



Airports
Authority
OF TRINIDAD AND TOBAGO



PROCUREMENT NOTICE

INVITATION TO BID FOR THE UPGRADE OF THE TELEPHONE SYSTEM AT AIRPORTS ADMINISTRATION CENTRE, SOUTH TERMINAL, PIARCO 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 **THE UPGRADE OF THE TELEPHONE SYSTEM AT AIRPORTS ADMINISTRATION CENTRE, SOUTH TERMINAL, PIARCO INTERNATIONAL AIRPORT.**
3. Bidders who wish to participate in this ITB process must be registered on the Office of Procurement Regulation's depository under any of the following lines of business:
 - # **43222805** – "Private branch exchange PBX equipment"
 - # **43221504** – "Premise branch exchange PBX systems"
 - # **43191511** – "IP phones"
4. Interested parties may request the ITB Document from the Authority's Chief Procurement Officer via email at ChiefProcurementOfficer@tntairports.com.
5. The Invitation to Bid (ITB) will only be issued electronically, to registered providers of the goods and services required, as listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR).

Tendering Process

6. Bidder's representatives must attend the Mandatory Pre-Bid meeting which will be held on site.
7. The **Mandatory Pre-Bid Meeting** is scheduled for **THURSDAY 08TH JANUARY 2026 at 10:00 AM (AST)** at the **Airports Administration Centre, Piarco International Airport, South Terminal, Golden Grove Road Piarco. Representatives attending the meeting in person must be outfitted with the necessary Safety Shoes and PPE gear.**
8. 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, **THE UPGRADE OF THE TELEPHONE SYSTEM AT AIRPORTS ADMINISTRATION CENTRE, SOUTH TERMINAL, PIARCO INTERNATIONAL AIRPORT.**
9. Bidders must submit a Bid Security in favour of the Authority marked to the value of **FIFTEEN THOUSAND, TWO HUNDRED TRINIDAD AND TOBAGO DOLLARS (TT\$15,200.00)**. 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).
10. 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**

11. The deadline for submission of Bids is on **FRIDAY 23RD JANUARY 2026 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 23RD JANUARY 2026 at 2:30 PM (AST)**
12. To attend the Virtual Public Opening, interested parties can access the link on the Authority's website at <https://tntairports.com/business/procurement/procurement-opportunities/>.
13. Bids must be completed and submitted in accordance with the instructions outlined in the bidding document.
14. Bidders may request additional information by sending an email to ChiefProcurementOfficer@tntairports.com on or before **MONDAY 12TH JANUARY 2026 up to 4:00 PM. (AST)**.
15. **LATE Bids will not be considered under any circumstances.**
16. The Authority does not bind itself to accept the lowest or any bid.
17. 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.
18. 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**

DECEMBER 2025