INSTITUTE OF MARINE AFFAIRS

PROCUREMENT NOTICE

Supply of services for Janitorial Services for the Institute of Marine Affairs.

(RFP 25-26-001)

1. The Institute of Marine Affairs was established by Act of Parliament (Chap. 37:01 of the Revised Laws of the Republic of Trinidad and Tobago, as amended by Act No. 13 of 1990) and is responsible for collection, analysis and dissemination of information relating to the economic, technological, environmental, social and legal developments in marine affairs and to formulate and implement specific programmes/projects.

2. The Institute of Marine Affairs hereby invites suitably qualified firms to submit tenders for Janitorial Services for the Institute of Marine Affairs. The Institute is seeking to engage a qualified and experienced janitorial service provider to provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial (housekeeping) services as described in the specifications detailed herein. The required result is to maintain the facilities in such a manner as to provide a clean, healthy and safe work environment for occupants of our facilities.

3. The Request for Proposals (RFP) will be issued electronically to suitably qualified and experienced providers of the goods and services required, listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR).

Invitation to Prequalify

4. The deadline for submission of documents and application for pre-qualification in the Procurement Depository, in response to this Procurement Notice is **Tuesday 23 December 2025.**

Tendering Process

5. Proponent's representatives are encouraged to attend a Pre-bid Meeting scheduled for **Wednesday 17 December 2025 at 11:00 am AST** at **Institute of Marine Affairs Hilltop Lane Chaguaramas.**
6. The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the bidding documents. The services to be provided will be governed by the terms and conditions outlined in the respective ITB/RFPs.
7. Bids (or proposals) must be completed and submitted in accordance with the instructions outlined in the bidding documents.

8. Proponents may request additional information by sending an email to tenderbox@ima.gov.tt.
9. One (1) original, one (1) hard copy and one (1) electronic copy of the bid (or Proposal(s)) must be placed in sealed envelopes, labelled in accordance with the instructions in the bidding documents, and delivered into the appropriately labelled Tender Box located in the Lobby area at the address below by NO LATER THAN Tuesday 13 January 2025 at 12:00 noon.

   In addition, bid must also be sent via Electronically with hyperlinks to the various required documents as per scope of works on or before 12:00 pm AST on 13 January 2025 to tenderbox@ima.gov.tt.

   The pre-bid meeting and site visit will be held on Wednesday 17 December 2025 at 11:00 am AST at Institute of Marine Affairs Hilltop Lane Chaguaramas.
10. Proposals delivered in accordance with the instructions in the RFP documents will be opened publicly on the same day at the above address, shortly after the closing of the Tender Box(es). Proponents and/or their representatives are invited to be present at the opening.
11. LATE proposals will not be considered under any circumstances.
12. The Institute of Marine Affairs does not bind itself to accept the lowest or any bid (or Proposal).
13. The Institute of Marine Affairs reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposals.
14. Failure to comply with any of these instructions or to submit any documentation required in the bidding document may result in bids not being considered.

Dr Ava Maxam
Director