Government of the Republic of Trinidad and Tobago
Ministry of Transport and Civil Aviation

PROCUREMENT NOTICE

INVITATION TO BID

Tenderers are invited to submit bids to the Ministry of Transport and Civil Aviation for the:

"Supply and Delivery of Secure Printing Materials and Consumables for Production of Priority Bus Route (PBR) Permits for a period of one (1) year

Solicitation Documents may be requested, during normal working hours from the Procurement Unit, Ministry of Transport and Civil Aviation, via electronic mail at: **mtca.procurement@gov.tt** A pre-tender meeting is scheduled for Friday 31st July 2026 at the PS Conference Room, Level 6, MOWI Head Office, 2-4 London Street, Port of Spain at 10:00 am. Any further information or clarification can be obtained from Administrative Officer II, PBR Unit during normal working hours via telephone at 625 1225 Ext 10928.

Solicitation documents **must** be inclusive of the following mandatory requirements:

I) **Valid Income Tax and Value Added Tax Clearance Certificates or Letter of Exemption** issued by the Board of Inland Revenue and dated not more than Six (6) months prior to the closing date of the tender. (Applicable to local firms only)

II) **A Valid Certificate of Compliance or Letter of Exemption** issued in accordance with the National Insurance Act. (Applicable to local firms only)

III) **Proof of Registration on the Procurement Depository (OPR)**

Failure to include statutory documents or letters of exemption shall result in bids deemed invalid and MTCA shall not proceed with the evaluation of your tender submission. Bids will be accepted from contractors/suppliers who are registered and prequalified on the OPR Procurement Depository.

The original solicitation document **(labelled "Original")** and one (1) copy **(labelled "Copy")** must be placed in a sealed envelope addressed to the Named Procurement Officer, Ministry of Transport and Civil Aviation and clearly labelled on the outside:

"Supply and Delivery of Secure Printing Materials and Consumables for Production of Priority Bus Route (PBR) Permits for a period of one (1) year"

Bids must be deposited in the Tender Box, located on Level 4, MOWT Building, #41-43 Sackville Street, Port of Spain, no later than **Friday 7th August 2026 at 1:00 pm.** Bids must be printed on both sides and bound accordingly.

Tenderers are advised that opening of tenders will be conducted via MICROSOFT TEAMS. The link must be requested from the Procurement Unit at **mtca.procurement@gov.tt** to login and view.

The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the Solicitation Document. The Ministry does not bind itself to accept the lowest or any other tender and, reserves the right to cancel this Invitation in its entirety.

Late submission of tenders **will not** be accepted under any circumstances.

Named Procurement Officer
Ministry of Transport and Civil Aviation

July 2026