



Airports  
Authority  
OF TRINIDAD AND TOBAGO



# PROCUREMENT NOTICE

## REQUEST FOR PROPOSALS FOR DEVELOPMENT OF A STRATEGIC PLAN FOR A PERIOD OF FIVE (5) YEARS

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 proposals for the **Development of a Strategic Plan for a period of five (5) years.**
3. Proponents who wish to participate in this RFP process must be prequalified on the Office of Procurement Regulation’s depository under the following Line of Business
  - # **80101504 – Strategic Planning Consultation Services**
4. Interested parties may request the RFP Document from the Authority’s Chief Procurement Officer via email at [ChiefProcurementOfficer@tntairports.com](mailto:ChiefProcurementOfficer@tntairports.com).
5. The Request for Proposal (RFP) will only be issued electronically to prequalified providers of the service required, listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR).

### Tendering Process

6. Proponents are advised that a Mandatory Pre-Proposal Meeting shall not be applicable for this solicitation process.
7. The contract will be awarded in accordance with the pre-defined evaluation criteria and a scoring system outlined in the Request for Proposal (“RFP”) Document, for the **Development of a Strategic Plan for a Period of Five (5) Years.**
8. Proponents must upload the softcopy of their Proposal in PDF format by using the designated upload link provided by the Authority. The Proposal file must be uploaded with the applicable naming convention in the format:

“<insert Proposer’s Name> Request for Proposal for the Development of a Strategic Plan for a Period of Five (5) Years”

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 Proposer’s name.**

9. The deadline for submission of Proposals is no later than **MONDAY 6TH MAY 2024 @ 2:00 P.M. (AST).**
10. Proposals will be publicly opened via a virtual meeting in the presence of the Proposers’ designated representatives and anyone who chooses to attend, on the same date **MONDAY 6TH MAY 2024 @ 2:30 PM (AST).**
11. 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>.
12. Proposals must be completed and submitted in accordance with the instructions outlined in the RFP document.
13. Proposers may request additional information by sending an email to [ChiefProcurementOfficer@tntairports.com](mailto:ChiefProcurementOfficer@tntairports.com) on or before **FRIDAY 12TH APRIL 2024 up to 4:00 P.M. (AST).**
14. **LATE Proposals will not be considered under any circumstances.**
15. The Authority does not bind itself to accept the lowest or any proposal.
16. 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 proposal.
17. Failure to comply with any of these instructions or to submit any documentation required in the RFP document may result in proposals not being considered.

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

**APRIL 2024**