



**Airports
Authority**
OF TRINIDAD AND TOBAGO

PROCUREMENT NOTICE

REQUEST FOR PROPOSAL FOR UPGRADE OF THE ID ACCESS CONTROL SYSTEM FOR THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO

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 Proposal for the **UPGRADE OF THE ID ACCESS CONTROL SYSTEM FOR THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO**.
3. Proponents who wish to participate in this RFP process must be **prequalified** on the Office of Procurement Regulation's Depository under any of the following lines of business:
 - # **46171619 – SECURITY OR ACCESS CONTROL SYSTEMS**
 - # **43222625 – ACCESS SERVERS**
 - # **72151701 – ACCESS CONTROL SYSTEM INSTALLATION SERVICE**
4. Interested parties may request the RFP Document from the Authority's Chief Procurement Officer via email at 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 Virtual Pre-Proposal Meeting and Site Visit** scheduled for **FRIDAY 14TH AUGUST 2026 @ 10:00 AM (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 Request for Proposal (RFP) Document, the **UPGRADE OF THE ID ACCESS CONTROL SYSTEM FOR THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO**.
8. Proponents must submit a Bid Security in favour of the Authority marked to the value of **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 RFP document) established with a financial institution incorporated in Trinidad and Tobago and acceptable to the Authority. (See RFP Document for further details).
9. 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.
10. 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**

11. The deadline for submission of Proposals is on **TUESDAY 29TH SEPTEMBER 2026 @ 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 **TUESDAY 29TH SEPTEMBER 2026 @ 2:30 P.M. (AST)**.
12. 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/>.
13. **Technical Proposals and Commercial Proposals** must be completed and submitted in accordance with the instructions outlined in the bidding document.
14. Proponents may request additional information by sending an email to ChiefProcurementOfficer@tntairports.com on or before **FRIDAY 21ST AUGUST 2026**.
15. **LATE Proposals will not be considered under any circumstances.**
16. The Authority does not bind itself to accept the lowest or any Proposal.
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 proposal.
18. 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**

JULY 2026