



MINISTRY OF WORKS AND TRANSPORT PROCUREMENT TENDER NOTICE

Tenderers are invited to submit proposals for the Transport Division, Ministry of Works and Transport for the:

“Supply and Delivery of Secure Paper for the purpose of Generating Certified Copies”

Solicitation Documents may be requested during normal working hours from the Procurement Unit, Ministry of Works and Transport via electronic mail at: procurement@mowt.gov.tt or by contacting the Procurement Unit Level I, Ministry of Works and Transport, at telephone no: 625-1225, ext: 10185/10676.

Prospective tenderers are advised to visit the Ministry’s website at: <http://www.mowt.gov.tt> for details with respect to a pre-tender meeting. The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the proposal document.

Solicitation Documents must be accompanied by the following:

- 1. Valid Income Tax and Value Added Tax Clearance Certificates** 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).
- 2. A Valid Certificate of Compliance/or Letter of Exemption** issued in accordance with the National Insurance Act (Applicable to local firms only).

It is to be noted that failure to include the aforementioned statutory documents, shall result in tender submissions being deemed as invalid and the MOWT shall not proceed with the evaluation of your tender submission having not met this requirement. Proposals will be accepted only from suppliers registered on the **Office of the Procurement Regulation (OPR), Procurement Depository**. The original and one (1) copy of the proposal should be placed in one sealed envelope addressed to the Procurement Manager/Named Procurement Officer, Ministry of Works and Transport and clearly labelled on the outside:

“Supply and Delivery of Secure Paper for the purpose of Generating Certified Copies” for the Transport Division, Ministry of Works and Transport

Envelopes must be deposited in the **WHITE Tenders Box** no later than **1pm on Thursday March 14th, 2024** located on the Ground Floor of the Ministry of Works and Transport Head Office, 13 Richmond Street, Port of Spain, 100623.

Tenders will be opened shortly thereafter at the Ministry’s Head Office. **The opening will be conducted via Microsoft Teams, whereby tenderers or their authorized representatives are required to email a request at: procurement@mowt.gov.tt in order to login and view the opening.**

Late tenders **will not** be considered in any circumstances.

The Ministry of Works and Transport does not bind itself to accept the lowest or any other tender and reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

Failure to comply with any of these instructions or submit any mandatory documents will result in Tender Documents not being considered

Prospective tenderers are advised to visit the Ministry’s website at <http://www.mowt.gov.tt> for published Tender Notices.

**Named Procurement Officer
Ministry of Works and Transport**