



Airports  
Authority  
OF TRINIDAD AND TOBAGO



# PROCUREMENT NOTICE

## REQUEST FOR PROPOSAL FOR DESIGN, SUPPLY AND INSTALLATION OF OFFICE FURNITURE AT THE NEW TERMINAL AT 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. Proponents are hereby invited to submit a **Technical Proposal and a Commercial Proposal in separate files** in accordance with the procedures for the Request for Proposals for **Design, Supply and Installation of Office Furniture at the New Terminal at ANR Robinson International Airport**.
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:  
**#72153606 - Office Furniture Installation or Reconfiguration Service**
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 services required, listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR).

### Tendering Process

6. Proponent’s representatives are to attend a **Mandatory** Pre-Bid Meeting and Site Visit scheduled for **Wednesday 26th March, 2025 at 1:30pm.(AST)** at the **Airports Administration Building, ANR Robinson International Airport - Tobago**. Bidders are advised that representatives in attendance to this Mandatory event, must be outfitted with the necessary Safety Shoes and PPE gear.
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, the **Design, Supply and Installation of Office Furniture at the New Terminal at ANR Robinson International**. Proponents must submit a Bid Security in favour of the Authority marked to the value of **TWENTY-THREE THOUSAND TRINIDAD AND TOBAGO DOLLARS (TT\$23,000.00)**. The Bid Security may be either, in the form of a certified manager’s cheque or bond (in the Form of Bid Security contained in the RFP document) established with a financial institution incorporated in Trinidad and Tobago and acceptable to the Authority. (See RFP Document for further details).
8. Proponents must upload the softcopy of their Proposal in two (2) separate files in PDF format, one (1) containing the **Technical Proposal** and the other containing the **Commercial Proposal** by using the designated upload link provided by the Authority.
9. The **Technical Proposal File** must be uploaded with the applicable naming convention in the format:

“<insert Proposer’s Name> **Technical Proposal**

and

The **Commercial Proposal File** must be uploaded with the applicable naming convention in the format:

“<insert Proposer’s Name> **Commercial Proposal**

and be addressed to:

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

10. The deadline for submission of Proposals is on **Wednesday 23rd April, 2025 @ 2:00 PM (AST)**. Proposals will be publicly opened via a virtual meeting in the presence of the Proponents’ designated representatives and anyone who chooses to attend, on the same date **Wednesday 23rd April, 2025 @ 2:30 PM (AST)**.
11. To attend the Virtual Public Opening, interested parties can access the link on the Authority’s website via the same link provided above; via the Authority’s website at <https://tntairports.com/business/procurement/procurement-opportunities/>
12. **Technical Proposals and Commercial Proposals** must be completed and submitted in accordance with the instructions outlined in the bidding document.
13. Proponents may request additional information by sending an email to [ChiefProcurementOfficer@tntairports.com](mailto:ChiefProcurementOfficer@tntairports.com) on or before **Thursday 3rd April, 2025 up to 4:00 PM (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 bidding document may result in proposals not being considered.

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

**MARCH 2025**