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

PROCUREMENT NOTICE
REQUEST FOR PROPOSAL

Tenderers are invited to submit bid proposals to the Ministry of Transport and Civil Aviation for the:
" Development of Motor Vehicles Reserved Number Registration System"

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.** For further technical information or clarification that you require, please contact the IT Unit via email at **MTCA.ICTProposals@gov.tt** or the Procurement Unit at **mtca.procurement@gov.tt,** or by telephone at 625-1225 Ext. 10760, during normal working hours.

The following mandatory requirements ***must*** accompany solicitation documents:

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 before 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 Office of Procurement Regulation (OPR) Depository.**

Failure to include statutory documents shall result in tender submissions being deemed invalid, and the Ministry of Transport and Civil Aviation shall not proceed with the evaluation of such proposals. Bids will only be accepted from Contractors Registered/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:

" Development of Motor Vehicles Reserved Number Registration System"

Tender submissions are to be **printed on both sides and bound** accordingly. Submissions must be deposited in the **White Tender Box,** located on the **4th Floor MOWT Building, #41-43 Sackville Street, Port of Spain, no later than 1:00 pm on Thursday, 23rd April 2026.**

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

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 and re-invite.

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

Named Procurement Officer
Ministry of Transport and Civil Aviation

April 2026