



Airports  
Authority  
OF TRINIDAD AND TOBAGO



# PROCUREMENT NOTICE

## INVITATION TO BID FOR LEASING, MAINTENANCE AND SERVICING OF SEVEN (7) MULTI-FUNCTIONAL PHOTOCOPIER MACHINES FOR A PERIOD OF THREE (3) YEARS AT THE PIARCO AND ANR ROBINSON INTERNATIONAL AIRPORTS

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 **LEASING, MAINTENANCE AND SERVICING OF SEVEN (7) MULTI-FUNCTIONAL PHOTOCOPIER MACHINES FOR A PERIOD OF THREE (3) YEARS AT THE PIARCO AND ANR ROBINSON INTERNATIONAL AIRPORTS**
3. Bidders who wish to participate in this ITB process must be prequalified on the Office of Procurement Regulation’s depository under any of the following lines of business:
  - # **80161801 – PHOTOCOPIER RENTAL OR LEASING SERVICE**
  - # **44101501 – PHOTOCOPIER**
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 (ITB) 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. Proponent’s representatives are encouraged to attend a **Mandatory Virtual Pre-Bid Meeting** scheduled for **FRIDAY 21ST MARCH 2025 @ 2:00 PM (AST)**. The link to the virtual meeting can be accessed on the Authority’s website at <https://tntairports.com/business/procurement/procurement-opportunities/>
7. The contract will be awarded in accordance with the pre-defined evaluation criteria and a scoring system outlined in the Invitation to Bid (“ITB”) Document, for the **LEASING, MAINTENANCE AND SERVICING OF SEVEN (7) MULTI-FUNCTIONAL PHOTOCOPIER MACHINES FOR A PERIOD OF THREE (3) YEARS AT THE PIARCO AND ANR ROBINSON INTERNATIONAL AIRPORTS**.
8. Bidders must submit a Bid Security in favour of the Authority marked to the value **FIFTY THOUSAND Trinidad and Tobago Dollars (TT\$50,000.00)**. 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 Bid document) established with a financial institution incorporated in Trinidad and Tobago and acceptable to the Authority. (See ITB Document for further details).
9. 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

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**

and shall include the Bidder’s name.

10. The deadline for submission of Bids is **FRIDAY 25TH APRIL, 2025 at 2:00 pm (AST)**. Bids will be publicly opened via a virtual meeting in the presence of the Bidders’ designated representatives and anyone who chooses to attend, on the same date **FRIDAY 25TH APRIL, 2025 at 2:30 pm (AST)**.
11. To attend the Virtual Public Opening, interested parties can access the link via the Authority’s website at <https://tntairports.com/business/procurement/procurement-opportunities/>
12. Bids must be completed and submitted in accordance with the instructions outlined in the bidding document.
13. Bidders may request additional information by sending an email to [ChiefProcurementOfficer@tntairports.com](mailto:ChiefProcurementOfficer@tntairports.com) on or before **FRIDAY 28TH MARCH, 2025 @ 4:00 pm (AST)**.
14. **LATE Bids will not be considered under any circumstances.**
15. The Authority does not bind itself to accept the lowest or any bid.
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 Bids.
17. 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  
(MARCH 2025)**