

REQUEST FOR EXPRESSIONS OF INTEREST

For

The Design, Production and Supply of UWI-branded Rings for The University of the West Indies, St. Augustine Campus

The **University of the West Indies, St. Augustine Campus (The UWI)**, through its Campus Projects Office (UWI-CPO), invites **Expressions of Interest [EOIs]** from qualified and experienced local jewelers/jewelry firms for the supply of rings (finger jewelry) for the St. Augustine Campus.

The purpose of this Invitation for EOI is to compile a short list of firms that will be subsequently invited to submit Proposals for the design, production and supply of UWI-branded rings.

Scope of Works

The scope of works will primarily involve the design, production and supply of UWI-branded rings to the UWI Alumni. It will also entail point of sale services including Alumni engagement for the purpose of fitting, sizing, cleaning during the ring selection and payment process, as well as after sales services involves ring repair and cleaning.

Based on minimum design specifications, the successful supplier will be responsible for the design of rings which will need to be approved and accepted by The UWI before the production of the rings.

Eligibility Requirements

All firms seeking to be shortlisted for further participation in the tender process must:

1. Be qualified, experienced and licensed to deal in precious metals and stones;
2. Have **at least 10 years' experience** in the provision of similar rings to schools, universities and other major learning institutions;
3. Interested firms must provide evidence of valid NIS Certificates, VAT Clearance Certificates, and Income Tax Clearance Certificates.

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This EOI is open to ALL new, past and current UWI-branded ring providers. Interested firms should visit The UWI's website <https://sta.uwi.edu/cpo/Tenders.asp> to view and complete the necessary forms.

Expressions of Interest must be submitted via email to cpoproposals@sta.uwi.edu no later than **4:00pm (Trinidad and Tobago Local Time) on Wednesday 14th June, 2023.**

Applicants will receive an electronic confirmation delivery receipt from The UWI CPO which must be retained for records. It is the responsibility of the Applicants to ensure that they have received this confirmation prior to the expiration of the deadline.

The University of the West Indies, St. Augustine will under no circumstance be held responsible for late delivery or loss of applications that are not received by the stipulated deadline.

Applicants are advised that this is an invitation for Expressions of Interest only, at this stage and firms will be short-listed based on the information supplied.