

THE OFFICE OF THE CHIEF PERSONNEL OFFICER

#3 Alexandra Street, St. Clair

REQUEST FOR QUOTATION – AMENDMENT 1

1. The Personnel Department, Office of the Chief Personnel Officer invites suitably qualified Firms/Individuals to submit Proposals for the following:

No.	RFQ Title and Reference #	RFP Issue Date	Pre-Submission Meeting Date & Time	Submission Deadline Date & Time
1.	Request for the provision of Janitorial Services- RFQ #001 2023/2024	22.01.2024	29.01.2024 @ 10:00 am 16.02.2024 @ 10.00AM	28.02.2024 @ 1:00pm 15.03.2024 @ 1.00PM

2. The Request for Quotation (RFQ) is open to suitably qualified and experienced providers of the services described in the above table, within Trinidad and Tobago.
3. Interested Firms/Individuals are required to send an email request for the Request for Quotation (RFQ) Document. An electronic copy of the complete RFQ document will be provided via email from cpotenders@gov.tt. The request should contain the following information:
 - I. The Firm's/Individual's business name, address, telephone number and email;
 - II. The name, designation, email address and direct contact number of the designated representative for the purpose of the RFQ.
4. The Firm/Individual's representatives are encouraged to attend a site visit pre-submission meeting, as indicated in the table above. The meeting invitation will be sent via email only to those communicating interest in keeping with item 3 above.
5. The contract will be awarded in accordance with the pre-defined evaluation methodology outlined in the RFQ. The services to be provided will be governed by the terms and conditions outlined in the respective RFQ Document.
6. Quotation must be complete and submitted in accordance with the instructions outlined in the RFQ documents, and must be accompanied by the required documents as well as the submissions required within the OPR's Procurement Depository. All documents with expiration dates must be valid at the time of submission.
7. Quotations shall be submitted physically, in accordance with the instructions of the RFQ documents. Firms/Individuals are strongly advised to ensure quotations are submitted well in advance of the deadline, to mitigate the risk of the quotation being rejected.

8. Quotations delivered in accordance with the instructions in the RFQ documents will be opened publicly on the same day, shortly after the submission deadline.
9. **The Office does not bind itself to accept the lowest or any quotation.**
10. Failure to comply with any of these instructions or submit any mandatory documents will result in quotation not being considered.
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Daryl Dindial
Accounting Officer
Chief Personnel Officer
JANUARY 29, 2024

