



Airports
Authority
OF TRINIDAD AND TOBAGO



REQUEST FOR PROPOSALS

DESIGN, IMPLEMENTATION AND MAINTENANCE OF THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO'S CORPORATE WEBSITE

Airports Authority of Trinidad and Tobago ("the Authority") invites proposals from suitably qualified companies/businesses to provide the following services:

"Design, Implementation and Maintenance of the Airports Authority of Trinidad and Tobago's Corporate Website"

In order to obtain the Request for Proposal ("RFP") document, prospective Proposers must email the Corporate Secretary at corporate_secretary@tntairports.com on or before **Tuesday 27th September, 2022 at 4:00pm Atlantic Standard Time (AST)** (AST is four hours behind Coordinated Universal Time - UTC), with the subject **"Design, Implementation and Maintenance of the Airports Authority of Trinidad and Tobago's Corporate Website"** requesting the RFP document. The email shall include:

1. Company/Business Name;
2. Company Representative Name;
3. Representative Email Address; and
4. Representative Telephone contact.

Prospective Proposers are required to attend the **mandatory Virtual Pre-Proposal Meeting** scheduled for **Wednesday 28th September, 2022 at 10:00am (AST)**. Invitations will be emailed to Proposers who have purchased the RFP document.

A non-refundable Tender fee of **Five Hundred Trinidad and Tobago ("TT") dollars (TT\$500)** is payable for purchase of the RFP document. Prospective proposers shall receive instructions in this regard upon their request for the RFP document. A copy of the receipt of purchase of the RFP must be submitted with the Tender.

Proposers must submit ONE (1) softcopy of their proposal **no later than 2:00pm AST on Wednesday 26th October, 2022** in Portable Document Format ("PDF") format via the link provided by the Authority. A Proposer who submits or participates in more than one proposal shall cause all proposals submitted with their participation to be rejected. The submitted Proposal must be clearly labelled:

"Design, Implementation and Maintenance of the Airports Authority of Trinidad and Tobago's Corporate Website"

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**

The Authority shall host a virtual public opening thereafter at **2:30pm AST**. Proposers or their representatives may witness the virtual opening.

Requests for clarification must be emailed to corporate_secretary@tntairports.com by **Monday 3rd October, 2022 at 4:00pm AST**.

LATE PROPOSALS WILL NOT BE CONSIDERED IN ANY CIRCUMSTANCES. Proposals submitted by means of facsimile or email shall 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 virtual Pre-Proposal Meeting will result in the disqualification of the submitted Proposal.

The Authority does not bind itself to accept the lowest or any other proposal.

**SECRETARY – TENDERS COMMITTEE
AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO**

September 2022