be concluded will be Multi-Supplier.
10. The selection of a Framework Agreement Supplier to be awarded a Call-off Contract will be done through a Secondary Procurement process as defined in the Framework Agreement. However, the conclusion of a Framework Agreement shall not impose any obligation on the Authority, to purchase Goods under a Call-off Contract. The conclusion of a Framework Agreement does not guarantee that a Framework Agreement Supplier will be awarded a Call-off Contract.
11. The Framework Agreements shall be concluded for a Term of two (2) years with the option to renew for a further period of one (1) year from the commencement date stated in the Framework Agreement.
12. Interested eligible Bidders may obtain further information from the Authority's Chief Procurement Officer via the email provided above.
13. The method of delivery of bids will be electronic. Bids must be uploaded on or before **Tuesday March 5th, 2024 at 2:00 pm (AST)** using the designated upload link provided by the Authority. Late Bids will be rejected. Bids will be publicly opened via a virtual meeting in the presence of the Bidders' designated representatives and anyone who chooses to attend, on **Tuesday March 5th, 2024 at 2:30 pm (AST)**.
14. To attend the Virtual Public Opening, interested parties can access the link via the Authority's website at <https://www.tntairports.com/NEW/businessops.html>.
15. The contract will be awarded in accordance with the pre-defined evaluation and qualification criteria outlined in the bidding documents. The services to be provided will be governed by the terms and conditions outlined in the respective Request for Bid (FA).
16. Bids must be completed and submitted in accordance with the instructions outlined in the bidding documents.
17. Bidders may request additional information by sending an email to [ChiefProcurementOfficer@tntairports.com](mailto:ChiefProcurementOfficer@tntairports.com) on or before Monday February 19th 2024.
18. Bidders must upload the softcopy of their Bid in PDF format by using the designated upload link provided by the Authority. The Bid file must be uploaded with the applicable naming convention in the format:

**“<insert Bidder's Name> Invitation to Bid for The Establishment of Closed Multi-Supplier Framework Agreements for The Provision of Stationery Items at The Piarco International Airport and The ANR Robinson International Airport”**

and be addressed to:

**Chief Procurement Officer  
Airports Authority of Trinidad and Tobago  
Airports Administration Centre  
Piarco International Airport  
South Terminal  
Golden Grove Road  
Piarco**

**and shall include the Bidder's name.**

19. Bids delivered in accordance with the instructions in the Invitation to Bid (FA) documents will be opened virtually on the same day, shortly after the deadline date and time for the submission of bids. Bidders and/or their representatives are invited to be present at the virtual bid opening.
20. **LATE Bids will not be considered under any circumstances.**
21. The Authority does not bind itself to accept the lowest or any bid.
22. The Authority reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their Bids.
23. 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.

**CHIEF PROCUREMENT OFFICER  
AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO**