



Trinidad and Tobago Bureau of Standards

1-2 Century Drive,
Trincity Industrial
Estate Macoya,
Tunapuna
Trinidad, West Indies

EXPRESSION OF INTEREST (EOI)

EOI REF #: TTBS 2025-METROLOGY 12

EOI DATE: 2025-03-10

**PROVISION OF TRUCKING SERVICES FOR THE
TRANSPORTATION OF WEIGHTS**

Closing Date – 2025-04-04 at 1:00 p.m. AST

Expression of Interest for the Provision of Trucking Services for the Transportation of Weights
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1. BACKGROUND

The Trinidad and Tobago Bureau of Standards (TTBS) has the statutory responsibility for the quality of goods and services subject to trade in Trinidad and Tobago. TTBS is a corporate body established on 1974-07-08 and is governed by the authority of the Standards Act Chapter 82:03 and the Metrology Act, Chapter 82:06. TTBS operates under the aegis of the Ministry of Trade and Industry (MTI).

The main business of TTBS is to promote and encourage the development and maintenance of standards; establish standards to improve goods produced or used in Trinidad and Tobago; ensure industrial efficiency and development; and promote public and industrial welfare, health, safety and protection of the environment. This mandate covers all goods except food, drugs and cosmetics.

TTBS has initiated an Expression of Interest process for selecting a company or individual to transport weights. The selected trucking company or individual will provide transportation services via truck and hiab for the movement of weights between the TTBS compound located at 1-2 Century Drive Trincity Industrial Estate Macoya and designated client locations across Trinidad and Tobago. The services must ensure efficiency, reliability, and adherence to health, safety, and quality standards.

2. ELIGIBILITY REQUIREMENTS

Individuals or firms may apply. Interested parties must possess and submit the following documents:

- a) Business Registration Certificate: Proof that the company is registered and authorized to operate in Trinidad and Tobago for companies.
- b) Income Tax Clearance Certificate from BIR for companies/firms
- c) Value Added Tax Clearance for companies/firms;
- d) National Insurance Scheme Compliance Certificate valid as of the deadline date for submission of EOI or a letter of exemption from the National Insurance Board
- e) Office of Procurement Regulator Certification registration number
- f) Evidence of relevant insurance
- g) Experience for the past five (5) years showing major transactions undertaken;
- h) Transport Licensing Authority (TLA) Approval: For commercial vehicles used in transportation.
- i) All other documents or evidence as outlined under the scope of services.

3. REGISTRATION AND PRE-QUALIFICATION WITH THE OFFICE OF PROCUREMENT REGULATION (OPR)

Bidders must be registered on the Procurement Depository to be considered for an award of contract. *In accordance with Regulation 8 of the Public Procurement and Disposal of Public Property (Pre-qualification and Pre-selection) Regulations, 2021, only suppliers and contractors that are prequalified in the Procurement Depository are to be invited to submit a Proposal. The following valid documents shall be provided in the Procurement Depository in order for TTBS to prequalify the bidder.*

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- i. Bidder's Profile
- ii. Certification of Incorporation / Continuance / Registration
- iii. Qualification Certificates

The line of Business to be created for this project in the depository is “78101808-Road Transport of dry bulk”

4. CLARIFICATION ON REQUIREMENTS OF EOI

TTBS reserves the right to request clarification from parties submitting proposals after the Deadline for Submission.

Any request for clarification must be made in writing and sent via email to procurement.officer@tbs.org.tt

Any request for clarification sent to any address other than those stated above shall be considered invalid.

TTBS will issue responses to valid requests for clarification in writing via e-mail.

5. SUBMISSION OF DOCUMENTS

Responses must be submitted electronically in PDF format with the subject “**Provision of Trucking Services for the Transportation Weights**” no later than 1:00 p.m. Friday 04th April 2025, to procurement.officer@tbs.org.tt

The submission must be addressed to:
The Named Procurement Officer
Trinidad and Tobago Bureau of Standards (TTBS)
1-2 Century Drive Trincity Industrial Estate
Macoya.

TTBS may, at its sole discretion, extend the submission deadline stated above by issuing an amendment. In this case, all Bidders shall be notified in writing and shall, therefore, be subject to the new deadline as extended.

6. SCOPE OF SERVICES

a) Transportation Services

- Transport weights (of varying sizes and specifications) capacity 20 000 kg (twenty 1000 kg weights) from the TTBS compound to client locations. Weights must be collected at 7:00 a.m. on the scheduled mornings unless advised otherwise.
- Collect and return weights to the TTBS compound after client use.

b) Handling and Loading/Unloading

- Provide labour and equipment (e.g., manual lifting devices –slings and shackles) for safely loading and unloading weights.

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- Ensure weights are handled with care to prevent damage or loss.

c) Vehicle Requirements

- Provide appropriately sized and well-maintained vehicles suitable for transporting weights of varying sizes and weights.
- Ensure vehicles comply with national transportation regulations and standards.

d) Delivery and Pickup Schedule

- Coordinate with TTBS to establish a mutually agreed delivery and pickup schedule.
- Ensure punctuality and flexibility in meeting urgent transportation requests.

e) Safety and Compliance

- Adhere to all applicable health, safety, and environmental regulations during transportation and handling.
- Ensure all personnel involved in the transportation process are trained in safe handling procedures.
- There must be a banksman to direct the truck when reversing onto the TTBS compound. All transport service provider personnel should have a PLEA certification
- PPE – flame-resistant clothing, etc

f) Documentation and Reporting

- Maintain accurate transportation records, including pickup and delivery receipts, weight specifications, and any incidents during transit.
- Provide regular reports on services rendered, including delivery schedules, route details, and vehicle usage.
- Provision of contingency plans in case of vehicle breakdowns or delays.

g) Performance Standards

The service provider must:

- Ensure timely delivery and return of weights as scheduled.
- Maintain weights in the same condition as received.
- Respond promptly to requests for changes to the schedule or urgent deliveries.

h) Insurance and Liability

- Provide evidence of comprehensive insurance coverage for vehicles, goods in transit, and third-party liability.
- Assume liability for any damage or loss of weights during transit.

7. EVIDENCE OF CERTIFICATIONS TO BE SUBMITTED

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a. Vehicle Certifications

- Roadworthiness Certificate: The Licensing Division issues a roadworthiness certificate for each vehicle used to confirm that it meets safety standards.
- Commercial Vehicle Inspection Certificate: Annual inspection certification for heavy-duty vehicles.
- Insurance Coverage: Comprehensive insurance for vehicles, cargo in transit, and third-party liability (all vehicles must have a spark assessor).
- The inspection certificate for the hiab
- The certificate for the rigging apparatus i.e. slings, shackles etc
- Evidence of Regular maintenance and inspections of - hiab/vehicle to ensure equipment is in safe working condition.
- Mechanically functional (no leaks, operational issues)
- Diesel powdered
- Have a backup alarm
- Fire extinguisher (inspected and certified fit for use)
- Contain a spark-arrester device

c. Personnel Certifications

- Driver’s Licenses for Heavy Equipment: Drivers must possess valid heavy goods vehicle (HGV) licenses appropriate for the size and type of truck they operate.
- Drivers must have a current defensive driving certificate issued by an authorizing body; this is a requirement for the Point Lisas Industrial Estate
- Forklift or Crane Operator or Banksman Certification: For all personnel involved in loading and unloading using equipment.
- Signal persons must be qualified to communicate effectively with operators, ensuring clear and accurate signals during operations.
- Any relevant safety protocols and procedures for crane operations.
- Emergency Procedures: in case of equipment failure or accidents.

8. SELECTION CRITERIA

The shortlisting of applicants will be based on a scoring system where the bidder must achieve a minimum score of 60 to be considered.

NO	CRITERIA	WEIGHT
	Compliance & Licensing	
1	Compliance with local transport regulations	30
	Vehicle safety standards and certifications, valid licenses, permits, inspection certificate for hiab, certificate for rigging apparatus	
	Driver training, qualifications, background checks, valid defensive driving certificate	

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NO	CRITERIA	WEIGHT
	Insurance coverage for weights being transported	
2	Experience and reputation	30
	Number of years in the transportation business	
	Client references (At least three must be provided)	
	Track record of on-time delivery and performance	
4	Fleet & Equipment	20
	Condition, age, and maintenance of vehicles	
	Use of fleet management and GPS tracking	
	Evidence of regular maintenance and inspections	
3	Payment Terms & Conditions	20
	Payment schedule and flexibility	
	Pricing structure (flat rate, per mile/km, per trip)	
	Cancellation policy	

9. CONFIDENTIALITY

The Bidder shall treat all information supplied by TTBS in connection with this EOI as confidential, save for such information that may be disclosed so far as is required for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of its Bid.

All information supplied by bidders in response to this EOI shall be treated as confidential by TTBS unless the law requires disclosure.

The Bidder shall not, except as authorised by TTBS or required by the stipulated duties under the contract, use for the Supplier's own benefit or gain or divulge to any persons, firm, company or other organization whatsoever any confidential information belonging to the Government/TTBS or relating to the affairs or dealing which may come to the supplier's knowledge during the engagement. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than in breach of this clause.

10. DISCLAIMER

TTBS shall not be responsible for any cost incurred by any company or individual in preparing or submitting any proposal or procuring or contracting any services.

Selection does not confer exclusivity rights nor guarantee that a company or individual will receive instructions from TTBS.

TTBS reserves the right to accept, reject or cancel the Expression of Interest.

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11. CANCELLATION OF THE EOI PROCESS

TTBS reserves the right to cancel the EOI process in its entirety or partially for any reason without defraying any costs incurred by bidders. Notice of such cancellation will be communicated to all participating bidders.

This EOI is an invitation for expression of interest and not an offer. By submitting an EOI, applicants acknowledge that this does not constitute a contract or offer of any kind. TTBS make no representation, warranty, assurance, guarantee, or endorsement concerning the EOI or any data shared.

12. PROCUREMENT PROCESS

The procurement process will follow the laid down procedure by the Public Procurement and Disposal of Public Property Act, 2015.

The currency for payment of company or individual will be Trinidad and Tobago Dollars.

END OF DOCUMENT