

INVITATION TO BID

LEASE OF PHOTOCOPIERS (2023 – 2026)

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) invites suitably qualified and experienced Suppliers to submit bids for the lease of Photocopiers at its main office, NP Sea Lots, and other offices located at Piarco, Pointe-a-Pierre, San Fernando, NATPET, LFCTT Facility located in Caroni and Tobago.

PROJECT SCOPE

The Supplier shall supply on a lease arrangement, Photocopiers for a three (3) year period 2023 – 2026. Please note that the supply of all labour, equipment, materials and supervision necessary for the proper installation and maintenance of each equipment is required for the period.

COLLECTION OF BID DOCUMENTS

Interested Suppliers can obtain the Invitation to Bid documents from **Monday 5th December 2022 to Friday 23rd December 2022** after the payment of a non-refundable fee of TT \$500.00 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 11:30 a.m. and 1:00 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 THE LEASE OF PHOTOCOPIERS (2023 – 2026).

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 11th January 2023.**

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
- A copy of your receipt for the payment of TT\$500.00 for the bid document

Tenders will be opened immediately after the closing time for submissions of Bids, at NP House, Sea Lots, Port of Spain. There will be no physical opening of tenders. The opening of tenders will be conducted virtually via Microsoft Teams and a link would be made available to all Bidders via email.

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

RESERVATIONS / LIMITATIONS

Trinidad & Tobago National Petroleum Marketing Company Limited (NPMC) reserves the right to accept or reject any or all Bids or annul the bid process at any time or cancel any or all service for which the Invitation to Bid is issued in its entirety or partially without defraying any costs incurred by the Bidder in its participation thereof including but not limited to the preparation and submission of the bid package



For all life's journeys