REQUEST FOR PROPOSAL

The Trinidad and Tobago Bureau of Standards (TTBS) invites suitably qualified firms to submit Bids for the following:

Supply, installation and maintenance of air conditioning units and ducting- RFP # TTBS 2026-ADMINISTRATION 01

RFP Issue Date	▶ **Monday 16th November, 2026**
Site Visit Date & Time	▶ **Saturday 28th November 2026 9:00 a.m. to 11:00 a.m.**
Submission Deadline Date & Time	▶ **Wednesday 30th December 2026 at 4:00 p.m. (AST)**

1. Interested vendors are required to send an email request to procurement.officer@ttbs.org.tt in order to be issued the RFP Documents. An electronic copy of the complete set of RFP documents will be provided via email from procurement.officer@ttbs.org.tt. The request should contain the following information:

i. the vendor's business name, address, telephone number and email; and
ii. the name, designation, email address and direct contact number of the vendor's designated representative for the purpose of the RFP.

2. All interested vendors shall attend a **MANDATORY** site visit at 1-2 Century Drive, Trincity Industrial Estate, Macoya.

3. The contract will be awarded in accordance with the pre-defined evaluation methodology outlined in the RFP documents. The services to be provided will be governed by the terms and conditions outlined in the draft contract included in the RFP Document.

4. Bids must be completed and submitted in accordance with the instructions outlined in the RFP documents.

5. Bids shall be submitted electronically to tenders@ttbs.org.tt in accordance with the instructions provided in the RFP documents no later than the date and time indicated in the table above. Late submissions will not be accepted. Vendors are strongly advised to submit their bids well in advance of the deadline to mitigate the risk of their quotes being rejected.

6. LATE Bids will not be considered under any circumstances.

7. TTBS does not bind itself to accept the lowest or any bid.

8. TTBS 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.

9. Failure to comply with any of these instructions or submit any mandatory documents will result in quotes not being considered.

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TRINIDAD AND TOBAGO BUREAU OF STANDARDS

Procurement Officer: 868-662-8827 Ext. 2004

1-2 Century Drive,
Trincity Industrial Estate, Macoya, Tunapuna
Tel Nos.: 662-TTBS (8827), 663-4835/6
Fax No.: 663-4335 • Email:ttbs@ttbs.org.tt
Website: www.gottbs.com