

THE UNIVERSITY OF THE WEST INDIES,
ST. AUGUSTINE CAMPUS

REQUEST FOR PROPOSAL
COFFEE SHOP @ UWI RBL PLAZA

The University of the West Indies, St. Augustine Campus through the Office of Institutional Advancement and Internationalisation invites eligible bidders, either individual (s) or companies to submit business proposals for a Coffee shop as per the requirements outlined in the RFP Package.

The University proposes an area of 295 square footage situated on Circular Road, St Augustine, obliquely opposite the Northern Entrance of the UWI. The Coffee Shop would offer a selection of coffee, tea, milk, fruit-based beverages and snacks (sweet and savory) to the university community as well as the bank's employees and customers. The coffee shop's design should be visually attractive with a contemporary layout designed for fast and efficient operations.

In submitting proposals, bidders **MUST** comply with all instructions contained in the RFP package. RFP packages can be obtained from The Commercialisation Office, Office of Institutional Advancement and Internationalisation, located at the University of the West Indies, St. Augustine Campus upon presentation of proof of payment of a non-refundable fee of **TT\$250.00**. The fee is to be paid at the Cashier, The Main Administration Building, The UWI, St. Augustine Campus.

Proponents or their representatives are invited to attend a pre-submission meeting on **October 31st, 2016 at 10:00 AM** at the **Commercialization Office, Office of Institutional Advancement and Internationalisation**, The University of the West Indies, St Augustine.

Proponents must submit ONE (1) original hard-copy, TWO (2) copies hard-copy AND an electronic copy (on CD or thumb drive) of the complete proposal in a sealed envelope with subject line "**RFP FOR THE DESIGN, BUILD AND OPERATION OF THE COFFEE SHOP @ UWI RBL PLAZA**" to The Commercialisation Office, The Office of Institutional Advancement and Internationalisation, The University of the West Indies, St Augustine Campus no later than **November 18th, 2016 at 4:00 p.m. sharp**.

Late submissions would not be accepted and the University does not bind itself to accept the lowest or any tender.

Questions or requests for further information can be obtained from:

**The Commercialisation Office,
The Office of Institutional Advancement and Internationalisation,
The University of the West Indies,
St Augustine Campus, Trinidad and Tobago, West Indies**
Email: commercialization@sta.uwi.edu
Tel: 662-2002 Exts. 82684/91-93