

INVITATION TO BID

SUPPLY OF JANITORIAL SERVICES AT NP COMPOUND - SEA LOTS

Trinidad & Tobago National Petroleum Marketing Company Limited invites suitably qualified suppliers/contractors to bid for the Supply of Janitorial Services at National Petroleum Compound, Sea Lots, Port-of-Spain.

PROJECT SCOPE

NPMC proposes to contract for the supply of Janitorial Services at its Sea Lots compound facilities inclusive of offices, toilet and bath facilities, recreational area, lunch and change rooms, and work stations for a period of two (2) years.

COLLECTION OF BID DOCUMENTS

Contractors wishing to respond may obtain the Invitation to Bid Documents from **Friday 16th September 2022 to Friday 7th October 2022** after the payment of a non-refundable fee of TT \$600.00 by Cash, Certified Cheque or LINX to the Head Office Cashier at **NP House, National Drive, Sea Lots, Port-of-Spain** between the hours of **7:30 a.m. to 11:45 a.m. and 12:45 p.m. to 2:00 p.m.**

Bid documents may be collected upon presentation of the Receipt at the:

**Contracts Administration Department
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive, Sea Lots, Port-of-Spain,
TRINIDAD, W.I.**

SUBMISSION AND CLOSING OF BIDS

The original and a copy of each Bid shall be submitted in a plain brown envelope clearly marked:

**TENDER FOR:
SUPPLY OF JANITORIAL SERVICES AT NP COMPOUND, SEA LOTS.**

and addressed to:

**The Secretary Tenders Committee
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive
Sea Lots, Port-of-Spain**

and deposited in the **White Tenders Box, located in the Phase III Lobby** at the above address no later than **10.00 a.m. on Wednesday 26th October 2022.**

Bids must be accompanied where applicable by:

- Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue
- Valid Certificate of Compliance issued in accordance with the National Insurance Act, Chapter 32:01
- A copy of your receipt for the payment of TT\$600.00 for the bid document

Bids will be opened immediately after the tender closes, at NP House, National Drive, Sea Lots, Port-of-Spain. In light of the COVID -19 pandemic and the established guidelines for social distancing, there will be no public opening of bids. Opening will instead be conducted via Microsoft Teams and the link will be made available via email.

Bids received after the closing date and time will not be considered.

RESERVATIONS / LIMITATIONS

Trinidad & Tobago National Petroleum Marketing Company Limited reserves the right to accept or reject any or all bids or annul the bid process at any time or cancel any or all of the works and services for which the Invitation to Bid is issued in its entirety or partially without defraying any costs incurred by the bidder in its participation in any part of the bidding process including but not limited to the preparation and submission of bids.



For all life's journeys